

DATE SUBMITTED 2/28/19  
 SUBMITTED BY CITY MANAGER'S OFFICE  
 DATE ACTION REQUIRED 3/06/19

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS JS

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: TEAMSTERS UNION LOCAL #542  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <p><i>Res</i> <i>2019-06</i></p> </div> <div> <ol style="list-style-type: none"> <li>1. ADOPTION OF ARTICLE 5, SECTION 9 "EDUCATION PAY" AS PART OF THE MEMORANDUM OF UNDERSTANDING BETWEEN TEAMSTERS UNION LOCAL #542 AND THE CITY OF IMPERIAL; AND</li> <li>2. ADOPTION OF ARTICLE 5, SECTION 10 "BILINGUAL PAY" AS PART OF THE MEMORANDUM OF UNDERSTANDING BETWEEN TEAMSTERS UNION LOCAL #542 AND THE CITY OF IMPERIAL.</li> </ol> </div> </div>	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE	
BACKGROUND/SUMMARY:  The City of Imperial has completed the Meet and Confer obligation with Teamsters Union Local #542. As such we the City has reached an understanding and asks the Council to consider the adoption of Article 5, Sections 9 and 10 into the Memorandum of Understanding between the Teamsters and City of Imperial for the term of 2018-2020. Please see the language attached to this staff report.	
FISCAL IMPACT:  <i>Potential Fiscal Impact for Education Pay: \$136,000.00</i>  <i>Potential Fiscal Impact for Bilingual Pay: \$81,600.00</i>	FINANCE INITIALS <u><i>DL</i></u>
STAFF RECOMMENDATION: It is staff's recommendation to adopt the terms set forth in Article 5, Sections 9 and 10 for the term of 2018-2020.	DEPT. INITIALS <u><i>al</i></u>
MANAGER'S APPROVAL	CITY MANAGER'S INITIALS <u><i>JS</i></u>
MOTION:  SECONDED: _____ APPROVED ( ) REJECTED ( ) AYES: _____ DISAPPROVED ( ) DEFERRED ( ) NAYES: _____ ABSENT: _____ REFERRED TO: _____	

**Section 9. Education Pay:** Employees shall be eligible for reimbursement of up to one thousand five hundred dollars (\$1500.00) per year for tuition reimbursement and five hundred dollars (\$500.00) for textbooks pending approval of their individual professional development plan by the City Manager; effective July 1, 2019. Allotment shall be renewed July 1 of each year.

**1. Tuition Reimbursement-** Employees who in their sole discretion want to broaden their knowledge by pursuing higher education or a vocational certification on their off-duty hours may receive reimbursement for expenses as provided herein.

Under this program, reimbursement is available for regular –full time employees who are performing their job in a satisfactory manner.

Expenses for tuition and textbooks, under this program will be reimbursed subject to the approval of their individual professional development plan submitted to Human Resources and approved by the City Manager.

Continuing education under this program is defined as postsecondary college level course work necessary to obtain a diploma or degree. Reimbursement will be subject to the following criteria:

- Approval of Employee’s Professional Development Plan;
  - Employees may request assistance from Human Resources to complete and submit plan for City Manager’s approval.
- That a degree or certificate is sought;
- Applicability of the degree or certification to future positions in the organization;
- Courses may not be taken during the employee’s regular working hours. Exceptions require appropriate approval.
- Completion of the course must be verified with a grade of “C” or better.
- If the employee withdraws from a course, the employee will be responsible for any expenses incurred.
- The employee must remain an active-regular employee through conclusion of the course.

**Reimbursement Procedure:**

Employee must complete and submit a professional development reimbursement form to his/her department head. If approved. department head will submit to City Manager for approval;

- If approved by the City Manager a copy of the approved form will be returned to the employee. Approval of the City Manager may be contingent upon interview with employee;

- The employee then makes all registration arrangements and pays for tuition and books /materials;
- After completion of the session/semester the employee will provide Human Resources with the proof of their attendance and their final grade received in the class.
- Human resources will prepare a claim form for any reimbursement due the employee. The employee will receive reimbursement of monies within fourteen (14) days of submitting claim form.

## **2. Vocational Certification-Program(s)**

The City encourages employees to broaden their knowledge and improve their skills in their City occupational field or area to improve their on-the-job performance, and increase their overall value to the City by obtaining a certificate of completion or graduation through licensing and vocational programs.

Reimbursement is available for active - regular employees who are performing their job in a satisfactory manner and request for reimbursement are subject to the approval of the department head and the City Manager.

Certifications contemplated under this program are defined as courses of study that are specifically related to the employee's presently assigned position but not required by the City.

### **Reimbursement Procedure:**

- Employee completes professional development reimbursement request form and submits to the department head for approval;
- If approved by the City Manager a copy of the approved form will be returned to the employee. Approval of the City Manager may be contingent upon interview with employee;
- The employee then makes all registration arrangements and pays for tuition and books;
- The employee then makes all registration arrangements and pays for tuition and books/materials;
- After completion of the course, the employee will provide Human Resources with the certificate.

Human resources will prepare a claim form for any reimbursement due the employee. The employee will receive reimbursement of monies within fourteen (14) days of submitting claim form.

**Section 10. Bilingual Pay** Employees will be eligible to receive a bilingual stipend of up to \$50.00 (\$25.00 for Oral Proficiency and \$25.00 for Written Proficiency) per pay period upon becoming certified in a foreign language, hereby specified as Spanish, through a City-administered exam testing oral

and/or written proficiency provided that the position occupied has been "designated" to receive such pay by the Department Head and City Manager. In order to be eligible, the use of a foreign language must be a necessary part of their daily work activities and used for work purposes of communicating with the general public. Designated Positions are hereby identified as:

Accounting Assistant I/II/III  
Animal Control Officer  
Building Official  
Code Enforcement Officer  
General Office Clerk  
Human Resource Analyst  
Library Assistant I/II/III  
Park Superintendent  
Planning Technician  
Police Records Clerk  
Police Senior Records Clerk  
Police Officer  
Public Information Officer  
Recreation Specialist

Examinations: Eligible employees who desire to receive bilingual pay may request to be examined for proficiency in a foreign language by submitting a memorandum to their department head. The department head must sign the memorandum to certify that the use of a foreign language is a necessary part of their daily work activities and used for work purposes in communication with the public. The memorandum should then be forwarded to the City Manager for final approval. The City will provide testing at the beginning of each calendar year. Tests will be arranged by the City Manager's Office. Once an employee has become certified in a foreign language, he/she is not required to retest in order to remain eligible.

Expectations: Employees receiving bilingual pay are expected to translate for employee(s) who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit.

**RESOLUTION NO. 2019-06**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL  
APPROVING AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING  
WITH TEAMSTERS LOCAL 542  
FOR FISCAL YEARS 2018-2020**

**WHEREAS**, there is a memorandum of understanding (“MOU”) between the City of Imperial and the Teamsters Local 152 (“Teamsters”) which was approved by the City Council; and

**WHEREAS**, the parties have met and conferred concerning an amendment to the MOU and have reached agreement on the terms for the period of July 1, 2018 through June 30, 2020; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Imperial hereby approves an amendment to the MOU as set forth in the attached exhibit.

**PASSED, APPROVED AND ADOPTED** at as adjourned regular meeting of the City Council of the City of Imperial held on the 6<sup>th</sup> day of March, 2019.

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P. Robert Amparano, Mayor

**ATTEST:**

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Debra Jackson, City Clerk