

SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF ORINDA
AND
THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 856

Employee Retention Agreement

The City of Orinda and the International Brotherhood of Teamsters Local 856 (collectively known as “the Parties”) have agreed to amend specific sections of the current Memorandum of Understanding (“MOU”) as memorialized herein. The Parties have met and conferred and reached agreement on this Side Letter of Agreement (SLA) to the MOU regarding Salary Advancement Increases for current employees, a Five-Step Salary Schedule for new employees, and a Longevity Pay structure for tenured employees.

This SLA is intended to memorialize the agreement reached between the Parties and concludes the meet and confer in its entirety. Moreover, this SLA is not intended to supersede any terms and conditions of employment contained in the MOU other than those specifically identified herein.

For purposes of the MOU amendments set forth below, language that is overstruck (e.g., ~~overstruck~~) will be omitted from the MOU. Language that is underlined and **boldfaced** will be added to the MOU as indicated. The attached Five-Step salary schedule attached hereto and referred to below, will replace the existing salary schedule in its entirety for new employees hired on or after [Date].

Salary Advancement

16.4 Performance Based Salary Advancement: Effective October 21, 2023, rules for salary advancement within an established salary range are listed below:

16.4.1 Based on a performance evaluation and associated “rating” employees shall advance **5** “steps” within the range. The rating system with corresponding salary step increases is as follows.

Meets expectations or above: (5%)

Improvement needed: 0 step (0%)

Unacceptable: No step advancement, with an admonition that job performance must improve, or action may be taken to terminate employment.

Transition to Traditional 5-Step Salary and Wage Schedule

For new employees, the City will establish a traditional Five Step salary structure (5% increments between each step). There is no change to the minimum and maximum ranges or the general salary increases as stated in the Memorandum of Understanding (MOU). The movement from one step to the next 5% increment step will require the employee (not at the top of scale) to obtain a Meets Expectations rating on their Introductory or Annual Evaluation.

When the parties meet to negotiate a successor Memorandum of Understanding (MOU), the intent will be to incorporate the 5-Step salary structure for all employees.

Longevity Pay

Longevity pay is additional compensation given to employees based on their length of service. The below differentials are additive only and will not compound with a previous differential the employee may have enjoyed. The City will pay all full-time employees who have obtained at least a "Meets Expectations" on their most recent performance evaluation a longevity incentive as follows:

Effective the pay period that begins on October 21, 2023, employees between ten (10) and up to fifteen (15) years of continuous service with the City of Orinda shall be given a one-hundred-dollar (\$100.00) longevity differential monthly.

Effective the pay period that begins on October 21, 2023, employees between fifteen (15) and up to twenty (20) years of continuous service with the City of Orinda shall be given a one hundred- and fifty-dollar (\$150.00) longevity differential monthly.

Effective the pay period that begins on October 21, 2023, employees between twenty (20) and up to twenty-five (25) years of continuous service with the City of Orinda shall be given a two-hundred-dollar (\$200.00) longevity differential monthly.

Effective the pay period that begins on October 21, 2023, employees with twenty-five (25) years or more years of continuous service with the City of Orinda shall be given a two hundred- and fifty-dollar (\$250.00) longevity differential monthly.

CITY OF ORINDA



10/19/2023
Date

Date

Date

THE INTERNATIONAL BROTHERHOOD OF TEAMSTER, LOCAL 856



10/19/2023
Date

Date

Date

CITY OF ORINDA
5-Step Salary Schedule
Applies to NEW employees hired after October 21, 2023

City of Orinda
General Employee Unit
Effective July 1, 2023
Resolution No. 57-23

Prepared 9/20/2023

Position Title	Effective	Unit	Monthly Position		Step 1		Step 2		Step 3		Step 4		Step 5	
			Minimum	Maximum	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
Accountant	7/1/2023	General	7,281.87	8,885.28	7,281.87	42.01	7,653.32	44.15	8,043.72	46.41	8,454.02	48.77	8,885.28	51.26
Accounting Technician I	7/1/2023	General	4,990.67	6,089.56	4,990.67	28.79	5,245.24	30.26	5,512.81	31.80	5,794.01	33.43	6,089.56	35.13
Accounting Technician II	7/1/2023	General	5,338.52	6,514.00	5,338.52	30.80	5,610.83	32.37	5,897.05	34.02	6,197.85	35.76	6,514.00	37.58
Accounting Technician III	7/1/2023	General	5,873.06	7,166.22	5,873.06	33.88	6,172.63	35.61	6,487.50	37.43	6,818.42	39.34	7,166.22	41.34
Administrative Assistant I	7/1/2023	General	4,701.92	5,737.24	4,701.92	27.13	4,941.77	28.51	5,193.84	29.96	5,458.78	31.49	5,737.24	33.10
Administrative Assistant II	7/1/2023	General	5,030.96	6,138.72	5,030.96	29.02	5,287.59	30.51	5,557.31	32.06	5,840.79	33.70	6,138.72	35.42
Assistant Engineer	7/1/2023	General	9,191.63	11,215.55	9,191.63	53.03	9,660.51	55.73	10,153.28	58.58	10,671.22	61.56	11,215.55	64.71
Assistant Planner	7/1/2023	General	8,062.16	9,837.37	8,062.16	46.51	8,473.41	48.89	8,905.64	51.38	9,359.92	54.00	9,837.37	56.75
Associate Engineer	7/1/2023	General	9,833.14	11,998.28	9,833.14	56.73	10,334.72	59.62	10,861.88	62.66	11,415.96	65.86	11,998.28	69.22
Associate Planner	7/1/2023	General	8,627.59	10,527.29	8,627.59	49.77	9,067.68	52.31	9,530.22	54.98	10,016.34	57.79	10,527.29	60.73
Community Services Officer	7/1/2023	General	5,688.20	6,940.68	5,688.20	32.82	5,978.35	34.49	6,283.31	36.25	6,603.81	38.10	6,940.68	40.04
Facility Maintenance Worker I	7/1/2023	General	5,427.17	6,622.16	5,427.17	31.31	5,703.99	32.91	5,994.94	34.59	6,300.77	36.35	6,622.16	38.20
Facility Maintenance Worker II	7/1/2023	General	5,808.57	7,087.56	5,808.57	33.51	6,104.86	35.22	6,416.27	37.02	6,743.57	38.91	7,087.56	40.89
Maintenance Worker I	7/1/2023	General	5,427.17	6,622.16	5,427.17	31.31	5,703.99	32.91	5,994.94	34.59	6,300.77	36.35	6,622.16	38.20
Maintenance Worker II	7/1/2023	General	5,808.57	7,087.56	5,808.57	33.51	6,104.86	35.22	6,416.27	37.02	6,743.57	38.91	7,087.56	40.89
Maintenance Worker III	7/1/2023	General	6,388.75	7,795.50	6,388.75	36.86	6,714.65	38.74	7,057.16	40.71	7,417.14	42.79	7,795.50	44.97
Office Assistant	7/1/2023	General	4,098.91	5,001.45	4,098.91	23.65	4,307.99	24.85	4,527.74	26.12	4,758.72	27.45	5,001.45	28.85
Planning Technician	7/1/2023	General	5,772.31	7,043.32	5,772.31	33.30	6,066.75	35.00	6,376.23	36.79	6,701.46	38.66	7,043.32	40.63
Public Works Inspector	7/1/2023	General	7,657.92	9,344.10	7,657.92	44.18	8,048.54	46.43	8,459.09	48.80	8,890.60	51.29	9,344.10	53.91
Recreation Coordinator	7/1/2023	General	5,740.07	7,003.99	5,740.07	33.12	6,032.87	34.81	6,340.62	36.58	6,664.06	38.45	7,003.99	40.41
Recreation Supervisor I	7/1/2023	General	6,356.53	7,756.18	6,356.53	36.67	6,680.77	38.54	7,021.56	40.51	7,379.73	42.58	7,756.18	44.75
Senior Administrative Assistant	7/1/2023	General	5,534.60	6,753.27	5,534.60	31.93	5,816.91	33.56	6,113.64	35.27	6,425.48	37.07	6,753.27	38.96