

RESOLUTION 19-025, SERIES 2019

RESOLUTION APPROVING SIDE LETTER AMENDING THE MEMORANDUM OF UNDERSTANDING WITH PROGRAM, ADMINISTRATIVE AND SUPPORT EMPLOYEES ASSOCIATION

WHEREAS, the City of Davis and the Program, Administrative and Support Employees Association (“PASEA”) have met and conferred in good faith in accordance with the provisions of the Meyers-Milias-Brand Act of the California Government Code; and

WHEREAS, the parties have reached agreement on the attached side letter (Exhibit A) to the Memorandum of Understanding that was adopted for the term July 1, 2017 to June 30, 2021; and

WHEREAS, the parties agree to update Article VI of the Memorandum of Understanding as per the terms of the side letter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Davis that the terms and conditions contained in said Side Letter are hereby adopted and directs the City Manager to take all steps that are proper and necessary to implement this agreement.

PASSED AND ADOPTED by the City Council of the City of Davis on this 5th day of March, 2019, by the following vote:

AYES: Arnold, Carson, Frerichs, Partida, Lee

NOES: None

Brett Lee
Mayor

ATTEST:

Zoe S. Mirabile, CMC
City Clerk

SIDE LETTER
7/1/2017 to 6/31/2021 MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF DAVIS AND
THE PROGRAM, ADMINISTRATIVE AND SUPPORT EMPLOYEES ASSOCIATION

This letter of agreement is entered into by the City of Davis Program, Administrative and Support Employees Association (hereafter referred to as Association) and the City of Davis (hereafter referred to as the City) after having met and conferred in good faith. This side letter makes revisions to the Memorandum of Understanding (MOU).

For the MOU dated 7/1/2017 to 6/30/2021 and continuing until a successor agreement is implemented, the following language is changed as noted below.

ARTICLE VI – COMPENSATION

Revision to Subsection I and Appendix B as noted below:

I. NOTARY PUBLIC CERTIFICATION PAY

In the City's discretion based on operational need, the City will pay up to four (4) employees in the classifications identified in Appendix B who have obtained and maintain a notary public certificate through the State of California will be eligible for an incentive pay of twenty dollars (\$20.00) per pay period effective the pay period following ratification of the MOU. As of June 1, 2018, the City had need for 4 certified employees to whom certification pay will be made. The Association will be notified if less than four (4) employees are needed or if fewer than the number needed are receiving incentive pay. If multiple individuals have the certification with only one incentive pay allotment available, incentive pay will be awarded based on operational need to ensure both the City Clerk's office and Human Resources have notary services available.

As of January 1, 2019, it has been determined that the City has additional need for notary services and therefore, expands eligibility for Certification Pay as follows:

Up to eight (8) employees based on operational need for regular and ongoing notary service. To ensure access to notary service where services are currently accessed by the public or for internal operational purposes, distribution of employees with certification and eligible classifications are described in Appendix B as updated and attached.

Notary Public Certification Pay is earnable special compensation within the meaning of Section 20636 of the California Government Code and Section 571(a)(2) of the CalPERS regulations and/or as defined pensionable compensation in the California Government Code and the CalPERS regulations as amended.

Appendix B

Notary Public Certification – Classification Eligibility

City Manager’s Office/Administrative Services (City Hall) (up to 3)

Deputy City Clerk I/II
Human Resources Technician
Human Resources Assistant
Office Assistant I/II
Senior Office Assistant
Administrative Aide

Community Development (City Hall) (up to 2)

Office Assistant I/II
Senior Office Assistant
Administrative Aide

Police Department (up to 1)

Executive Assistant
Office Assistant I/II
Senior Office Assistant
Administrative Aide

Public Works/Engineering (up to 1)


Office Assistant I/II
Senior Office Assistant
Administrative Aide

Other Departments not listed above (up to 1)

Office Assistant I/II
Senior Office Assistant
Administrative Aide

IN WITNESS THEREOF, the parties hereto have executed this Memorandum of Understanding this 5th day of March, 2019.

PASEA

BY 
Robert Schulz

CITY OF DAVIS

BY 
Mike Webb, City Manager