

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**CITY OF NORWALK**

**AND THE**

**NORWALK CITY EMPLOYEES ASSOCIATION**

**(GENERAL & HOURLY UNITS)**

*July 1, 2006 - June 30, 2009*



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**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**CITY OF NORWALK**

**AND THE**

**NORWALK CITY EMPLOYEES ASSOCIATION**

**(GENERAL & HOURLY UNITS)**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this 21st day of June, 2006, by and between the CITY OF NORWALK ("City") and the NORWALK CITY EMPLOYEES ASSOCIATION, Local Lodge 1957, District Lodge 947, International Association of Machinists and Aerospace Workers AFL-CIO ("Union").

**P R E A M B L E**

PURSUANT TO the Meyers-Millias-Brown Act, Government Code (Section 3500, et seq.), and Resolution 2563, the Employer-Employee Relations Resolution of the City of Norwalk, and Resolution 2579 acknowledging the Union as the recognized employee organization of the employees of the City, the City, through its representatives has met with Union representatives and has reached agreement relative to certain adjustments to wages, hours and other terms and conditions of employment.

IT IS AGREED between the City and the Union that the provisions of this MOU shall not be binding on the parties until the MOU is ratified and adopted by resolution by the Norwalk City Council.

**ARTICLE 1. RECOGNITION**

Pursuant to Government Code, the City hereby recognizes the Norwalk City Employees Association, Local Lodge 1957, District Lodge 947, International Association of Machinists and Aerospace Workers, AFL-CIO as the exclusive representative for those General Unit employees employed by the City in the classifications referenced in Appendix "A" of this MOU subject to the applicable provisions of the law. To be eligible for representation, hourly unit employees must work a combination of a minimum of six (6) months per year and an average of at least 15 hours per week in that six (6) month period. "3,000 hour Hourly Unit employees" are defined as any hourly employees who have worked in excess of 3,000 hours for the City with no voluntary break in service of more than one year. All correspondence shall be directed to the Norwalk City Employees Association c/o 319 West Broadway, Long Beach, CA 90802 or as otherwise notified by the Union.

**ARTICLE 2. TERM OF MEMORANDUM OF UNDERSTANDING**

The Term of this MOU shall commence on July 1, 2006 and end on June 30, 2009.

**ARTICLE 3. NONDISCRIMINATION**

The City and Union recognize the right of the employees to form, join or participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join or participate in employee organization activities. No employee shall be intimidated, coerced, restrained or discriminated against by the City or the Union in any manner which is unlawful pursuant to state or federal law. This article is not to be subject to the Grievance Procedure. Alleged violations of this article may be presented to the Labor Management Committee.

**ARTICLE 4. CITY'S RIGHTS AND RESPONSIBILITIES**

City reserves and retains, solely and exclusively, all rights of management which have not been expressly abridged by a specific provision of this MOU and all of its common law rights to manage the City, as such rights existed prior to the execution of this or any previous agreement with the Union or any other union or employee organization. The sole exclusive rights of management, which are not abridged by this MOU, shall include (but are not limited to) the following rights:

To manage the municipality generally and to determine issues of policy; to determine the existence or nonexistence of facts which are the basis of a management decision; to determine the necessity and organization of any service or activity conducted by the City and expand or diminish services; to determine the nature, manner, and extent of services to be provided to the public; methods of financing; types of equipment to be used; to establish, continue, discontinue or modify policies, practices or procedures; to determine and change the facilities, methods, means and personnel by which City operations are to be conducted; to determine and change the number of locations, relocations, and types of operations, and the processes and materials to be included in carrying out all City functions including (but not limited to) the right to contract for or subcontract any work or operation; without prejudice to the right of the employee organization to thereafter meet and confer on the effect thereof; to determine the size and composition of the work force, to assign work to employees in accordance with the requirements as determined by the City, to establish and change work schedules and assignments and to establish the days and hours during which employees shall work; to relieve employees from duty for lack of work or similar nondisciplinary reasons; to, in lieu of layoffs, establish schedules which share work among employees in a given department or departments; to determine the order of layoffs in accordance with the Personnel Rules and Regulations of the City; to establish and/or modify productivity programs and standards; to discharge, suspend or otherwise discipline employees for proper cause; to determine job classifications and to reclassify employees; to

hire, transfer, promote and demote employees for nondisciplinary reasons; to determine policies, procedures and standards for selection, training and promotion of employees; to establish employee performance standards including (but not limited to) quality and quantity standards and to require compliance therewith; to maintain order and efficiency in its facilities and operations and to establish and promulgate and/or modify rules and regulations to maintain order and efficiency; to introduce newer improved methods, equipment or facilities; to discontinue their performance by employees of the City; to determine the number of hours per day or per week operations shall be carried on, schedules thereof; to determine and schedule the number and types of employees required to carry out the operations of the City; to assign work to such employees in accordance with requirements determined by management; to take any and all necessary action to carry out its missions in emergency and other situations of unusual or temporary circumstances; to exercise complete control and discretion over its organization and technology in performing its work and services; and to establish reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of City services.

All management rights, powers and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively in the City.

Nothing in this Article is intended to modify the City's obligations under the Meyers-Milias-Brown Act and it is expressly understood in accordance with Article 11 hereof that notwithstanding any other provision of this Article the City shall at all times meet and confer with the Union on all matters relating to employment conditions and employer-employee relations including wages, hours and other terms and conditions of employment of employees within the bargaining unit.

#### **ARTICLE 5. UNION EMPLOYEE REPRESENTATIVE AND ALTERNATE LISTING**

A current list of Union employee representatives and the department(s) and/or bargaining unit which they represent, shall be submitted to the Director of Human Resources. Any changes on this list shall be submitted with the same required information as stated above to the Director of Human Resources within ten (10) working days following such changes.

A General Unit employee who files a grievance or is subject to the disciplinary procedures contained in Article 34, Discipline and Article 35 Grievance Procedure (Section 12 D of the City rules) may designate a union representative to be present at grievance or discipline meetings with City representatives. Meetings or hearings shall be scheduled during the grievant's and/or representative's normal work time, and the grievant and/or representative shall be given paid release time. In the event staffing requirements do not permit scheduling during normal work time, the time shall be flexed.

An hourly unit employee who is entitled to representation or who files a grievance as

contained in Article 35, Grievance Procedure may designate a union representative to be present at grievance meetings or hearings with City representatives. Meetings or hearings shall be scheduled during the grievant's and/or representative's normal work time unless staffing requirements are prohibitive. Where staffing requirements are prohibitive, the employee's and/or representative's time shall be flexed. If the meeting is scheduled during the grievant's and/or representative's normal work time, the grievant and/or representative shall be given paid release time.

#### **ARTICLE 6. BULLETIN BOARDS AND DISTRIBUTION OF NOTICES**

A reasonable number of bulletin boards will be provided upon which the Union may post notices of official Union business which may include recreational and social affairs, notices of meetings, benefit programs, trips, elections, appointments and results of elections, excerpts from the Salary Resolution and Personnel Ordinance, bulletins of employee rights, notices of City Council actions, and notices of grievance matters, provided that any notices must be on official Union identified paper and a copy sent to the Director of Human Resources. All posting for bulletin boards must contain the date of the posting and identification of Union as the organization posting the document. The Union will not post information which is defamatory, derogatory, obscene, or soliciting or encouraging employees to engage in illegal activities.

#### **ARTICLE 7. DUES AND BENEFITS DEDUCTIONS**

During the term of this MOU, upon execution of a voluntary written authorization by the employee, the City shall deduct Union dues, benefit program premiums, and voluntary contributions from the pay of employees represented by the Union. The form for this purpose shall be provided by the Union with an agreed disclaimer and the amounts to be deducted for Union dues, benefit premiums and voluntary contributions shall be certified to the City by the designated Union official. Employees who are dues-paying members of the IAM & AW may cancel payroll deductions only in the month of June each year. The Union shall assume responsibility of notifying current and future members of this requirement. The Union's membership application form shall contain a written notice of this membership requirement.

The Union agrees to pay the City \$.05 per member per pay period in which Union deductions are withheld to administer the payroll deduction.

The Union hereby agrees to indemnify and hold the City harmless for any loss or damages, including attorney's fees, for claims or causes of action arising from the operation of this provision of this Article.

**ARTICLE 8. NOTIFICATION OF JOB CLASSIFICATION CHANGES**

The City shall make every reasonable effort to notify the Union or the affected employee(s), with a copy of any proposed changes in the duty statement for existing classifications represented by Union no less than ten (10) working days prior to final approval.

**ARTICLE 9. REPRESENTATIONAL INFORMATION**

The City shall provide the Union with the following information for each unit employee:

- A. A quarterly listing for each employee to include:  
  
Name, address, classification title, Union membership and dues amount, department, original date of employment, monthly salary or hourly rate and total current Union insurance deduction amounts.
- B. A monthly listing of dues and supplemental Union insurance deduction amounts.

**ARTICLE 10. UNION ACCESS**

- A. Authorized Union representatives shall be given access to work locations during work hours to conduct Union grievances, to conduct investigations where such investigations cannot be accomplished during non-work hours and to attend City-Wide Labor Management Committee or Work Site Labor Management Committee meetings. Union representatives may walk through work locations to post information on Union bulletin boards and may extend brief cordial greetings provided it is not disruptive of the City's work operations. The Union representative shall give notice to the Director of Human Resources prior to his/her arrival at any work site within the City.
- B. The City will allow distribution of Union-provided information regarding the Norwalk City Employees Association to new City employees at orientation. All documentation must be pre-approved by the Director of Human Resources.
- C. The City shall allow distribution of pre-approved information regarding Union-sponsored events and other issues of mutual benefit through the payroll distribution system.

**ARTICLE 11. CHANGES IN MANDATORY SUBJECTS OF BARGAINING**

It is understood and agreed that there exists within the City certain personnel rules, policies, practices and benefits. Except as specifically modified by this MOU, these rules, policies, etc., that constitute mandatory subjects of bargaining shall be in full force and effect during the term of this MOU. Except in cases of emergency and as provided in Article 14, before any new or subsequent amendments to these rules, policies, etc., directly affecting wages, hours and terms and conditions of employment (i.e., mandatory subjects of bargaining) are implemented, the City shall give notice to the Union representative and give the Union the opportunity to bargain in compliance with Government Code Section 3500, et. seq. Disputes over this Article are not subject to the Grievance Procedure but may be referred to the Labor Management Committee.

**ARTICLE 12. SAVINGS**

- A. If any provision of this MOU or application hereof to any City employee is held to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such law or court decision, but all other provisions or applications shall continue in full force and effect.
- B. Should a provision or application be deemed invalid, as described in Paragraph 1, at the request of either party, the parties agree to meet and confer over any part of an article deemed invalid not later than thirty (30) days after such law or court decision to renegotiate the provision or provisions hereof.

**ARTICLE 13. STRIKES AND LOCKOUTS**

During the life of this MOU no illegal work stoppages, strikes, slowdowns, or picketing shall be caused, sanctioned or condoned by the Union. No lockouts shall be made by the City.

In the event that any employees covered by this MOU, individually or collectively, violate the provisions of the Article and the Union fails to exercise good faith in halting the work interruption, the Union and the employees involved shall be deemed in violation of this Article and the City shall be entitled to seek all remedies available to it under applicable law.

## **ARTICLE 14. FULL UNDERSTANDING**

This MOU contains all of the covenants, stipulations and provisions agreed upon by the parties, and any other prior existing understanding or agreements by the parties, whether formal or informal, regarding any such matters contained in this MOU are hereby superseded or terminated in their entirety.

For the life of this MOU, Union and the City mutually agree that to reopen negotiations with respect to any subject or matter covered in this MOU requires mutual consent by both parties. Without such mutual consent, the parties shall not be required to meet and confer regarding same.

## **ARTICLE 15. DEATH OR ILLNESS OF FAMILY MEMBER**

### **A. Bereavement Leave**

Family, for purposes of Bereavement Leave, shall include: employee's parent (or stepparent, mother-in-law, father-in-law), spouse, son, daughter (or stepson, stepdaughter, son-in-law, daughter-in-law), brother, sister (or brother-in-law, sister-in-law), grandmother, grandfather, or grandchild, court appointed or other verifiable guardian, as approved by the Director of Human Resources.

In the event of a death in the family of a General Unit or 3,000 hour Hourly Unit employee, upon the request of the employee, the employee shall be authorized up to three regularly scheduled days leave of absence with pay, referred to as Bereavement Leave, respectively to make household adjustments or to attend funeral services.

### **B. Death or Illness**

In the event of death or illness of a General Unit or 3,000 hour Hourly Unit employee's family member, as defined above, the department head may authorize immediate vacation leave to the employee so the employee can be with the family member, make household adjustments, or arrange for medical services.

The employee will notify the City prior to actually taking the paid leave and to provide the City with adequate verification of death in the family to support the payment of salary upon return from leave.

## ARTICLE 16. HOLIDAYS (GENERAL UNIT)

Municipal offices shall be closed for the observance of the following holidays with pay for General Unit employees at the rate of eight hours for regularly scheduled eight hour work days and nine hours for regularly scheduled nine hour work days per the attached Schedules of Holidays for July 2006 through June 2009:

- |    |                                 |     |   |
|----|---------------------------------|-----|---|
| 1. | New Year's Day                  | 7.  | Veterans Day <sup>1,2</sup>                           |
| 2. | Dr. Martin Luther King, Jr. Day | 8.  | Thanksgiving Day                                      |
| 3. | President's Day                 | 9.  | Friday after Thanksgiving                             |
| 4. | Memorial Day                    | 10. | Christmas Day   |
| 5. | Independence Day                | 11. | Floating Holidays (2)* <sup>3</sup>                   |
| 6. | Labor Day                       | 12. | Such other days as may be authorized by City Council. |

\*All General Unit employees will be entitled to two (2) floating holidays at the beginning of each fiscal year. If an employee does not complete the probationary period prior to June 30, the employee will not be eligible for the floating holidays for that fiscal year. All floating holidays must be taken within the fiscal year credited, with prior approval of the department head. <sup>1</sup> For fiscal year 2006/2007, the Veterans Day holiday will be recognized on Friday, November 10, 2006 for Transit Operations and Equipment Maintenance Operations. <sup>2</sup> For fiscal year 2007/2008, the Veterans Day holiday will be recognized on Monday, November 12, 2007. <sup>3</sup> For fiscal year 2008/2009, the Friday after Thanksgiving coincides with a closed Friday. For 9/80 General Unit employees, the Friday after Thanksgiving, November 28, 2008, will become a floating holiday to be used during fiscal year 2008/2009.

### HOLIDAY POLICY

When, pursuant to authorization by a department head, a General Unit employee is required to work on an Actual or Recognized Holiday, the General Unit employee shall be paid for the holiday and compensated at the rate of one and one-half times regular pay (premium pay) for hours worked, or shall receive time off during regular working hours of the same work week equal to the actual number of hours worked on the holiday (compensatory time). If a General Unit employee works both the Actual Holiday and the Recognized Holiday, the General Unit employee shall receive premium pay or compensatory time for the Actual Holiday only, and shall receive regular pay for the Recognized Holiday. Prior to working on the holiday, the General Unit employee shall determine from the department head whether compensation shall be in the form of premium pay or compensatory time. This holiday policy does not apply to exempt employees.

### **HOLIDAYS (HOURLY UNIT)**

3,000 hour Hourly Unit employees shall be paid at the rate of six (6) hours each for New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day per the attached Schedules of Holidays for July 2006 to June 2009 provided they meet the following criteria:

- A. That he or she is an employee on the holiday; and,
- B. That he or she has worked any hours during the forty (40) calendar days preceding the day of the holiday.
- C. If scheduled to work on any of the holidays above for July 2006 to June 2009 the employee shall receive his/her holiday pay of six (6) hours plus pay for the number of hours worked at straight time.

### **HOLIDAYS (TRANSPORTATION DEPARTMENT)**

The Transportation Department operates 365 days each year with varying demands for service. Transit Operations and Equipment Maintenance Operations observes holidays as reflected in the Schedule of Holidays for Transit Operations and Equipment Maintenance Operations. Changes in work schedules for holiday service shall be posted no less than 15 days in advance.

#### **A. General Unit Employees**

General Unit Employees in Transit Operations and Equipment Maintenance Operations working on an Actual or Recognized Holiday noted in the Schedule of Holidays for Transit and Equipment Maintenance Operations shall be compensated eight (8) hours for the holiday, and paid at time-and-one-half for hours worked (noting that assignments normally paid for eight (8) hours shall be paid eight (8) hours) on either the Actual or Recognized Holiday. In the event the General Unit employee works on both the Actual and Recognized Holiday, they shall be compensated at time-and-a-half for hours worked and eight (8) hours for the Actual Holiday only and at straight-time for hours worked on the Recognized Holiday.

General Unit employees in Transit Operations and Equipment Maintenance Operations whose Actual or Recognized Holiday falls on their regular day off shall be compensated eight (8) straight-time hours for the holiday.

B. 3,000 Hour Hourly Unit Employees

1. 3,000 hour Hourly Unit employees in Transit Operations shall be paid six (6) hours each for the following holidays when they received authorization by the Department to have the day off, provided they meet the criteria as outlined in the MOU: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Those employees who are required to work one of these holidays shall receive (double time) compensation for the number of actual hours worked.
2. 3,000 hour Hourly Unit Employees in Transit Operations who work on any of the following holidays--Dr. Martin Luther King, Jr. Day; President's Day; Memorial Day, Veterans Day, and the Friday after Thanksgiving--shall receive double-time compensation for the number of actual hours worked.

C. Release Time For Transit Employees

General Unit and 3,000 hour Hourly Unit employees in Transit Operations who work on Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, Veterans Day or the Friday after Thanksgiving, shall be allowed to defer eight hours of holiday pay to be used within one year of the holiday for compensatory accrual. This compensatory holiday accrual time may be used for scheduled time off for sick leave (i.e., doctor's appointments including DMV physicals; CDL license renewals, etc.) and will not be considered as an occurrence for attendance control purposes.

**ARTICLE 17. JURY DUTY**

A General Unit employee who is required to report for jury duty shall be granted leave for such purpose under the following conditions.

- A. The jury notice must be submitted to the department head.
- B. A letter shall be requested to be submitted by the Human Resources Department if a hardship to the City would be imposed by the employee's absence.
- C. The employee shall be excused from work each day for the time required to report to the court and shall return to work for the remaining portion of the work shift.
- D. The employee shall receive his/her regular base salary for the time served up to a maximum of five (5) days per calendar year.

- E. With adequate notice to the department head and if feasible by the department, employees granted such leave shall be temporarily assigned to work the day shift, with a Monday through Friday work-week.

### **ARTICLE 18. PROFESSIONAL TIME**

The City agrees to provide those employees who are determined to be exempt from the overtime provisions of the Fair Labor Standards Act, with 16 hours off to be used as Professional Time. The City will provide the Union a list of those positions determined to be exempt and agrees to meet and confer on the impact of any reclassification of existing classifications to be exempt status. The use of the days and their scheduling shall be at the employees' discretion with prior approval of the supervisor.

Additionally, these employees shall have the right to accrue Professional Time at straight time of up to 104 hours per year as compensation for work that extends beyond forty (40) hours in one week.

The Professional Time accrued in a fiscal year must be taken by the end of the fiscal year following the fiscal year in which it is earned.

A supervisor has the discretion to require an employee to utilize accrued Professional Time in June of the fiscal year after it is earned or to pay for the accrued Professional Time as of June 30 of that fiscal year. For employees who are promoted to management status, the Professional Time shall be used within one year of change of status or paid by the City at the employee's last base salary rate at which it was earned.

Employees who are reclassified to exempt status from the Fair Labor Standards Act overtime provisions shall retain any accumulated bank of compensatory time. The compensatory time shall be used within one year of the change of status or paid by the City at the employee's last base salary rate at which it was earned.

### **ARTICLE 19. SICK LEAVE (GENERAL UNIT)**

- A. Sick leave is not a right which an employee may use at his/her discretion but shall be allowed only in case of actual sickness or disability, including the first three days of work-connected disability.
- B. No sick leave with pay shall be granted while an employee is in his/her probationary period, but if permanent status is achieved, sick leave credit will be allowed for time

served as a probationer.

A 3,000 hour Hourly Unit employee who is promoted to a full-time position, shall have the right to use any previously earned sick leave while serving their probationary period in the new promotional classification. However, the probationary period will be extended by the amount of time used.

- C. Credit for sick leave with pay shall accrue at the rate of eight (8) hours for each calendar month of service for General Unit employees. Any sick leave used shall be deducted from the accrued credit. Unused sick leave credit may be accumulated up to a total of 720 hours. Every General Unit employee accruing unused sick leave days beyond the maximum number provided in this section shall receive on the first pay day following the employment anniversary date payment for any sick leave accrued in excess of the maximum accumulation permitted. Monetary compensation for sick leave accrued in excess of the maximum shall be payable at the same rate as ordinary sick leave.
- D. An employee intending to be absent on sick leave shall advise his/her immediate supervisor on each day of absence at least 30 minutes before the start of his/her daily duties, providing telephones are in operation, or as soon as the switchboard is open. An employee hospitalized or convalescing from surgery, illness, or injury may state the estimated time of absence on such sick leave at the first report and need not make any further report for such period, but would be required to report within two days if such period changes. Failure to meet any reporting requirements may lead to discipline up to and including termination. Failure to report may be excused for good cause by the Director of Human Resources.

With sick leave that is for three or more consecutive working days, a physician's certificate stating the cause of the absence shall be required unless waived by the Director of Human Resources. Where a supervisor or department head suspects abuse of this leave article, said department head may require the employee to provide a physician's certificate stating the cause of absence when sick leave is for one or two days. Sick leave absence reports must be submitted by the employee to the department head on the first day he/she returns to work. The department head may request the supervisor to advise the employee of the requirement. Any employee absent for an extended period due to surgery, injury, or long illness may be required to undergo a physical examination by a City-designated physician before returning to his/her position duties.

- E. Compensation for sick leave shall be in the amount the employee would earn during the sick leave period if working at his/her current rate of pay and work schedule without the inclusion of overtime earnings.

- F. Sick leave pay shall not be allowed in the following situations:
1. While an employee is on an authorized vacation, unless hospitalized during this time, or leave of absence without pay;
  2. While an employee is laid off;
  3. While an employee is absent from duty on account of disability arising from any sickness or injury purposely self-inflicted or caused by his/her willful misconduct;
  4. If the employee is not, in fact, sick or incapacitated from performing his/her job;
  5. If the employee has performed private or other public work while on sick leave;
  6. If the absence from work is for any other reason, without approval of the Director of Human Resources.
- G. City holidays occurring during sick leave shall not be counted as days of sick leave.
- H. If a General Unit employee has five (5) or more years of service, upon termination the employee shall be compensated at his/her current rate of pay for a percentage of the total accumulated unused sick leave, calculated in accordance with the schedule below. No credit for accrued sick leave shall be permitted when an employee's employment terminates with less than five (5) years service.

<u>Years of Continuous Service</u>	<u>Compensation Rate</u>
Less than five	0%
At least five but less than ten	25%
At least ten but less than fifteen	50%
At least fifteen but less than twenty	75%
Twenty or more	100%

When termination is caused by the death of a General Unit employee with five (5) or more years of service, payment shall be made to the estate of such employee; however, the City may, at its option, pay said sum to a surviving spouse or to such other person or persons as the employee shall have designated in writing, filed with the City prior to death, if no probate or administration of the employee's estate is contemplated.

### **SICK LEAVE (HOURLY UNIT)**

- A. Hourly Unit employees who have been employed by the City in excess of 3,000 hours, shall accrue sick leave from the 3,001 hour onward. The rate of accrual pay shall be .046 hours for each hour of straight time worked. Sick leave will be credited for use on the payroll period following accrual.
- B. Employees shall be able to accrue sick days from year to year. However, employees shall not be compensated for unused sick days at termination or separation of employment.

If a 3,000 hour Hourly Unit employee has five (5) years or more of service and retires from the City, the employee shall be compensated at his/her current rate of pay for 25% of the total accumulated unused sick leave.

- C. Sick leave is an employee's privilege and not an absolute right. An employee may use sick leave only in case of actual illness or disability, including the first three (3) days of work-related disability. Violation of sick leave privilege may result in disciplinary action.
- D. If an employee is absent because of illness, he/she is required to notify his/her immediate supervisor of such illness on each day of absence at least thirty (30) minutes before the start of his/her work shift, or as soon as the City switchboard opens.
- E. A department head may require proof of disabling sickness or illness in the form of a declaration by the employee or a physician's certificate.
- F. Sick leave use shall not be allowed in the following situations:
  - 1. While an employee is on an authorized vacation, unless hospitalized during this time, or leave of absence without pay;
  - 2. While an employee is absent from duty on account of disability arising from any illness or injury purposely self-inflicted or caused by his/her willful misconduct;
  - 3. When the employee is not, in fact, sick or incapacitated from performing job duties;

4. When the employee has performed other public or private work while on sick leave;
5. While an employee is laid off.

### **FAMILY SICK LEAVE**

- A. A General Unit or 3,000 hour Hourly Unit employee shall be authorized six (6) months accrual of sick leave to attend to an illness of a child, parent or spouse. Child shall include biological, foster, adopted, stepchild, legal ward or child standing in loco parentis. Parent shall include biological, foster, adoptive, stepparent or legal guardian.

Restrictions placed upon the use of sick leave by an employee as set forth in this article shall apply to the use of Family Sick Leave.

This benefit is not cumulative.

The City may require a doctor's certificate to verify the illness or disability of the family member.

- B. Up to 12 workweeks of leave without pay for family and medical care leave will be granted to employees who have worked a minimum of 1,250 hours in the 12 months preceding the date of the leave as outlined in the Family and Medical Leave Act. As specified in the Act, the City will maintain the level of benefits the employee is entitled to per the Memorandum of Understanding with the employee responsible for maintaining a timely schedule of payments for any employee portion of cost.

With a timely request by the employee and verification, such leave will be approved in the following instances:

- 1) for the birth or adoption of a child of the employee;
- 2) to care for a newborn child of the employee;
- 3) to care for the employee's parent, child or spouse who has a serious health condition;
- 4) for placement of a child for foster care; or
- 5) for the employee's own serious health condition which makes the employee unable to perform his/her job.

**ARTICLE 20. VACATION (GENERAL UNIT)**

A. Vacation Accrual

1. All General Unit employees who have completed one (1) year of continuous service shall earn vacation as follows:

<u>Years of Continuous Service</u>	<u>Length of Vacation</u>
Less than 5 years	80 hours
5 years, but less than 10 years	120 hours
10 years or more	160 hours

General Unit employees who have previously accrued vacation hours as an hourly employee may use these accrued hours during the first year of their full-time status with prior approval of their supervisor.

B. Vacation Scheduling

Employees will be given the opportunity to request vacation dates in blocks of five (5) consecutive work-days or more each year. The employee shall submit a written request to his/her supervisor by the last working day of the year by the following method. Vacation requests will be for the twelve (12) month period commencing the following February 15. The employee's supervisor will respond by January 30 as to approval or denial of the employee's request.

In those circumstances where employees wish to break their vacation into several increments of five or more days, their first choice shall be granted by seniority. After all first choices have been granted, second choices shall be allocated by seniority, etc.

Vacation time requested after the last working day of the year shall be granted in compliance with paragraphs 1 and 2 above but will in no case conflict with the vacation time requested in advance of the last working day of the year.

Choices of vacation dates shall be granted wherever practical, but the operating requirements of the City, as determined by the director of each department, shall prevail. Where more employees than can be spared request a particular period, preference will be in order of seniority, provided the remaining employees are qualified to do the work. Management's needs to fill operating requirements of the City shall prevail in paragraphs 1, 2, and 3.

C. Holidays During Vacation

If a legal holiday occurs while an employee is on vacation, such holiday time shall not be deducted from the amount of vacation to which the employee is entitled.

D. Unused Vacation

Where possible, vacation leave should be taken annually and not accumulated from year to year. However, if employees are not able to take the vacation accrual time before his/her subsequent anniversary date, the employee may, with approval of his/her department head, defer the accrued vacation for use in succeeding years. Employees shall not accumulate vacation in excess of the equivalent number of days earned in the immediately preceding twenty-four (24) month period. The employee shall be paid for accrued vacation in excess of the equivalent number of days earned in the immediately preceding twenty-four (24) month period.

E. Vacation Upon Termination

General Unit employees who terminate their employment with the City shall be paid for all accrued vacation, if any.

In the event of the death of an employee, payment shall be made to the estate of such employee if probate of the estate is contemplated. If probate or administration of the employee's estate is not contemplated, the City may, at its option, pay said sum to a surviving spouse, or to such other person or persons as the employee shall have designated in writing to the City prior to his/her death.

**VACATION (HOURLY UNIT)**

All unit employees who have been employed by the City in excess of 3,000 hours shall accrue vacation from the 3,001 hour onward at the rate of .046 hours for each hour of straight time worked. Rules regarding scheduling of vacation, carry-over vacation, and vacation upon termination which pertain to General Unit employees shall pertain to 3,000 hour Hourly Unit employees.

**ARTICLE 21. EDUCATIONAL REIMBURSEMENT**

The educational reimbursement policy of the City for General Unit employees shall remain in effect as follows:

- A. The Director of Human Resources may authorize General Unit employees to attend

training courses in approved schools or programs, excluding graduate and extension courses, at the City's expense. Courses or training must be related to the employee's position or to a position in the City to which he/she may reasonably expect to be promoted in the future.

Prior to enrollment, an employee shall submit a tuition reimbursement request form outlining the course or program and costs, and shall obtain the department head's and Director of Human Resources' approval. Supplies and transportation must be obtained at the employee's expense. The expense of required textbooks will be paid for by the City.

All educational reimbursement shall be subject to the availability of funds budgeted in each fiscal year, and it shall be the responsibility of the employee to determine if sufficient monies remain in the fund before submitting a request for reimbursement. Funds will be issued on a first-come, first-served basis.

An employee shall complete a college or university course or a training course with a grade of C or better or reimburse all funds authorized by the City. An employee who receives training pursuant to this section shall remain in City employment for one year from the date the class or program begins, or reimburse the City one-half of the tuition expense. The conditions may be waived only by the Director of Human Resources.

- B. The fund for educational reimbursement shall be \$3,500 per year. Any unused educational funds from the preceding year will be added to the current year's fund of \$3,500 up to a maximum fund of \$5,000. At no time will the City be required to contribute more than \$3,500 in any one year to the Educational Reimbursement fund.
- C. Employees wishing to be reimbursed for educational expenses shall have until August 31 of each year (April 30 for summer courses) to submit his/her request for reimbursement (up to a maximum of 12 units per semester). All approved requests received prior to required dates will receive an equitable portion of the existing fund. Requests received after the required dates will be processed on a first-come, first-served basis if any funds remain.
- D. Reimbursement for courses taken will be paid at the rate of the cost of the course up to the current maximum dollar amount for 3 unit courses offered at California State Universities in effect during the school year in which the course was taken.

## **ARTICLE 22. LIFE INSURANCE**

The City agrees to provide life insurance coverage to General Unit employees in the amount of \$5,000 for 1-5 years of service. After five (5) years of service the amount of life

insurance increases to 1 1/2 times the employee's annual salary.

### **ARTICLE 23. LONG TERM DISABILITY**

The City will provide a long term disability plan for General Unit employees. The plan will provide a monthly benefit of 66 2/3% of the employee's monthly salary, excluding overtime, up to age 70 up to a maximum of \$8,000. Benefits will begin after a sixty-day waiting period.

### **ARTICLE 24. MEDICAL/DENTAL/VISION INSURANCE (GENERAL UNIT)**

The City shall contribute up to a maximum of \$770.00 per month toward the cost of family coverage medical insurance premium. By September 4, 2007 and September 2, 2008, the Union may allocate the employee contribution from the Consumer Price Index to their medical benefits that will take effect January 1, 2008 and January 1, 2009 respectively. The City and Union agree that there will be no re-opening for any additional amount over and above the Consumer Price Index.

The City's contribution for dental insurance shall be 100% employer-paid for family coverage for the term of this MOU.

The City's contribution for vision insurance shall be 100% employer-paid for family coverage for the term of this MOU.

### **MEDICAL/DENTAL INSURANCE (HOURLY UNIT)**

The City shall contribute up to a maximum of \$230.00 per month toward the cost of the employee's and dependent's medical insurance premium for 3,000 hour Hourly Unit employees who work an average of 25 hours or more per week. Dependent is defined as spouse or child who meets the criteria set forth by the medical insurance provider. By September 4, 2007 and September 2, 2008, the Union may allocate the employee contribution from the Consumer Price Index to their medical benefits that will take effect January 1, 2008 and January 1, 2009 respectively. The City and Union agree that there will be no re-opening for any additional amount over and above the Consumer Price Index.

The City's contribution for the employee's dental insurance premium shall be 100% employer-paid for 3,000 hour Hourly Unit employees who work an average of 25 hours or more per week.

## **ARTICLE 25 . PERS RETIREMENT BENEFITS**

The City shall continue the current 2.7% @55 California Public Employees' Retirement System for the duration of this contract. Survivor Benefits shall remain at Level 3.

## **ARTICLE 26. WORKER'S COMPENSATION**

- A. Any employee who suffers bodily injury or sickness occurring in the course and scope of employment as contemplated by the Worker's Compensation Law of the State of California shall be entitled to benefits as provided by that Law. If the employee wishes to go to his/her own doctor, he/she must have a memo placed in the employee's file in the Human Resources Department indicating the name, address and phone number of the physician. If a note is not in the file, the employee must go to the employer's doctor for the first 30 days.
- B. A leave of absence for an industrial injury shall not be considered a break in service for the purpose of rights to salary adjustment, sick leave, vacation, or seniority to which an employee would be entitled if not absent. If on the day of the accident the employee is sent home by the doctor, he/she will receive full salary for that day. If the employee has to be off beyond the day of the accident, he/she may request the use of accumulated sick leave or vacation for the next three days of absence. Beginning the fourth day of industrial leave, the employee will be paid disability compensation as stipulated by California State Law, and will be allowed to supplement such compensation to full base salary with accrued benefits such as sick, vacation or other paid leave. Upon return to work from an industrial leave, if the employee's doctor sends him/her home at some future date for the same injury or illness, the employee will also receive full salary for the remainder of that day.
- C. An employee will only receive payment for absences authorized in writing by the attending physician. The employee must provide his/her department head with these written authorizations within 24 hours after the visit to the doctor.

## **ARTICLE 27. CALLBACK PAY**

All General Unit employees who are called out for emergencies after their normal work shift and they have left work will receive their regular pay plus 50% premium (or compensatory time off at the discretion of the department head) for the hours actually worked.

All General Unit employees who are called out for emergencies will receive a minimum of two (2) hours callback time, from the time the normal work day is completed until 12:00

midnight. Any callbacks after 12:00 midnight until 5:00 a.m. will receive a minimum of three (3) hours callback time. If an employee is called out at 12:00 midnight and has to work until 5:00 a.m., he/she will have the following options:

- A. Employee will call the Division Supervisor and notify the supervisor of the situation. The Division Supervisor will then decide if the employee should (1) use his callback time and stay at home, or (2) get an adequate amount of sleep and then report to work.
- B. Accrue compensatory time.
- C. Be paid for overtime.

### **ARTICLE 28. HIGHER CLASSIFICATION PAY**

Each employee who is required to perform the duties of a different classification with a higher salary range than the employee's current classification, shall be compensated at either 5% above their regular base rate (but in no case to exceed Step E) or be placed at Step A of the classification for which they are performing duties whichever is greater from the 11<sup>th</sup> consecutive working day on such assignment.

### **ARTICLE 29. NIGHT SHIFT PAY DIFFERENTIALS**

Those General Unit employees whose regularly assigned shift includes 50% or more of the scheduled work hours between the hours of 6:00 p.m. and 6:00 a.m. (hereafter called nightshift) shall receive five percent (5%) greater compensation than other employees in the same classification who work during regular working hours.

Employees assigned to night shift schedules will not lose the differential pay when temporarily reassigned to cover open assignments due to incidental sick leave, vacation, emergencies, etc.

### **ARTICLE 30. SALARIES**

Effective the beginning of the payroll period following contract ratification by the Union and adoption by the Norwalk City Council (July 2, 2006), all General and Hourly Unit employees shall receive a 5% salary increase to their base rate of pay.

Effective the first pay period (July 1, 2007) all General and Hourly Unit employees shall receive a compensation increase as determined by the Consumer Price Index for all urban

wage earners for the Los Angeles, Riverside and Orange Counties statistical area as determined and reported by the Federal Bureau of Labor Statistics published for the month of March 2007. No later than September 4, 2007, the Union may allocate the employee contribution from the Consumer Price Index to their medical benefits which will take effect January 1, 2008.

Effective the first pay period (June 29, 2008) all General and Hourly Unit employees shall receive a compensation increase as determined by the Consumer Price Index for all urban wage earners for the Los Angeles, Riverside and Orange Counties statistical area as determined and reported by the Federal Bureau of Labor Statistics published for the month of March 2008. No later than September 2, 2008, the Union may allocate the employee contribution from the Consumer Price Index to their medical benefits which will take effect January 1, 2009.

The same list of cities shall be used for all salary comparisons.

### **ARTICLE 31. STANDBY PAY**

A General Unit employee who is released from active duty and is not required to remain at the work site but is required to leave word at his/her home or with his/her department where he/she may be reached, or be available by pager, shall receive a maximum of \$120.00 per each week he/she is assigned.

### **TRANSIT HOLIDAY STANDBY PAY**

Transportation Operations Supervisors and Equipment Maintenance personnel required on holidays to leave word at his/her home or with his/her department where he/she may be reached shall receive \$33.00 standby pay for each holiday.

### **ARTICLE 32. ACCIDENT REVIEW**

Any employee who is involved in an accident and is being questioned where the results of the investigation may reasonably lead to discipline is entitled upon his/her request to have a representative present at each level of the accident review process.

The review process shall not be "unreasonably" delayed because the employee's representative is not available.

### **ARTICLE 33. DATA PROCESSING EQUIPMENT AND FURNITURE**

The City agrees that when for any reason technological changes take place that require

additional knowledge and/or skill on the part of its employees, to meet and confer on impact.

## **ARTICLE 34. DISCIPLINE (GENERAL UNIT)**

### **Section 1. Notice of Intent**

Whenever the appropriate authority intends to suspend for three (3) days or more, reduce in pay, demote or dismiss a non-probationary General Unit employee, the appropriate authority shall give the employee a written Notice of Intent to Discipline which states:

- A. The disciplinary action intended;
- B. The specific charges upon which the action is based;
- C. A factual summary of the grounds upon which the charges are based;
- D. Notice of the employee's right to respond to the charges either orally or in writing to the appropriate authority;
- E. The employee's right to review and copy all the materials upon which the intended discipline is based;
- F. The date, time and person before whom the employee may respond in no less than five (5) working days;
- G. Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being implemented.

### **Section 2. Final Notice**

If, after the response or the expiration of the employee's time to respond to the Notice of Intent, the appropriate authority decides to proceed with the disciplinary action, a Final Notice shall be served upon the employee either in person or by mail.

### **Section 3. Removal of Employee from Duty**

- A. The City shall not discharge a non-probationary General Unit employee without cause.
- B. Where retention in active work status would be detrimental to the best interest of the City, the employee or other employees, the employee may be removed from duty immediately or within less than ten (10) working days after the Notice of Intent. However, such removal shall not cause the employee loss of pay or benefits.

#### Section 4. Appeal

- A. Within ten (10) working days after service upon the employee of the Final Notice (15 days if service is by mail), the employee may appeal the disciplinary action to the Personnel Appeals Board.
- B. Every appeal shall be taken by way of written Notice of Appeal filed with the Director of Human Resources prior to the expiration of the appeal period.
- C. An appeal shall contain a notice of the employee's intent to appeal, setting forth specific facts upon which the appeal is based, a specific reference to the disciplinary action from which the appeal is taken and the nature of the relief sought. Every Notice of Appeal shall be signed by the appellant or the appellant's representative.
- D. The Director of Human Resources shall, as soon as possible, undertake all necessary actions to convene the Personnel Appeals Board, including scheduling a request for approval of the composition of the Board by the City Council. The hearing before the Personnel Appeals Board shall be conducted as set forth in the procedure for hearings. The decision of the Board shall be advisory only. The Board shall decide whether to recommend to the City Manager that the action complained of be sustained, rejected or modified. The decision shall be in writing and shall contain findings of fact, a determination of the issues presented, and the penalty recommended by the Board, if any.
- E. The recommendation of the Personnel Appeals Board and the record of the proceedings held before it shall be filed with the City Manager. The City Manager shall consider such record and recommendation and shall make a final determination affirming, rejecting, or modifying the prior determination on the matter. The final determination of the City Manager shall be in writing and shall be delivered to the employee personally or by registered mail, and to the department head, and a copy shall be placed in the employee's personnel file.
- F. Within ten (10) working days after the receipt of a copy of the final determination reached by the City Manager, the employee may file with the City Clerk a written request for a hearing of the issue before the City Council. At its next regular meeting the City Council shall determine whether to hear the matter, and if so, whether such hearing shall be de novo or limited to a review of the record of the hearing before the Personnel Appeals Board, to determine if the City Manager's decision was supported by substantial evidence. Any hearing shall be conducted pursuant to the rules of procedure set forth in Municipal Code, Section 2.24.120. Upon the conclusion of any review or hearing, the City Council shall cause its findings and decision to be prepared in writing, adopted by motion or resolution of the City Council and filed as

a permanent record by the Director of Human Resources. Copies shall be forwarded to all persons affected. The decision of the City Council shall be final.

- G. Failure of an employee to take any action required by this Article within the time limits permitted shall be deemed a waiver of all further rights of appeal.
- H. An employee may have a representative of his choice with him or on his behalf at each stage of the disciplinary appeal process.

This Discipline Article provides the sole, exclusive method of appealing discipline listed in Section 1 above. Appeal of discipline for suspensions of 1 to 2 days and written reprimands is provided in the Grievance Procedure.

### **ARTICLE 35. GRIEVANCE PROCEDURE (GENERAL UNIT)**

#### **A. DEFINITION OF GRIEVANCE**

A grievance shall be defined as a timely complaint by an employee concerning the interpretation or application of the express provisions of this Memorandum of Understanding and/or Personnel and/or Departmental Rules excluding disciplinary terminations, pay decreases, demotions and suspensions without pay for three (3) business days or more. Disciplinary letters of reprimand and suspensions of up to two (2) business days, and appeals of performance evaluations can be appealed up through Level Three of this appeals procedure.

#### **B. BUSINESS DAYS**

Business days shall mean calendar days, exclusive of Saturdays, Sundays, and legal holidays recognized by the City.

#### **C. TIME LIMITS FOR FILING WRITTEN FORMAL GRIEVANCES**

The time limit for filing written formal grievances shall be strictly construed but may be extended by mutual written agreement evidenced and signed by a duly authorized representative of the City and the grieving party. If a grievance is not appealed to the next level within the specified time limit, or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limits, the grieving party may elect to treat the grievance as denied at that level and may immediately appeal the grievance to the next level.

D. REPRESENTATIVE IN PRESENTATION OF GRIEVANCE

The grieving party may request the assistance of another person or persons of his/her own choosing in presenting the grievance at any level of the formal process or may represent himself/herself.

E. INFORMAL PROCESS

Level One - Immediate Supervisor

An employee must first attempt to resolve the grievance on an informal basis by discussion with his/her immediate supervisor within ten (10) business days after the first occurrence giving rise to the grievance, or within ten (10) business days after the employee, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The supervisor will give his/her answer to the employee by the end of the tenth (10th) business day following the presentation of the grievance. The giving of such answer will terminate Level One. An employee may have a representative of his/her choice present during the informal grievance meeting with the immediate supervisor.

F. FORMAL PROCESS

Level Two - Department Head

If the grievance is not settled at Level One, the grievant may, within ten (10) business days after the termination of Level One, appeal the grievance in writing to the department head on the form provided by the City. The department head shall schedule a meeting with the grievant to take place within ten (10) business days from the date the grievance is referred to Level Two. The department head shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. The giving of such reply will terminate Level Two.

Level Three - Director of Human Resources

If the grievance is not resolved at Level Two, the grievant may, within ten (10) business days after the termination of Level Two, appeal the grievance in writing on the City-provided form to the Director of Human Resources. The Director of Human Resources shall schedule a meeting with the grievant to take place within ten (10) business days from the date the grievance is referred to Level Three. The Director of Human Resources shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. The giving of

such decision shall terminate Level Three.

#### Level Four - City Manager

If the grievance is not resolved at Level Three, the grievant may, within ten (10) business days after the termination of Level Three, appeal the grievance in writing on the City-provided form to the City Manager, or his/her designee. The City Manager, or his/her duly authorized designee, shall schedule a meeting with the grievant and his/her designee, if any, to take place within ten (10) business days from the date the grievance is referred to Level Four. The City Manager, or his/her designee, shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. The giving of such decision shall terminate Level Four.

#### Level Five - Personnel Appeals Board

If the grievance is not resolved at Level Four, the grievant may, within ten (10) business days after the termination of Level Four, file a written request with the Director of Human Resources requesting a hearing before the Personnel Appeals Board. The Director of Human Resources shall, as soon as possible, undertake all necessary actions to convene the Personnel Appeals Board. The hearing before the Personnel Appeals Board shall be conducted as set forth in the Personnel Rules and Regulations. The decision of the Board shall be advisory only. The Board shall, within thirty (30) days following the completion of the hearing, decide whether to recommend to the City Manager that the action complained of be sustained, rejected or modified. The decision shall be in writing and shall contain findings of fact, a determination of the issues presented, and the action, if any, recommended by the Board.

The recommendation of the Personnel Appeals Board and the record of the proceedings held before it shall be filed with the City Manager. The City Manager shall consider such record and recommendation and shall make a final determination affirming, rejecting, or modifying the prior determination on the matter. The final determination of the City Manager shall be in writing and shall be delivered to the grievant personally or by certified mail. The giving of such determination will terminate Level Five.

#### Level Six - City Council

If the grievance is not resolved at Level Five, the grievant may, within ten (10) business days after the termination of Level Five, file a written request with the City Clerk requesting a hearing before the City Council. The City Council shall, at its next regularly scheduled meeting, determine whether to hear the matter. If it is determined to hear the matter, the City Council shall determine whether the hearing

shall be de novo or limited to a review of the record of the hearing before the Personnel Appeals Board to determine if the City Manager's decision was supported by substantial evidence. Any hearing shall be conducted pursuant to the rules of procedure set forth in the Personnel Rules and Regulations. Upon the conclusion of any review or hearing, the City Council shall cause its findings and decision to be prepared in writing, adopted by motion or resolution of the Council, and filed as a permanent record by the Director of Human Resources. The decision of the City Council shall be final. A certified copy of the decision shall be submitted to the grievant or his/her designee.

### **GRIEVANCE PROCEDURE (HOURLY UNIT)**

#### **A. DEFINITION OF GRIEVANCE**

A grievance shall be defined as a timely complaint by an employee concerning the interpretation or application of the express provisions of this Memorandum of Understanding and/or the City's Personnel and/or Departmental Rules applicable to unit employees. Discipline of unit employees shall not be subject to review under this Article.

#### **B. BUSINESS DAYS**

Business days shall mean calendar days, exclusive of Saturdays, Sundays, and legal holidays recognized by the City.

#### **C. TIME LIMITS FOR FILING FORMAL WRITTEN GRIEVANCES**

The time limit for filing written formal grievances shall be strictly construed but may be extended by mutual written agreement evidenced and signed by a duly authorized representative of the City and the grieving party. If a grievance is not appealed to the next level within the specified time limit, or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limits, the grieving party may elect to treat the grievance as denied at that level and may immediately appeal the grievance to the next level.

#### **D. REPRESENTATIVE IN PRESENTATION OF GRIEVANCE**

The grieving party may request the assistance of another person or persons of his/her own choosing in presenting the grievance at any level of the formal process or may represent himself/herself.

E. INFORMAL PROCESS

Level One - Immediate Supervisor

An employee must first attempt to resolve the grievance on an informal basis by discussion with his/her immediate supervisor within ten (10) business days after the first occurrence giving rise to the grievance, or within ten (10) business days after the employee, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance. The supervisor will give his/her answer to the employee by the end of the tenth (10th) business day following the presentation of the grievance. The giving of such answer will terminate Level One. An employee may have a representative of his/her choice present during the informal grievance meeting with the immediate supervisor.

F. FORMAL PROCESS

Level Two - Department Head

If the grievance is not settled at Level One, the grievant may, within ten (10) business days after the termination of Level One, appeal the grievance in writing to the department head on the form provided by the City. The department head shall schedule a meeting with the grievant to take place within ten (10) business days from the date the grievance is referred to Level Two. The department head shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. The giving of such reply will terminate Level Two.

Level Three - Director of Human Resources

If the grievance is not resolved at Level Two, the grievant may, within ten (10) business days after the termination of Level Two, appeal the grievance in writing on the City-provided form to the Director of Human Resources. The Director of Human Resources shall schedule a meeting with the grievant to take place within ten (10) business days from the date the grievance is referred to Level Three. The Director of Human Resources shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. In the event the Director of Human Resources is the department head of the grieving employee, the employee may request that the Level Three grievance appeal be heard by the City Manager, or his or her designee. The giving of such decision shall terminate Level Three.

#### Level Four - City Manager

If the grievance is not resolved at Level Three, the grievant may, within ten (10) business days after the termination of Level Three, appeal the grievance in writing on the City-provided form to the City Manager, or his/her designee. The City Manager, or his/her duly authorized designee, shall schedule a meeting with the grievant and his/her designee, if any, to take place within ten (10) business days from the date the grievance is referred to Level Four. The City Manager, or his/her designee, shall render a written decision regarding the grievance by the end of the tenth (10th) business day following the date of the meeting. The giving of such decision shall be final.

### **ARTICLE 36. LABOR MANAGEMENT COMMITTEES**

In order to establish further communication and understanding between labor and management, two levels of Labor Management Committees will be established:

- A. A City-Wide Labor Management Committee
  
- B. Work Site Labor Management Committees as follows:
  - 1. Transit
  - 2. Public Services
  - 3. Recreation
  - 4. City Hall

The City-Wide Labor Management Committee (selected by the parties) will have equal representation from management and the Union (maximum of three each) and shall meet on a regular basis as agreed to by the City and the Union, but in no event is more than one meeting a month required. The parties may, if they choose, meet more often than once a month, but to do so requires mutual agreement by both parties.

Each Work Site Committee will be made up of two management employees and two General Unit non-management employees of each respective department. If either party requests staff assistance, the other party will be notified five (5) business days prior to the meeting. The parties may, if they choose, meet more often than once a month, but to do so requires mutual agreement by both parties.

Hourly employees shall have access to and shall be covered by any decisions of the City Wide Labor Management Committee.

The Work Site Labor Management Committee in the Transportation Department shall include an additional employee member from the hourly unit.

### **ARTICLE 37. OVERTIME ASSIGNMENT**

- A. Overtime will be any time worked by any employee in excess of forty (40) hours per week. Flextime will be any time worked as overtime but intended and utilized as time off at straight time in the same work-week in which it was earned. In determining overtime, vacation and paid holidays taken during the week shall be considered as hours worked. Any other leaves of absence or time spent in optional training shall not be considered as hours worked for the purpose of calculating overtime. Prior to an employee working an extended schedule, the supervisor shall determine, upon request of the employee, whether the time is to be charged as overtime or flextime.
- B. Wherever possible a list shall be drawn by each department of volunteers to work overtime/flextime. Overtime/flextime shall be assigned to employees who are qualified by management to work the overtime/flextime assignment in the following manner:
  - 1. Workers still at the job site shall be canvassed in order of seniority.
  - 2. If no worker present accepts the overtime assignment, the volunteer list shall be called until the first volunteer accepts the assignment.
  - 3. If no volunteer is available and the overtime assignment is mandatory, the seniority list shall be called in inverse order to make an involuntary assignment.
  - 4. In those cases where, for record keeping reasons, the preparation and maintenance of the list is too cumbersome, management shall assign overtime in compliance with paragraphs 1, 2, and 3 as much as possible.
  - 5. In all cases, once an employee has worked overtime his/her name shall go to the end of the list.

## ARTICLE 38. PERSONNEL FILES

### A. Viewing Files

Any employee, or employees' representative with written consent and waiver of privacy rights, shall be entitled to review all of his/her personnel file.

If an employee wishes to view his/her personnel file, employee will schedule an appointment with the Human Resources Department staff a minimum of 24 hours in advance of viewing time.

### B. Photocopy Charge

If an employee wishes to have a photocopy of any of the documents in his/her personnel file, employee will pay the fee charged by the City at that time for photocopies (currently \$.10 for 1-10 copies; \$.04 for 11 or more copies).

### C. Placing Documents in Personnel Files

An employee shall be provided with copies of all documents that are to be placed in employee's personnel file and shall have the right to add his/her written response to negative documents and/or performance evaluations within ten (10) working days of receipt of the copy.

### D. Letters of Reprimand

Once an employee receives a letter of reprimand he/she will have ten (10) working days to respond in writing explaining why the letter of reprimand is being challenged and request a meeting with the Director of Human Resources. The Director of Human Resources will then determine whether or not the reprimand letter should be placed in the employee's personnel file as written or in a modified form.

### E. Removal of Documents from Personnel File

An employee may request that letters of reprimand be removed from his/her personnel file after a period of three (3) years. The employee shall submit a written request to the Director of Human Resources. If the Director of Human Resources determines that it is appropriate to remove the reprimand letter from the personnel file, the document shall be placed in a sealed file kept separate from the personnel file. Both the Director of Human Resources and the employee shall initial the file over the sealing tape and the file can only be opened by legal process, written consent of employee, or if the employee puts the reprimand in issue.

## **ARTICLE 39. REST PERIODS**

The City shall authorize and permit all employees to take rest periods, which insofar as practicable shall be in the middle of each work period but in no event can these be used to reduce normal work hours. The authorized rest period time shall be based on the total hours worked daily at the rate of fifteen (15) minutes net rest time per four (4) hours. This shall not apply to Coach Operators.

The Transportation Department will present significant changes in schedules and route assignments for consideration of recommendations by the Joint Labor/Management Committee. Such meetings are to be utilized for input and not merely to inform, but recognize City Council final authority over all schedules.

### **MEALS AND REST PERIODS (TRANSPORTATION DEPARTMENT)**

The Transportation Department will perform a full evaluation of current scheduling, runcuts and operator assignments for Norwalk Transit services. This evaluation will be pursuant to the following:

#### **Task I**

Review current schedules, runcuts, and operator assignments to provide a detailed understanding of Norwalk Transit's approach to schedules and runcuts.

#### **Task II:**

Develop new runcuts incorporating operator breaks designed to reduce the length of splits that meet the following criteria for establishing coach operator assignments:

- (1) Not more than thirty-five percent (35%) of Coach Operator assignments shall, within an eight-hour (8hr.) period, run without a designated lunch break.
- (2) Not more than thirty percent (30%) of Coach Operator assignments shall have less than forty-five minute breaks.
- (3) Not more than thirty-five percent (35%) of Coach Operator assignments shall have less than One-hour (1 hr.) breaks.
- (4) No Coach Operator assignment shall intentionally be created to have more than a two (2) hour break.

Based on the findings of the preceding two tasks, estimated cost impacts of each proposed change will be evaluated. Under no circumstances can the criteria for establishing Coach Operator assignments exceed the number of existing Coach Operator assignment hours effective July 1, 2003.

**ARTICLE 40. SAFETY**

The employer shall supply safe workplaces. Complaints about safety problems are not grievable but may be taken up at the appropriate Labor Management Committee meeting.

The Labor Management Committee will meet to identify items of safety gear that the City currently requires an employee to wear but does not currently buy for the employee.

**ARTICLE 41. TRANSFER OR REASSIGNMENT OF WORK LOCATION**

The City will provide five (5) working days advance notice to a General Unit employee in the event he/she must be involuntarily transferred or reassigned to another work shift and/or work location. In the event the transfer or reassignment is as a result of discipline, disability, emergency, or acts beyond management's control, the five-day notice will not be required.

**ARTICLE 42. BILINGUAL BONUS**

- A. Bilingual pay shall be subject to the approval of the department head and the Director of Human Resources. Employees must pass an oral examination for the second language in accordance with standards determined by the Human Resources Department.
- B. The stipend for bilingual bonus shall be \$25.00 per payroll period for the term of the agreement.

**ARTICLE 43. UNIFORMS**

- A. At the time of hire or promotion into the job, all Public Services maintenance workers, water workers, Vehicle Maintenance workers, Maintenance Supervisors, and warehouse workers shall receive 11 complete uniforms. Public Safety Officers and Parking Control Officers shall receive 3 uniforms. All hourly Recreation Leaders shall receive 6 shirts.
- B. General Unit employees in Transit Operations (Transportation Operations Supervisors, Coach Operators), will be issued eleven (11) uniforms.

Hourly Unit employees with less than six (6) months of service in Transit Operations

(On-Call Coach Operators) will be issued four (4) uniforms. After six (6) months of service they will be issued a total of eight (8) uniforms.

When an article of uniform is worn out due to routine wear and tear, employee will turn in such worn out item, and will be given an order to purchase a like item at a uniform company designated by the Department.

- C. Each employee will be required to maintain and clean his/her own uniform except that the City will provide cleaning and maintenance service of uniforms for those employees whose work exposes them to grease, pesticides, or other toxic materials upon request of the employee and with the approval of the department head.

#### **ARTICLE 44. CONTRACTING OUT**

- A. The City acknowledges that, at the time of these negotiations, it is not the City's intent to contract out any positions currently held by City Employees.
- B. The City will advise the Union of its intention (prior to distributing and/or mailing Requests for Proposals) to contract out for services and/or implement new technology that will result in the displacement of General and Hourly Unit employees and agrees to meet and confer on the impact on wages, hours, and other terms and conditions of employment. The City agrees to meet with the Union within the first twenty-one (21) days of its sixty (60) day notice for the purpose of meeting and conferring on the impact on wages, hours, and other terms and conditions of employment.

#### **ARTICLE 45. REPRESENTATIONAL TIME-OFF**

The City will, upon request and with the approval of the department head and the Director of Human Resources, allow release time for employees to attend training programs paid for by the Union which have a service benefit to the City not to exceed an aggregate of one hundred sixty (160) hours per year.

#### **ARTICLE 46. SENIORITY**

Reductions in staff shall be based on priorities established by the City. The City reserves the right to establish the criteria for granting preferences in job security, promotion, and other rewards to employees. The City recognizes the importance and value of employment tenure with the City of Norwalk as a factor in maintaining the effectiveness of the City organization. Seniority shall be the primary criterion for granting preference in promotions

and other rewards when differentiating between two or more employees who are otherwise equally qualified. Provided that the affected employees meet departmental performance standards, reverse seniority shall be used for reductions in staff within City departments.

### **TRANSPORTATION DEPARTMENT**

- A. With respect to Transit Department employees, seniority shall be accorded appropriate consideration as provided in the Driver Procedures Manual (as amended) in the assignment of regular runs (shake-up), lay-offs, and may be considered in promotions from part-time to full-time coach operators.
- B. On or before June 15 of each year the City agrees to poll the Mechanics by individual ballot to ascertain whether shifts are to be assigned by rotation every four months or seniority. Mechanics shall have the opportunity to review the schedules two (2) weeks prior to casting their vote (ballot). If a majority of the Mechanics vote for seniority assignment, shifts shall be selected by seniority in the class on a posted bid list. New assignments will become effective the first full pay period in July. Schedule revisions that do not relate to temporary or incidental changes such as sick leave coverage, etc., shall be reviewed at Labor/Management Committee Meetings.
- C. In the event the City is unable to fill vacant Mechanic positions during a period when selection of shifts is by seniority, the City reserves the right to assign shifts by rotation.

### **ARTICLE 47. ELECTRONIC SURVEILLANCE**

- A. The City acknowledges that at the time of these negotiations, it is not the City's intent to perform random, continuous electronic surveillance.
- B. The City reserves the right to use electronic surveillance equipment such as video cameras, audio devices, telephone systems and attendant records, etc. for purposes of investigations and the safety of employees under the following conditions:
  - 1. Employees will be notified in writing in advance that electronic monitoring will take place within specified dates.
  - 2. Employees will be notified in writing in advance of the type of electronic monitoring that will take place.
  - 3. Monitoring shall be limited to an employee's work.

4. The City may not take action against an employee unless they have complied with the above notification provisions.

5. The above conditions shall not apply:

(a) When an employee is suspected of engaging in conduct which violates criminal or civil law or constitutes willful gross misconduct, (b) in connection with an investigation of a Workers' Compensation claim, or (c) in connection with electronic monitoring pursuant to federal law (including regulations) governing public safety or security for public transportation.

D. In the case of safety, media obtained through electronic surveillance shall be used in safety training rather than discipline. However, this provision shall not apply in cases where an employee has received documented, progressive disciplinary actions related to the same safety provision violation and has failed to adhere to those provisions.

#### **ARTICLE 48. SPECIAL CERTIFICATION PAY**

A. The City reserves the right to determine the need for as well as direct an employee to perform certain operational functions that require a special certification.

B. The City will pay any employee so directed a special certification bonus of \$25 per payroll period.

C. The special certification shall be over and beyond the requirements for the classification.

D. The City will provide the Union with a list of such certifications.

**APPENDIX A**

The following are job classifications included in the General Employees bargaining unit, which is represented by the Norwalk City Employees Association:

Account Clerk II	Mechanic
Account Clerk III	Office Assistant I
Administrative Secretary	*Office Assistant II
Assistant City Clerk	*Office Assistant III
Assistant Engineer	Payment Specialist
Assistant Planner	Payroll Specialist
Associate Engineer	Permit Technician
Building Inspector I	Production Specialist
Building Inspector II	Property Maintenance Inspector
Business Development Assistant	Public Safety Officer I
Buyer	Public Safety Officer II
Child Care Program Manager	Public Safety Officer III
Child Care Program Supervisor	Public Works Inspector II
Coach Operator	Purchasing Assistant
Community Development Asst.	Recreation Coordinator
Community Information Assistant	Recreation Supervisor
Community Worker	Rehabilitation Specialist
Customer Service Asst.	Senior Accountant
Dispatcher	Senior Building Inspector
Dispute Resolution Coord.	Senior Center Manager
Eligibility Worker	Senior Planner
Engineering Technician	Senior Property Maint. Inspector
Equipment Maintenance Superintendent	Senior Services Coord.
Equipment Service Worker	Senior Transportation Oprs. Supervisor
Facility Maintenance I	Social Services Worker I
Facility Maintenance II	Social Service Worker II
Facility Maintenance III	Storekeeper
Family Self-Sufficiency Coord.	Traffic Signal Technician I
Graphic Design Specialist	Traffic Signal Technician II
Housing Specialist I	Transportation Oprs. Supervisor
Housing Specialist II	Transit Administration Coord.
Housing Specialist III	Transit Grant Analyst
Information Systems Coordinator	Transit Safety & Training Coord.
Lead Equipment Mechanic	Tree Trimmer I
Maintenance Supervisor	Tree Trimmer II
Maintenance Worker I	Water Service Worker I
Maintenance Worker II	Water Service Worker II
Maintenance Worker III	Water Utilities Supervisor
Management Assistant I	
Management Assistant II	

\* The following positions are confidential and not a part of the NCEA bargaining unit:

Executive Secretary (Administration)	Human Resources Analyst II (Human Resources)
Office Assistant II (Admin./Human Resources)	Human Resources Tech. (Human Resources)
Office Assistant III (Human Resources)	Secretary to City Council (Administration)
Human Resources Analyst I (Human Resources)	Secretary to City Manager (Administration)

THIS MEMORANDUM OF UNDERSTANDING is hereby executed by the authorized representatives of the CITY OF NORWALK and the NORWALK CITY EMPLOYEES ASSOCIATION, GENERAL UNIT and the CITY OF NORWALK and the NORWALK CITY EMPLOYEES ASSOCIATION, HOURLY UNIT and entered into this 21st day of June, 2006, and shall become effective when the same has been ratified and adopted by resolution of the City Council of the City of Norwalk.

NORWALK CITY EMPLOYEES  
ASSOCIATION, Local Lodge  
1957, District Lodge 947,  
IAMAW (**GENERAL UNIT**)

CITY OF NORWALK

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
LINDA AMPARAN, ASSISTANT DBR

\_\_\_\_\_  
ERNIE V. GARCIA, CITY MANAGER

\_\_\_\_\_  
RON COCA

\_\_\_\_\_  
EDDIE L. ADAMS, DIRECTOR OF H.R.

\_\_\_\_\_  
LEONARD RIVERA

\_\_\_\_\_  
TOM E. LYNCH, ASST. CITY MANAGER

\_\_\_\_\_  
SARAH ALLEN

\_\_\_\_\_  
JAMES C. PARKER, DIR. OF TRANS.

\_\_\_\_\_  
CANDELARIO JALOMO

\_\_\_\_\_  
FABIOLA A. GIBSON, H.R. ANALYST II

\_\_\_\_\_  
FRANK FIERRO

\_\_\_\_\_  
TONY RIVERA

\_\_\_\_\_  
DAVID IBERRI

\_\_\_\_\_  
ANTHONY GARCIA

NORWALK CITY EMPLOYEES  
ASSOCIATION, Local Lodge  
1957, District Lodge 947,  
IAMAW (**HOURLY UNIT**)

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
LINDA AMPARAN, ASSISTANT DBR

\_\_\_\_\_  
RON COCA



# July 2007 - June 2008

City of Norwalk Schedule of Holidays and 9/80 Fridays  
(Excludes Transit Operations and Equipment Maintenance Operations)

## July

Jul 2007						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 *Independence Day*

## September

3 *Labor Day*

## November

12 *Veterans Day*

22 *Thanksgiving*

23 *Day After Thanksgiving*

## December

25 *Christmas*

## January

1 *New Year's Day*

21 *Martin Luther King, Jr.*

## February

18 *President's Day*

## May

26 *Memorial Day*

Jan 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Feb 2008						
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Aug 2007						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2007						
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Mar 2008						
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30	31					

Oct 2007						
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16	17	18	19	20	21	22
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30	31					

Apr 2008						
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30	31					

Nov 2007						
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30	31					

May 2008						
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Dec 2007						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☉ = Actual/Recognized Holiday  
X = 9/80 Friday

Jun 2008						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# July 2008 - June 2009

City of Norwalk Schedule of Holidays and 9/80 Fridays  
(Excludes Transit Operations and Equipment Maintenance Operations)

## July

Jul 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 *Independence Day*

## September

1 *Labor Day*

## November

11 *Veterans Day*

27 *Thanksgiving*

## December

25 *Christmas*

## January

1 *New Year's Day*

19 *Martin Luther King, Jr.*

## February

16 *President's Day*

## May

25 *Memorial Day*

*\*One Additional Floating Holiday  
In lieu of Day After Thanksgiving  
For Fiscal Year 2008/2009*

☉ = Actual/Recognized Holiday  
X = 9/80 Friday

Jan 2009						
S	M	T	W	T	F	S
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Feb 2009						
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Mar 2009						
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29	30	31				

Apr 2009						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2009						
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Sep 2008						
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Jun 2009						
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# July 2006 - June 2007

## City of Norwalk Schedule of Holidays and 9/80 Fridays Transit Operations and Equipment Maintenance Operations

### July

Jul 2006						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 *Independence Day*

### September

4 *Labor Day*

### November

10 *Veterans Day*

23 *Thanksgiving*

24 *Day After Thanksgiving*

### December

25 *Christmas*

### January

1 *New Year's Day*

15 *Martin Luther King, Jr.*

### February

19 *President's Day*

### May

28 *Memorial Day*

Jan 2007						
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Mar 2007						
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Sep 2006						
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Apr 2007						
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Oct 2006						
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May 2007						
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Nov 2006						
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Dec 2006						
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25	26	27	28	29	30	31

☐ = Actual Holiday  
 ◎ = Recognized Holiday  
 X = 9/80 Friday

Jun 2007						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

# July 2007 - June 2008

## City of Norwalk Schedule of Holidays and 9/80 Fridays Transit Operations and Equipment Maintenance Operations

### July

Jul 2007						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

4 *Independence Day*

### September

3 *Labor Day*

### November

12 *Veterans Day*

22 *Thanksgiving*

23 *Day After Thanksgiving*

### December

25 *Christmas*

### January

1 *New Year's Day*

21 *Martin Luther King, Jr.*

### February

18 *President's Day*

### May

26 *Memorial Day*

Jan 2008						
S	M	T	W	T	F	S
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Feb 2008						
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Aug 2007						
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Mar 2008						
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Sep 2007						
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Apr 2008						
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Oct 2007						
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23	24	25	26	27	28	29
30	31					

May 2008						
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23	24	25	26	27	28	29
30	31					

Nov 2007						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 2007						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☐ = Actual Holiday  
 ☉ = Recognized Holiday  
 X = 9/80 Friday

Jun 2008						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# July 2008 - June 2009

## City of Norwalk Schedule of Holidays and 9/80 Fridays Transit Operations and Equipment Maintenance Operations

### July

Jul 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 *Independence Day*

### September

1 *Labor Day*

### November

11 *Veterans Day*

27 *Thanksgiving*

28 *Day After Thanksgiving*

### December

25 *Christmas*

### January

1 *New Year's Day*

19 *Martin Luther King, Jr.*

### February

16 *President's Day*

### May

25 *Memorial Day*

Aug 2008						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct 2008						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☐ = Actual Holiday  
 ☉ = Recognized Holiday  
 X = 9/80 Friday

Jan 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Feb 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

