

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
TOWN OF TRUCKEE
AND THE
MID-MANAGEMENT EMPLOYEES GROUP**

ARTICLE I - RECOGNITION:

Pursuant to the provisions of the Town of Truckee Employee Relations Resolution No. 93-144 and the Meyers-Millias-Brown Act, Government Code Section 3500, et seq., the Town of Truckee (hereinafter called the "Town" and "Employer" interchangeably), has recognized that the Mid-Management Employees Group (hereinafter called the "Group") as the exclusive recognized bargaining agent for the employees in the Mid-Management Employees Unit for the purpose of establishing salaries, wages, hours and working conditions.

ARTICLE II - NON-DISCRIMINATION:

The Town and the Group agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliation or handicap or exercise of rights under the Meyers-Millias-Brown Act. The Town and the Group shall re-open any provision of this agreement for the purpose of complying with any final order of the federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this agreement in compliance with state or federal anti-discrimination laws.

ARTICLE III - COMPENSATION PLAN:

Section 1: Salary ranges effective beginning with the first full pay period beginning September 28, 2014, are listed in Attachment "A".

Section 2: Cost of Living Increases: Beginning in the first full pay period of July 2015 for Fiscal Year 2015-16, and during each successive July during the term of this agreement, a cost of living adjustment equivalent to the percent increase in the Consumer Price Index for the period February of the prior year through February of the current year, as published by the Bureau of Labor Statistics (San Francisco-Oakland-San Jose, Ca. all urban consumers Bi-Monthly report), not to be less than 1% or more than 2.5%, shall be applied to employee wages as of June 30th as well as the pay ranges referenced in Exhibit "A" in effect as of each June 30th.

These increases will become effective the first full pay period of July in each fiscal year as follows:

FY	PAY PERIOD	PAY DATE
2015/2016	7/5/15 - 7/18/15	07/24/2015
2016/2017	7/3/16 - 7/16/16	07/22/2016
2017/2018	7/2/17 - 7/15/17	07/21/2017

Section 3: Merit Increases: The Town's compensation plan has open pay ranges (see Attachment "A"). Employees will be eligible for pay increases based upon performance in each fiscal year. This merit based increase will be determined based on the Attachment "B" and applied to an employee's base pay. This schedule is based upon the Town's general fund revenue as defined in Attachment "C". The annual budgeted revenue will be modified for the change in assessed value as reported approximately in July of each year to the Town by the Nevada County Auditor-Controller. The Town will also utilize sales tax revenue projections provided by the outside consultant, a copy of which will be provided to the mid management group prior to July 31 of each year. Any employee merit based pay changes will then be awarded under the appropriate scale beginning July 1 of that year. The award date is based on the employee's annual evaluation date as determined by the Human Resource department. As an example, if the year-to-year percent increase in the Town's budgeted general fund revenue as defined in Attachment "C", is 1.3%, a mid-manager who receives a pay for performance score of 3.87 on his/her evaluation will be eligible for a 1.0% merit increase to his/her base pay. If the year-to-year increase is 2.1%, the mid-manager who receives a 3.87 on his/her evaluation will be eligible to receive a 2.0% merit increase to his/her base pay.

Section 4: One-time implementation increase: all employees will receive a one-time 1% increase to their base pay upon execution of this contract. Such increase shall be applied to the pay period beginning September 28, 2014.

ARTICLE IV – ADMINISTRATIVE LEAVE:

All represented employees shall be entitled to administrative leave of eighty (80) hours each fiscal year. Any administrative leave not used by the end of the fiscal year shall be lost. Under extraordinary circumstances the Department Head may allow up to 40 hours to be carried over into the next fiscal year for a period not to exceed three (3) months. "Extraordinary circumstances" as used herein shall include but not be limited to use of administrative leave not being approved due to workload and/or scheduling requirements.

ARTICLE V - REIMBURSEMENT FOR TRAVEL AND OTHER OFFICIAL EXPENSE:

Employees shall be reimbursed for such expenses as approved by the Town Manager in such amounts as designated by the Town Council policy regarding reimbursement of travel and other official expenses as well as administration in accordance with the Town's Personnel Rules.

ARTICLE VI - RETIREMENT:

Section 1: Employees covered by this Agreement will participate in the California Public Employees Retirement System (CalPERS). The Town shall maintain the employer contribution to CalPERS for the term of this Agreement.

Section 2: Employees employed full time by the Town prior to July 1, 2011 shall receive the following retirement benefits:

The Town will maintain the "2.7% @ 55" CalPERS retirement plan.

For Police Captains the Town shall maintain the CalPERS safety retirement plan which is commonly known as the "3% @ 50" plan.

Miscellaneous employees shall contribute 8% of pay to the plan.

Safety employees (Police Captains) shall contribute 9% of pay to the plan.

The CalPERS plan for employees hired prior to July 1, 2011 includes the following options:

- Sec. 20024 = One Year Final Compensation
- Sec. 20965 = Credit for unused sick leave
- Sec. 21624 & 21626, = Post-Retirement Survivor Allowance
- Sec. 21573 = 1959 Survivor Benefits
- Sec. 21024 = Military Service Credit as Public Service
- Sec. 20903 = Two (2) years additional service credit due to pending layoffs, transfers or demotions.

The Town agrees to maintain enrollment in the CalPERS Employer Paid Membership Contribution (EPMC) program. The cost for this program shall be paid by the Town.

Miscellaneous employees under this Section 2 shall receive a one-time pay increase of 4.40% upon implementation of this contract. Safety employees (Police Captain) will receive a one-time pay increase of 2.81% of pay. Such increase shall be applied to the pay period beginning September 28, 2014.

Section 3: Employees employed full time by the Town after July 1, 2011 and before January 1, 2013 shall receive the following retirement benefits:

The Town will maintain the "2.5% @ 55" CalPERS retirement plan.

For Police Captains the Town shall maintain the CalPERS safety retirement plan which is commonly known as the "3% @ 55" plan.

Miscellaneous employees shall contribute 8% of pay to the plan.

Safety employees (Police Captains) shall contribute 9% of pay to the plan.

The PERS plan for employees hired after July 1, 2011 to January 1, 2013, includes the following options:

- Sec. 20965 = Credit for unused sick leave
- Sec. 21624 & 21626, = Post-Retirement Survivor Allowance
- Sec. 21573 = 1959 Survivor Benefits
- Sec. 21024 = Military Service Credit as Public Service
- Sec. 20903 = Two (2) years additional service credit due to pending layoffs, transfers or demotions.

No EPMC will accrue to these employees covered by this section.

Miscellaneous employees under this Section 3 shall receive a one-time pay increase of .50% (one-half percent) upon implementation of this contract. Such increase shall be applied to the pay period beginning September 28, 2014.

Section 4: Employees employed full time by the Town and hired on or after January 1, 2013 shall receive the following retirement benefits:

The Town will maintain the "2.0% @ 62" CalPERS retirement plan.

For Police Captains the Town shall maintain the CalPERS safety retirement plan which is commonly known as the "2.7% @ 57" plan.

Employees shall contribute the full CalPERS required amount to this plan in accordance with the Public Employee Pension Reform Act of 2012. Both parties recognize that this contribution will change from time to time and will be adjusted on the first full pay period of each fiscal year.

No EPMC will accrue to the employees covered by this section.

Miscellaneous employees under this Section 4 shall receive a one-time pay increase of .50% (one-half percent) upon implementation of this contract. Such increase shall be applied to the pay period beginning September 28, 2014.

Section 5: Participation in the CalPERS plan discontinues employee participation in the Social Security System related to Town employment.

ARTICLE VII - HOLIDAYS:

Employees shall be entitled to the paid holidays specified in the Town's Personnel Rules.

ARTICLE VIII - VACATION:

Employees shall be entitled to the vacation benefits specified in the Town's Personnel Rules.

ARTICLE IX - SICK LEAVE:

Employees shall be entitled to sick leave benefits specified in the Town's Personnel Rules.

ARTICLE X - LEAVES OF ABSENCE:

Employees shall be entitled to Leaves of Absence specified in the Town's Personnel Rules.

ARTICLE XI - DONATION OF ACCRUED VACATION, SICK OR ADMINISTRATIVE LEAVE TIME:

Employees shall be entitled to donate accrued vacation, sick or administrative leave time as specified in the Town's Personnel Rules.

ARTICLE XII - PROBATIONARY PERIOD:

Employees shall be subject to the terms and conditions for the Town Probationary Period as specified in the Town's Personnel Rules.

ARTICLE XIII - BOOT ALLOWANCE:

Guidelines for reimbursement are as follows:

- 1) Positions are eligible for boot allowance ONLY if safety boots are required for their position as determined by the Department Head.
- 2) Provide \$300 cumulatively for two calendar years for Fleet and Facilities Manager, Street Manager, Chief Building Official, and/or any other

- positions requiring the boots for safety reasons.
- 3) No boot supplies are eligible for reimbursement; however, sole replacement, heel replacement and boot reconstruction are eligible up to the maximum allowed for boot allowance for the position.

Any additional classifications shall be included if the classification meets the safety boot requirement for the position. All reimbursements will be subject to the employee providing proof of purchase as required by the Administrative Services Director. Each proof of purchase (receipt) will be authorized by the employee's supervisor. This authorization will be verification that the employee has purchased and is wearing the required safety boots for the position held. To be eligible for this reimbursement, the employee must be in the classification for a minimum of three months.

ARTICLE XIV - DISABILITY INSURANCE:

All permanent employees will participate and authorize a payroll deduction for this premium. The Town agrees to incur the administrative costs resulting from the deductions and reporting requirements.

ARTICLE XV - GRIEVANCE PROCEDURE:

The Grievance Procedure shall be as outlined in the Town's Personnel Rules.

ARTICLE XVI-COMPENSATION FOR TEMPORARY ADDITIONAL RESPONSIBILITY:

Compensation for Temporary Additional Responsibility will be paid in accordance with the Town's Personnel Rules.

ARTICLE XVII - JURY DUTY:

Jury Duty will be granted in accordance with the Town's Personnel Rules.

ARTICLE XVIII - APPEAL OF CLASSIFICATIONS:

Employees have the right to appeal job classifications. An employee must submit a specific list of the essential duties believed to be performed and not included in the current classification. This list will be reviewed by the supervisor, Administrative Services Director and the Town Manager. If it is determined that the classification has a significant change that indicates a salary range adjustment, the range will be adjusted and the employee will be transferred to that range with no retroactivity.

ARTICLE XIX – INCENTIVE PAY:

Each employee who has reached the top of their pay classification (“capped out”) will continue to be evaluated under the Town's Pay for Performance appraisal system as described in Article III Section 3. However; the employee's performance based pay would be in the form of a lump sum payment, not added to the base pay, and would be included in the employee's next payroll check and not on a separate check. The performance based incentive pay will be paid in based on the amounts calculated in accordance with Attachment “B”. If an employee is not capped out and the PFP increase caps out their salary, any remaining increase will be paid in a lump sum with the total salary and lump sum payment not to exceed the total calculated increase.

A maximum incentive pay amount of \$5,000 per year is allowed for Mid-Management Group classifications.

If an employee's monthly pay is above the top of the pay range for his/her position, the employee will be eligible for incentive pay, adjusted for the annual amount he/she is paid above the top of the range. As an example, if an monthly pay is \$200 above the top of the range for the entire evaluation year, the employee's annual pay would be approximately \$2,400 above the top of the range. If the employee earned \$4,000 in incentive pay through the pay for performance program, the actual amount paid would be \$1,600.

ARTICLE XX – HEALTH, DENTAL AND VISION INSURANCE BENEFITS:

For the health plan year 2014, the Town will pay the following fixed contribution amounts toward employee and dependent monthly health care premiums:

Coverage	Town Contribution		
	<u>Health</u>	<u>Dental</u>	<u>Vision</u>
Employee Only	\$745.36	\$35.16	\$11.84
Employee Plus One	\$1252.35	\$69.11 or \$81.60	\$16.67
Employee Plus Two or more	\$1560.90	\$115.53	\$29.01

For the plan years beginning January 1, 2015, 2016, 2017, and 2018, the Town agrees to increase the “fixed amount” contribution by the lesser of 10% or the average increase in the CalPERS Choice and Select plans for the plans for that year. The employee shall pay any increase over this amount. If plan costs should increase by more than 20% year to year, the Town and MM's agree to meet and confer as to the disposition of those cost increases.

Employees who are able to provide proof of health coverage provided by their spouse or domestic partner's employer will be eligible to opt out of the Town's health care coverage. In compensation for opting out the employee will receive one half (1/2) of the monthly amount they would receive as a contribution at the time of opt out from the Town toward

their health care. This amount will be distributed evenly over the Town's payroll periods for the coverage year. Employees hired by the Town after February 1, 2011 are only eligible for Employee-only compensation regardless of their dependent status.

The Town will also maintain an Employee Wellness Program.

ARTICLE XXI – POST-RETIREMENT HEALTH BENEFITS:

The Town will provide a matching contribution to the Employee's 457 Deferred Compensation account of up to 1% of the employee's base salary. The Town will make that contribution based on the employee's years of service with the Town. This contribution will occur after the employee has made the \$1000 matched contribution as described in ARTICLE XXIII of this agreement. The contributions will be made in the following manner:

Years of Service	Percentage
0-1	10%
1-2	20%
2-3	30%
3-4	40%
4-5	50%
5-6	60%
6-7	70%
7-8	80%
8-9	90%
9+	100%

Town retirees will have access to the CalPERS Health Care Plan in accordance with plan specifications under CalPERS' "unequal method" of Town funding.

ARTICLE XXII – CONTINUING EDUCATION REIMBURSEMENT:

Employees shall be reimbursed for continuing education that benefits the employer and the employee as follows:

- a) The employee shall make a request to the Department Head to determine eligibility. The overall course of study or single classes must be related to the employee's employment with the Town. The Department Head shall forward the request with a recommendation to the Administrative Services Director who shall forward the request to the Town Manager for final approval.
- b) Reimbursement for continuing education is for tuition, lab fees and books and shall be based upon the grade received:

- a. A = 100% reimbursement
- b. B = 85% reimbursement
- c. C = 70% reimbursement
- d. Any grade less than a C is not eligible for reimbursement. If a class is pass/fail, the eligible reimbursement is 85%.

c) The maximum annual reimbursement will be \$2,500 per fiscal year.

ARTICLE XXIII – DEFERRED COMPENSATION CONTRIBUTION:

The Town shall match an employee's contribution to an approved deferred compensation plan up to \$1,000 per calendar year.

ARTICLE XXIV – ADDITIONAL BENEFITS:

Employees shall receive all applicable benefits conferred to the employees of the General Employee's Association including any and all benefits conferred to the GEA during the term of this Memorandum of Understanding.

ARTICLE XXV – POLICE CAPTAINS:

Non-pay benefits commonly conferred to Police employees in the provision of equipment and uniforms in accordance with Article XXIV of the Truckee Police Officer's Memorandum of Understanding shall also be provided to the Police Captains. The Town will continue to pay for the Captains' membership in the California Peace Officers' Association (CPOA) and CPOA's Legal Services Program (LSP).

ARTICLE XXVI - TOWN RIGHTS:

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

- a. To manage the Town generally and to determine the issues of policy;
- b. To determine the existence or non-existence of facts which are the basis of the Management decision;
- c. To determine the necessity and organization of any service or activity conducted by the

Town and to expand or diminish services;

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

e. To determine methods of financing;

f. To determine types of equipment or technology to be used;

g. To determine and/or change the facilities, methods, technology, means and size of the work force by which the Town operation is to be conducted;

h. To determine and change the number of locations, relocations and types of operations, processes, and materials to be used in carrying out all Town functions including, but not limited to, the right to contract for or subcontract any work or operation of the Town.

i. To assign work to and schedule employees in accordance with requirements as determined by the Town and to establish and change work schedules and assignments;

j. To relieve employees from duties for lack of work or similar non-disciplinary reasons;

k. To establish and modify productivity and performance programs and standards;

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

m. To determine job classifications and to reclassify employees; and

n. To hire, transfer, promote and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding and applicable Resolutions and Codes of the Town.

ARTICLE XXVII - EMPLOYEE RIGHTS:

The following are employee rights:

Section 1: The right of employees to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations.

Section 2: The right of employees to refuse to join or participate in the activities of employee organizations and the right to represent themselves individually in their employment relations with the Town of Truckee.

ARTICLE XXVIII - GROUP RESPONSIBILITY:

Section 1: In the event that the Group, its officers, agents, representatives or members engage in any of the conduct prohibited in Article XXIX, Prohibited conduct, Section 1, the Group or its duly authorized representative shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and unlawful, and that they should immediately cease engaging in such conduct prohibited in Article XXIX, Prohibited conduct, Section 1, and return to work.

Section 2: If the Group performs all of the responsibilities set forth in Section 1 above, its officers, agents and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement in violation of Article XXIX, Prohibited conduct, Section 1.

ARTICLE XXIX - NO STRIKE--NO LOCKOUT:

Section 1: The Group, its officers, agents, representatives and/or members during the term of this Agreement, shall not cause or condone any strike, walkout, slowdown, sickout, or any other job action by withholding or refusing to perform services.

Section 2: The Town agrees that it shall not lock out its employees during the term of this Agreement. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall or failure to return to work of employees of the Town in the exercise of its rights as set forth in any of the provisions of this Agreement or applicable ordinance or law.

Section 3: Any employee who participates in any conduct prohibited in Section 1 above may be subject to termination by the Town.

Section 4: In addition to any other lawful remedies or disciplinary actions available to the Town, if the Group fails, in good faith, to perform all responsibilities in Article XXVIII, Group Responsibility, the Town may suspend any and all of the rights and privileges accorded to the Group under the Employee Relations Resolution and this Memorandum of Understanding, including, but not limited to, suspension of recognition of the Group, grievance procedures, right of access and the use of the Town's bulletin boards and facilities.

ARTICLE XXX- TOWN FACILITIES:

The Group may use Town facilities to conduct meetings for negotiation purposes, provided the meetings do not occur during employee's work hours and are pre-approved by the Town Manager or designee.

ARTICLE XXXI - ENTIRE MEMORANDUM OF UNDERSTANDING:

Section 1: It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memorandums of agreement, or memorandums of understanding, or contrary salary and/or personnel resolutions or Administrative Codes, provisions of the Town, oral or written, expressed or implied, between the parties, and shall govern the entire relationship, and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State law.

Section 2: Notwithstanding the provisions of Section 1, there exists within the Town certain personnel rules and regulations and departmental rules and regulations. To the extent that this Agreement does not specifically contradict these personnel rules and regulations or departmental rules and regulations or Town ordinances, they shall continue subject to being changed by the Town in accordance with the exercise of Town rights under this Agreement and applicable State law.

ARTICLE XXXII - WAIVER OF BARGAINING DURING TERM OF THIS AGREEMENT:

Except where required by the terms of this Agreement, during the term of this Memorandum of Understanding, the parties mutually agree that they will not seek to negotiate or bargain with regard to wages, hours, and terms and conditions of employment, whether or not covered by this Memorandum or in the negotiations leading thereto, and irrespective of whether or not such matters were discussed or were even within the contemplation of the parties hereto during the negotiations leading to this Memorandum. Regardless of the waiver contained in this Article, the parties may, however, by mutual agreement, in writing, agree to meet and confer about any matter during the term of this Memorandum.

ARTICLE XXXIII - EMERGENCY WAIVER PROVISION:

In the event of circumstances beyond the control of the Town, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, provisions of this Memorandum of Understanding or the Personnel Rules and Regulations of the Town which restrict the Town's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet and confer with the Town regarding the impact on employees of the suspension of these provisions in the Memorandum of Understanding and any Personnel Rules and policies.

ARTICLE XXXIV – ADVERSE FINANCIAL IMPACT:

In the event that the Town suffers substantial economic hardship during the term of this agreement, the parties agree to meet and confer regarding reopening this agreement

about ways to assist the Town in addressing such hardship. "Substantial economic hardship," as used herein, shall include, but not be limited to, the following: a decline in overall year to year General Fund revenues of five percent (5%); a reduction in year to year General Fund reserves of thirty percent (30%) or more; an unbudgeted increase year to year of ten percent (10%) or more in Town expenses; or a decision by the Town Council to declare a fiscal emergency. Nothing in this paragraph shall preclude or impede the Town Council from exercising such additional authority as may be conferred by other provisions in this agreement or by State or Federal law.

ARTICLE XXXV - SEPARABILITY:

If any provision of this Memorandum of Understanding is declared invalid the remainder of the agreement is valid.

ARTICLE XXXVI – FULL FORCE EFFECT

All provision of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

ARTICLE XXXVII - TERM OF MEMORANDUM OF UNDERSTANDING:

The term of this Memorandum of Understanding shall commence on September 28, 2014, and shall continue in full force and effect through June 30, 2018.

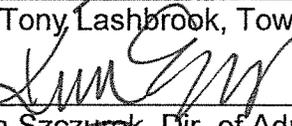
ARTICLE XXXVIII - RATIFICATION AND EXECUTION:

The Town and the Group acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by the Group and adopted by the Town Council for the Town of Truckee. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the Town and the Group and entered into this 10th day of September, 2014.

**TOWN OF TRUCKEE
GROUP**

By: 

Tony Lashbrook, Town Manager

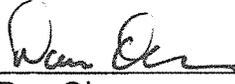
By: 

Kim Szczurek, Dir. of Admin. Services

By: 

Alex Terrazas, Asst. Town Manager

MID-MANAGEMENT EMPLOYEES

By: 

Dan Olsen

By: 

Jenna Endres

ATTACHMENT A
Town of Truckee
Salary Ranges 2014-15

RANGE	FLSA Status	Minimum	MidPoint	Control Point	Maximum	
1	N	12.92	15.18	16.15	17.44	
2	N	13.56	15.94	16.95	18.31	
3	N	14.24	16.73	17.80	19.23	
4	N	14.95	17.57	18.69	20.19	
5	N	15.70	18.45	19.63	21.20	Animal Caretaker
6	N	16.49	19.37	20.61	22.26	
7	N	17.31	20.34	21.64	23.37	Office Assistant
8	N	18.18	21.36	22.72	24.54	Accounting Assistant I Street Maintenance Worker I
9	N	19.08	22.42	23.86	25.76	
10	N	20.04	23.55	25.05	27.05	Accounting Assistant II Police Records Assistant
11	N	21.04	24.72	26.30	28.40	Community Services Officer I Facilities Maintenance Worker I Street Maintenance Worker II
12	N	22.09	25.96	27.62	29.83	Administrative Technician Records Technician
13	N	23.20	27.26	29.00	31.32	Development Services Technician Accounting Technician Community Services Officer II Animal Shelter Supervisor Facilities Maintenance Worker II Engineering Technician I Senior Street Maintenance Worker
14	N	24.36	28.62	30.45	32.88	Human Resources Technician Information Technology Technician Equipment Mechanic I
15	N	25.58	30.05	31.97	34.53	Accountant I Plans Examiner I Senior Facilities Maintenance Worker Engineering Technician II
16	N	26.85	31.55	33.57	36.25	Code Compliance Officer Building Inspector I Equipment Mechanic II
17	N	28.20	33.13	35.25	38.07	Administrative Analyst I Accountant II Assistant Planner Plans Examiner II Street Maintenance Supervisor
18	N	29.61	34.79	37.01	39.97	Building Inspector II Senior Equipment Mechanic

Appendix C

Town of Truckee
Salary Matrix

19	E	\$5,388.37	\$6,331.33	\$6,735.46	\$7,274.30	Administrative Analyst II Associate Planner
20	E	\$5,657.79	\$6,647.90	\$7,072.23	\$7,638.01	Senior Accountant Assistant Engineer
21	E	\$5,940.68	\$6,980.29	\$7,425.84	\$8,019.91	Information Technology Supervisor Senior Planner
22	E	\$6,237.71	\$7,329.31	\$7,797.14	\$8,420.91	Associate Civil Engineer
23	E	\$6,549.59	\$7,695.77	\$8,186.99	\$8,841.95	Planning Manager Fleet and Facilities Manager Police Support Services Manager Street Maintenance Manager
24	E	\$6,877.07	\$8,080.56	\$8,596.34	\$9,284.05	Senior Civil Engineer
25	E	\$7,220.93	\$8,484.59	\$9,026.16	\$9,748.25	Administrative Services Manager
26	E	\$7,581.97	\$8,908.82	\$9,477.47	\$10,235.67	Chief Building Official Police Captain Engineering Manager Town Clerk
27	E	\$7,961.07	\$9,354.26	\$9,951.34	\$10,747.45	Assistant Town Manager
28	E	\$8,359.13	\$9,821.97	\$10,448.91	\$11,284.82	
29	E	\$8,777.08	\$10,313.07	\$10,971.35	\$11,849.06	
30	E	\$9,215.94	\$10,828.73	\$11,519.92	\$12,441.52	Director of Administrative Services Director of Community Development
31	E	\$9,676.73	\$11,370.16	\$12,095.92	\$13,063.59	
32	E	\$10,160.57	\$11,938.67	\$12,700.71	\$13,716.77	Chief of Police Director of Public Works/Town Engineer
33	E	\$10,668.60	\$12,535.61	\$13,335.75	\$14,402.61	Town Attorney
34	E	\$11,202.03	\$13,162.39	\$14,002.54	\$15,122.74	Town Manager

ATTACHMENT "B"
Pay For Performance (PFP) / Merit Increase Schedule

Town's year-on-year budgeted revenue increase:	PPP Pool to reference below:	Range of increases available in pool
less than 1% increase:	None (no PFP raises)	None
1% - 1.99% increase:	1% Pool	0% - 2%
2% - 2.99% increase:	2% Pool	0% - 2.75%
3-4.99% increase:	3% Pool	0% - 4%
5% or greater increase:	5% Pool	0%-6%

1% POOL		
Performance Rating	% Increase	
2.750-2.999	0.000%	
3.000-3.249	0.000%	
3.250-3.499	0.000%	
3.500-3.649	0.500%	
3.650-3.799	0.750%	
3.800-3.999	1.000%	
4.000-4.149	1.500%	
4.150-4.299	1.750%	
4.300 & above	2.000%	

2% POOL		
Performance Rating	% Increase	
2.750-2.999	0.000%	
3.000-3.249	0.000%	
3.250-3.499	0.000%	
3.500-3.649	1.000%	
3.650-3.799	1.500%	
3.800-3.999	2.000%	
4.000-4.149	2.250%	
4.150-4.299	2.500%	
4.300 & above	2.750%	

3% POOL		
Performance Rating	% Increase	
2.750-2.999	0.000%	
3.000-3.249	0.000%	
3.250-3.499	1.000%	
3.500-3.649	2.000%	
3.650-3.799	2.500%	
3.800-3.999	3.000%	
4.000-4.149	3.250%	
4.150-4.299	3.500%	
4.300 & above	4.000%	

5% POOL		
Performance Rating	% Increase	
2.750-2.999	0.000%	
3.000-3.249	1.500%	
3.250-3.499	2.250%	
3.500-3.649	3.000%	
3.650-3.799	4.000%	
3.800-3.999	5.000%	
4.000-4.149	5.250%	
4.150-4.299	5.500%	
4.300 & above	6.000%	

ATTACHMENT "C"
2014/15 REVENUE BUDGET ANALYSIS
TOWN OF TRUCKEE
GENERAL FUND

Category	Detail	OBJECT CODE	13/14 approved budget	13/14 ADJUSTED BUDGET	14-15 approved budget	14/15 ADJUSTED BUDGET	
TAXES							
40	11	4011	8,379,481	8,343,235	8,628,891	8,774,661	per County
40	20	4020	179,174	170,953	175,681	164,935	
40	25	4025	1,500	1,500	1,500	1,500	
40	30	4030	24,000	24,000	35,000	35,000	
40	40	4040	1,000	1,000	1,000	1,000	
40	50	4050	-	-	-	-	
40	60	4060	-	-	-	-	
41	10	4110	2,445,000	2,529,000	2,415,677	2,572,677	per HdL let
41	15	4115	685,000	685,000	855,323	855,323	
41	30	4130	1,500,000	1,500,000	1,650,000	1,650,000	
41	50	4150	958,490	958,490	1,025,000	1,025,000	
41	70	4170	150,000	150,000	200,000	200,000	
41	80	4180	-	-	-	-	
Total Taxes			14,323,645	14,363,178	14,988,072	15,280,096	6.38%
INTERGOV'T REVENUE							
45	10	4510	-	-	-	-	
45	11	4511	1,300,000	1,300,000	1,300,000	1,300,000	
45	12	4512	-	-	8,000	8,000	
45	13	4513	-	-	-	-	
45	14	4514	-	-	-	-	
45	30	4530	95,000	95,000	95,000	95,000	
45	50	4550	-	-	-	-	
45	6*	456x	-	-	-	-	
45	70	4570	-	-	-	-	
45	71	4571	-	-	-	-	
45	72	4572	-	-	-	-	
45	73	4573	92,505	92,505	29,720	29,720	
45	75	4575	-	-	-	-	
45	80	4580	-	-	-	-	
47	40	4740	7,000	7,000	5,000	5,000	
Total Intergov't Revenue			1,494,505	1,494,505	1,437,720	1,437,720	-3.80%
OTHER REVENUE							
42	10	4210	28,000	28,000	28,000	28,000	
42	20	4220	-	-	-	-	
42	50	4250	-	-	-	-	
43	20	4320	280,000	280,000	230,000	230,000	
44	10	4410	-	-	-	-	
44	20	4420	-	-	-	-	
44	30	4430	-	-	-	-	
44	40	4440	-	-	-	-	
44	40	44xx	75,000	75,000	66,000	66,000	
46	15	4615	-	-	-	-	
46	18	4618	20,000	20,000	15,000	15,000	
46	19	4619	-	-	-	-	
46	20	4620	60,000	60,000	55,000	55,000	
46	21	4621	-	-	11,000	11,000	
46	22	4622	7,000	7,000	5,000	5,000	
46	45	4645	-	-	-	-	
46	46	4646	-	-	-	-	
46	46	464x	40,000	40,000	33,700	33,700	
46	50	4650	12,000	12,000	12,000	12,000	
46	86	4686	143,290	143,290	161,000	161,000	
46	87	4687	-	-	-	-	
46	89	4689	-	-	-	-	
46	89	468x	54,600	54,600	54,600	54,600	

47	23	4723	Channel 6 Subscriber Contrib	32,000	32,000	32,000	32,000	
	46	75	4675	Blitz Special Assessment				
46	90	4690	Other Current Service Charges					
46	92	4692	Room Rental Fees					
49	24,26	4924,26	Transfer from HOME Fund					
47	30	4730	Other Sources of Revenues					
47	31	4731	Railyard Admin Record Reimb					
		47xx	Miscellaneous Revenues	21,800	21,800	12,500	12,500	
47	41	4741	Work Comp/Disab Reimbursement					
47	42	4742	DUI Costs Reimbursement					
47	43	4743	Jail Booking Fees					
47	44	4744	POST Reimbursement	61,000	61,000	15,000	15,000	
47	50,51	4750,51	Sales of Equipment/Property	43,500	43,500	40,000	40,000	
47	61	4761	Capital Labor Charge	250,000	250,000	250,000	250,000	
Total Other Revenue				1,128,190	1,128,190	1,020,800	1,020,800	-9.52%
Total Revenue for Purposes of Contract				16,946,340	16,985,873	17,446,592	17,738,616	4.43%
					672,968	2.71%	752,743	
					672,968	17,446,592		

**PROPOSED PERSONNEL RULE
LANGUAGE 9-9-14**

E. ANNUAL VACATION LEAVE

An employee may accumulate up to and including two hundred forty (240) hours of vacation. If an employee reaches the 240 hour accrual limit, a maximum of 40 hours per fiscal year may be contributed to their deferred compensation account while they are at the maximum accrual. Calculation will be made on base pay rate only. This contribution will be made with each pay period for the value of vacation accrued in that period. If an employee reaches the maximum accrual of 240 hours and has had 40 hours contributed to his/her deferred compensation account for that fiscal year the employee will not accrue additional vacation leave until the accrued leave amount drops below 240 hours.

F. SICK LEAVE

1. Sick Leave Benefit Incentives

Annually - Employees with a sick leave hours balance in excess of 240 may cash out a portion of the annual accrual. Employees may cash out the difference of the hours earned during the year (96) less hours used during the year. The hours will be cashed out at 25% and paid at the employee's then hourly rate. This program will be administered on a December 1 to November 30 fiscal period and the payment made on a paycheck in December. Employees who have successfully completed their initial probationary period are eligible. The employee may either cash out the eligible hours or retain the hours as part of their balance. *For mid-manager and general employees, if the amount is placed into a deferred comp account, the Town will match that amount with an additional deferred comp contribution.* Cash out would occur during the first payroll in December of each year.