



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

Special Meeting July 1, 2026

Closed Session: 10:00 a.m. / Open Session: 10:30 a.m.

Administration Building

16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

CALL TO ORDER:

LSCSD Board Roll Call:

Directors: Cupp _____ Chandler _____ Tucker _____ Mitchell _____ Uttech _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS:

This is an opportunity for members of the public to address the Board only on subject(s) of the special meeting. The Board reserves the right to reasonably limit the length of individual comments, and/or the total amount of time allotted to public comments.

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Labor Negotiators CS Code 54957.6
District Representative, Rick Thompson
Employee Representative Teamsters Local 137

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ACTION ITEMS:

- A. Consideration of Teamsters Local 137 Successor MOU July 1, 2026- June 30, 2029

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on July 15, 2026, 1:00 p.m. at the Administration Building.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Rick Thompson, General Manager
SUBJECT: Approval of Successor Memorandum of Understanding with Teamsters Local 137 (July 1, 2026 – June 30, 2029)

Background

The MOU between the District and Teamsters Local 137 expires June 30, 2026. The District and the Union engaged in successor negotiations through the spring of 2026. The Union's opening proposal comprised 14 items, ranging from wage increases to a series of statutory conforming updates. Staff analyzed each item, and the Board provided direction on the District's counter-positions in closed session.

The parties reached a tentative agreement on a successor MOU for a three-year term, July 1, 2026 through June 30, 2029. Local 137 has ratified the tentative agreement. The agreement is now before the Board for approval.

Summary of material terms

The successor MOU carries forward the existing agreement with the changes summarized below. The changes fall into four groups: economic terms, a codified work schedule, sworn personnel provisions, and statutory conforming language.

1. Wages (Article 11)

Across-the-board salary increases over the three-year term:

Effective date	Increase
First full pay period on or after July 1, 2026	4.0%
First full pay period on or after July 1, 2027	3.0%
First full pay period on or after July 1, 2028	3.0%

The prior agreement provided 2% annual increases. The wage schedule in Exhibit A is adjusted to reflect the new rates.

2. Work schedule codification (Article 12)

The MOU codifies the existing four-day, ten-hour (4/10) work schedule for office and public works employees, Monday through Thursday, 7:00 a.m. to 5:30 p.m. with a one-half hour unpaid lunch. This formalizes the schedule the District already operates as set forth in the October 25, 2022, LOU; it is not a new schedule.

District flexibility preserved. Section 12.4 retains the District's right to modify work hours, work days, and work schedules from time to time as the department head determines necessary for the needs of the District, with as much advance notice as possible. The District's ability to temporarily change the schedule when operationally required is therefore preserved.

Conforming changes set the overtime threshold at hours worked beyond ten (10) in a workday, adjust holiday pay to ten (10) hours, and update the double-time and seventh-day provisions to match the 4/10 structure.

3. Holidays (Article 20)

- Juneteenth (June 19) is added as a recognized paid holiday. This incorporates the July 16, 2025, LOU.
- A holiday-observance framework is added for the 4/10 Monday-through-Thursday schedule, specifying how each holiday is observed when its calendar date falls on a non-workday (Friday, Saturday, or Sunday).
- A dedicated Christmas Eve and Christmas Day subsection ensures both are observed on two separate regularly scheduled workdays in different workweeks for each year of the term.

4. Sworn personnel (Article 26 and related holiday provisions)

The MOU adds and revises several provisions specific to sworn police personnel:

- **Sole-officer premium (§ 26.1(b), new).** A sworn officer required to work four consecutive shifts as the sole officer on duty receives 5% premium pay added to base hourly pay, beginning on the fourth shift.
- **Court appearance minimum (§ 26.7(a)).** Increases the off-duty court appearance minimum from two hours to three hours of overtime pay.
- **Holiday provisions for sworn and shift staff (§§ 20.3–20.5, clarified).** Restates the existing holiday observance and compensation entitlements in the context of the 4/10 and shift schedules. Holiday hours worked within a regularly scheduled period are paid at 2x; overtime holiday hours at 2.5x; shifts spanning a holiday boundary are paid at the holiday rate only for hours within the 24-hour holiday period; and shift-based holiday pay is stated for 12/8-hour and other shift schedules. These provisions express existing entitlements more clearly; they are not new benefits.

5. Statutory conforming language

Several items update the MOU to track current California law. These are conforming changes that align the agreement with existing legal obligations rather than negotiated economic concessions:

Provision	Authority	Effect
Non-discrimination (Art. 1)	FEHA; ADA	Updates protected categories and complaint procedures to current law.

Provision	Authority	Effect
Bereavement leave (Art. 18)	Gov. Code § 12945.7 (AB 1949)	Up to 5 days per qualifying family member; first 3 days paid, remainder unpaid or chargeable to accrued leave.
Heat illness / safety (Art. 8)	Cal/OSHA	Reaffirms compliance with applicable heat illness regulations.
Interactive process (Art. 9)	FEHA, Gov. Code § 12940 et seq.	References the interactive process and reasonable accommodation obligations.
Employee notices (§ 25.7)	Lab. Code § 90.2 (SB 294)	Annual and new-hire written notice commitment.
Training records (§ 25.8)	Lab. Code § 1198.5 (SB 513)	Training/education records treated as personnel records; inspection rights.
Non-compete (§ 25.9)	Bus. & Prof. Code § 16600; Lab. Code § 925 (AB 1076)	Confirms unenforceability of non-compete/non-solicitation provisions.

Fiscal impact

The wage adjustments are the primary cost driver. The 4% / 3% / 3% schedule compounds over the term. The bargaining unit comprises 9 employees with a current (FY 2025-26) base of \$626,190 in total wages, and \$56,471 in associated CalPERS employer contributions, for a combined base of \$682,661.

Applying the compounding wage schedule, with CalPERS employer contributions scaling proportionally with wages at the unit's weighted rate, the estimated costs are as follows:

Year	Wages & allowances	CalPERS (employer)	Total cost	Increase over base
FY 2025-26 (base)	\$626,190	\$56,471	\$682,661	None
FY 2026-27 (4%)	\$651,238	\$58,730	\$709,968	\$27,306
FY 2027-28 (+3%)	\$670,775	\$60,492	\$731,267	\$48,605
FY 2028-29 (+3%)	\$690,898	\$62,307	\$753,205	\$70,543

Reading the table: total cost rises from \$682,661 in the current year to \$753,205 by FY 2028-29, an increase of \$70,543, or about 10.3%, over the three-year term. The single-year step-ups are \$27,306 in Year 1, then roughly \$21,300 and \$21,900 in Years 2 and 3 as each raise applies to a higher base.

Assumptions and limits. CalPERS employer cost is modeled at the unit's current weighted contribution rate (about 9.0%, blending Public Safety PEPRA, Misc Classic, and Misc PEPRA) and scaled with wages. The figures do not reflect future changes in CalPERS employer rates, which the system sets annually and which may move independently of wages. The 4/10 codification and

holiday provisions formalize existing practice and entitlements and add no direct incremental salary cost.

The statutory conforming items impose no new cost beyond what existing law already requires of the District.

Term

The successor MOU is effective July 1, 2026 through June 30, 2029.

Recommendation

Adopt the successor Memorandum of Understanding (MOU) between the District and General Teamsters, Professional, Health Care and Public Employees, Local 137, for the term July 1, 2026 through June 30, 2029, and authorize the General Manager to execute the agreement on behalf of the District.

Attachments

1. *Proposed successor Memorandum of Understanding, Teamsters Local 137 (July 1, 2026 – June 30, 2029)*
 2. *Alternate Work Schedule LOU (October 25, 2022)*
 3. *Juneteenth Holiday LOU (July 16, 2025)*
 4. *Christmas Eve Holiday LOU (December 15, 2021)*
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MEMORANDUM OF UNDERSTANDING

Between

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

and

**GENERAL TEAMSTERS,
PROFESSIONAL, HEALTH CARE
and PUBLIC EMPLOYEES**

LOCAL 137

July 1, 2026 to June 30, 2029

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MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, made and entered into this first day of July 2026, by and between the representatives of the LAKE SHASTINA COMMUNITY SERVICES DISTRICT, hereinafter referred to as the District, and the representatives of the General Teamsters, Professional, Health Care and Public Employees Local 137, hereinafter referred to as Union,

WITNESSETH that:

WHEREAS, the parties hereto desire to facilitate the peaceful adjustment of differences that may from time to time arise between them, to promote harmony and efficiency to the end that the District, the Union and the general public may benefit therefrom, and to establish fair and equitable wages, hours and working conditions for certain hereinafter designated employees of the District,

NOW, THEREFORE, the parties hereto do agree as follows:

ARTICLE 1 - Preamble

- 1.1 This Memorandum of Understanding supersedes and replaces all previous Memoranda of Understanding and Letter Agreements between the parties as well as all previous Minute Orders, Resolutions and Ordinances of the District Board which are in conflict with this Memorandum of Understanding.
- 1.2 The District and the Union agree that there shall be no discrimination against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, military or veteran status, or any other characteristic protected by applicable federal or state law, including the California Fair Employment and Housing Act (Government Code section 12900 et seq.) and the Americans with Disabilities Act (42 U.S.C. section 12101 et seq.), as each may be amended from time to time. Complaints of discrimination shall be processed through applicable administrative procedures, including the California Civil Rights Department and the Equal Employment Opportunity Commission, as appropriate. Nothing in this Article shall be construed to limit or supersede any right or remedy available under applicable law.
- 1.3 The District is engaged in rendering services to the public, and the District and the Union recognize their mutual obligation for the continuous rendition and availability of such services.
- 1.4 The District and the Union shall cooperate in promoting harmony and efficiency among District employees.

- 1.5 The parties have met and conferred in good faith and have reached agreement on procedures set forth in this Memorandum of Understanding for resolution of disputes between the parties.

ARTICLE 2 - Recognition

- 2.1 The District recognizes the Union as the Exclusive Representative of all employees of the Lake Shastina Community Services District who hold a classification listed on Exhibit "A" of this Memorandum of Understanding.
- 2.2 The provisions of this Memorandum of Understanding hereinafter set forth shall apply only to those employees of the District for whom the Union is the established Exclusive Representative.
- 2.3 The Union is entitled to an annual total of three (3) days per year for each Shop Steward to be used for the purpose of excusing Shop Stewards from District duty, without pay, in order to participate in Union seminars or conferences. The Union shall be allowed to designate one (1) unit member as Chief Shop Steward to serve as a representative in the meet and confer process with the District. The unit member designated as Chief Shop Steward shall be granted reasonable time from scheduled duties without loss of pay and benefits to prepare for and meet with the District representatives during the meet and confer process. The Union shall be allowed to designate two (2) unit members as co-stewards to serve as representatives in the meet and confer process with the District as long as it doesn't adversely affect the District.

ARTICLE 3 - Management Rights

- 3.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Further, it is agreed by the parties that District Rights include, by way of illustration and not by way of limitation, the following: (a) The full and exclusive control of the management of the District. (b) The supervision of all operations, methods, processes and means of performing any and all work. (c) The control of the property and the composition, assignment, direction and determination of the size and the work hours of its working forces. (d) The right to determine the work to be done by employees. (e) The right to establish reasonable qualifications for employment. (f) The right to establish reasonable work and productivity standards. (g) The right to assign overtime. (h) The right to make and enforce reasonable rules and regulations which are not in conflict with the provisions of this Memorandum of Understanding. (i) The right to change or introduce new or improved operations, methods, means or facilities. (j) The right to establish budget procedures and financial allocations. (k) The right to hire, classify, schedule, promote, demote, transfer, evaluate, release, lay off and increase or reduce work hours of employees. (l) The right to suspend, discipline and discharge employees for just cause. (m) The right to otherwise maintain an orderly, effective and efficient operation.

- 3.2 The District's exercise of its powers, rights, authority, duties, and responsibilities, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Memorandum of Understanding, and then only to the extent such specific and express terms are in conformance with law.

ARTICLE 4 - Union Rights

- 4.1 Official representatives of the Union will be permitted access to District property to confer with District employees on matters of employer-employee relations but such representatives shall not interfere with work in progress without agreement of Management.
- 4.2 The District will provide the Union adequate bulletin board space in a location accessible to all employees for the purpose of posting thereon matters relating to official Union business.
- 4.3 Any employee, at the employee's request, shall be permitted representation by a Union representative. The foregoing shall apply to reprimands and disciplinary actions, providing there is no unreasonable delay in obtaining representation.
- 4.4 Joint Union-Management meetings shall be held as often as agreed upon by the Union and Management. The purpose of these meetings shall be to promote harmony and efficiency and to improve communications between employees and all levels of management. The meeting agenda shall be determined by those in attendance and there shall be no restrictions on the subject matter; provided, the meetings shall not substitute for normal grievance procedures or for formal negotiations between the parties. The meetings may be summarized in written minutes. Except that the provisions of this Section shall be observed, the meetings shall be self-organizing.
- 4.5 Upon request by the Union the District will provide a copy of the District Board meeting agenda.
- 4.6 Release Time for Negotiations. A bargaining unit employee shall be afforded release time without loss of compensation when meeting for MOU negotiations.
- 4.7 Union Steward. The District recognizes the need and affirms the rights of Union to appoint a Union Steward(s) from among employees in the unit. It is agreed that the Union, in appointing such representatives, does so for the purpose of promoting an effective relationship between the District and employees by helping to settle problems at the lowest level of supervision. Employees of the District shall have the right to be accompanied by a Union Steward or Union Labor Relations Representative at grievance meetings, or in meetings with the General Manager if a disciplinary action may result. The Union Steward and the employee will not suffer a loss of compensation during such meetings if such

meetings are held at the direction or request of District management and are held during regular working hours for the employee and steward. The District shall be advised in writing of the designated Union Steward. Union Stewards and employees shall, at reasonable times, be entitled to seek and obtain assistance from the Union Labor Relations Representative during working hours without loss of pay, for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours and terms and conditions of employment covered by this Agreement or the law.

ARTICLE 5 - Union Security

- 5.1(a) Membership in the Union is voluntary. Each employee covered by this Memorandum of Understanding has the right to join the Union and maintain membership in good standing in accordance with its Constitution and Bylaws, and the equal right to decline or discontinue membership. No employee shall be required, as a condition of employment, to become or remain a member of the Union or to pay any dues, fees, or other charges to the Union. The District shall not discriminate against any employee based on the employee's decision to join, decline to join, or discontinue membership in the Union. Temporary employees are not eligible for membership.
- 5.1(b) Any employee appointed to any classification out of the bargaining unit covered by this Memorandum of Understanding may withdraw from membership in Union and the employee's obligation to pay an dues shall be suspended for the duration of such period as the individual is working for District in a job classification not covered by this Memorandum of Understanding.
- 5.2 The District shall deduct from their wages the regular membership dues of employees who are members of the Union and who individually and voluntarily authorize such deductions in writing in accordance with the provisions of Section 1157.3 of the Government Code of the State of California.
- 5.3 Deductions shall be made each pay-period and a check for the total monthly deductions shall be submitted to the General Teamsters Professional, Health Care and Public Employees Local 137 within five (5) working days after the end of each month. The District will notify the Union each month at the time of the dues transmittal to Union of any changes since the previous dues transmittal and the reasons therefore.
- 5.4 The form of payroll deduction authorization shall be approved by both the District and the Union.
- 5.5 The District shall provide all new employees with Union membership application forms and payroll deduction authorization forms, on or before the first day of employment. Such materials will be furnished to the District by the Union. Per Government Code section 3558, the District shall provide to the union representative the name, job title, department, work location, home and personal cell phone numbers, personal email address, and home address for any newly hired employee within 30 days of hire. The District shall also provide that same information for all employees in the bargaining unit no less than every 120 days. In addition, new employees will be provided a copy of this Memorandum of Understanding by a Union representative or steward.

- 5.6 If any such provision of this Article is invalid under Federal or State law, said provision shall be modified to comply with the requirement of the law.

ARTICLE 6 - Concerted Activities

- 6.1 It is agreed and understood that there will be no strike, work stoppage, slowdown, picketing, or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Union or by its officers, agents, or members during the term of this Memorandum of Understanding, including compliance with the request of other labor organizations to engage in such activity. Further, it is agreed and understood that the District shall not impose any lockout.
- 6.2 The Union recognizes the duty and obligation of its representatives to comply with the provisions of this Memorandum of Understanding, and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slowdown, or other interference with the operations of the District by employees who are represented by the Union, the Union agrees in good faith to take all necessary steps to cause those employees to cease such action.
- 6.3 It is agreed and understood that any employee violating this Article may be subject to discipline up to and including termination by the District.

ARTICLE 7 - Grievance Procedure

- 7.1 A grievance is defined as any dispute or disagreement which may arise between the Union or an employee and the District with respect to the interpretation or application of any of the terms of this Memorandum of Understanding. Probationary employees shall not be entitled to process grievances with respect to matters of discharge, demotion or discipline. This shall not, however, prevent a probationary employee from enforcing any other rights under this Memorandum of Understanding. Grievant as used herein is defined as an employee or group of employees of the District or the Union.
- 7.2 Step One: The initial step in the adjustment of a grievance shall be a discussion between the grievant or the grievant's representative and the immediate management-level supervisor, who will answer within seven (7) days. This step shall be started within seven (7) days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis for the grievance. This step may be taken during the working hours of the grievant.
- 7.3 Step Two: If a grievance is not resolved in the first step, the second step shall be the presentation of the grievance in writing by either the grievant or the grievant's representative to the General Manager or designee, who shall answer, in writing, within seven (7) calendar days. The second step shall be taken within seven (7) calendar days of the date of the answer in Step One. The written presentation shall be a clear, concise

statement of the grievance, the circumstances involved, the pertinent dates, the section of this Memorandum of Understanding alleged to be violated, and the specific remedy sought.

- 7.4 Step Three: If a grievance is not resolved in the third step, the fourth step shall be referral by the Union to mediation within seven (7) calendar days of the answer in Step Three. Whenever a grievance is referred to mediation, either party may request that the California State Mediation and Conciliation Service refer a state mediator. The state mediator shall assist the parties in the resolution of the grievance in the same manner as that which is normally used in the mediation of interest disputes. Referral to Step Five shall not occur until a mediator has released the parties from the mediation process.
- 7.5(a) Step Four: If a grievance is not resolved in the fourth step, the fifth step shall be referral by the Union to arbitration. The fifth step shall be taken within seven (7) days of the date of the answer in Step Four.
- 7.5(b) An arbitrator shall be appointed on each occasion that a grievance is submitted to arbitration. In the event that the District and Union are unable to agree on the selection of an arbitrator, they shall request the State of California Mediation and Conciliation Service to nominate five (5) persons to be the arbitrator. The District and Union each will alternately challenge two (2) of such nominees, the party having the first challenge to be determined by lot. The remaining nominee shall be accepted as the arbitrator, and his compensation and expenses shall be borne equally by the District and Union. The District and the Union shall pay the compensation and expenses of their respective appointees and witnesses. At Union's request the District shall release from duty to participate in arbitration proceedings employees necessary to the adjudication process. Expense items requested by both parties or the arbitrator such as court reporters, transcripts, or room rent shall be borne equally by the parties. Expense items requested by only one (1) party shall be paid for by the requesting party.
- 7.5(c) The arbitrator shall hold such hearings and shall consider such evidence as to the arbitrator appears necessary and proper. The decision of the arbitrator shall be final and binding on the District, Union, and the aggrieved employee, provided, however, that such decision shall not in any way add to, disregard or modify any of the provisions of this Memorandum of Understanding.
- 7.5(d) Grievances referred to arbitration that are appeals of disciplinary suspensions of five days or less, or a disciplinary action with an equivalent dollar value, shall be subject to expedited arbitration, with no attorneys, no court reporters, and an immediate bench decision made by the arbitrator.
- 7.5(e) Failure by the grievant or the Union to meet any of the aforementioned time limits will result in forfeiture of the grievance. Except, however, that the aforementioned time limits may be extended by mutual agreement. Failure by the District or its representative to meet any of the aforementioned time limits will allow the grievant or the Union, as applicable,

to proceed to the next step of the grievance procedure within seven (7) days of the last day for the District's answer as set forth above.

- 7.5(f) A grievant shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities subject to a final decision on the grievance. In the event the grievance involved an order, requirement or other directive, the grievant shall fulfill or carry out such order, requirements or directives, pending the final decision of the grievance.
- 7.6 All documents resulting from the processing of a grievance shall be kept in a separate grievance file and shall not be placed in an employee's personnel file.

ARTICLE 8 - Safety

- 8.1 The District desires to maintain a safe place of employment for District employees and to that end District management shall make all reasonable provisions necessary for the safety of employees in the performance of their work.
- 8.2 Regular safety meetings will be held for the purpose of reviewing accidents and preventing their recurrence, eliminating hazardous conditions and familiarizing employees with safe work procedures and applicable State Safety Orders, and for training in first aid.
- 8.3 There shall be a member of the unit on the District's safety committee whose responsibility it is to review accidents and safety conditions and to make recommendations to District management. The representative shall be appointed by the Union.
- 8.4 Employees shall report unsafe equipment or working conditions to their immediate supervisor who shall determine the appropriate corrective action.
- 8.5 The District is committed to maintaining a safe workplace and shall comply with all applicable Cal/OSHA regulations, including heat illness prevention requirements under 8 CCR sections 3395 and 3396, as they may be amended from time to time. Employees are encouraged to report safety concerns pursuant to Section 8.4.

ARTICLE 9 - Industrial Disability

- 9.1 The District, the Union, and individual employees agree that they will comply with all aspects of Workers' Compensation and Industrial Disability laws and will support the rights of both the injured employee and the District in complying with these laws.
- 9.2 Whenever an employee is absent from work as a result of a work related disability, and is receiving temporary disability indemnity payments provided for by the Labor Code of the State of California, such employee may elect to utilize State Disability Insurance, accumulated sick leave, compensatory time off for overtime work, and accumulated PTO credits to supplement the employee's temporary disability indemnity payments up to a maximum of full salary.

- 9.3 An employee who is absent by reason of industrial disability may be returned to work by the District and given temporary light duties within the employee's ability to perform, with the consent of the employee's physician. The duration of any such period of temporary work shall be determined by the District. Such employees shall be compensated at their regular rate of pay while engaged in such temporary duties. The District may require an employee requesting to return to work after an absence caused by industrial disability to submit to a medical examination, at no expense to the employee, by a physician or physicians approved by the District for the purpose of determining that such employee is physically and mentally fit and able to perform the duties of the employee's position without hazard to the employee, or to fellow employees, or to the employee's own permanent health.
- 9.4 Employees who are receiving Workers' Compensation temporary disability benefits, may, at their option, maintain their group insurance coverage during the period in which they are receiving temporary disability compensation for up to a maximum of a cumulative total of three (3) months at the District's expense. Thereafter, the employee may maintain group insurance coverage at the employee's own expense during the period of receipt of Workers' Compensation temporary disability payments.
- 9.5 The District shall comply with its obligations under the Americans with Disabilities Act (42 U.S.C. section 12101 et seq.) and the California Fair Employment and Housing Act (Government Code section 12940 et seq.) with respect to the interactive process and reasonable accommodation. Nothing in this Section creates procedural rights or remedies beyond those provided by applicable law.

ARTICLE 10 - Employee Status

- 10.1 Employees will be designated as regular, probationary, temporary, or part-time, depending upon the purpose for which they are hired and their length of continuous service with the District.
- 10.2 A regular employee is defined as an employee who has six (6) months or more seniority with the District in full-time employment and works on a regular full-time basis in excess of 30 hours per week.
- 10.3 A probationary employee is defined as an employee hired for a full-time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, PTO pay, holiday pay, retirement plan participation, insurance coverage and items of a similar nature, as the employee becomes eligible. Upon completion of six (6) months of continuous full-time service with the District, a probationary employee shall be given the status of a regular employee. Notwithstanding any other provision of this Article, an employee's probationary period shall be extended by the duration of any unpaid absence of ten (10) or more consecutive work days

- 10.4 A temporary employee is defined as an employee hired for a period of less than one thousand (1,000) hours in a fiscal year. A temporary employee shall receive not less than the minimum rate for the job and may accrue one hour for every 30 hours worked, up to 24 hours, but shall not be eligible for PTO pay, insurance coverage, retirement plan participation or items of a similar nature; nor shall the employee accrue seniority or promotion and transfer rights, or leave of absence rights. If a temporary employee is reclassified to probationary status the employee shall be credited with all continuous service in determining completion of probationary status and eligibility for such benefits as may accrue to the employee in the new status. Upon completion of one thousand (1,000) hours of continuous service in a fiscal year with the District, a temporary employee shall be given the status of a probationary employee. Such employees shall not be used to permanently replace or supplant regular employees
- 10.5 A part-time employee is defined as an employee hired for employment of less than full-time (8 hours per day, 5 days per week) or whose work period is not necessarily regularly scheduled and who normally works less than full-time, and who has worked more than one-thousand (1,000) hours in a fiscal year and is regularly assigned to work more than half-time. A part-time employee shall receive not less than the minimum rate for the job, and shall be eligible for holiday pay, PTO pay, retirement plan participation, and items of a similar nature, on a prorated basis based on hours worked. The employee shall be eligible to participate in the District's insurance programs on the same basis as a full-time regular employee. The employee shall accrue seniority and leave of absence rights. If a part-time employee is reclassified to probationary or regular employee status, the employee shall be credited with all service as a part-time regular employee in determining eligibility for benefits, if any, as may accrue to the employee in the new status

ARTICLE 11 - Wages and Classifications

- 11.1 Attached hereto and made a part hereof is Exhibit "A" titled "Schedule of Wage Rates."

Employees' salaries shall be increased four percent (4%) effective the first full pay period beginning on or after July 1, 2026.

Employees' salaries shall be increased three percent (3%) effective the first full pay period beginning on or after July 1, 2027.

Employees' salaries shall be increased three percent (3%) effective the first full pay period beginning on or after July 1, 2028.

- 11.2 Employees shall be paid the wage established for their classification. Upon initial appointment to a classification, an employee shall normally be paid the lowest wage rate for that classification. An employee may, however, be paid a wage rate above the lowest wage rate if circumstances justify it. The effective date of promotion to a new classification or higher wage step shall be the first day of the pay period following qualification for the promotion. Whenever an employee is appointed to a higher paying classification, the employee shall be paid at the wage rate of the classification to which the employee is appointed, which is next higher to the employee's present wage rate, but not less than five (5) percent higher, and in any event not more than the top wage rate of the new classification. After one (1) full year of employment on any salary step except the top step, an employee shall be advanced to the next salary step effective the first day of the pay-period following completion of one (1) full year of service in the previous step.
- 11.3 The base salary of all eligible employees who have continually worked for the Lake Shastina Community Services District for fifteen (15) years shall be increased by five percent (5%).
- 11.4 Wages shall be paid at bi-weekly intervals on Thursday for a pay-period ending no earlier than the preceding Sunday. If a payday falls on a holiday, payment shall be made on the preceding workday.
- 11.5 When an employee is temporarily assigned to work in a higher classification, for a minimum of three working days, the employee shall be paid at a minimum of step 1 of the higher classification, but not less than five percent (5%) higher than their current wage, in any event not more than the top wage rate of the temporary classification. Employees so assigned shall continue to be covered by the provisions of this M.O.U.
- 11.6 When an employee is temporarily assigned to work in a classification lower than the employee's regular classification, the employee's rate of pay will not be reduced.
- 11.7 Notwithstanding any other provision of this Agreement, no step within any classification in the salary schedule shall be set or maintained at a rate below the California state minimum wage as established by Labor Code section 1182.12 or any successor provision, as it may be adjusted from time to time. In the event that a scheduled wage adjustment would result in any step falling below the then-applicable state minimum wage, that step shall be automatically adjusted to the minimum wage without further negotiation or MOU amendment. The District shall provide written notice to the Union of any such automatic adjustment within 30 days of the effective date of the state minimum wage change.

ARTICLE 12 - Hours and Overtime

- 12.1 Each employee shall report for work at a regularly established headquarters and shall return thereto at the conclusion of the day's work, except as otherwise directed by the employee's

immediate supervisor. Time spent in traveling between an employee's headquarters and the work site shall be considered as time worked.

- 12.2(a) Except as otherwise provided herein, a work week is defined to consist of seven (7) consecutive calendar days, 12:01 AM Monday through 12:00 AM Sunday. The regular hours of work each day, except police, will be from 7:00 AM to 5:30 PM, Monday through Thursday, with one-half hour off for lunch.
- 12.2(b) The regular work schedule will be four (4) 10-hour days resulting in employees working a fixed schedule of 40 hours per week or 80 hours biweekly.
- 12.3 The usage of accrued leave balances such as paid time off shall be on an hour-for-hour basis (missing a day because of illness shall be charged ten (10) hours PTO for that day).
- 12.4 The foregoing work hours, work days, and work schedules may, however, be modified from time to time by the department head as he determines necessary by the needs of the District. Whenever it becomes necessary to reschedule any employee's work days and/or work hours the department head will give as much notice as possible. The District will not reschedule individual employees solely for the purpose of avoiding overtime work.
- 12.5 Each employee shall be entitled to a break of fifteen (15) minutes with pay during each one-half of the regularly scheduled work day. Whenever practicable, the break shall be taken at the work site. If travel from and to the work site is necessary, the travel time shall be included within the fifteen (15) minute break time. Missed breaks shall not be accumulated, nor shall the employee receive additional compensation for missed breaks.
- 12.6 Overtime is defined as: a) time worked in excess of ten (10) hours in a workday, b) time worked on a non-workday, and c) time worked on a holiday. Overtime work shall be computed to the nearest one-quarter ($\frac{1}{4}$) hour. For purposes of calculating overtime, "time worked" means all compensable hours (hours worked, PTO, compensation time off, holiday credit hours taken, sick leave, and paid travel time).
- 12.7 Compensation for overtime work shall be paid at a rate equivalent to one and one-half ($1\frac{1}{2}$) times the employee's regular rate of pay or at the employee's option, providing it is legally permissible, the employee may elect to receive time off with pay at the rate of one and one-half ($1\frac{1}{2}$) hours off for each overtime hour worked. Employees required to attend Board Meetings outside employee's regular schedule shall have the option to receive compensatory time off or be able to flex their work day. Overtime shall also be paid for the first ten (10) hours worked on the seventh consecutive day in the work week. Double time shall be paid for all hours worked over fourteen (14) and after ten (10) hours worked on the seventh consecutive in a work week. The maximum accumulation of compensatory time off (CTO) shall be eighty (80) hours. Compensatory time off with pay shall be scheduled in the same manner as PTOs are normally scheduled. Employees may elect to receive compensation for the employee's accumulated compensatory time off hours, up to

eighty (80) hours per year. Employees whose employment with the District is terminated for any reason shall, at the time of termination, receive compensation for any unused compensatory time off previously earned.

- 12.8 Employees who are required to report for work on their non-workdays or on holidays they are entitled to have off, or outside of their regular hours on workdays, shall be paid overtime compensation for the actual time worked plus one-quarter ($\frac{1}{4}$) hour travel time each way, but in any event for not less than three (3) hours compensation. If an employee who is called out for such work prior to the employee's regular hours on a workday continues to work into their regular work hours, the employee shall be paid overtime compensation only for the actual overtime worked. If an employee performs overtime work immediately following the end of the employee's regular shift, the employee shall be paid overtime compensation only for the actual overtime worked.
- 12.9 Overtime work shall be distributed as equitably as is practicable among those employees who are qualified and available and who volunteer for overtime work and the District shall not require employees who have worked overtime to take equivalent time off during regular work hours without pay.
- 12.10 On-call duty assigned by the department head shall be compensated as follows.
 - a) Employees who are required to be on call outside of normal working hours shall be eligible for on-call pay.
 - b) On-call employees will be expected to respond to a service call within one hour, weather, and road conditions permitting. Employees on call outside of normal duty hours shall be compensated as follows: Compensation is set at \$175 per week if they are on call for a full seven day week. If less than a full seven day week, on-call compensation shall be calculated on a prorated basis of \$25 per day. On-call schedule begins and ends at 5:30 PM Monday and covers a 24-hour period, including weekends and holidays.
 - c) Responding to a service call shall mean any call that requires the employee to respond away from the employee's residence, or any telephone call in excess of 10 minutes.
 - d) Employees on-call for one or more District recognized holidays within the same week of on-call will be compensated with four (4) hours compensated time off in addition to on-call pay.
- 12.11 Excepting employees being compensated for on-call time, no hourly employee shall be required to make, accept, receive, or respond to any afterhours email, text, or phone call, nor shall such employee be disciplined for not doing so. If any such employee makes, receives, or responds to such communication(s), he/she shall not be compensated for the time spent in doing so unless it exceeds, in the aggregate, ten (10) minutes in any calendar

day, and if it does so the employee shall be paid for the time spent by the employee at the appropriate rate (regular or overtime, according to law) to the nearest quarter hour.

ARTICLE 13 - Promotion and Transfer

- 13.1 All promotions and transfers shall be in accordance with standards and procedures as determined by the District.
- 13.2 Whenever new or additional positions are created by the District Board or vacancies other than temporary vacancies occur, the District shall post such position vacancies for ten (10) calendar days, in order to give employees the opportunity to apply for such position vacancies. In filling such positions, the District shall give first consideration to regular employees who are fully qualified for such position vacancies prior to employing a person from outside the bargaining unit. Whenever two (2) equally qualified employees have applied for the same position vacancy, the senior employee will receive first consideration for the position vacancy.
- 13.3 All promotional appointments will be for a probationary period of six (6) months. Whenever an employee's promotional appointment is terminated during the trial period, the employee shall either be returned to the previous classification in which either the probationary period or a previous trial period was completed or to another classification which is mutually acceptable.

ARTICLE 14 - Demotion and Layoff

- 14.1 When it becomes necessary for the District to layoff regular employees, the District will give employees involved as much notice as possible; but in no event will such employees receive less than two (2) weeks' notice of layoff. Where probationary, temporary, or part-time employees are to be laid off, no notice of layoff need be given. Within each classification, all employees, other than regular employees, shall be laid off prior to regular employees being laid off. Regular employees shall be laid off in the reverse order of District seniority with the least senior employee being laid off first provided the employee who is qualified to perform the work with the least seniority is laid off first.
- 14.2 An employee whose position has been abolished may elect to displace another employee in the bargaining unit provided the employee either is qualified to perform the duties of the other classification, or previously satisfactorily performed the duties of the other classification, and the employee has greater District seniority than the employee to be displaced. Employees who elect to displace to another classification shall be probationary for six (6) months unless the employee has previously served at least six (6) months in the other classification. Whenever an employee demotes to a lower-paying classification the employee shall be placed on the salary step which has a wage rate closest to the employee's previous wage rate.

- 14.3 Laid-off employees' names shall be kept on a re-employment list for a period of one (1) year from the date of layoff, and shall have preferential re-hire rights to the classification from which laid off in the reverse order of layoff. Whenever it becomes necessary for the District to notify a laid off employee of a re-employment opportunity, the District shall do so by use of registered mail to the employee's last known address. If an employee does not accept such offer of reemployment within seven (7) calendar days, the employee's name shall be removed from the reemployment list and the employee shall no longer have re-employment rights.
- 14.4 Employees who have elected to demote into a lower paying classification shall have preferential promotion rights to the classification from which they demoted in the reverse order of demotion for a period of one year from the date of the employee's demotion. If an employee does not accept an offer of promotion to the classification from which the employee was demoted, the employee will lose all preferential rights to re-promotion.

ARTICLE 15 - Leave of Absence

- 15.1 Leave of absence without pay may be granted to regular employees by the General Manager for urgent and substantial reasons, up to a maximum of one (1) year, providing satisfactory arrangements can be made to perform the employee's duties without undue interference with the normal routine of work. Inability to return to work after an employee's sick leave has been exhausted shall be considered as an urgent and substantial reason and in such cases a leave will be granted.
- 15.2 A leave of absence will commence on and include the first workday on which the employee is absent and terminates with and includes the workday preceding the day the employee returns to work.
- 15.3 All applications for leave of absence shall be made in writing except when the employee is unable to do so. The conditions under which an employee will be restored to employment on the termination of leave of absence shall be clearly stated by the General Manager in conjunction with the granting of a leave of absence. Upon an employee's return to work after a leave of absence, the employee will be reinstated to the employee's former position and working conditions, providing that the employee is capable of performing the duties of the employee's former position, except that if there has been a reduction of forces or the position has been eliminated during said leave, the employee will be returned to the position the employee would be in, had the employee not been on a leave of absence.
- 15.4 An employee's status as a regular employee will not be impaired by such leave of absence and the employee's seniority will accrue.
- 15.5 If an employee fails to return immediately on the expiration of the employee's leave of absence or if the employee accepts other full-time employment while on leave, the employee will thereby forfeit the leave of absence and terminate employment with the District.

- 15.6 An employee on an unpaid leave of absence in excess of thirty (30) days as provided herein shall not accrue PTO or sick leave benefits nor maintain group insurance coverage. An employee may, however, at the employee's option and expense, maintain the employee's group insurance coverage providing the full monthly premium is received by the District on or before the first day of the month for which the premium is intended.
- 15.7 The District will provide the provision of FMLA, CFRA, Kin Care, PFL, Military, School Leave and other state and federal mandated leaves to all bargaining unit employees.
- 15.8 Employees who are victims of qualifying acts of violence, or whose immediate family members are victims of qualifying acts of violence, shall be entitled to leave in accordance with California Labor Code section 230 et seq., as amended by AB 2499 (effective January 1, 2025), and any successor statute. "Qualifying acts of violence" and "immediate family member" shall have the meanings set forth in the applicable statute. An employee requesting leave under this Section shall provide reasonable advance notice where practicable. The District may require documentation consistent with the requirements of the applicable statute. Leave under this Section shall be taken in accordance with the District's applicable leave policies and shall not result in loss of employment, seniority, or other benefits to which the employee is otherwise entitled.

ARTICLE 16 - Expenses

- 16.1 Whenever an employee uses the employee's personal automobile for the District's convenience, the employee will be reimbursed therefor at the rate per mile as established by the Internal Revenue Service.
- 16.2 Employees who are assigned to temporary work at such distance from their regular headquarters that it is impractical for them to return thereto each day, or to their regular place of abode, will be allowed expenses for board and lodging in amounts as established by the District from time to time for the duration of such assignment, provided they board and lodge at places to be designated by the District. Future modifications of the District's policies relative to the foregoing shall not result in a reduction in the reimbursement rates as established as of the date of execution of this Memorandum of Understanding.
- 16.3 If the District requires an employee to perform emergency overtime work outside of the regular work hours on either work days or non-work days, the District will provide meal breaks to the employees at intervals of approximately four (4) hours but not more than five (5) hours insofar as it is practicable for the District to do so, and for as long as the work continues. The cost of such meals at the District's expense shall be limited to the regularly established per diem rates as established by the State of California. If an employee's meal exceeds the per diem rates, the excess shall be paid by the employee.

ARTICLE 17 - Sick Leave

- 17.1 Prior to June 28, 2021, employees were entitled to sick leave with pay shall be accumulated for each regular and probationary employee at the rate of eight (8) hours per calendar month. Sick leave used during first ninety (90) days must be approved by management. Employees with 14 or more years of service with the District as of July 1, 2021 will maintain their sick leave bank. Employees with less than 14 years of service as of July 1, 2021 will have their sick leave banks transferred to their Paid Time Off (PTO) banks.
- 17.2 Sick leave shall be allowed for a non-work related absence due to the inability of an employee to be present or perform the employee's duties because of personal illness, off-duty injury, confinement for medical treatment, or serious illness or disability of a member of the employee's immediate family up to a maximum of twenty-four (24) hours. Immediate family as used herein shall be as defined in Section 18.1. Whenever any employee is entitled to receive sick leave with pay and also disability insurance benefits, sick leave compensation shall be added to all disability insurance benefits up to a maximum of full pay but in any event the combination of sick leave compensation and disability insurance pay shall not exceed one-hundred percent (100%) of the employee's regular pay rate.
- 17.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on sick leave, the employee shall receive pay for the holiday as such, and it shall not be counted as a day of sick leave.
- 17.4 Whenever an employee takes sick leave, such sick leave shall be charged at the same number of hours per shift for which each employee is assigned.
- 17.5 The District will provide the employees with all the provisions of State and Federal Law (i.e. FMLA/CFRA, Kin Care, School leave, PFL, Military, etc.).
- 17.6 Upon separation (resignation, lay-off or dismissal) the employee may elect to be compensated for unused sick leave by the District at a percentage basis specified as follows:

<u>HOURS</u>	<u>% PAID</u>
0 – 49	0%
50 - 99	5%
100-199	10%
200-299	15%
300-399	20%
400-499	25%
500-599	30%
600-699	35%
700-799	40%
800-899	45%
900-1152	50%

ARTICLE 18 - Funeral Leave

18.1 Regular and probationary employees who are absent from work due to the death of an employee's "qualifying family member" will receive compensation at the regular rate of pay for the time necessary to be absent from work, not to exceed three days. Consistent with Government Code section 12945.7 (AB 1949), an eligible employee is entitled to up to five days of bereavement leave per death of a covered family member. The first three days of such leave shall be paid as provided above. Any portion of the five-day entitlement beyond the three paid days may be taken as unpaid leave, or the employee may use accrued Paid Time Off or other applicable accrued leave for those days. Bereavement leave shall be taken in accordance with the timing and documentation requirements of Government Code section 12945.7.

18.2 Qualifying Family Member

A qualifying family member is any of the following, regardless of whether they reside with the employee:

- Spouse or registered domestic partner
- Child (biological, adopted, foster, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- Parent (biological, adoptive, foster, stepparent, or legal guardian of the employee or employee's spouse/domestic partner) or parent-in-law
- Sibling (biological, adopted, foster, or step) or in-law
- Grandparent or in-law
- Grandchild

18.3 Consecutive and Non-Consecutive Days

Bereavement leave days need not be taken consecutively, provided they are taken within three (3) months of the date of the qualifying death or pregnancy loss event.

18.4 Notification Procedure

Employees shall notify their supervisor or General Manager as soon as practicable. The District shall not penalize an employee for an inability to provide advance notice due to the nature of the bereavement.

18.5 Documentation

The District may request reasonable documentation to support a bereavement leave request. Acceptable documentation includes, but is not limited to:

Death certificate or notice of death, published obituary or funeral program, written statement from a mortuary, hospital, or clergy member, or any other documentation deemed reasonable by the District.

If documentation is requested, the employee shall have up to thirty (30) calendar days after the commencement of leave to provide it.

18.6 Pregnancy Loss Leave

Employees who experience a pregnancy loss event, including a miscarriage, stillbirth, or diagnosed condition rendering the employee or their spouse/domestic partner unable to carry a pregnancy to term, are entitled to up to five (5) unpaid days of bereavement leave per qualifying event.

Pregnancy loss leave entitlement is separate from and in addition to any other leave entitlements (including bereavement, PDL, FMLA, or CFRA). Privacy shall be strictly protected; the District shall not require documentation that reveals the nature of the pregnancy loss.

- 18.7 The General Manager may grant additional funeral leave from sick leave credits, if any, where special circumstances warrant.

ARTICLE 19 - Catastrophic Leave

- 19.1 Catastrophic Leave is intended to provide an eligible employee authorized paid time-off through voluntary donation of management leave, comp time earned and/or PTO hours. Donated leave must be specifically designated for the employee who has been approved for Catastrophic Leave Benefits. Catastrophic Leave shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period. The recipient will not accrue CTO, holiday and seniority upon receiving Catastrophic Leave. The recipient will receive their normal rate of pay, be taxed normal payroll deductions, and the recipient must prepay the employee portion of the cost of the health premium each month if they wish to have this benefit. Catastrophic Leave applications may be obtained from the Personnel Department. The employee requesting Catastrophic Leave benefits must meet the conditions set forth in the adopted Catastrophic leave policy, as show in "Exhibit B."

ARTICLE 20 - Holidays

- 20.1 Regular, probationary, and part time (part time prorated to normal hours worked) employees except as otherwise provided herein, shall be entitled to have the following holidays off with pay:
1. January 1, known as "New Year's Day"
 2. Third Monday in January, known as "Dr. Martin Luther King Jr.'s birthday"
 3. Third Monday in February, known as "Presidents Day"
 4. Last Monday in May, known as "Memorial Day"
 5. June 19, known as "Juneteenth National Independence Day"
 6. July 4, known as "Independence Day"

7. First Monday in September, known as "Labor Day"
8. The second Monday in October
9. November 11, known as "Veterans Day"
10. Thanksgiving Day
11. The day following Thanksgiving Day
12. Christmas Eve Day
13. December 25, known as "Christmas Day"
14. Floating Holiday
15. Employee's Birthday

Notwithstanding the foregoing, an employee may observe the employee's birthday holiday on the employee's birthday or the holiday may be deferred and scheduled in the same manner as PTOs are normally scheduled. The Floating Holiday is scheduled at the time of hire and again on January 1st of each year and cannot be carried into the following year.

- 20.2 Notwithstanding the foregoing, employees may be scheduled to work on holidays, in which event any such employee, in addition to the employee's holiday pay, will be compensated therefore at the overtime rate of pay for all time worked on such days.
- 20.3 If an employee is in a non-pay status on both workdays immediately adjacent to the holiday, the employee shall not receive pay for the holiday.

Office and public works employees (four-day / ten-hour schedule)

- 20.2 Paid holidays, office and public works. Regular, probationary, and part-time office and public works employees are entitled to the holidays recognized in Section 20.1 as paid days off. Holiday pay is calculated at ten (10) hours at the employee's regular rate of pay. Part-time employees are paid on a prorated basis according to the hours they are regularly scheduled to work. When an office or public works employee is required to work on a recognized holiday, the employee receives holiday pay under this Section plus overtime compensation at one and one-half (1.5) times the regular rate of pay for all hours worked on the holiday, consistent with Section 12.7.

20.2(a) Holiday observance, four-day / ten-hour schedule. For employees assigned to a four-day, ten-hour schedule of Monday through Thursday, recognized holidays are observed as follows:

- (1) A holiday that falls on a regularly scheduled workday, Monday through Thursday, is observed on that day.
- (2) A holiday that falls on a Friday or a Saturday is observed on the preceding Thursday.
- (3) A holiday that falls on a Sunday is observed on the following Monday.
- (4) The holiday recognized for the day after Thanksgiving is observed on the Monday following Thanksgiving Day.
- (5) Christmas Eve and Christmas Day are observed as provided in Section 20.2(b).
- (6) Each recognized holiday entitles the employee to one paid day off, observed on the day determined under this Section. No premium, overtime, or other additional compensation is paid solely because the calendar date of a holiday falls on a day the employee is not regularly scheduled to work.

20.2(b) Christmas Eve and Christmas Day. Because Christmas Eve (December 24) and Christmas Day (December 25) fall on consecutive dates, they are observed under this subsection in place of Section 20.2(a)(1) through (3):

- (1) Christmas Eve is observed on the last regularly scheduled workday before December 25.
- (2) Christmas Day is observed on the first regularly scheduled workday on or after December 25.

This subsection ensures that Christmas Eve and Christmas Day are always observed on two separate regularly scheduled workdays, in different workweeks, and that neither holiday is observed on January 1. The following table shows the result for each day on which December 25 may fall:

If December 25 falls on	Christmas Eve is observed on	Christmas Day is observed on
Sunday	the preceding Thursday	the following Monday
Monday	the preceding Thursday	December 25 (that Monday)
Tuesday	December 24 (that Monday)	December 25 (that Tuesday)
Wednesday	December 24 (that Tuesday)	December 25 (that Wednesday)
Thursday	December 24 (that Wednesday)	December 25 (that Thursday)
Friday	December 24 (that Thursday)	the following Monday
Saturday	the preceding Thursday	the following Monday

“Regularly scheduled workday” means a day the employee is scheduled to work under the Monday-through-Thursday schedule.

By way of illustration, in each year of this Agreement December 25 falls on a day that triggers this subsection. In 2026, December 25 is a Friday, so Christmas Eve is observed on Thursday, December 24 and Christmas Day on Monday, December 28. In 2027, December 25 is a Saturday, so Christmas Eve is observed on Thursday, December 23 and Christmas Day on Monday, December 27. In 2028, December 25 is a Monday, so Christmas Eve is observed on Thursday, December 21 and Christmas Day on Monday, December 25.

20.2(c) Non-pay status. An employee who is in a non-pay status on both the regularly scheduled workday immediately preceding and the regularly scheduled workday immediately following the observed holiday is not entitled to holiday pay for that holiday.

Sworn personnel: paid holidays

20.3 Holiday observance. Sworn personnel follow the same holiday observance schedule as set forth in Section 20.2(a).

20.4 Holiday compensation, hours worked.

20.4(a) Regular scheduled hours on a holiday. Employees working hours as part of their regularly scheduled work period during a holiday shall receive their regular rate of pay plus an additional one times (1x) their regular rate of pay, for a total of two times (2x) their regular rate of pay.

20.4(b) Overtime hours on a holiday. Employees working overtime hours during a holiday, outside of their regularly scheduled work period, shall receive their regular rate of pay plus an additional one and one-half times (1.5x) their regular rate of pay, for a total of two and one-half times (2.5x) their regular rate of pay.

20.4(c) Shifts spanning holiday boundaries. For a shift that begins during a holiday and extends into the following day (or vice versa), only those hours falling within the 24-hour holiday period are compensated at the holiday rate. Hours outside the holiday period are compensated at the employee's regular rate of pay.

Example: for a shift beginning at 2100 hours on a holiday and ending at 0900 hours the following day, the employee receives 3 hours at the holiday rate (2100 to 2400) and 9 hours at the regular rate (0000 to 0900 the following day).

20.5 Holiday not worked, shift-based holiday pay.

20.5(a) 12-hour shift employees. Police employees assigned to a 12/8-hour shift schedule shall receive ten (10) hours of holiday pay for any holiday on an RDO, or the actual scheduled work hours (12 or 8) when the holiday falls on a scheduled workday.

20.5(b) Other shift schedules. All other employees shall receive holiday pay equal to the number of hours in their regularly assigned shift (for example, an employee assigned to an 8-hour shift receives eight (8) hours; an employee assigned to a 10-hour shift receives ten (10) hours).

ARTICLE 21 - Paid Time Off

21.1(a) Regular and probationary employees of the District shall accrue Paid Time Off (PTO) with pay as follows based on a forty (40) hour work week; 8, 10, or 12 hour day:

Years with District	Hours of PTO
1-4	152
5-9	192
10-14	232

Part time employees prorate based on the hours worked.

21.1(b) For each full year of service after fifteen (15) continuous years of service, employees shall be granted an additional eight hours accrual of PTO in addition to that set forth in 21.1(a), above, up to a maximum accumulation of three hundred and twelve hours (312) hours per year.

21.2 PTO cannot be accrued while an employee is in a non-pay status.

PTO shall be scheduled by the department head after consideration of the wishes of the employee and the needs of the District. No employee shall be permitted to take more than twenty (20) consecutive working days of PTO without the authorization of the General Manager. No employee may take accumulated PTO time prior to the completion of six (6) full months of service to the District without authorization of the General Manager.

- 21.3 If a holiday which an employee is entitled to have off with pay occurs on a workday during the time an employee is absent on PTO, the employee shall receive pay for the holiday as such, and it shall not be counted as a day of PTO.
- 21.4 A maximum of 500 hours of PTO may be accumulated. An employee will be given notice and the opportunity to schedule an appropriate amount of PTO time off with pay. Whenever an employee would lose PTO credits as a result of the foregoing maximum and the employee is not at fault in scheduling PTO time off, the District may, in its discretion, either allow the maximum PTO accumulation to be exceeded or may compensate the employee for any PTO time in excess of the maximum accumulation.
- 21.5 Whenever any employee has accrued one hundred twenty (120) hours or more PTO allowance as set forth in 21.1 (a-b), the District will, at the employee's option and with General Manager approval, compensate the employee for up to forty (40) hours of accumulated PTO per fiscal year.
- 21.6 Employees whose employment with the District is terminated for any reason shall, at the time of termination, receive compensation for any unused PTO previously earned.
- 21.7 Whenever an employee takes PTO leave, such PTO leave shall be charged at the same number of hours per shift for which each employee is assigned.

ARTICLE 22 - Uniforms

- 22.1 The District will provide uniforms for those employees who are required as a condition of employment to wear such uniforms while on duty. Such employees will provide all maintenance and cleaning for such uniforms.
- 22.2 Regular Public Works employees are provided uniforms consisting of five (5) pairs of jeans (up to \$250 and employee to be responsible for laundering), one (1) pair of work boots (up to \$350) per year, and five (5) short sleeve shirts with collars and District (CSD) identification. The shirts will be provided by the District and employees must purchase the jeans and boots, but will be reimbursed the cost up to the specified amounts upon submittal of a receipt to the District.
- 22.3 The District will provide protective clothing and maintenance of such clothing to those employees who are required to work with grease, chemicals, or other substances which are hazardous to the employees or their clothing.
- 22.4 All Police employees are required to wear regulation uniforms. The District has the option of authorizing reimbursements to qualifying employees upon proof of purchase or, arranging with local retailers to supply all qualifying employees with a specific product that meets the needs and/or safety requirements, and bill the District for the total cost of all products purchased. Police are responsible for the cleaning of their own uniforms.

- 22.5 The District will provide rain coats with hoods or rain hats, rain pants and rain boots for all employees who are required to work outdoors during inclement weather.

ARTICLE 23 - Employee Evaluations

- 23.1 Each employee shall be evaluated in writing by their management-level supervisor at least once each year. The supervisor shall discuss the evaluation with the employee and shall provide the employee a copy of the written evaluation. The employee shall have the right to respond to negative evaluations and to attach a written response to the evaluation.
- 23.2 Probationary employees shall be evaluated prior to attaining regular status.
- 23.3 An employee who disagrees with the evaluator's statements or conclusions with respect to the employee evaluation report shall have the right to review such evaluation report with the department head and upon request, shall have the right to have a Union representative present. The employee shall also have the right to attach a written rebuttal within fifteen (15) days of the date of the review of the evaluation.

ARTICLE 24 - Employee Discipline

- 24.1 During the probationary period, any employee shall be subject to disciplinary action, including termination, and shall not have the right to a hearing nor the right to file a grievance with respect thereto except, however, such employee shall have the right to meet with the department head to discuss the disciplinary action. Upon completion of the probationary period employees shall be subject to disciplinary action for just cause as prescribed herein.
- 24.2 The District has the right to take appropriate disciplinary action against regular status employees including, but not limited to, oral or written reprimand, suspension with or without pay, reduction in compensation, retention on the same step of the salary schedule, transfer, demotion and discharge. The District will follow progressive disciplinary steps, except that no warning notices need to be given to an employee before he/she is discharged if the cause of such discharge is one of the following:
- a) being under the influence of intoxicating beverages or illegal drugs
 - b) gross insubordination
 - c) theft
 - d) fighting on District property or District time
- 24.3 No disciplinary action shall be taken for any cause which arose prior to the employee becoming regular, unless such cause was concealed or not disclosed by such employee when it can be reasonably assumed that the employee should have disclosed the facts to the District.

24.4 Causes for disciplinary action include, but are not limited to, the following:

- a) Possession, use, or being under the influence of intoxicating beverages or drugs while on the job.
- b) Conviction of any criminal law which affects employee's ability to function on the job.
- c) Insubordination.
- d) Dishonesty.
- e) Absence without proper advance notification to the District, unless it is impossible to provide such notice.
- f) Willful misconduct to the detriment of the District.
- g) Inefficiency in the performance of an employee's duties.
- h) Filing false claims for sick leave or workers' compensation benefits.
- i) Willful damage to public property or equipment or waste of public supplies.
- j) Fraud in securing employment.
- k) Interference with other employees in the performance of their duties to the detriment of the District.
- l) Carelessness or negligence in the use of public property or equipment.
- m) Discourteous, offensive, or abusive conduct or language toward another employee or the public.
- n) Providing false information to the District, including but not limited to information supplied on employment application forms, employment records, or any other documents in connection with an employee's duties.
- o) Violation of, or refusal to obey, reasonable rules and regulations of the District or laws or regulations of the State of California.
- p) Repeated or unexcused tardiness.
- q) Failure to possess or keep in effect any required license, certificate, or similar employment requirements specified in the employment class specification, or as otherwise necessary for the employee to perform the duties of the position.
- r) Misuse or unauthorized use of District credit card or account to the benefit of any person and/or to the damage of the District.
- s) Unauthorized use or removal of District real or personal property, including personal use of the same.
- t) Conduct of a business enterprise on District property or while on the job.
- u) Causing or allowing a fraudulent taking or use of District services for the benefit of any person and/or to the damage of the District.
- v) Making any threat against, or committing a battery or assault of, any other employee or member of the public.

24.5 Prior to the imposition of discipline of a regular status employee other than an oral or written reprimand or a suspension of five (5) or fewer days, the District shall serve personally on the employee or mail to the employee's last known address by certified mail a Notice of Proposed Disciplinary Action containing the specific charges in writing, stating the cause for the disciplinary action, the proposed type of discipline, as well as copies of

any documents or evidence proposed to be used against the employee. The notice shall indicate the effective date of the disciplinary action and shall contain a statement of the rights to a hearing on such charges, and the right of representation. The time within which such hearing may be requested shall not be less than five (5) calendar days after service of the notice on the employee. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing. In the event that the employee does so appeal, the District designee(s) shall hear the appeal and shall notify the employee in writing of the disposition of the appeal.

- 24.6 The District may, upon written notice to the employee, immediately place any such employee on Administrative leave at any time, with full regular pay and benefits.

ARTICLE 25 - Miscellaneous

- 25.1 A regular or probationary employee who is summoned for jury duty and is thus unable to perform the employee's regular duties will be paid for the time lost at the employee's regular rate of pay.
- 25.2 No derogatory material shall be placed in an employee's personnel file without the employee's knowledge. Any employee, at the employee's request, shall be permitted to review the employee's own personnel file and to receive a copy of any document contained therein. The file may not, however, be removed from the Office.
- 25.3 The District will provide cell phones to Public Works employees or reimbursement of \$50 per month per Public Works employee for use of personal cell phones.
- 25.4 Management level supervisors of employees covered by this Memorandum of Understanding shall not regularly perform the duties which are regularly performed by employees holding classifications covered by this Memorandum of Understanding. It is understood, however, that a management-level supervisor may not be prevented from performing any duties necessary to accomplish the goals of the District.
- 25.5 Whenever any employee is required to have a State of California driver license of a class level higher than the normal California driver license, the District will pay the additional state license fee and the periodic physical examination cost. The District will also allow the employee to use District vehicles for any such required driving test and will allow the employee time off with pay during regular working hours to take any state-required driver license tests.
- 25.6 Employees who complete authorized courses with a passing grade may, upon application, be reimbursed for their tuition and expenses provided the employee obtained prior approval from their Department Director and the General Manager and the course is related to the employee's job or job advancement opportunities.
- 25.7 The District reaffirms its commitment to complying with all applicable state and federal employee notification requirements, including California Labor Code section 90.2 as

- enacted by SB 294. The District shall provide required written notices to employees on an annual basis and to new employees at or before commencement of employment, consistent with the requirements of the statute and any guidance issued by the Labor Commissioner.
- 25.8 Consistent with California Labor Code section 1198.5 and SB 513 (effective January 1, 2026), training and education records shall constitute personnel records for purposes of this Agreement. The District shall maintain records of employee training and education that include, at a minimum: (a) the name of the training or educational program; (b) the provider or institution; (c) the date(s) of completion; (d) any competencies, certifications, or credentials conferred; and (e) whether the training was required by the District or undertaken voluntarily. Employees shall have the right to inspect and receive a copy of their training and education records upon request, consistent with the procedures set forth in this Article and applicable law.
- 25.9 Consistent with California Business and Professions Code section 16600 et seq. and AB 1076 (effective January 1, 2024), any non-compete clause or non-solicitation agreement in any employment contract, offer letter, or other agreement between the District and a bargaining unit member is void and unenforceable to the extent prohibited by applicable law. The District shall not seek to enforce any such provision against a current or former bargaining unit member. To the extent required by Labor Code section 925 and applicable law, the District shall provide written notification to current employees, and to former employees whose last known address is on file, of the unenforceability of any such provisions in their employment agreements. The District shall complete any required notifications within the timeframe established by applicable law or as otherwise agreed by the parties.

ARTICLE 26 - Police Department

- 26.1(a) A Police employee who obtains an Emergency Medical Technician certificate may increase the employee's base pay by 2.5%.
- 26.1(b) A sworn officer who is required to work four consecutive shifts as the sole officer on duty shall receive premium pay of 5% added to their hourly base pay beginning on the fourth shift.
- 26.2 In order for any college degree to be considered as the basis for an Education Pay increase, the institution which issued the degree must have been accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)" and "WASC Senior College and University Commission (WSCUC) The Education Pay increase authorized hereunder shall be in the reasonable discretion of the Chief of Police, who shall determine whether the degree enhances the employee's qualifications and/or ability to perform the employee's work. Any degree earned during the employee's tenure with the District in police science, administration of justice, psychology, communications, public administration, conflict resolution, sociology, forensic science, criminology, management, behavioral science, business administration, or similar fields shall be presumed to satisfy this requirement. Additionally, Intermediate POST Certificate and Advanced POST Certificate shall be presumed to satisfy this requirement. Employee to be entitled to 2.5% per qualifying

degree/certificate to a maximum of 5%. The decision of the Chief of Police on this issue shall be appealable as a grievance by the subject employee.

- 26.3 Overtime Pay: Police employees shall earn Overtime Pay for time authorized in advance by the General Manager or their designee. Overtime shall be paid for time worked in excess of 80 hours during a 14-day work period, or in excess of their regularly scheduled shift of 8, 10, or 12 hours in a work day. Overtime Pay shall be earned at the rate of one and one-half times the employee's regular pay. Only hours worked, PTO, compensation time off, holiday credit hours taken, sick leave, and paid travel time may be used for the calculation overtime compensation within an 80 hour, 14-day work period.
- 26.4 On-Call Pay: A Police employee who is on-call, shall be compensated at the minimum rate established by the State of California, for every hour of "on-call" status, except for those when they are called back to work and remain working are being paid the minimum three (3) hour call back.
- 26.5 A Police employee on-call for one or more District recognized holidays will be compensated with four (4) hours compensated time off in addition to on-call pay.
- 26.6 Call Back Pay: When a Police employee is ordered to return to work after the employee has completed the employee's scheduled work shift, and has left the work site, the employee shall earn Call Back Pay. An employee who has been called back shall earn Call Back Pay in an amount equal to a minimum of three hours of Overtime Pay or the hours actually worked, whichever is greater.
- 26.7 When a Police employee is off duty and is required to appear in court such employee shall earn Overtime Pay.
 - 26.7(a) Police employees shall receive a minimum of three hours of Overtime Pay or the Overtime Pay for the hours actually in appearance, whichever is greater. The employee's travel time to and from the courthouse shall count towards Overtime Pay.
 - 26.7(b) Police employees subpoenaed are to be considered on court standby. If an employee is subpoenaed to appear in court while off duty, and the employee receives notice of cancellation of the subpoena at least 24 hours before the time for appearance, the employee shall not be eligible for court standby. If the employee receives notice of cancellation at any time after this, the employee will earn Court Standby Pay in an amount equal to two hours Overtime Pay.
- 26.8 Training Attendance: Police employees attending approved training sessions shall earn Regular Pay if the training is held during the employee's usual work shift.
- 26.9 Footwear: District to provide boot allowance of \$350, reimbursable with submitted receipt, per fiscal year.

ARTICLE 27 - Employee Benefit Programs

- 27.1 Retirement: CalPERS - the District will continue with the current retirement benefit plans for the term of this agreement.
- 27.2 Group Insurance: The District will make the full monthly contributions per eligible employee into the Northern California General Teamsters' Security Trust Fund, Teamsters Select Plus with no deductible, for the term of this Agreement.
- 27.3 These payments shall secure medical, drug, dental, vision and orthodontic coverage for the employee and his/her dependents and shall be subject to the provisions of the Subscriber Agreement for Northern California General Teamsters' Security Trust Fund, and the actions of the trustees in reviewing and/or amending the provisions of such Trust.
- 27.4 Eligible employees are all regular, probationary and part time employees who are on the payroll the 1st of the month. Benefits are to be effective the first day of the month that follows the first day of employment.

ARTICLE 28 - Savings Provision

- 28.1 If any provisions of this Memorandum of Understanding are held to be contrary to law by a court of competent jurisdiction, or held to be outside the scope of negotiations, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 29 - Effect of Memorandum of Understanding

- 29.1 It is understood and agreed that the specific provisions contained in this Memorandum of Understanding shall prevail over District practices and procedures, to the extent of a conflict, and over State laws, to the extent permitted by State law.

ARTICLE 30 - Entire Agreement

- 30.1 Except as specifically provided in Article 31 - Term, during the term of this Memorandum of Understanding, the Union expressly waives and relinquishes the right to meet and negotiate on wages, hours of employment, and terms and conditions of employment, and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to or covered in this Memorandum of Understanding or not, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District or the Union at the time they met and negotiated on and executed this Memorandum of Understanding, and even though such subjects or

matters were proposed and later withdrawn. Notwithstanding the foregoing, however, if the District exercises its right to contract out bargaining unit work or services, at the Union's request, the District will meet and confer with the Union on the impact of the District's decision.

ARTICLE 31 - Term

- 31.1 This Agreement shall remain in full force and effect up to and including July 1, 2026 through June 30, 2029, and thereafter shall continue in effect year-by-year unless one (1) of the parties notifies the other in writing no later than March 1, beginning in the year 2029 of its request to modify, amend or terminate the Agreement.
- 31.2 Whenever notice is given for changes, the general nature of the changes desired must be specified in the notice, and until a satisfactory conclusion is reached in the matter of such changes, the original provision shall remain in full force and effect.

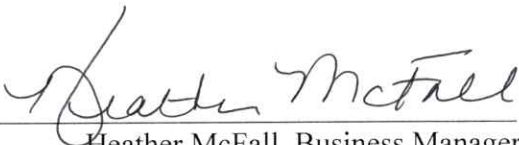
31.3 This Memorandum of Understanding shall not be amended or supplemented except by agreement of the parties hereto, reduced to writing and duly signed by each.

Lake Shastina Community Service District

General Teamsters 137


Richard Thompson, General Manager

Date: 7/1/2026


Heather McFall, Business Manager

Date: : 7/1/2026



Carol Cupp, Board President

Date: 7/1/2026

EXHIBIT A - CLASSIFICATIONS AND SCHEDULE OF WAGE RATES

TEAMSTERS LOCAL 137 CLASSIFICATIONS:

Department of Public Safety

Police Officers
Police Sergeant
Community Services Officer
Fire Fighters
Clerk

Public Works Department

Public Works Supervisor
Wastewater Leadman
Water Leadman
Maintenance Worker

Administration / Accounting Department

Senior Accounting Clerk
Administration Assistant
Accounts Receivable Clerk
Accounts Payable Clerk/Payroll Clerk

Administration / Accounting Department

Administrative Office Assistant

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

2026-2027

SALARY STEP SCHEDULE – All Classifications

Wages effective July 1, 2026 for all classifications | Reflects 4% COLA

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATION:					
Senior Accounting Clerk	\$28.22	\$29.63	\$31.12	\$32.69	\$34.31
Administrative Assistant	\$24.53	\$25.76	\$27.05	\$28.40	\$29.83
Accounts Receivable Clerk	\$21.07	\$22.12	\$23.22	\$24.39	\$25.60
Accounts Payable/Payroll Clerk	\$20.39	\$21.42	\$22.50	\$23.62	\$24.79
Administrative Office Assistant	\$19.45	\$20.42	\$21.43	\$22.51	\$23.41
MAINTENANCE:					
Public Works Supervisor	\$30.71	\$32.25	\$33.86	\$35.55	\$37.33
Leadman	\$31.95	\$33.55	\$35.22	\$36.99	\$38.83
Leadman - Cert Pay 2.6%	\$32.77	\$34.40	\$36.13	\$37.93	\$39.83
Leadman - w 2nd Cert Pay 2.6%	\$33.63	\$35.32	\$37.09	\$38.94	\$40.88
Maintenance Worker I	\$19.84	\$20.84	\$21.88	\$22.97	\$24.13
Maintenance Worker I Cert Pay 2.6%	\$20.35	\$21.37	\$22.44	\$23.57	\$24.74
Maintenance Worker I w 2nd Cert Pay 2.6%	\$20.89	\$21.94	\$23.04	\$24.19	\$25.40
Maintenance Worker II	\$25.00	\$26.25	\$27.57	\$28.94	\$30.39
Maintenance Worker II Cert Pay 2.6%	\$25.67	\$26.96	\$28.30	\$29.71	\$31.20
Maintenance Worker II w 2nd Cert Pay 2.6%	\$26.35	\$27.66	\$29.05	\$30.50	\$32.03
POLICE DEPT:					
Police Sergeant	\$30.74	\$32.28	\$33.89	\$35.59	\$37.37
With 1st Education/EMT Pay increase 2.5%	\$31.49	\$33.07	\$34.73	\$36.46	\$38.28
With 2nd Education/EMT Pay increase 2.5%	\$32.27	\$33.88	\$35.58	\$37.36	\$39.23
With 2nd Education & EMT Pay increase 2.5%	\$33.09	\$34.76	\$36.49	\$38.31	\$40.23
Police Officer	\$22.40	\$23.52	\$24.70	\$25.94	\$27.23
With 1st Education/EMT Pay increase 2.5%	\$22.96	\$24.12	\$25.32	\$26.58	\$27.91
With 2nd Education/EMT Pay increase 2.5%	\$23.55	\$24.73	\$25.97	\$27.26	\$28.62
With 2nd Education & EMT Pay increase 2.5%	\$24.15	\$25.36	\$26.61	\$27.94	\$29.35
Police Clerk - CSO	\$22.96	\$24.12	\$25.32	\$26.58	\$27.91

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

2027-2028

SALARY STEP SCHEDULE – All Classifications

Wages effective July 1, 2027 for all classifications | Reflects 3% COLA

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATION:					
Senior Accounting Clerk	\$29.07	\$30.52	\$32.05	\$33.67	\$35.34
Administrative Assistant	\$25.27	\$26.53	\$27.86	\$29.25	\$30.72
Accounts Receivable Clerk	\$21.70	\$22.78	\$23.92	\$25.12	\$26.37
Accounts Payable/Payroll Clerk	\$21.00	\$22.06	\$23.18	\$24.33	\$25.53
Administrative Office Assistant	\$20.03	\$21.03	\$22.07	\$23.19	\$24.11
MAINTENANCE:					
Public Works Supervisor	\$31.63	\$33.22	\$34.88	\$36.62	\$38.45
Leadman	\$32.91	\$34.56	\$36.28	\$38.10	\$39.99
Leadman - Cert Pay 2.6%	\$33.75	\$35.43	\$37.21	\$39.07	\$41.02
Leadman - w 2nd Cert Pay 2.6%	\$34.64	\$36.38	\$38.20	\$40.11	\$42.11
Maintenance Worker I	\$20.44	\$21.47	\$22.54	\$23.66	\$24.85
Maintenance Worker I Cert Pay 2.6%	\$20.96	\$22.01	\$23.11	\$24.28	\$25.48
Maintenance Worker I w 2nd Cert Pay 2.6%	\$21.52	\$22.60	\$23.73	\$24.92	\$26.16
Maintenance Worker II	\$25.75	\$27.04	\$28.40	\$29.81	\$31.30
Maintenance Worker II Cert Pay 2.6%	\$26.44	\$27.77	\$29.15	\$30.60	\$32.14
Maintenance Worker II w 2nd Cert Pay 2.6%	\$27.14	\$28.49	\$29.92	\$31.41	\$32.99
POLICE DEPT:					
Police Sergeant	\$31.66	\$33.25	\$34.91	\$36.66	\$38.49
With 1st Education/EMT Pay increase 2.5%	\$32.43	\$34.06	\$35.77	\$37.55	\$39.43
With 2nd Education/EMT Pay increase 2.5%	\$33.24	\$34.90	\$36.65	\$38.48	\$40.41
With 2nd Education & EMT Pay increase 2.5%	\$34.08	\$35.80	\$37.58	\$39.46	\$41.44
Police Officer	\$23.07	\$24.23	\$25.44	\$26.72	\$28.05
With 1st Education/EMT Pay increase 2.5%	\$23.65	\$24.84	\$26.08	\$27.38	\$28.75
With 2nd Education/EMT Pay increase 2.5%	\$24.26	\$25.47	\$26.75	\$28.08	\$29.48
With 2nd Education & EMT Pay increase 2.5%	\$24.87	\$26.12	\$27.41	\$28.78	\$30.23
Police Clerk - CSO	\$23.65	\$24.84	\$26.08	\$27.38	\$28.75

General Teamsters Local 137 | 2027-2028 Salary Schedule

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

2028-2029

SALARY STEP SCHEDULE – All Classifications

Wages effective July 1, 2028 for all classifications | Reflects 3% COLA

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATION:					
Senior Accounting Clerk	\$29.94	\$31.44	\$33.01	\$34.68	\$36.40
Administrative Assistant	\$26.03	\$27.33	\$28.70	\$30.13	\$31.64
Accounts Receivable Clerk	\$22.35	\$23.46	\$24.64	\$25.87	\$27.16
Accounts Payable/Payroll Clerk	\$21.63	\$22.72	\$23.88	\$25.06	\$26.30
Administrative Office Assistant	\$20.63	\$21.66	\$22.73	\$23.89	\$24.83
MAINTENANCE:					
Public Works Supervisor	\$32.58	\$34.22	\$35.93	\$37.72	\$39.60
Leadman	\$33.90	\$35.60	\$37.37	\$39.24	\$41.19
Leadman - Cert Pay 2.6%	\$34.76	\$36.49	\$38.33	\$40.24	\$42.25
Leadman - w 2nd Cert Pay 2.6%	\$35.68	\$37.47	\$39.35	\$41.31	\$43.37
Maintenance Worker I	\$21.05	\$22.11	\$23.22	\$24.37	\$25.60
Maintenance Worker I Cert Pay 2.6%	\$21.59	\$22.67	\$23.80	\$25.01	\$26.24
Maintenance Worker I w 2nd Cert Pay 2.6%	\$22.17	\$23.28	\$24.44	\$25.67	\$26.94
Maintenance Worker II	\$26.52	\$27.85	\$29.25	\$30.70	\$32.24
Maintenance Worker II Cert Pay 2.6%	\$27.23	\$28.60	\$30.02	\$31.52	\$33.10
Maintenance Worker II w 2nd Cert Pay 2.6%	\$27.95	\$29.34	\$30.82	\$32.35	\$33.98
POLICE DEPT:					
Police Sergeant	\$32.61	\$34.25	\$35.96	\$37.76	\$39.64
With 1st Education/EMT Pay increase 2.5%	\$33.40	\$35.08	\$36.84	\$38.68	\$40.61
With 2nd Education/EMT Pay increase 2.5%	\$34.24	\$35.95	\$37.75	\$39.63	\$41.62
With 2nd Education & EMT Pay increase 2.5%	\$35.10	\$36.87	\$38.71	\$40.64	\$42.68
Police Officer	\$23.76	\$24.96	\$26.20	\$27.52	\$28.89
With 1st Education/EMT Pay increase 2.5%	\$24.36	\$25.59	\$26.86	\$28.20	\$29.61
With 2nd Education/EMT Pay increase 2.5%	\$24.99	\$26.23	\$27.55	\$28.92	\$30.36
With 2nd Education & EMT Pay increase 2.5%	\$25.62	\$26.90	\$28.23	\$29.64	\$31.14
Police Clerk - CSO	\$24.36	\$25.59	\$26.86	\$28.20	\$29.61

LETTER OF UNDERSTANDING

Between

Lake Shastina

And

Teamsters Local 137

This Letter of Understanding amends the Memorandum of Understanding between Lake Shastina and Teamsters Local 137 regarding Article 20, section 20.1, Item 11 - Christmas Eve. Current language reads as follows:

ARTICLE 20 - Holidays

20.1 Regular, probationary, and part time (part time prorated to normal hours worked) employees except as otherwise provided herein, shall be entitled to have the following holidays off with pay:

~~11. 1/2 workday before Christmas Day~~

It is agreed that the following change will be implemented upon both parties signing this LOU, or as reasonably practical:

11. December 24, known as "Christmas Eve"

Lake Shastina

Teamsters Local 137



Robert Moser
General Manager



Heather McFall
Business Agent

12/16/21
Date

10/27/2021
Date

LETTER OF UNDERSTANDING

Between
Lake Shastina
And
Teamsters Local 137

This Letter of Understanding amends the Memorandum of Understanding between Lake Shastina and Teamsters Local 137 regarding Article 20, section 20.1:

ARTICLE 20 - Holidays

20.1 Regular, probationary, and part time (part time prorated to normal hours worked) employees except as otherwise provided herein, shall be entitled to have the following holidays off with pay:

Add: June 19th - also known as "Juneteenth"

It is agreed that the following change will be implemented upon both parties signing this LOU, or as reasonably practical:

Lake Shastina

Teamsters Local 137


General Manager

Heather McFall
Business Agent

7/16/2025
Date

6/4/2025
Date

LETTER OF UNDERSTANDING

Between
Lake Shastina
And
Teamsters Local 137

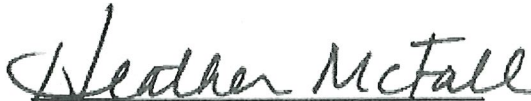
ALTERNATE WORK SCHEDULE

- A. An alternate work schedule is defined as a variation of the standard workweek, which for most employees is five (5) eight (8) hour days. The alternate schedule will be four (4) 10-hour days; in each case, the schedule will typically result in employees working a fixed schedule of 40 hours per week or 80 hours biweekly.
- B. The establishment of alternate work schedules shall be subject to the following:
 1. An alternate schedule shall be established and approved in writing by the District General Manager with notice to the Personnel Office and the Union.
 2. The District General Manager may, at any time, cause any employee or group of employees to revert to a standard work schedule temporarily. Except in cases of an emergency, the District General Manager shall provide an employee with fourteen (14) days advance notice of a temporary change.
 3. The usage of accrued leave balances such as paid time off, shall be on an hour-for-hour basis (e.g., an employee on a 4/10 schedule who misses a day because of illness shall be charged ten (10) hours PTO for that day).

Lake Shastina

Teamsters Local 137


Robert Moser
General Manager


Heather McFall
Business Agent

10/24/22
Date

10/25/2022
Date