

## ATTACHMENT A

### RESOLUTION 2025- 84

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT BEACH, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NEWPORT BEACH AND THE NEWPORT BEACH CITY EMPLOYEES ASSOCIATION AND AMENDING THE SALARY SCHEDULE**

**WHEREAS**, the City Council of the City of Newport Beach ("City Council") previously adopted Resolution No. 2001-50, the "Employer-Employee Relations Resolution," pursuant to authority contained in the Meyers-Milias-Brown Act, Government Code 3500, *et seq.*;

**WHEREAS**, the City of Newport Beach ("City") promotes effective communication and collaborative working relationships with its employee associations to foster improved relations while balancing good management practices;

**WHEREAS**, the City previously entered into a Memorandum of Understanding ("MOU") with the Newport Beach City Employees Association ("NBCEA") a recognized organization, for the term of January 1, 2022, through December 31, 2025;

**WHEREAS**, representatives from the City and NBCEA met and conferred in good faith and reached a tentative agreement on wages, benefits and other terms and conditions of employment, which are memorialized in the Memorandum of Understanding between the City and NBCEA ("Memorandum of Understanding") attached hereto as Attachment A and incorporated herein by this reference;

**WHEREAS**, NBCEA has voted to approve the Memorandum of Understanding;

**WHEREAS**, City of Newport Beach Charter Section 601 requires the City Council to provide the number, titles, qualifications, powers, duties and compensation of all officers and employees of the City;

**WHEREAS**, Newport Beach Municipal Code Section 2.28.010 (Establishment of Classification and Salary Ranges) provides, upon recommendation of the City Manager, the City Council may establish by resolution the salary range or rate for each position;

**WHEREAS**, by adopting this resolution, the City Council intends to amend the salary schedule for NBCEA unit members to be in conformance with the Memorandum of Understanding;

**WHEREAS**, the City Manager has reviewed the changes to the salary schedule for NBCEA unit members provided in this resolution and recommends approval;

**WHEREAS**, the City Council received and considered the Memorandum of Understanding at its regular meeting on November 18, 2025; and

**WHEREAS**, by adopting this resolution, the City Council also desires to replace the 2022-2025 MOU between the City and NBCEA by adopting the Memorandum of Understanding attached hereto as Attachment A to serve as the successor agreement between the City and NBCEA for the period November 29, 2025, through December 31, 2028.

**NOW, THEREFORE**, the City Council of the City of Newport Beach resolves as follows:

**Section 1:** The City Council hereby approves, and authorizes the Mayor to execute the Memorandum of Understanding attached hereto as Attachment A. The wages, hours, fringe benefits, and other terms and conditions of employment for employees represented by NBCEA shall be provided in accordance with the provisions of the Memorandum of Understanding, which shall serve as the successor agreement between the City and NBCEA for the period November 29, 2025, through December 31, 2028.

**Section 2:** The City's salary schedule shall be modified to be consistent with this resolution, the Memorandum of Understanding, and Exhibit A to the Memorandum of Understanding. Any resolution, or part thereof, in conflict with this resolution shall be of no effect.

**Section 3:** The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

**Section 4:** If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 5:** The City Council finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**Section 6:** This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting the resolution.

**ADOPTED** this 9th day of December, 2025.

\_\_\_\_\_  
Joe Stapleton  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lena Shumway  
City Clerk

**APPROVED AS TO FORM:**  
CITY ATTORNEY'S OFFICE

  
\_\_\_\_\_  
Aaron C. Harp  
City Attorney

Attachment A - Memorandum of Understanding with the Newport Beach City Employees Association

## **Attachment A**

NEWPORT BEACH CITY EMPLOYEES ASSOCIATION  
MEMORANDUM OF UNDERSTANDING



*November 29, 2025, through December 31, 2028*

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF NEWPORT BEACH  
AND  
CITY EMPLOYEES ASSOCIATION  
November 29, 2025, through December 31, 2028

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**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE CITY OF NEWPORT BEACH AND NEWPORT BEACH CITY EMPLOYEES ASSOCIATION**

This MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is entered into with reference to the following:

**PREAMBLE**

1. The Newport Beach City Employees Association ("NBCEA" or "Association"), a recognized employee organization, affiliated with the Laborers' International Union of North America, Local 777 (LIUNA), and the City of Newport Beach ("City"), a municipal corporation and charter city, have been meeting and conferring, in good faith, with respect to wages, hours, fringe benefits and other terms and conditions of employment.
2. NBCEA representatives and City representatives have reached an agreement as to wages, hours and other terms and conditions of employment. This shall apply to all affected employees for the term of *November 29, 2025 through December 31, 2028* and this agreement has been embodied in this MOU.
3. This MOU, upon approval by NBCEA and the Newport Beach City Council, represents the total and complete understanding and agreement between the parties regarding all matters within the scope of representation.

**SECTION 1. GENERAL PROVISIONS**

**A. Recognition**

In accordance with the provisions of the Charter of the City of Newport Beach, the Meyers Milius Brown Act of the State of California and the provisions of the Employer's/Employee Labor Relations Resolution No. 2001-50, the City acknowledges that NBCEA is the majority representative for the purpose of meeting and conferring regarding wages, hours and other terms and conditions of employment for all employees in those classifications specified in Exhibit "A" or as appropriately modified in accordance with the Employer/Employee Resolution. All other classifications and positions not specifically included within Exhibit "A" are excluded from representation by NBCEA.

**B. Term**

1. Except as specifically provided otherwise, any ordinance, resolution or action of the City Council necessary to implement this MOU shall be considered effective as of *November 29, 2025*. This MOU shall remain in full force and effect until *December 31, 2028*, and the provisions of this MOU shall continue after the date of expiration of this MOU in the event the parties are meeting and conferring on a successor MOU.

2. The provisions of this MOU shall prevail over conflicting provisions of the Newport Beach City Charter, the ordinances, resolutions and policies of the City, and federal and state statutes, rules and regulations which either specifically provide that agreements such as this prevail, confer rights which may be waived by any collective bargaining agreement, or are, pursuant to decisional or statutory law, superseded by the provisions of an agreement similar to this MOU.

#### C. Release Time

1. Three NBCEA officers designated by the NBCEA shall collectively be granted an annual maximum of 150 hours paid release time for the conduct of NBCEA business. Such time shall be exclusive of actual time spent in collective bargaining and shall be scheduled at the discretion of the NBCEA officer. Every effort will be made to schedule this time to avoid interference with City operations.
2. Release time designees shall be identified annually and notice shall be provided to the City. Release time incurred shall be reported regularly in the form and manner prescribed by the City.
3. Activities performed on release time shall include representation of members in rights disputes, preparation for collective bargaining activities, and distribution of NBCEA written communication in the workplace.
4. Each January, the City will examine the number of Release Time hours the Association used the preceding year. If the Association used more than 75% of the hours normally granted (150), the Association will be granted an additional 30 hours for that year.

#### D. Scope

1. All present written rules and current established practices and employees' rights, privileges and benefits that are within the scope of representation shall remain in full force and effect during the term of this MOU unless specifically amended by the provisions of this MOU.
2. Pursuant to this MOU, the City reserves and retains all its inherent exclusive and non-exclusive managerial rights, powers, functions and authorities ("Management Rights") as set forth in Resolution No. 2001-50. Management Rights include, but are not limited to, the following:
  - (a) the determination of the purposes and functions of City Departments;
  - (b) the establishment of standards of service;
  - (c) to assign work to employees as deemed appropriate;

- (d) the direction and supervision of its employees;
- (e) the discipline of employees;
- (f) the power to relieve employees from duty for lack of work or other legitimate reasons;
- (g) to maintain the efficiency of operations;
- (h) to determine the methods, means and personnel by which operations are to be conducted;
- (i) the right to take all necessary actions to fulfill the Department's responsibilities in the event of an emergency; and
- (j) the exercise of complete control and discretion over the manner of organization, and the appropriate technology, best suited to the performance of departmental functions.

The practical consequences of a Management Rights decision on wages, hours, and other terms and conditions of employment shall be subject to the grievance procedures.

#### E. Employee Data and Access

The City shall provide NBCEA with access and information regarding new employees and existing unit members as required by law. NBCEA designated officers shall be entitled to solicit membership from new employees at their work site. This solicitation shall be made from the total release time for NBCEA Officers, and shall be scheduled in a manner that is not disruptive to departmental operations. Department heads may determine appropriate times for new employee contact, but they cannot reasonably deny such contact.

#### F. Conclusiveness

With the exception of a separate MOU covering retirement issues, this MOU contains all of the covenants, stipulations, and provisions agreed upon by the parties. Therefore, for the term of this MOU, neither party shall be compelled, and each party expressly waives its rights to request the other to meet and confer concerning any issue within the scope of representation except as expressly provided herein or by mutual agreement of the parties. No representative of either party has the authority to make, and none of the parties shall be bound by, any statement, representation or agreement reached prior to the execution of this MOU and not set forth herein.

As provided in the Employer-Employee Relations Resolution No. 2001-50, the City shall determine the way City services are to be provided, including whether the City should

provide services directly or contract out work, including work that is currently being performed by Association members. In the event the City introduces a plan to outsource services currently being performed by Association members to achieve greater efficiency and/or cost savings, and upon request by the Association, the City shall meet and confer with Association representatives to discuss the impacts of the City's decision to contract out work. The City shall retain sole authority to decide whether or not to contract out work, including work that is currently being performed by Association members. This provision shall not limit the City's authority to enter into such an agreement for any City services.

#### G. Modifications

Any agreement, understanding, or waiver or modification of any of the terms or provisions of this MOU shall not be binding upon the parties unless contained in a written document executed by authorized representatives of the parties.

#### H. Association Dues

1. The collection of Association dues shall be handled through the payroll deduction process.
2. The Association and LIUNA agree to defend, indemnify and hold harmless the City for its collection of Association dues.

### SECTION 2 – COMPENSATION

#### A. Salary

*Base salary increases for all NBCEA represented classifications shall be as follows and as specified in Exhibit A:*

*Effective November 29, 2025, there shall be a base salary increase of five percent (5.0%) for all classifications in the bargaining unit.*

*Effective the first full pay period after January 1, 2027, there shall be a base salary increase of four percent (4.0%) for all classifications in the bargaining unit.*

*Effective the first full pay period after January 1, 2028, there shall be a base salary increase of three percent (3.0%) for all classifications in the bargaining unit.*

#### B. Overtime

1. Advanced Approval - Employees must have advanced approval from their supervisor to work overtime.
2. FLSA Overtime - Overtime earned for actual work hours in excess of 40 in the

employee's defined FLSA workweek.

3. Contract Overtime – Overtime earned for an employee whose hours paid in their defined FLSA workweek exceeds 40. For purposes of calculating hours paid for contract overtime, holidays occurring during the work week count as time worked. The use of other forms of leave do not count as hours worked for purposes of calculating hours paid for determining eligibility for contract overtime.
4. Rate at Which Overtime is Calculated – FLSA and Contract Overtime (paid at time and one half – 1.5) shall be calculated at the regular rate of pay, except that the rate at which Contract Overtime is calculated shall not include the City's Cafeteria Plan Allowance, the opt-out Cafeteria Plan Allowance, or any cash back an employee may receive from the Cafeteria Plan Allowance by choosing benefits which cost less than the Allowance.
5. Workweek for Purposes of Calculating Overtime – For employees who work the 9/80 work schedule, their defined FLSA workweek shall begin exactly four hours after the start time of their shift on their alternating regular day off (i.e., their eight-hour day) and end exactly 168 hours later. For employees who work a 5/40 work schedule, their workweek shall begin on Saturday at 12:01 a.m. and will end exactly 168 hours later the following Saturday at 12:00 a.m.
6. Work Schedule – Regardless of the type of work schedule an employee is assigned (e.g., 5/40, 9/80 or 4/10), full-time employees are regularly scheduled to work 40 hours in their defined FLSA workweek.
7. Reporting Time - The City calculates overtime in tenths of an hour. Employees shall report their time worked to the nearest tenth of an hour.

#### C. Standby Duty

##### 1. Defined

- a. To be ready to respond immediately to calls for service;
- b. to be reachable by telephone;
- c. to remain within a specified distance from the employee's workstation; and
- d. to refrain from activities which might impair the employee's ability to perform their assigned duties.

##### 2. Compensation

Standby duty shall be compensated at the rate of one hour of overtime compensation for each eight hours of such duty. Standby duty on holidays shall be compensated at

the rate of two hours of overtime compensation for each eight hours of standby duty. Should the employee be required to return to work while on standby status, the provisions pertaining to compensation for call-back pay shall apply for the period of time the employee is actually working.

#### D. Callback Duty

##### 1. Defined

Call-back duty requires the employee to respond to a request to return to their workstation after the normal work shift has been completed and the employee has left their normal workstation. Those periods of overtime which are scheduled by the Department Director prior to the end of the normal work shift are not considered callback duty.

##### 2. Compensation

All employees shall receive a minimum of two hours pay. If an employee works more than two hours, said employee shall receive pay for actual hours worked.

#### E. Accumulation of Compensatory Time Off

Unit members who are non-exempt from overtime may receive compensatory time off (CTO), in lieu of cash, as compensation for overtime hours worked at the rate of one-and-one-half hours for each hour of overtime worked. An employee may only earn CTO if requested and then approved by the employee's supervisor. Callback time may be converted to CTO with supervisor approval.

Employees may accumulate up to 80 hours of CTO. Any hours earned in excess of 80 will be paid out to the employee the following pay period. Once a unit member reduces the balance below 80 hours, additional hours may be earned again up to the 80 hour cap.

#### F. Shift Differential

Unit members who are regularly assigned a work schedule that ends beyond 6:00 p.m. shall receive a shift differential pay of \$2.00 per actual hour worked; payable for each hour worked after 6:00 p.m. Overtime worked as an extension of an assigned day shift shall not qualify an employee for shift differential.

The parties agree that to the extent permitted by law, the City shall report to the California Public Employees' Retirement System (CalPERS) shift differential pay as Special Assignment Pay pursuant to Title 2 CCR, Section 571(a)(4) and/or Section 571.1 (b)(3) Shift Differential. *However, for "new members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013, shift differential pay will not be reported as pensionable compensation to CalPERS.*

#### G. Incentive Shift for Library Members

For NBCEA members assigned to the Library Services Department, the Sunday work shift will be considered an "incentive" shift. Unit members who work a regularly scheduled shift of five hours on a Sunday will report their actual hours worked on their time sheet plus three hours of incentive pay at the hourly base rate.

#### H. Court Time

Employees who are required to appear in court during their off-duty hours in connection with City business shall receive a minimum of two hours pay. If an employee is actually in court for more than two hours, the member shall receive pay for actual hours worked.

#### I. Certificate Pay

Effective January 1, 2013, the certificate pay program was modified to eliminate "inactive" certificates and "sunset" certain active certificates. Employees currently receiving pay for a "sunset" certificate are considered grandfathered under the program, but no further employees shall be eligible. Effective January 1, 2014, the pay for eligible certificates was converted from a percentage-based benefit to a flat dollar amount. The complete list of eligible certificates and the corresponding benefit is listed in Exhibit B. All other procedures associated with Certificate Pay remain in effect.

The parties agree that to the extent permitted by law, the City shall report to the California Public Employees' Retirement System (CalPERS) eligible certificate pays as Educational Pay pursuant to Title 2 CCR, Section 571(a)(2) and/or 571.1(b)(2).

#### J. Acting Pay

NBCEA employees are eligible to receive "acting pay" only after completing 80 consecutive hours in the higher classification. Once the 80 hour requirement has been satisfied, acting pay will be granted for all hours worked above 40 hours beginning with the 41<sup>st</sup> hour worked in the higher classification. Acting pay is an additional 7.5% of the employee's base pay rate.

The parties agree that to the extent permitted by law, and in accordance with Government Code §20480 Out-of-Class Appointment Limitations, the City shall report to the California Public Employees' Retirement System (CalPERS) acting pay as Premium Pay pursuant to Title 2 CCR Section 571(a)(3) Temporary Upgrade Pay. The employee must be performing 100% of the duties in the higher classification for temporary upgrade pay to be reportable. *However, for "new members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013, acting pay will not be reported as pensionable compensation to CalPERS.*

#### K. Bilingual Pay

Upon determination of the Department Director that an employee's ability to speak, read and/or write in Spanish contributes to the Department providing better service to the public, employees in positions that require additional languages as part of their normal duties shall be eligible to receive One Hundred Fifty (\$150.00) dollars per month (paid each pay period) in bilingual pay. The certification process will confirm the employee is fluent at the street conversational level in speaking, reading and/or writing Spanish. Employees certified shall receive bilingual pay the first full pay period following certification.

Additional languages may be certified for compensation pursuant to this section by the Department Director with the concurrence of the Human Resources Director.

The parties agree that to the extent permitted by law, the City shall report to the California Public Employees' Retirement System (CalPERS) bilingual pay as Special Assignment Pay pursuant to Title 2 CCR, Section 571(a)(4) and/or 571.1(b)(3) Bilingual Premium.

**L. Longevity Pay**

*Unit members shall receive longevity pay based on their continuous years of full-time service with the City of Newport Beach as follows:*

<i>Years of Continuous Service</i>	<i>Longevity Pay</i>
15-19	1.0%
20-24	1.5%
Over 25 years	2.0%

*These pays are not cumulative (e.g., at 20 years of service, total longevity pay will be 1.5%). The parties agree that to the extent permitted by law, Longevity Pay is special compensation and shall be reported to CalPERS as such pursuant to Title 2 CCR, Section 571(a)(1) and 571.1(b)(1).*

### **SECTION 3. LEAVES**

**A. Flex Leave**

Members accrue flex leave in lieu of vacation and *sick leave*. An employee accrues a designated number of flex leave hours while in paid status and based upon years of service. Years of service is determined by the number of continuous, full-time years a member is employed by the City.

All unit members shall accrue flex leave at the following hourly rates:

Years of Continuous Service	Hrs. Accrued Per Pay Period	Annual Hours	Max Allowable Balance (hours)
Less than 5	6.00	156.00	468.00
5 but less than 9	6.61	171.86	515.58

9 but less than 12	7.23	187.98	563.94
12 but less than 16	8.15	211.90	635.70
16 but less than 20	8.77	228.02	684.06
20 but less than 25	9.38	243.88	731.64
25 and over	10.00	260.00	780.00

Members shall accrue three (3) months (i.e., 39 hours) of flex leave *in the manner* provided above upon completion of three (3) months of continuous employment with the City, provided however, this amount shall be reduced by any flex leave time advanced during the first three (3) months of employment.

#### 1. Limit on Accumulation

*Members hired prior to July 1, 1996:*

Members hired prior to July 1, 1996 shall be paid for earned flex leave in excess of the maximum allowable balance as spillover pay at the member's hourly rate of pay provided that they have utilized at least eighty (80) hours of flex leave the previous calendar year. Employees accruing at the 16 years of continuous service level or above shall be required to use 120 hours of flex leave the previous calendar year to receive spillover pay. Employees who have not utilized the required amount of leave the prior calendar year shall not be eligible to accrue time above the maximum allowable balance.

*Employees hired after July 1, 1996:*

Employees first hired or rehired by the City subsequent to July 1, 1996 are not eligible for flex leave spillover pay and are not entitled to accrue flex leave in excess of the flex leave maximum allowable balance.

#### 2. Method of Use

The Department Director shall approve all requests for flex leave taking into consideration the needs of the Department, and whenever possible the wishes of the employee. Flex leave may be granted in ¼ hour increments.

#### B. Holiday Leave

The following days shall be observed as paid holidays (i.e., employees shall have the day off with pay). With the exception of the "floating holiday" (where the employee chooses the day off), employees who are required to work on the holiday will receive their pay for the holiday and either pay or flex leave for the number of hours worked on the holiday.

New Year's Day  
Martin Luther King Day  
Washington's Birthday  
Memorial Day  
Floating Holiday\*

January 1  
January – 3<sup>rd</sup> Monday  
February – 3<sup>rd</sup> Monday  
May – Last Monday  
July 1

Independence Day	July 4
Labor Day	September – 1 <sup>st</sup> Monday
Veterans Day	November 11
Thanksgiving Day	November – 4 <sup>th</sup> Thursday
Friday After Thanksgiving	November – 4 <sup>th</sup> Friday
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
Holiday Closure – Up to 3 Days	TBD based on closure dates

Holidays are paid based on the employee's regular workday schedule. For example, if an employee is on a 9/80 schedule and the holiday is observed on a day that the employee is regularly scheduled to work nine hours, the employee is entitled to receive nine hours of holiday pay. However, if an employee is on a 9/80 schedule and the holiday is observed on a day that the employee is regularly scheduled to work eight hours, the employee is eligible to receive eight hours of holiday pay.

1. Holidays listed above (except the floating holiday) occurring on a Saturday shall be observed the preceding Friday. Holidays occurring on a Sunday shall be observed the following Monday.
2. Holiday pay will be paid only to employees who work their scheduled day before and scheduled day after a holiday or are on authorized paid leave (e.g. paid leave that has been reviewed and approved by the Department Director).
3. *Holiday Closure – If the City Council approves a holiday closure for City Hall, the following applies:*
  - a. *Holiday Closure Pay Unit members will receive holiday closure pay for the days they would have normally been scheduled to work during the closure period, up to a maximum of three (3) days. The holiday closure pay is specifically for use during the approved holiday closure. Example: If your regular work schedule would have you working two days during a three-day holiday closure, you will receive two days of holiday closure pay, not three. You will not automatically get three days if your schedule does not call for it.*
  - b. *Working During a Holiday Closure If a unit member is required by their supervisor to work during a holiday closure, they may bank their holiday hours to flex, up to a maximum of eight hours for each day the employee is required to work during the holiday closure.*

*The Holiday Closure Pay aims to fairly compensate members while ensuring operational needs are met during approved holiday closures.*

The floating holiday is awarded on July 1. Eight hours of holiday leave are added to the member's flex leave bank on the first pay period in July each year.

#### C. Bereavement Leave

Bereavement leave shall be defined as "the necessary absence from duty by an employee because of the death or terminal illness of an immediate family member." Unit members shall be entitled to 40 hours of bereavement leave per calendar year per incident (terminal illness followed by death is considered one incident). Bereavement leave shall be administered in accordance with the provisions of the Employee Policy Manual. Leave hours need not be used consecutively, however they should be used in proximate time to the occurrence. For the purposes of this section, immediate family shall mean an employee's father, mother, stepfather, stepmother, brother, sister, spouse/domestic partner, child, stepchild, *grandchild*, grandparents and the member's spouse's/domestic partner's father, mother, brother, sister, child, *grandchild* and grandparents. The provisions of this Section shall not diminish or reduce any rights a member may have pursuant to applicable provisions of state or federal law. A member requesting bereavement leave shall notify their supervisor as soon as possible of the need to take leave.

#### D. Reproductive Loss Leave

*Eligible employees are entitled to five unpaid days for each reproductive loss event. Multiple reproductive loss events are covered, up to a maximum of 20 days of reproductive loss leave within a twelve-month period.*

#### E. Leave Sellback

Employees shall have the option (on two occasions) of selling back on an hour for hour basis, accrued flex leave. In no event shall the flex leave balance be reduced below one hundred and sixty (160) hours. Hours sold back will be subject to the Retiree Health Savings Plan Part C contributions, per Section 4 (F), Retiree Medical. For the term of this MOU the Association has elected Part C contributions for Flex at 0%.

Employees shall have the option of converting accrued flex leave to cash on an hour for hour basis subject to the following: On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out accrued flex leave which will be earned in the following calendar year. The employee can elect to receive the cash out in the pay period which includes June 30 and/or the pay period which includes December 15 for those flex leave benefits that have been earned during that portion of the year. In no event shall the flex leave balance be reduced below 160 hours.

In addition to the above, an employee who has an "unforeseen emergency" (defined as an unanticipated emergency that is caused by an event beyond the control of the employee and that would result in severe financial hardship to the employee if early

withdrawal were not permitted) shall be entitled to make a request to the Director of Human Resources for a payoff of accrued flex leave. The amount of flex leave which may be cashed out is limited to the amount necessary to meet the emergency. If there is an unforeseen emergency, an employee can cash out flex leave earlier in the year than described above provided that the remaining balance is not reduced below 160 hours.

*When a part-time employee's status changes to full-time and enters the unit, all accrued flex leave in the employee's bank at the time of appointment shall be converted to cash at the employee's last part-time hourly rate on an hour for hour basis.*

## **SECTION 4. FRINGE BENEFITS**

### **A. Insurance**

#### **1. Benefits Information Committee**

The City has established a Benefits Information Committee (BIC) composed of one representative from each employee association group and up to three City representatives. The Benefits Information Committee has been established to allow the City to present data regarding carrier and coverage options, the cost of those options, appropriate coverage levels and other health programs. The purpose of the BIC is to provide each employee association with information about health insurance/programs and to receive timely input from associations regarding preferred coverage options and levels of coverage.

#### **2. Medical Insurance**

The City has implemented an IRS qualified Cafeteria Plan. In addition to the contribution amounts listed below, the City shall contribute the minimum CalPERS participating employer's contribution towards medical insurance for employees enrolled in a CalPERS medical plan, per Government Code Section 22892. Employees shall have the option of allocating Cafeteria Plan contributions towards the City's existing medical, dental and vision insurance/programs.

Unused Cafeteria Plan funds shall be payable to the employee as taxable cash back. Employees shall be allowed to change coverages in accordance with plan rules and during regular open enrollment periods.

The City's contribution towards the Cafeteria Plan is Two Thousand and Twenty-Five Dollars (\$2,025), plus the minimum CalPERS participating employer's contribution.

NBCEA members who do not enroll in any medical plan offered by the City must provide evidence of group medical insurance coverage and execute an opt-out agreement releasing the City from any responsibility or liability to provide medical insurance coverage on an annual basis.

Employees hired prior to March 16, 2019 who elect to opt out of medical coverage offered by the City because they have provided proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California) will receive One Thousand Dollars (\$1,000) per month in taxable cash. For these same employees, if they elect medical coverage and spend less than \$1,725 (plus the minimum CalPERS participating employer's contribution) of the City contribution provided above, *the difference* shall be paid to the employee as taxable cash.

Employees hired on or after March 16, 2019 who elect to opt out of medical coverage offered by the City because they have provided proof of MEC through another source (other than coverage in the individual market, whether or not obtained through Covered California) shall receive Five Hundred Dollars (\$500) per month in taxable cash. For these same employees, if they elect medical coverage and spend less than the City contribution provided above, there shall be no cash back provided.

### 3. Dental Insurance

The existing or comparable dental plans shall be maintained as part of the City's health plan offerings as agreed upon by the Benefits Information Committee.

### 4. Vision Insurance

The existing or a comparable vision plan shall be maintained as part of the City's plan offerings as agreed upon by the Benefits Information Committee.

### 5. Healthcare Reform

The parties recognize that certain state and federal laws, programs and regulations, including the Affordable Care Act, may impact future medical plan offerings. Either party may request to reopen Section 4A(2) regarding medical insurance for the purpose of discussing alternative approaches and proposals to providing healthcare coverage. Additionally, should state or federal laws concerning taxation of healthcare benefits change, the parties agree to meet and discuss the impact of such change.

## B. Additional Insurance Programs

### 1. IRS Section 125 Flexible Spending Account

Section 125 of the Internal Revenue Code authorizes an employee to reduce taxable income for payment of allowable expenses such as child care and medical expenses. An Association member may request that medical, child care and other eligible expenses be paid or reimbursed by the Section 125 Plan out of the employee's account. The base salary of the employee will be reduced by the amount designated by the employee for reimbursable expenses.

## 2. Disability Insurance

The City shall provide Short-term (STD) and Long-term (LTD) disability insurance to all regular full-time employees with the following provisions:

	Short-Term Disability	Long-Term Disability
Benefit Amount	66.67% of covered wages	66.67% of covered wages
Maximum Benefit	\$1,846 weekly	\$15,000 monthly
Waiting Period	30 calendar days	180 calendar days

Employees shall not be required to exhaust accrued paid leaves prior to receiving benefits under the disability insurance program. Employees may not supplement the disability benefit with paid leave once the waiting period has been exhausted.

## 3. Life Insurance

The City shall provide life insurance for all regular full-time employees in \$1,000 increments equal to one times the employee's annual salary up to a maximum of \$50,000. At age 70 the City-paid life insurance is reduced by 50% of the pre-70 amount. This amount remains in effect until the employee terminates from City employment.

## C. Employee Assistance Program

The City shall provide an Employee Assistance Program (EAP) through a properly licensed provider. Association members and their family members may access the EAP subject to provider guidelines.

## D. Retirement Benefit

The City contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for its employees. Pursuant to prior agreements and state mandated reform, the City has implemented three different tiers of retirement benefits, categorized as Tier I, Tier II and Tier III.

### 1. Retirement Formula

**Tier I:** For employees hired by the City on or before November 23, 2012, the retirement formula shall be the 2.5% @ 55 calculated on the basis of the single highest year.

**Tier II:** For employees first hired by the City between November 24 and December 31, 2012, or hired on or after January 1, 2013, and who are current classic members of the retirement system, as defined in the Public Employees' Pension Reform Act ("PEPRA"), the retirement formula shall be 2% @ 60 calculated on the average 36

highest months' salary.

**Tier III:** For employees first hired by the City on or after January 1, 2013, and who do not meet the Tier II criteria because they are new members as defined by PEPRA, the retirement formula shall be 2% @ 62 calculated on the average 36 highest months' salary.

## 2. Employee Contributions

The Association has agreed to share in the rising cost of pension obligations. Under the terms of this MOU, unit members will contribute additional amounts toward the CalPERS retirement benefit *depending on their tier*, to the extent permissible by law. Should any provision be deemed invalid, the City and Association agree to meet for the purpose of renegotiating employee retirement contributions.

Employee retirement contributions that are in addition to the normal CalPERS Member Contribution (of 7% or 8%) shall be calculated on base pay, special pays, and other pays normally reported as "PERSable" compensation and will be made on a pre-tax basis through payroll deduction, to the extent allowable by law. It is recognized that these payments will not be reported to CalPERS as contributions toward either the Member or Employer rate, as provided under Government Code Section 20516(f).

*Tier I Employees - shall contribute a total employee contribution of eight percent (8%) (member contribution).*

*Tier II Employees - shall contribute a total employee contribution of eight percent (8%) as follows: seven percent (7%) of compensation earnable (member contribution) and one percent (1%) of compensation earnable as cost sharing per Government Code section 20516(f).*

*Tier III Employees - The minimum statutory employee contribution for employees in Tier III is subject to the provisions of PEPRA and equals 50% of the "total normal cost". Tier III employees shall make an additional contribution of pensionable compensation toward retirement pursuant to Government Code Section 20516(f), such that the total employee contribution equals no less than eight percent (8%) of pensionable compensation (i.e., the greater of 8% of pensionable compensation or 50% of the "total normal cost").*

The City contracts with CalPERS for the 4th Level 1959 Survivors Insurance Benefit, \$500 Lump Sum Death Benefit, Sick Leave Credit, Military Service Credit, 2% Cost of Living Adjustment and the pre-retirement option settlement 2 death benefit (Government Code Section 21548).

## E. Retiree Medical Benefit

This is an Integral Part Trust (IPT) RHS Retiree Health Savings (RHS) plan (formerly the Medical Expense Reimbursement Program - "MERP"). Each member has an individual RHS account ("Account"), which accumulates based on the category they fall under (see Program Structure below). Funds from the Account may be used for eligible health care expenses after separation, retirement or a change in personnel status to a position that does not receive the RHS benefit. These changes in personnel status will activate the Account and allow funds to be withdrawn until the Account balance is depleted. Since the plan restricts all distributions to be spent for health insurance premiums and health care expenses, as defined by the Internal Revenue Code Publication 502, § 213(d) and the Plan document the contributions, fund investment earnings and benefit payments (when withdrawn from the Account) are not taxable when posted. Additionally, certain contributions may only be deposited upon retirement from the City. The categories are provided below.

### 1. Background

In 2005, the City and NBCEA agreed to replace the previous "defined benefit" retiree medical program with a new "defined contribution" program. During the transition, employees and (then) existing retirees were administratively classified into different categories. The benefit is structured differently for each of the categories. The categories are as follows:

- a. Category 1 - Employees who become eligible for the benefit after January 1, 2006. This may include new hires, rehires and part-time employees appointing to full-time status.
- b. Category 2 - Employees who were active and enrolled in the previous defined benefit as of December 31, 2005, eligible for the new defined contribution program as of January 1, 2006 and whose age plus years of service as of January 1, 2006 was less than 50.
- c. Category 3 - Employees who were active and enrolled in the previous defined benefit as of December 31, 2005, eligible for the new defined contribution program as of January 1, 2006 and whose age *plus* years of service as of January 1, 2006 was 50 or greater.

### 2. Eligibility

All Association members are eligible for the RHS benefit. However, if a member separates or changes positions to a bargaining unit which does not offer this benefit, the member is no longer eligible for any contributions to the plan and their Account will be activated for use and withdrawal of funds by the employee (or former employee). This means if a unit member subsequently reappoints to a position which offers the RHS benefit, they will be enrolled in "Category 1" and must revest in the

program. Any remaining balance deposited during prior eligibility will remain in the Account.

Employees who become ineligible (no longer covered by City employee association offering the RHS benefit) before vesting forfeit the City's Part B contribution. Said employee will only receive Part A and Part C contributions. The only exception is an active employee who separates before vesting due to an approved industrial disability. In such case, the employee will receive exactly five years' worth of Part B contributions, using the employee's age and compensation at the time of separation for calculation purposes. This amount will be deposited into the employee's Account at the time of separation.

### 3. Account Contributions

Account contributions are categorized as Part A, Part B and Part C.

**Part A** contributions are a mandatory, automatic 1% employee contribution deducted each pay period and deposited into the Account through payroll. Deductions begin the pay period in which the employee becomes eligible and are reported to CalPERS as pensionable.

**Part B** contributions require a five year vesting period which begins when the employee becomes eligible for the RHS benefit. At the conclusion of the vesting period, the City will credit the first five years' worth of Part B contributions into the Account (interest does not accrue during that period and the contributions are calculated at \$2.50 per month for each year of the employee's full-time service plus age) and begin to contribute \$2.50 per month for each year of the employee's full-time service plus age (e.g. 30 years old and five years of service would be a factor of 35.  $\$2.50 \times 35 = \$87.50$  per month). This factor is updated annually in the pay period including January 1. Part B contributions are not reported to CalPERS as pensionable.

The parties agree that the City's Part B contributions during active employment constitute the minimum CalPERS participating employer's contribution (i.e., the CalPERS statutory minimum amount) towards medical insurance after retirement. The parties also agree that, for retirees selecting a CalPERS medical plan, or any other plan with a similar employer contribution requirement, the required employer contribution will be deducted from the employer's contribution to the retiree's account.

**Part C** contributions are determined by Association election and deposited into the Account when flex leave hours are converted to taxable cash through leave cash-out or at the time of separation or status change. Spillover pay does not qualify for Part C contributions. Part C contributions are not reported to CalPERS as pensionable.

The Association determines the level of contribution for all unit members, subject to the following constraints. All employees within the Association must participate at the same level. The participation level shall be specified as a percentage of the flex leave

balance available in each employee's leave bank at the time of separation from the City, or status change, or as a percentage of the flex leave balance being cashed out.

For example, if the Association wishes to elect 30% Part C contributions, then each member leaving the City, or cashing out eligible leave at any other time, would have the cash equivalent of 30% of the amount that is cashed out deposited to their RHS Account on a pre-tax basis. The remaining 70% would be paid in cash as taxable income. Individual employees do not have the option to deviate from this breakout.

The Association may change the Part C contribution amount as part of a meet and confer process. The purpose and focus of these changes should be toward long-term, trend type adjustments. Due to IRS restrictions regarding "constructive receipt," the City will impose restrictions against frequent spikes or drops that appear to be tailored toward satisfying the desires of a group of imminent retirees.

The Association has decided to participate in Part C contributions at the level of zero percent (0%) flex leave.

Nothing in this section restricts taking leave for time off purposes.

#### 4. Benefit

- a. Category 1: Employees in this category make Part A and receive Part B contributions (subject to vesting) automatically each pay period through payroll deductions. Part C contributions are received through cash outs. No contributions are made to Category 1 participants after separation.
- b. Category 2: Employees in this category make Part A and receive Part B contributions (subject to vesting) automatically each pay period through payroll deductions. Part C contributions are received through cash outs. No contributions are made to Category 2 participants after separation.

If a Category 2 participant retires from the City with a minimum of 5 consecutive years of full-time service, the City will contribute to the participant's Account a one-time contribution equal to \$100 per month for every month the participant contributed to the previous "defined benefit" plan up to a maximum of 15 years (180 months). This contribution is deposited into the Account at the time of retirement, and only if the employee retires from the City and becomes a CalPERS annuitant of the City of Newport Beach. No interest will be earned in the interim.

Category 2 participants with less than five years of continuous contributions into the prior defined benefit plan as of January 1, 2006: *only the years* of service after January 1, 2006 count towards Part B contributions upon vesting. Contributions in years before 2006 will be paid out as stated in the above paragraph.

- c. Category 3: Employees in this category make Part A contributions automatically each pay period through payroll deductions. Category 3 participants do not receive any Part B contributions. Part C contributions are received through cash outs.

If an eligible Category 3 participant retires from the City of Newport Beach, the City will deposit \$400 per month into the Account upon retirement, up to a maximum of \$4,800 per year, less the CalPERS minimum required employer contribution as determined by CalPERS annually, which shall continue as long as the employee or surviving spouse/qualified dependent is still living. To offset this expense to the City, active Category 3 participants will contribute an additional \$100 per month to the plan until retirement. There is no cash out option for these funds and they cannot be spent in advance of receipt.

Category 3 participants also receive an additional one-time City contribution of \$75 per month for every month they contributed to the previous plan prior to January 1, 2006, up to a maximum of 15 years (180 months). This contribution is deposited into the Account at the time of retirement, and only if the employee retires from the City. No interest will be earned in the interim. Contributions are contingent upon remaining a CalPERS annuitant of the City.

## 5. Administration

Vendors have been selected by the City to administer the program. The contract expense for program-wide administration by the vendor will be paid by the City. However, specific vendor charges for individual account transactions that vary according to the investment actions taken by each employee, such as fees or commissions for trades, will be paid by each employee.

The City's Deferred Compensation Committee, or its successor committee has the authority to determine investment options that will be available through the plan.

## F. Tuition Reimbursement

*Subject to the limitations below*, NBCEA members attending accredited community colleges, colleges, trade schools or universities, or recognized professional organizations or agencies may apply for reimbursement of one hundred percent (100%) of the actual cost of tuition, books, fees or other student expenses for approved job-related coursework, seminars or professional development programs. *Travel expenses are not eligible for reimbursement.* The maximum annual benefit is \$2,000 per fiscal year. Reimbursement is contingent upon the successful completion of the course. Successful completion means a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses. All claims for tuition reimbursement require the approval of the Human Resources Director or designee.

### G. Deferred Compensation

All members: Each unit member shall have the right to enroll in the deferred compensation program set up by the City and subject to the rules of IRS Code section 457. Unit members who enroll in the City deferred compensation program are eligible for City contributions to their City deferred compensation account as follows:

Matching City Contributions: The City shall match a unit member's deferred compensation contribution up to a maximum of thirty dollars (\$30) per month. The City is only obligated to make the contribution if the unit member has enrolled in the deferred compensation program. There is no retroactivity.

Additional matching City contributions to Deferred Compensation Based on Years of Service: In addition to the City contribution provided above, the City shall match contributions to eligible unit members' deferred compensation accounts as follows:

Years of Service	
15-19	\$30
20-25	\$35
25+	\$40

*Years of service is determined by the number of continuous, full-time years a member is employed by the City.* Under federal law, there is an annual maximum contribution which may be made to an employee's IRS Code section 457 account. Although the City will be making contributions to the members' accounts each pay period as described above, it is the members' responsibility to track their total contribution amount. If a member's account contributions reach the annual IRS Code section 457 maximum, the City will stop making contributions for the remainder of the calendar year and shall not owe the member any additional compensation under this section.

## SECTION 5. MISCELLANEOUS

### A. Reductions in Force/Layoffs

The provisions of this section shall apply when the City Manager determines that a reduction in the work force is warranted because of actual or anticipated reductions in revenue, reorganization of the work force, a reduction in municipal services, a reduction in the demand for service or other reasons unrelated to the performance of duties by any specific employee. Reductions in force are to be accomplished, to the extent feasible, on the basis of seniority within a particular Classification or Series and this Section should be interpreted accordingly.

## DEFINITIONS

1. "Bumping Rights", "Bumping" or "Bump" shall mean (1) the right of an employee,

based upon seniority within a series to bump into a lower ranking classification within the same series, (2) to be followed by an employee being permitted to bump into a classification within a different series. The latter bumping shall be based upon unit wide seniority and shall be limited to a classification in which the employee previously held regular status.

No employee shall have the right to bump into a classification for which the employee does not possess the minimum qualifications such as specialized education, training or experience.

2. "Classification" shall mean one or more full time positions identical or similar in duties not including part-time, seasonal or temporary positions. Classification within a Series shall be ranked according to pay (lowest ranking, lowest pay).
3. "Layoffs" or "Laid Off" shall mean the non-disciplinary termination of employment.
4. "Seniority" shall mean the time an employee has worked in a Classification or Series calculated from the date on which the employee was first granted regular status in the current Classification or any Classification within the Series, subject to the following:
  - a. Credit shall be given only for continuous service subsequent to the most recent appointment to regular status in the Classification or Series; and
  - b. Seniority shall include time spent on all City, state and/or federally protected and authorized leaves but shall not include time spent on any unauthorized leave of absence.
5. "Series" shall mean two or more classifications within a Department which require the performance of similar duties with the higher-ranking classification(s) characterized by the need for less supervision by superiors, more difficult assignments, more supervisory responsibilities for subordinates. The City Manager shall determine those classifications following a meet and consult process which constitute a Series.

## PROCEDURE

In the event the City Manager determines to reduce the number of employees within a classification, the following procedures are applicable:

1. Probationary employees within any Classification shall be laid off before regular employees.
2. Employees within a Classification shall be laid off in inverse order of Seniority.
3. An employee subject to Layoff in one Classification shall have the right to Bump a

less senior employee in a lower ranking Classification within a Series. An employee who has Bumping rights shall notify the Department Director within three (3) working days after notice of Layoff of their intention to exercise Bumping Rights.

4. In the event two or more employees in the same Classification are subject to Layoff and have the same Seniority, the employees shall be laid off following the Department Director's consideration of finalized performance evaluations.

### **NOTICE**

Employees subject to Lay-off shall be given at least thirty (30) days advance notice of the Layoff or thirty (30) days' pay in lieu of notice. In addition, employees laid off will be paid for all accumulated paid leave and holiday leave (if any).

### **REEMPLOYMENT**

Employees who are laid off shall be placed on a Department re-employment list in reverse order of Layoff. The re-employment list shall expire in eighteen (18) months. In the event a vacant position occurs in the Classification which the employee occupied at the time of Layoff, or a lower ranking Classification within a Series, the employee at the top of the Department re-employment list shall have the right within seven (7) days of written notice of appointment. Notice shall be deemed given when personally delivered to the employee or deposited in the U.S. Mail, first class postage prepaid, and addressed to the employee at their last known address. Any employee shall have the right to refuse to be placed on the re-employment list or the right to remove their name from the re-employment list by sending written confirmation to the Human Resources Director.

### **SEVERANCE**

If an employee is Laid Off from their job with the City for economic reasons, the City will grant severance pay in an amount equal to one week of pay for every full year of continuous employment service to the City up to ten (10) weeks of pay.

#### **B. Recruitment and Selection**

Position vacancy announcements for available City positions shall be distributed in a manner that reasonably assures unit members access to the announcements. In order to select the most qualified individual for vacant positions the City will continue its practice of "banding" candidates into one of the following ratings: Outstanding, Highly Recommended, Recommended, and Not Recommended, during the testing process. Department Directors review qualified candidates in band order, beginning with the top band and are permitted to hire any eligible candidate from the list (minimum rating of Recommended).

Where no less than 2 unit members achieve top three ranking on a certified eligible list, selection to the position shall be made with preference given to the unit members so

qualified.

### C. Alternate Work Schedules

Unit members work either a 5/40, 4/10 or 9/80 work schedule *subject to supervisor approval.*

*Working a 4/10 schedule is not an entitlement and may be revoked due to operational needs. Denials of requests to work a 4/10 schedule and/or the cancellation of existing 4/10 schedules shall not be subject to the grievance procedure in Section 5.F.*

Employees assigned to the 9/80 work schedule will have alternating Fridays off with the City determining which employees will work on each alternating Friday to ensure effective coverage of the work. Supervisors may approve a different alternating day off based on extenuating business circumstances.

*Employees assigned to a 4/10 schedule will work four 10-hour days per week with the City determining the regular day off based on operational needs. Requests for specific days off may be approved by the supervisor where feasible, but shall not be subject to the grievance procedure in Section 5.F.*

The City agrees to maintain flex-scheduling where it is currently operating successfully in this unit.

### D. Labor Management Committee

The City will work with NBCEA leadership, through its managers, to establish labor-management committees departmentally whenever it is mutually determined it is appropriate to do so.

### E. Discipline - Notice of Intent

Employees who are to be the subject of discipline equal to an unpaid suspension of three (3) days or greater shall be entitled to prior written notice of intent to discipline at least seven (7) calendar days prior to the imposition of the actual penalty. This written notice shall contain a description of the event or conduct which justifies the imposition of discipline. The notice shall also include the specific form of discipline intended, and the employee shall be offered the opportunity for a Skelly meeting before their Department Director prior to the imposition of the penalty.

All other discipline resulting in less than a three (3) day suspension is not subject to the aforementioned procedure.

This understanding is not intended to in any way reduce the rights of employees to due process. Employees who have become the subject of a suspension of one or two days who wish to appeal the suspension shall have the right to appeal the decision to the City

Manager or designee.

#### F. Grievance Procedure

Step 1: A grievance may be filed by any employee *on* their own behalf, or jointly by a group of employees, or by the Association. Except as otherwise provided by law, the Grievance Procedure is the sole and exclusive method by which an employee or the Association may challenge *the interpretation and/or application of* a provision of this MOU.

A grievance shall be brought to the attention of the immediate supervisor for discussion within ten (10) days after an employee or Association Board member knew, or in the exercise of reasonable diligence should have known, the act or events upon which the grievance arises. If the Employee or the Association (if filed by the Association) is not satisfied with the decision reached through the informal discussion or if extenuating circumstances exist, the Employee or Association shall have the right to file a formal grievance in accordance with Step 2 of this section. Grievances not presented within the time period shall be considered resolved.

The supervisor shall meet with the grievant to settle *the* grievance and give a written answer to the grievant within seven (7) calendar days from receipt of the grievance by the supervisor. When the immediate supervisor is also the department head, the grievance shall be presented in Step 2.

Step 2: If the employee or the Association (if filed by the Association) is not in agreement with the decision rendered in Step 1, the grievant shall have the right to present a formal grievance to the Department Director within ten (10) Days after the discussion in Step 1. The right to file a grievance petition shall be waived in the event the Employee or Association fails to file a formal grievance within ten (10) Days after the occurrence of the incident that forms the basis of the grievance. All formal grievances shall be submitted on the form prescribed by the Human Resources Director and no formal grievance shall be accepted until the form is complete. The formal grievance shall contain a clear, concise statement of the grievance, the facts upon which the grievance is based, the rule, regulation, *MOU provision* or policy the interpretation of which is involved in the grievance, and the specific remedy or remedies sought by the grievant. The Department Director should render a written decision within ten (10) Days after receipt of the formal grievance.

Step 3: If the formal grievance has not been satisfactorily adjusted in Step 2, it may be appealed to the City Manager within ten (10) Days after the Employee receives the decision. The City Manager may accept or reject the decision of the Department Director and shall render a written decision within ten (10) Days after conducting a grievance hearing. The decision of the City Manager shall be final and conclusive. If mutually agreeable, a meeting may be conducted involving all affected parties at any step in the grievance procedure prior to a decision. The City Manager may delegate uninvolved Department Directors to act on behalf of the City Manager to provide

findings and recommendations. The findings and recommendations of the uninvolved Department Directors are advisory only and the City Manager's decision shall be final.

Time Limits: Grievances shall be processed from one step to the next within the time limit indicated for each step. Time limits shall be strictly enforced. Any time limits can be waived or extended only by mutual agreement confirmed in writing. Any grievance not carried to the next step by the Employee or Association within the prescribed time limit shall be deemed resolved upon the basis of the previous decision.

#### G. Probation

##### 1. Probationary Period

Newly hired employees shall serve a twelve (12) month probationary period. The probationary period for promoted employees shall be six (6) months.

Newly hired employees shall become eligible for their first step increase after twelve (12) months. All other City rules regarding step increases shall remain unchanged.

##### 2. Failure of Probation

###### (a) New Probation

An employee on new probation may be released at the sole discretion of the City at any time without right of appeal or hearing.

###### (b) Promotional Probation

An employee on promotional probation may be failed at any time without right of appeal or hearing and except that failing an employee on promotional probation must not be arbitrary, capricious or unreasonable.

An employee who fails promotional probation shall receive a performance evaluation stating the reason for failure of promotional probation.

When an employee fails their promotional probation, the employee shall have the right to return to their former class provided the employee was not in the previous class for the purpose of training for a promotion to a higher class. When an employee is returned to their former class, the employee shall serve the remainder of any uncompleted probationary period in the former class.

If the employee's former class has been deleted or abolished, the employee shall have the right to return to a class in their former occupational series closest to, but no higher than, the salary range of the class which the employee occupied immediately prior to promotion and shall serve the remainder of any probationary period not completed in the former class.

#### H. Salary on Reclassification

An employee who is reclassified will be provided with a salary increase to the nearest step closest to five (5%) percent (not to exceed the maximum of the new salary range).

#### I. Salary on Promotion

*Determination of employee salary upon promotion shall be governed by Section 6.11 of the Employee Policy Manual.*

#### J. Uniforms and Safety Equipment

For assigned Park Patrol staff, uniforms shall be worn at all times during regular business hours. Park Patrol shall be provided with City designated shirts, shorts, pants, boots, jacket, and hat annually. Additional equipment or supplies may be issued to employees by the Department as deemed appropriate. If the provided winter jacket or work boots are lost, the employee shall replace the item with one from an authorized vendor. Work boots shall provide toe protection and meet Department safety standards. The Department Head or designee may approve exceptions to wearing uniforms.

The City will continue its practice of directly paying for dry cleaning for individuals in the Park Patrol classification.

#### K. Service Awards

For the purpose of determining service awards, if an employee has been employed by the City on more than one occasion, non-consecutive time will be considered as part of total service. Prior to system implementations, an employee is required to individually notify the awards committee of all of the service time.

#### L. Direct Deposit

All employees shall participate in the payroll direct deposit system.

#### M. Telecommuting Program

The City agrees to a telecommuting program that will provide for 80 hours *per calendar year* of telecommuting hours to be used in accordance with City policy. *The provisions of the policy shall not trigger any right of grievance or appeal.*

#### N. Overpayment

*Employees will be notified by Payroll or Human Resources prior to the recovery of overpayments on paychecks. Recovery of more than 15% of net pay will be subject to a repayment schedule established by the appointing authority under guidelines issued by the Finance Department or Human Resources. Such recovery shall not exceed 15% per*

*month of disposable earnings, as defined by State law, except a mutually agreed upon accelerated payment plan for faster recovery.*

*Recoupments under this section shall be limited to forty-eight (48) months. However, nothing in this section is intended to preclude the City from seeking recoupment of overpayments due to fraud or other knowing concealment through any available legal forum.*

**O. Classification and Compensation Studies**

*In accordance with the City of Newport Beach Employee Policy Manual (EPM), the City Manager shall reclassify and/or adjust salary schedules for Association positions upon a determination that said adjustment(s) are warranted as a result of a job audit or classification and compensation study. The Association may submit up to three job study requests per fiscal year to the Human Resources Director. If the position requested requires analysis of other positions in the series, each position studied counts towards the total of three job audits per fiscal year.*

*The Human Resources Director may terminate a study upon a determination that there is no substantial evidence of a material change in duties, or of the need to adjust the compensation. At the time of the request for a job audit, the Association will provide the bases for the job audit request, including but not limited to, all substantial evidence of a material change in duties, and/or the bases for asserting said position's compensation requires adjusting. The job audit should include a detailed analysis of the work performed by, or expected of, the employee(s) and a comparison of that work with the job specifications for the classification. The Human Resources Director shall submit a completed job audit, together with recommendations to the Department Director, the City Manager and the Association.*

*In the event a position warrants adjustment in job duties and/or compensation, the salary range and effective date shall comply with section 9.2B of the City's EPM. This provision shall terminate upon the expiration of this MOU.*

**P. Separability**

*Should any part of this MOU or any provision herein contained be rendered or declared invalid, by reason of any existing or subsequently enacted Legislation, or by decree of a Court of competent jurisdiction, such invalidation of such part or portion of this MOU shall not invalidate the remaining portion hereto, and same shall remain in full force and effect.*

**Signatures are on the next page.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2025:

FOR THE NEWPORT BEACH CITY EMPLOYEES ASSOCIATION:

By:   
Mariah Stinson (Nov 19, 2025 16:51:48 PST)  
*Mariah Stinson, President*

By: *Jaime Gonzalez*  
Jaime Gonzalez (Dec 2, 2025 17:01:26 PST)  
*Jaime Gonzalez, Sr. Labor Relations Representative  
LIUNA Local 777*

FOR THE CITY OF NEWPORT BEACH

By: \_\_\_\_\_  
*Joe Stapleton, Mayor*

CITY OF NEWPORT BEACH  
APPROVED AS TO FORM

By:   
*Aaron C. Harp, City Attorney*

ATTEST:

By: \_\_\_\_\_  
*Lena Shumway, City Clerk*

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective November 29, 2025:  
5% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Assistant, Administrative	75	1	\$ 35.16	\$ 6,094	\$ 73,124
Assistant, Administrative	75	2	\$ 36.91	\$ 6,398	\$ 76,776
Assistant, Administrative	75	3	\$ 38.75	\$ 6,716	\$ 80,594
Assistant, Administrative	75	4	\$ 40.66	\$ 7,048	\$ 84,578
Assistant, Administrative	75	5	\$ 42.71	\$ 7,403	\$ 88,839
Assistant, Administrative	75	6	\$ 44.83	\$ 7,770	\$ 93,238
Assistant, Administrative	75	7	\$ 47.11	\$ 8,166	\$ 97,997
Assistant, Administrative	75	8	\$ 49.40	\$ 8,563	\$ 102,756
Assistant, Administrative	75	9	\$ 51.87	\$ 8,991	\$ 107,893
Assistant, Department	55	1	\$ 28.21	\$ 4,890	\$ 58,683
Assistant, Department	55	2	\$ 29.61	\$ 5,132	\$ 61,587
Assistant, Department	55	3	\$ 31.07	\$ 5,386	\$ 64,630
Assistant, Department	55	4	\$ 32.63	\$ 5,656	\$ 67,867
Assistant, Department	55	5	\$ 34.28	\$ 5,942	\$ 71,298
Assistant, Department	55	6	\$ 35.98	\$ 6,237	\$ 74,840
Assistant, Department	55	7	\$ 37.78	\$ 6,548	\$ 78,575
Assistant, Department	55	8	\$ 39.67	\$ 6,875	\$ 82,503
Assistant, Department	55	9	\$ 41.65	\$ 7,219	\$ 86,628
Assistant, Office	15	1	\$ 24.12	\$ 4,180	\$ 50,160
Assistant, Office	15	2	\$ 25.33	\$ 4,390	\$ 52,678
Assistant, Office	15	3	\$ 26.60	\$ 4,611	\$ 55,334
Assistant, Office	15	4	\$ 27.95	\$ 4,844	\$ 58,129
Assistant, Office	15	5	\$ 29.33	\$ 5,084	\$ 61,006
Assistant, Office	15	6	\$ 30.81	\$ 5,340	\$ 64,076
Assistant, Office	15	7	\$ 32.32	\$ 5,603	\$ 67,231
Assistant, Office	15	8	\$ 33.95	\$ 5,884	\$ 70,607
Assistant, Office	15	9	\$ 35.64	\$ 6,178	\$ 74,137
Buyer	01	1	\$ 35.24	\$ 6,108	\$ 73,290
Buyer	01	2	\$ 37.00	\$ 6,414	\$ 76,970
Buyer	01	3	\$ 38.84	\$ 6,732	\$ 80,788
Buyer	01	4	\$ 40.80	\$ 7,071	\$ 84,855
Buyer	01	5	\$ 42.83	\$ 7,424	\$ 89,088
Buyer	01	6	\$ 44.97	\$ 7,795	\$ 93,542
Buyer	01	7	\$ 47.23	\$ 8,187	\$ 98,246
Buyer	01	8	\$ 49.55	\$ 8,588	\$ 103,060
Buyer	01	9	\$ 52.03	\$ 9,018	\$ 108,213
Buyer, Senior	55A	1	\$ 41.58	\$ 7,207	\$ 86,487
Buyer, Senior	55A	2	\$ 43.67	\$ 7,569	\$ 90,831
Buyer, Senior	55A	3	\$ 45.82	\$ 7,943	\$ 95,313
Buyer, Senior	55A	4	\$ 48.12	\$ 8,342	\$ 100,100
Buyer, Senior	55A	5	\$ 50.52	\$ 8,757	\$ 105,079
Buyer, Senior	55A	6	\$ 53.05	\$ 9,195	\$ 110,336
Buyer, Senior	55A	7	\$ 55.68	\$ 9,651	\$ 115,814
Buyer, Senior	55A	8	\$ 58.50	\$ 10,140	\$ 121,680
Buyer, Senior	55A	9	\$ 61.43	\$ 10,647	\$ 127,764
Fiscal Clerk	31	1	\$ 25.43	\$ 4,408	\$ 52,900
Fiscal Clerk	31	2	\$ 26.75	\$ 4,637	\$ 55,638

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective November 29, 2025:  
5% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Fiscal Clerk	31	3	\$ 28.08	\$ 4,867	\$ 58,405
Fiscal Clerk	31	4	\$ 29.45	\$ 5,105	\$ 61,255
Fiscal Clerk	31	5	\$ 30.93	\$ 5,361	\$ 64,326
Fiscal Clerk	31	6	\$ 32.50	\$ 5,633	\$ 67,591
Fiscal Clerk	31	7	\$ 34.12	\$ 5,914	\$ 70,966
Fiscal Clerk	31	8	\$ 35.82	\$ 6,209	\$ 74,507
Fiscal Clerk	31	9	\$ 37.61	\$ 6,519	\$ 78,232
Fiscal Clerk, Senior	65	1	\$ 29.61	\$ 5,132	\$ 61,587
Fiscal Clerk, Senior	65	2	\$ 31.03	\$ 5,379	\$ 64,547
Fiscal Clerk, Senior	65	3	\$ 32.63	\$ 5,656	\$ 67,867
Fiscal Clerk, Senior	65	4	\$ 34.28	\$ 5,942	\$ 71,298
Fiscal Clerk, Senior	65	5	\$ 35.97	\$ 6,234	\$ 74,811
Fiscal Clerk, Senior	65	6	\$ 37.76	\$ 6,546	\$ 78,547
Fiscal Clerk, Senior	65	7	\$ 39.67	\$ 6,875	\$ 82,503
Fiscal Clerk, Senior	65	8	\$ 41.66	\$ 7,221	\$ 86,653
Fiscal Clerk, Senior	65	9	\$ 43.74	\$ 7,582	\$ 90,986
Fiscal Specialist	85	1	\$ 34.30	\$ 5,946	\$ 71,353
Fiscal Specialist	85	2	\$ 36.05	\$ 6,248	\$ 74,978
Fiscal Specialist	85	3	\$ 37.83	\$ 6,557	\$ 78,685
Fiscal Specialist	85	4	\$ 39.72	\$ 6,884	\$ 82,614
Fiscal Specialist	85	5	\$ 41.74	\$ 7,235	\$ 86,819
Fiscal Specialist	85	6	\$ 43.78	\$ 7,588	\$ 91,052
Fiscal Specialist	85	7	\$ 46.00	\$ 7,973	\$ 95,673
Fiscal Specialist	85	8	\$ 48.28	\$ 8,369	\$ 100,432
Fiscal Specialist	85	9	\$ 50.70	\$ 8,788	\$ 105,453
Inventory Analyst	90	1	\$ 30.18	\$ 5,231	\$ 62,776
Inventory Analyst	90	2	\$ 31.67	\$ 5,490	\$ 65,875
Inventory Analyst	90	3	\$ 33.24	\$ 5,762	\$ 69,140
Inventory Analyst	90	4	\$ 34.92	\$ 6,052	\$ 72,626
Inventory Analyst	90	5	\$ 36.69	\$ 6,359	\$ 76,306
Inventory Analyst	90	6	\$ 38.52	\$ 6,677	\$ 80,124
Inventory Analyst	90	7	\$ 40.46	\$ 7,014	\$ 84,163
Inventory Analyst	90	8	\$ 42.50	\$ 7,366	\$ 88,396
Inventory Analyst	90	9	\$ 44.62	\$ 7,735	\$ 92,816
Librarian I	20	1	\$ 34.70	\$ 6,015	\$ 72,184
Librarian I	20	2	\$ 36.43	\$ 6,315	\$ 75,780
Librarian I	20	3	\$ 38.23	\$ 6,626	\$ 79,515
Librarian I	20	4	\$ 40.18	\$ 6,965	\$ 83,582
Librarian I	20	5	\$ 42.17	\$ 7,309	\$ 87,705
Librarian I	20	6	\$ 44.33	\$ 7,685	\$ 92,214
Librarian I	20	7	\$ 46.52	\$ 8,063	\$ 96,752
Librarian I	20	8	\$ 48.82	\$ 8,462	\$ 101,538
Librarian I	20	9	\$ 51.26	\$ 8,885	\$ 106,615
Librarian II	30A	1	\$ 38.14	\$ 6,610	\$ 79,322
Librarian II	30A	2	\$ 40.08	\$ 6,947	\$ 83,360
Librarian II	30A	3	\$ 42.09	\$ 7,295	\$ 87,539
Librarian II	30A	4	\$ 44.17	\$ 7,657	\$ 91,882

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective November 29, 2025:  
5% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Librarian II	30A	5	\$ 46.40	\$ 8,042	\$ 96,503
Librarian II	30A	6	\$ 48.70	\$ 8,441	\$ 101,290
Librarian II	30A	7	\$ 51.13	\$ 8,863	\$ 106,352
Librarian II	30A	8	\$ 53.71	\$ 9,310	\$ 111,719
Librarian II	30A	9	\$ 56.40	\$ 9,775	\$ 117,306
Librarian III	35A	1	\$ 41.98	\$ 7,276	\$ 87,317
Librarian III	35A	2	\$ 44.04	\$ 7,634	\$ 91,606
Librarian III	35A	3	\$ 46.25	\$ 8,017	\$ 96,199
Librarian III	35A	4	\$ 48.60	\$ 8,425	\$ 101,096
Librarian III	35A	5	\$ 51.05	\$ 8,849	\$ 106,186
Librarian III	35A	6	\$ 53.57	\$ 9,285	\$ 111,415
Librarian III	35A	7	\$ 56.28	\$ 9,755	\$ 117,059
Librarian III	35A	8	\$ 59.06	\$ 10,237	\$ 122,842
Librarian III	35A	9	\$ 62.01	\$ 10,749	\$ 128,984
Library Assistant	70	1	\$ 29.52	\$ 5,116	\$ 61,393
Library Assistant	70	2	\$ 30.95	\$ 5,365	\$ 64,381
Library Assistant	70	3	\$ 32.52	\$ 5,637	\$ 67,646
Library Assistant	70	4	\$ 34.15	\$ 5,918	\$ 71,022
Library Assistant	70	5	\$ 35.85	\$ 6,214	\$ 74,563
Library Assistant	70	6	\$ 37.67	\$ 6,529	\$ 78,353
Library Assistant	70	7	\$ 39.53	\$ 6,852	\$ 82,227
Library Assistant	70	8	\$ 41.51	\$ 7,196	\$ 86,349
Library Assistant	70	9	\$ 43.59	\$ 7,556	\$ 90,667
Library Clerk I	05	1	\$ 23.00	\$ 3,986	\$ 47,836
Library Clerk I	05	2	\$ 24.13	\$ 4,182	\$ 50,188
Library Clerk I	05	3	\$ 25.34	\$ 4,392	\$ 52,705
Library Clerk I	05	4	\$ 26.60	\$ 4,611	\$ 55,334
Library Clerk I	05	5	\$ 27.95	\$ 4,844	\$ 58,129
Library Clerk I	05	6	\$ 29.33	\$ 5,084	\$ 61,006
Library Clerk I	05	7	\$ 30.81	\$ 5,340	\$ 64,076
Library Clerk I	05	8	\$ 32.34	\$ 5,605	\$ 67,258
Library Clerk I	05	9	\$ 33.95	\$ 5,885	\$ 70,621
Library Clerk II	30	1	\$ 25.43	\$ 4,408	\$ 52,900
Library Clerk II	30	2	\$ 26.75	\$ 4,637	\$ 55,638
Library Clerk II	30	3	\$ 28.08	\$ 4,867	\$ 58,405
Library Clerk II	30	4	\$ 29.45	\$ 5,105	\$ 61,255
Library Clerk II	30	5	\$ 30.93	\$ 5,361	\$ 64,326
Library Clerk II	30	6	\$ 32.50	\$ 5,633	\$ 67,591
Library Clerk II	30	7	\$ 34.12	\$ 5,914	\$ 70,966
Library Clerk II	30	8	\$ 35.82	\$ 6,209	\$ 74,507
Library Clerk II	30	9	\$ 37.61	\$ 6,519	\$ 78,232
Library Clerk, Senior	71	1	\$ 29.52	\$ 5,116	\$ 61,393
Library Clerk, Senior	71	2	\$ 30.95	\$ 5,365	\$ 64,381
Library Clerk, Senior	71	3	\$ 32.52	\$ 5,637	\$ 67,646
Library Clerk, Senior	71	4	\$ 34.15	\$ 5,918	\$ 71,022
Library Clerk, Senior	71	5	\$ 35.85	\$ 6,214	\$ 74,563
Library Clerk, Senior	71	6	\$ 37.67	\$ 6,529	\$ 78,353

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective November 29, 2025:  
5% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Library Clerk, Senior	71	7	\$ 39.53	\$ 6,852	\$ 82,227
Library Clerk, Senior	71	8	\$ 41.51	\$ 7,196	\$ 86,349
Library Clerk, Senior	71	9	\$ 43.59	\$ 7,556	\$ 90,667
Mail Processing Clerk, Senior	07	1	\$ 26.71	\$ 4,630	\$ 55,556
Mail Processing Clerk, Senior	07	2	\$ 28.04	\$ 4,860	\$ 58,322
Mail Processing Clerk, Senior	07	3	\$ 29.45	\$ 5,105	\$ 61,255
Mail Processing Clerk, Senior	07	4	\$ 30.90	\$ 5,356	\$ 64,270
Mail Processing Clerk, Senior	07	5	\$ 32.47	\$ 5,628	\$ 67,536
Mail Processing Clerk, Senior	07	6	\$ 34.09	\$ 5,909	\$ 70,911
Mail Processing Clerk, Senior	07	7	\$ 35.81	\$ 6,207	\$ 74,480
Mail Processing Clerk, Senior	07	8	\$ 37.59	\$ 6,516	\$ 78,187
Mail Processing Clerk, Senior	07	9	\$ 39.47	\$ 6,841	\$ 82,097
Marketing Specialist	02	1	\$ 35.16	\$ 6,094	\$ 73,124
Marketing Specialist	02	2	\$ 36.91	\$ 6,398	\$ 76,776
Marketing Specialist	02	3	\$ 38.73	\$ 6,714	\$ 80,566
Marketing Specialist	02	4	\$ 40.64	\$ 7,044	\$ 84,523
Marketing Specialist	02	5	\$ 42.72	\$ 7,406	\$ 88,866
Marketing Specialist	02	6	\$ 44.87	\$ 7,777	\$ 93,321
Marketing Specialist	02	7	\$ 47.09	\$ 8,162	\$ 97,941
Marketing Specialist	02	8	\$ 49.41	\$ 8,565	\$ 102,783
Marketing Specialist	02	9	\$ 51.89	\$ 8,993	\$ 107,922
Park Patrol Officer	89	1	\$ 25.06	\$ 4,344	\$ 52,125
Park Patrol Officer	89	2	\$ 26.32	\$ 4,563	\$ 54,753
Park Patrol Officer	89	3	\$ 27.61	\$ 4,786	\$ 57,437
Park Patrol Officer	89	4	\$ 29.01	\$ 5,028	\$ 60,342
Park Patrol Officer	89	5	\$ 30.45	\$ 5,278	\$ 63,330
Park Patrol Officer	89	6	\$ 31.98	\$ 5,543	\$ 66,512
Park Patrol Officer	89	7	\$ 33.59	\$ 5,822	\$ 69,859
Park Patrol Officer	89	8	\$ 35.26	\$ 6,112	\$ 73,345
Park Patrol Officer	89	9	\$ 37.03	\$ 6,418	\$ 77,013
Park Patrol Officer, Lead	22	1	\$ 28.12	\$ 4,874	\$ 58,488
Park Patrol Officer, Lead	22	2	\$ 29.53	\$ 5,118	\$ 61,421
Park Patrol Officer, Lead	22	3	\$ 30.99	\$ 5,372	\$ 64,464
Park Patrol Officer, Lead	22	4	\$ 32.56	\$ 5,644	\$ 67,729
Park Patrol Officer, Lead	22	5	\$ 34.18	\$ 5,925	\$ 71,105
Park Patrol Officer, Lead	22	6	\$ 35.89	\$ 6,220	\$ 74,645
Park Patrol Officer, Lead	22	7	\$ 37.68	\$ 6,532	\$ 78,381
Park Patrol Officer, Lead	22	8	\$ 39.57	\$ 6,859	\$ 82,310
Park Patrol Officer, Lead	22	9	\$ 41.55	\$ 7,202	\$ 86,425
Public Works Specialist	57A	1	\$ 34.18	\$ 5,925	\$ 71,105
Public Works Specialist	57A	2	\$ 35.89	\$ 6,220	\$ 74,645
Public Works Specialist	57A	3	\$ 37.70	\$ 6,534	\$ 78,408
Public Works Specialist	57A	4	\$ 39.56	\$ 6,857	\$ 82,282
Public Works Specialist	57A	5	\$ 41.54	\$ 7,200	\$ 86,404
Public Works Specialist	57A	6	\$ 43.67	\$ 7,569	\$ 90,831
Public Works Specialist	57A	7	\$ 45.81	\$ 7,940	\$ 95,285
Public Works Specialist	57A	8	\$ 48.14	\$ 8,344	\$ 100,127

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective November 29, 2025:  
5% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Public Works Specialist	57A	9	\$ 50.54	\$ 8,761	\$ 105,133
Records Specialist	76	1	\$ 35.16	\$ 6,094	\$ 73,124
Records Specialist	76	2	\$ 36.91	\$ 6,398	\$ 76,776
Records Specialist	76	3	\$ 38.75	\$ 6,716	\$ 80,594
Records Specialist	76	4	\$ 40.66	\$ 7,048	\$ 84,578
Records Specialist	76	5	\$ 42.71	\$ 7,403	\$ 88,839
Records Specialist	76	6	\$ 44.83	\$ 7,770	\$ 93,238
Records Specialist	76	7	\$ 47.11	\$ 8,166	\$ 97,997
Records Specialist	76	8	\$ 49.40	\$ 8,563	\$ 102,756
Records Specialist	76	9	\$ 51.87	\$ 8,991	\$ 107,893
Recreation Coordinator	05A	1	\$ 32.51	\$ 5,635	\$ 67,618
Recreation Coordinator	05A	2	\$ 34.15	\$ 5,918	\$ 71,022
Recreation Coordinator	05A	3	\$ 35.83	\$ 6,211	\$ 74,535
Recreation Coordinator	05A	4	\$ 37.67	\$ 6,529	\$ 78,353
Recreation Coordinator	05A	5	\$ 39.53	\$ 6,852	\$ 82,227
Recreation Coordinator	05A	6	\$ 41.51	\$ 7,196	\$ 86,349
Recreation Coordinator	05A	7	\$ 43.62	\$ 7,560	\$ 90,720
Recreation Coordinator	05A	8	\$ 45.74	\$ 7,929	\$ 95,147
Recreation Coordinator	05A	9	\$ 48.03	\$ 8,325	\$ 99,904
Recreation Coordinator, Assistant	07A	1	\$ 26.71	\$ 4,630	\$ 55,556
Recreation Coordinator, Assistant	07A	2	\$ 28.04	\$ 4,860	\$ 58,322
Recreation Coordinator, Assistant	07A	3	\$ 29.45	\$ 5,105	\$ 61,255
Recreation Coordinator, Assistant	07A	4	\$ 30.90	\$ 5,356	\$ 64,270
Recreation Coordinator, Assistant	07A	5	\$ 32.47	\$ 5,628	\$ 67,536
Recreation Coordinator, Assistant	07A	6	\$ 34.09	\$ 5,909	\$ 70,911
Recreation Coordinator, Assistant	07A	7	\$ 35.81	\$ 6,207	\$ 74,480
Recreation Coordinator, Assistant	07A	8	\$ 37.59	\$ 6,516	\$ 78,187
Recreation Coordinator, Assistant	07A	9	\$ 39.47	\$ 6,841	\$ 82,097
Recreation Supervisor	04	1	\$ 38.00	\$ 6,586	\$ 79,036
Recreation Supervisor	04	2	\$ 39.92	\$ 6,919	\$ 83,025
Recreation Supervisor	04	3	\$ 41.89	\$ 7,261	\$ 87,131
Recreation Supervisor	04	4	\$ 43.98	\$ 7,623	\$ 91,471
Recreation Supervisor	04	5	\$ 46.20	\$ 8,009	\$ 96,105
Recreation Supervisor	04	6	\$ 48.49	\$ 8,405	\$ 100,856
Recreation Supervisor	04	7	\$ 50.96	\$ 8,832	\$ 105,988
Recreation Supervisor	04	8	\$ 53.49	\$ 9,272	\$ 111,267
Recreation Supervisor	04	9	\$ 56.17	\$ 9,736	\$ 116,830

Hourly rates are rounded to the nearest hundredth. Monthly and annual salaries are rounded to the nearest whole dollar.  
Actual rates may vary slightly due to rounding.

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 9, 2027:  
4% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Assistant, Administrative	75	1	\$ 36.56	\$ 6,337	\$ 76,049
Assistant, Administrative	75	2	\$ 38.39	\$ 6,654	\$ 79,848
Assistant, Administrative	75	3	\$ 40.30	\$ 6,985	\$ 83,818
Assistant, Administrative	75	4	\$ 42.29	\$ 7,330	\$ 87,961
Assistant, Administrative	75	5	\$ 44.42	\$ 7,699	\$ 92,393
Assistant, Administrative	75	6	\$ 46.62	\$ 8,081	\$ 96,968
Assistant, Administrative	75	7	\$ 49.00	\$ 8,493	\$ 101,916
Assistant, Administrative	75	8	\$ 51.38	\$ 8,905	\$ 106,866
Assistant, Administrative	75	9	\$ 53.95	\$ 9,351	\$ 112,209
Assistant, Department	55	1	\$ 29.34	\$ 5,086	\$ 61,030
Assistant, Department	55	2	\$ 30.79	\$ 5,338	\$ 64,050
Assistant, Department	55	3	\$ 32.31	\$ 5,601	\$ 67,215
Assistant, Department	55	4	\$ 33.93	\$ 5,882	\$ 70,582
Assistant, Department	55	5	\$ 35.65	\$ 6,179	\$ 74,150
Assistant, Department	55	6	\$ 37.42	\$ 6,486	\$ 77,833
Assistant, Department	55	7	\$ 39.29	\$ 6,810	\$ 81,718
Assistant, Department	55	8	\$ 41.25	\$ 7,150	\$ 85,803
Assistant, Department	55	9	\$ 43.31	\$ 7,508	\$ 90,094
Assistant, Office	15	1	\$ 25.08	\$ 4,347	\$ 52,166
Assistant, Office	15	2	\$ 26.34	\$ 4,565	\$ 54,785
Assistant, Office	15	3	\$ 27.67	\$ 4,796	\$ 57,548
Assistant, Office	15	4	\$ 29.06	\$ 5,038	\$ 60,454
Assistant, Office	15	5	\$ 30.50	\$ 5,287	\$ 63,446
Assistant, Office	15	6	\$ 32.04	\$ 5,553	\$ 66,640
Assistant, Office	15	7	\$ 33.62	\$ 5,827	\$ 69,920
Assistant, Office	15	8	\$ 35.30	\$ 6,119	\$ 73,431
Assistant, Office	15	9	\$ 37.07	\$ 6,425	\$ 77,102
Buyer	01	1	\$ 36.65	\$ 6,352	\$ 76,222
Buyer	01	2	\$ 38.48	\$ 6,671	\$ 80,049
Buyer	01	3	\$ 40.39	\$ 7,002	\$ 84,020
Buyer	01	4	\$ 42.43	\$ 7,354	\$ 88,249
Buyer	01	5	\$ 44.54	\$ 7,721	\$ 92,652
Buyer	01	6	\$ 46.77	\$ 8,107	\$ 97,284
Buyer	01	7	\$ 49.12	\$ 8,515	\$ 102,176
Buyer	01	8	\$ 51.53	\$ 8,932	\$ 107,182
Buyer	01	9	\$ 54.11	\$ 9,378	\$ 112,541
Buyer, Senior	55A	1	\$ 43.24	\$ 7,496	\$ 89,947
Buyer, Senior	55A	2	\$ 45.42	\$ 7,872	\$ 94,465
Buyer, Senior	55A	3	\$ 47.66	\$ 8,260	\$ 99,125
Buyer, Senior	55A	4	\$ 50.05	\$ 8,675	\$ 104,104
Buyer, Senior	55A	5	\$ 52.54	\$ 9,107	\$ 109,283
Buyer, Senior	55A	6	\$ 55.17	\$ 9,562	\$ 114,750
Buyer, Senior	55A	7	\$ 57.91	\$ 10,037	\$ 120,447
Buyer, Senior	55A	8	\$ 60.84	\$ 10,546	\$ 126,547
Buyer, Senior	55A	9	\$ 63.88	\$ 11,073	\$ 132,875
Fiscal Clerk	31	1	\$ 26.45	\$ 4,585	\$ 55,015
Fiscal Clerk	31	2	\$ 27.82	\$ 4,822	\$ 57,864

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 9, 2027:  
4% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Fiscal Clerk	31	3	\$ 29.20	\$ 5,062	\$ 60,741
Fiscal Clerk	31	4	\$ 30.63	\$ 5,309	\$ 63,705
Fiscal Clerk	31	5	\$ 32.16	\$ 5,575	\$ 66,899
Fiscal Clerk	31	6	\$ 33.80	\$ 5,858	\$ 70,295
Fiscal Clerk	31	7	\$ 35.48	\$ 6,150	\$ 73,804
Fiscal Clerk	31	8	\$ 37.25	\$ 6,457	\$ 77,488
Fiscal Clerk	31	9	\$ 39.12	\$ 6,780	\$ 81,362
Fiscal Clerk, Senior	65	1	\$ 30.79	\$ 5,338	\$ 64,050
Fiscal Clerk, Senior	65	2	\$ 32.27	\$ 5,594	\$ 67,129
Fiscal Clerk, Senior	65	3	\$ 33.93	\$ 5,882	\$ 70,582
Fiscal Clerk, Senior	65	4	\$ 35.65	\$ 6,179	\$ 74,150
Fiscal Clerk, Senior	65	5	\$ 37.41	\$ 6,484	\$ 77,804
Fiscal Clerk, Senior	65	6	\$ 39.27	\$ 6,807	\$ 81,688
Fiscal Clerk, Senior	65	7	\$ 41.25	\$ 7,150	\$ 85,803
Fiscal Clerk, Senior	65	8	\$ 43.33	\$ 7,510	\$ 90,120
Fiscal Clerk, Senior	65	9	\$ 45.49	\$ 7,885	\$ 94,625
Fiscal Specialist	85	1	\$ 35.68	\$ 6,184	\$ 74,207
Fiscal Specialist	85	2	\$ 37.49	\$ 6,498	\$ 77,977
Fiscal Specialist	85	3	\$ 39.34	\$ 6,819	\$ 81,832
Fiscal Specialist	85	4	\$ 41.31	\$ 7,160	\$ 85,918
Fiscal Specialist	85	5	\$ 43.41	\$ 7,524	\$ 90,292
Fiscal Specialist	85	6	\$ 45.53	\$ 7,891	\$ 94,694
Fiscal Specialist	85	7	\$ 47.84	\$ 8,292	\$ 99,500
Fiscal Specialist	85	8	\$ 50.22	\$ 8,704	\$ 104,449
Fiscal Specialist	85	9	\$ 52.73	\$ 9,139	\$ 109,671
Inventory Analyst	90	1	\$ 31.39	\$ 5,441	\$ 65,288
Inventory Analyst	90	2	\$ 32.94	\$ 5,709	\$ 68,511
Inventory Analyst	90	3	\$ 34.57	\$ 5,992	\$ 71,905
Inventory Analyst	90	4	\$ 36.31	\$ 6,294	\$ 75,532
Inventory Analyst	90	5	\$ 38.15	\$ 6,613	\$ 79,358
Inventory Analyst	90	6	\$ 40.06	\$ 6,944	\$ 83,328
Inventory Analyst	90	7	\$ 42.08	\$ 7,294	\$ 87,530
Inventory Analyst	90	8	\$ 44.20	\$ 7,661	\$ 91,932
Inventory Analyst	90	9	\$ 46.41	\$ 8,044	\$ 96,529
Librarian I	20	1	\$ 36.09	\$ 6,256	\$ 75,071
Librarian I	20	2	\$ 37.89	\$ 6,568	\$ 78,811
Librarian I	20	3	\$ 39.76	\$ 6,891	\$ 82,696
Librarian I	20	4	\$ 41.79	\$ 7,244	\$ 86,926
Librarian I	20	5	\$ 43.85	\$ 7,601	\$ 91,213
Librarian I	20	6	\$ 46.11	\$ 7,992	\$ 95,903
Librarian I	20	7	\$ 48.38	\$ 8,385	\$ 100,622
Librarian I	20	8	\$ 50.77	\$ 8,800	\$ 105,600
Librarian I	20	9	\$ 53.31	\$ 9,240	\$ 110,880
Librarian II	30A	1	\$ 39.66	\$ 6,875	\$ 82,494
Librarian II	30A	2	\$ 41.68	\$ 7,225	\$ 86,695
Librarian II	30A	3	\$ 43.77	\$ 7,587	\$ 91,040
Librarian II	30A	4	\$ 45.94	\$ 7,963	\$ 95,558

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 9, 2027:  
4% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Librarian II	30A	5	\$ 48.25	\$ 8,364	\$ 100,363
Librarian II	30A	6	\$ 50.64	\$ 8,778	\$ 105,341
Librarian II	30A	7	\$ 53.18	\$ 9,217	\$ 110,607
Librarian II	30A	8	\$ 55.86	\$ 9,682	\$ 116,188
Librarian II	30A	9	\$ 58.65	\$ 10,166	\$ 121,998
Librarian III	35A	1	\$ 43.66	\$ 7,568	\$ 90,810
Librarian III	35A	2	\$ 45.80	\$ 7,939	\$ 95,270
Librarian III	35A	3	\$ 48.10	\$ 8,337	\$ 100,047
Librarian III	35A	4	\$ 50.55	\$ 8,762	\$ 105,139
Librarian III	35A	5	\$ 53.09	\$ 9,203	\$ 110,434
Librarian III	35A	6	\$ 55.71	\$ 9,656	\$ 115,872
Librarian III	35A	7	\$ 58.53	\$ 10,145	\$ 121,741
Librarian III	35A	8	\$ 61.42	\$ 10,646	\$ 127,755
Librarian III	35A	9	\$ 64.49	\$ 11,179	\$ 134,144
Library Assistant	70	1	\$ 30.70	\$ 5,321	\$ 63,848
Library Assistant	70	2	\$ 32.19	\$ 5,580	\$ 66,957
Library Assistant	70	3	\$ 33.82	\$ 5,863	\$ 70,352
Library Assistant	70	4	\$ 35.51	\$ 6,155	\$ 73,862
Library Assistant	70	5	\$ 37.28	\$ 6,462	\$ 77,545
Library Assistant	70	6	\$ 39.18	\$ 6,791	\$ 81,488
Library Assistant	70	7	\$ 41.11	\$ 7,126	\$ 85,516
Library Assistant	70	8	\$ 43.17	\$ 7,484	\$ 89,803
Library Assistant	70	9	\$ 45.33	\$ 7,858	\$ 94,293
Library Clerk I	05	1	\$ 23.92	\$ 4,146	\$ 49,750
Library Clerk I	05	2	\$ 25.09	\$ 4,350	\$ 52,196
Library Clerk I	05	3	\$ 26.35	\$ 4,568	\$ 54,814
Library Clerk I	05	4	\$ 27.67	\$ 4,796	\$ 57,548
Library Clerk I	05	5	\$ 29.06	\$ 5,038	\$ 60,454
Library Clerk I	05	6	\$ 30.50	\$ 5,287	\$ 63,446
Library Clerk I	05	7	\$ 32.04	\$ 5,553	\$ 66,640
Library Clerk I	05	8	\$ 33.63	\$ 5,829	\$ 69,949
Library Clerk I	05	9	\$ 35.31	\$ 6,121	\$ 73,446
Library Clerk II	30	1	\$ 26.45	\$ 4,585	\$ 55,015
Library Clerk II	30	2	\$ 27.82	\$ 4,822	\$ 57,864
Library Clerk II	30	3	\$ 29.20	\$ 5,062	\$ 60,741
Library Clerk II	30	4	\$ 30.63	\$ 5,309	\$ 63,705
Library Clerk II	30	5	\$ 32.16	\$ 5,575	\$ 66,899
Library Clerk II	30	6	\$ 33.80	\$ 5,858	\$ 70,295
Library Clerk II	30	7	\$ 35.48	\$ 6,150	\$ 73,804
Library Clerk II	30	8	\$ 37.25	\$ 6,457	\$ 77,488
Library Clerk II	30	9	\$ 39.12	\$ 6,780	\$ 81,362
Library Clerk, Senior	71	1	\$ 30.70	\$ 5,321	\$ 63,848
Library Clerk, Senior	71	2	\$ 32.19	\$ 5,580	\$ 66,957
Library Clerk, Senior	71	3	\$ 33.82	\$ 5,863	\$ 70,352
Library Clerk, Senior	71	4	\$ 35.51	\$ 6,155	\$ 73,862
Library Clerk, Senior	71	5	\$ 37.28	\$ 6,462	\$ 77,545
Library Clerk, Senior	71	6	\$ 39.18	\$ 6,791	\$ 81,488

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 9, 2027:  
4% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Library Clerk, Senior	71	7	\$ 41.11	\$ 7,126	\$ 85,516
Library Clerk, Senior	71	8	\$ 43.17	\$ 7,484	\$ 89,803
Library Clerk, Senior	71	9	\$ 45.33	\$ 7,858	\$ 94,293
Mail Processing Clerk, Senior	07	1	\$ 27.78	\$ 4,815	\$ 57,778
Mail Processing Clerk, Senior	07	2	\$ 29.16	\$ 5,055	\$ 60,655
Mail Processing Clerk, Senior	07	3	\$ 30.63	\$ 5,309	\$ 63,705
Mail Processing Clerk, Senior	07	4	\$ 32.14	\$ 5,570	\$ 66,841
Mail Processing Clerk, Senior	07	5	\$ 33.77	\$ 5,853	\$ 70,237
Mail Processing Clerk, Senior	07	6	\$ 35.46	\$ 6,146	\$ 73,747
Mail Processing Clerk, Senior	07	7	\$ 37.24	\$ 6,455	\$ 77,459
Mail Processing Clerk, Senior	07	8	\$ 39.09	\$ 6,776	\$ 81,314
Mail Processing Clerk, Senior	07	9	\$ 41.05	\$ 7,115	\$ 85,380
Marketing Specialist	02	1	\$ 36.56	\$ 6,337	\$ 76,049
Marketing Specialist	02	2	\$ 38.39	\$ 6,654	\$ 79,848
Marketing Specialist	02	3	\$ 40.28	\$ 6,982	\$ 83,789
Marketing Specialist	02	4	\$ 42.26	\$ 7,325	\$ 87,904
Marketing Specialist	02	5	\$ 44.43	\$ 7,702	\$ 92,421
Marketing Specialist	02	6	\$ 46.66	\$ 8,088	\$ 97,054
Marketing Specialist	02	7	\$ 48.97	\$ 8,488	\$ 101,859
Marketing Specialist	02	8	\$ 51.39	\$ 8,908	\$ 106,894
Marketing Specialist	02	9	\$ 53.96	\$ 9,353	\$ 112,239
Park Patrol Officer	89	1	\$ 26.06	\$ 4,517	\$ 54,210
Park Patrol Officer	89	2	\$ 27.38	\$ 4,745	\$ 56,943
Park Patrol Officer	89	3	\$ 28.72	\$ 4,978	\$ 59,734
Park Patrol Officer	89	4	\$ 30.17	\$ 5,230	\$ 62,755
Park Patrol Officer	89	5	\$ 31.67	\$ 5,489	\$ 65,864
Park Patrol Officer	89	6	\$ 33.26	\$ 5,764	\$ 69,172
Park Patrol Officer	89	7	\$ 34.93	\$ 6,054	\$ 72,654
Park Patrol Officer	89	8	\$ 36.67	\$ 6,357	\$ 76,279
Park Patrol Officer	89	9	\$ 38.51	\$ 6,674	\$ 80,093
Park Patrol Officer, Lead	22	1	\$ 29.24	\$ 5,069	\$ 60,828
Park Patrol Officer, Lead	22	2	\$ 30.71	\$ 5,323	\$ 63,878
Park Patrol Officer, Lead	22	3	\$ 32.23	\$ 5,587	\$ 67,043
Park Patrol Officer, Lead	22	4	\$ 33.86	\$ 5,870	\$ 70,438
Park Patrol Officer, Lead	22	5	\$ 35.55	\$ 6,162	\$ 73,949
Park Patrol Officer, Lead	22	6	\$ 37.32	\$ 6,469	\$ 77,631
Park Patrol Officer, Lead	22	7	\$ 39.19	\$ 6,793	\$ 81,516
Park Patrol Officer, Lead	22	8	\$ 41.15	\$ 7,134	\$ 85,602
Park Patrol Officer, Lead	22	9	\$ 43.21	\$ 7,490	\$ 89,882
Public Works Specialist	57A	1	\$ 35.55	\$ 6,162	\$ 73,949
Public Works Specialist	57A	2	\$ 37.32	\$ 6,469	\$ 77,631
Public Works Specialist	57A	3	\$ 39.20	\$ 6,795	\$ 81,545
Public Works Specialist	57A	4	\$ 41.14	\$ 7,131	\$ 85,573
Public Works Specialist	57A	5	\$ 43.20	\$ 7,488	\$ 89,860
Public Works Specialist	57A	6	\$ 45.42	\$ 7,872	\$ 94,465
Public Works Specialist	57A	7	\$ 47.64	\$ 8,258	\$ 99,096
Public Works Specialist	57A	8	\$ 50.06	\$ 8,678	\$ 104,132

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 9, 2027:  
4% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Public Works Specialist	57A	9	\$ 52.57	\$ 9,112	\$ 109,339
Records Specialist	76	1	\$ 36.56	\$ 6,337	\$ 76,049
Records Specialist	76	2	\$ 38.39	\$ 6,654	\$ 79,848
Records Specialist	76	3	\$ 40.30	\$ 6,985	\$ 83,818
Records Specialist	76	4	\$ 42.29	\$ 7,330	\$ 87,961
Records Specialist	76	5	\$ 44.42	\$ 7,699	\$ 92,393
Records Specialist	76	6	\$ 46.62	\$ 8,081	\$ 96,968
Records Specialist	76	7	\$ 49.00	\$ 8,493	\$ 101,916
Records Specialist	76	8	\$ 51.38	\$ 8,905	\$ 106,866
Records Specialist	76	9	\$ 53.95	\$ 9,351	\$ 112,209
Recreation Coordinator	05A	1	\$ 33.81	\$ 5,860	\$ 70,323
Recreation Coordinator	05A	2	\$ 35.51	\$ 6,155	\$ 73,862
Recreation Coordinator	05A	3	\$ 37.27	\$ 6,460	\$ 77,516
Recreation Coordinator	05A	4	\$ 39.18	\$ 6,791	\$ 81,488
Recreation Coordinator	05A	5	\$ 41.11	\$ 7,126	\$ 85,516
Recreation Coordinator	05A	6	\$ 43.17	\$ 7,484	\$ 89,803
Recreation Coordinator	05A	7	\$ 45.36	\$ 7,862	\$ 94,349
Recreation Coordinator	05A	8	\$ 47.57	\$ 8,246	\$ 98,953
Recreation Coordinator	05A	9	\$ 49.95	\$ 8,658	\$ 103,900
Recreation Coordinator, Assistant	07A	1	\$ 27.78	\$ 4,815	\$ 57,778
Recreation Coordinator, Assistant	07A	2	\$ 29.16	\$ 5,055	\$ 60,655
Recreation Coordinator, Assistant	07A	3	\$ 30.63	\$ 5,309	\$ 63,705
Recreation Coordinator, Assistant	07A	4	\$ 32.14	\$ 5,570	\$ 66,841
Recreation Coordinator, Assistant	07A	5	\$ 33.77	\$ 5,853	\$ 70,237
Recreation Coordinator, Assistant	07A	6	\$ 35.46	\$ 6,146	\$ 73,747
Recreation Coordinator, Assistant	07A	7	\$ 37.24	\$ 6,455	\$ 77,459
Recreation Coordinator, Assistant	07A	8	\$ 39.09	\$ 6,776	\$ 81,314
Recreation Coordinator, Assistant	07A	9	\$ 41.05	\$ 7,115	\$ 85,380
Recreation Supervisor	04	1	\$ 39.52	\$ 6,850	\$ 82,198
Recreation Supervisor	04	2	\$ 41.51	\$ 7,195	\$ 86,346
Recreation Supervisor	04	3	\$ 43.57	\$ 7,551	\$ 90,617
Recreation Supervisor	04	4	\$ 45.74	\$ 7,927	\$ 95,130
Recreation Supervisor	04	5	\$ 48.05	\$ 8,329	\$ 99,949
Recreation Supervisor	04	6	\$ 50.43	\$ 8,741	\$ 104,890
Recreation Supervisor	04	7	\$ 52.99	\$ 9,186	\$ 110,228
Recreation Supervisor	04	8	\$ 55.63	\$ 9,643	\$ 115,718
Recreation Supervisor	04	9	\$ 58.42	\$ 10,125	\$ 121,504

Hourly rates are rounded to the nearest hundredth. Monthly and annual salaries are rounded to the nearest whole dollar.  
Actual rates may vary slightly due to rounding.

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 8, 2028:  
3% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Assistant, Administrative	75	1	\$ 37.66	\$ 6,528	\$ 78,330
Assistant, Administrative	75	2	\$ 39.54	\$ 6,854	\$ 82,243
Assistant, Administrative	75	3	\$ 41.51	\$ 7,194	\$ 86,332
Assistant, Administrative	75	4	\$ 43.56	\$ 7,550	\$ 90,600
Assistant, Administrative	75	5	\$ 45.75	\$ 7,930	\$ 95,165
Assistant, Administrative	75	6	\$ 48.02	\$ 8,323	\$ 99,877
Assistant, Administrative	75	7	\$ 50.47	\$ 8,748	\$ 104,974
Assistant, Administrative	75	8	\$ 52.92	\$ 9,173	\$ 110,072
Assistant, Administrative	75	9	\$ 55.57	\$ 9,631	\$ 115,575
Assistant, Department	55	1	\$ 30.22	\$ 5,238	\$ 62,860
Assistant, Department	55	2	\$ 31.72	\$ 5,498	\$ 65,972
Assistant, Department	55	3	\$ 33.28	\$ 5,769	\$ 69,231
Assistant, Department	55	4	\$ 34.95	\$ 6,058	\$ 72,699
Assistant, Department	55	5	\$ 36.72	\$ 6,365	\$ 76,375
Assistant, Department	55	6	\$ 38.54	\$ 6,681	\$ 80,168
Assistant, Department	55	7	\$ 40.47	\$ 7,014	\$ 84,169
Assistant, Department	55	8	\$ 42.49	\$ 7,365	\$ 88,377
Assistant, Department	55	9	\$ 44.61	\$ 7,733	\$ 92,796
Assistant, Office	15	1	\$ 25.83	\$ 4,478	\$ 53,731
Assistant, Office	15	2	\$ 27.13	\$ 4,702	\$ 56,429
Assistant, Office	15	3	\$ 28.50	\$ 4,940	\$ 59,274
Assistant, Office	15	4	\$ 29.94	\$ 5,189	\$ 62,267
Assistant, Office	15	5	\$ 31.42	\$ 5,446	\$ 65,350
Assistant, Office	15	6	\$ 33.00	\$ 5,720	\$ 68,638
Assistant, Office	15	7	\$ 34.62	\$ 6,001	\$ 72,018
Assistant, Office	15	8	\$ 36.36	\$ 6,303	\$ 75,634
Assistant, Office	15	9	\$ 38.18	\$ 6,618	\$ 79,416
Buyer	01	1	\$ 37.74	\$ 6,542	\$ 78,508
Buyer	01	2	\$ 39.64	\$ 6,871	\$ 82,450
Buyer	01	3	\$ 41.61	\$ 7,212	\$ 86,540
Buyer	01	4	\$ 43.70	\$ 7,575	\$ 90,897
Buyer	01	5	\$ 45.88	\$ 7,953	\$ 95,431
Buyer	01	6	\$ 48.17	\$ 8,350	\$ 100,202
Buyer	01	7	\$ 50.60	\$ 8,770	\$ 105,241
Buyer	01	8	\$ 53.08	\$ 9,200	\$ 110,398
Buyer	01	9	\$ 55.73	\$ 9,660	\$ 115,917
Buyer, Senior	55A	1	\$ 44.54	\$ 7,720	\$ 92,645
Buyer, Senior	55A	2	\$ 46.78	\$ 8,108	\$ 97,299
Buyer, Senior	55A	3	\$ 49.09	\$ 8,508	\$ 102,099
Buyer, Senior	55A	4	\$ 51.55	\$ 8,936	\$ 107,227
Buyer, Senior	55A	5	\$ 54.12	\$ 9,380	\$ 112,561
Buyer, Senior	55A	6	\$ 56.82	\$ 9,849	\$ 118,192
Buyer, Senior	55A	7	\$ 59.64	\$ 10,338	\$ 124,060
Buyer, Senior	55A	8	\$ 62.67	\$ 10,862	\$ 130,343
Buyer, Senior	55A	9	\$ 65.80	\$ 11,405	\$ 136,861
Fiscal Clerk	31	1	\$ 27.24	\$ 4,722	\$ 56,666
Fiscal Clerk	31	2	\$ 28.65	\$ 4,967	\$ 59,600

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 8, 2028:  
3% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Fiscal Clerk	31	3	\$ 30.08	\$ 5,214	\$ 62,564
Fiscal Clerk	31	4	\$ 31.55	\$ 5,468	\$ 65,616
Fiscal Clerk	31	5	\$ 33.13	\$ 5,742	\$ 68,906
Fiscal Clerk	31	6	\$ 34.81	\$ 6,034	\$ 72,404
Fiscal Clerk	31	7	\$ 36.55	\$ 6,335	\$ 76,019
Fiscal Clerk	31	8	\$ 38.37	\$ 6,651	\$ 79,812
Fiscal Clerk	31	9	\$ 40.29	\$ 6,984	\$ 83,803
Fiscal Clerk, Senior	65	1	\$ 31.72	\$ 5,498	\$ 65,972
Fiscal Clerk, Senior	65	2	\$ 33.24	\$ 5,762	\$ 69,143
Fiscal Clerk, Senior	65	3	\$ 34.95	\$ 6,058	\$ 72,699
Fiscal Clerk, Senior	65	4	\$ 36.72	\$ 6,365	\$ 76,375
Fiscal Clerk, Senior	65	5	\$ 38.53	\$ 6,678	\$ 80,138
Fiscal Clerk, Senior	65	6	\$ 40.45	\$ 7,012	\$ 84,139
Fiscal Clerk, Senior	65	7	\$ 42.49	\$ 7,365	\$ 88,377
Fiscal Clerk, Senior	65	8	\$ 44.63	\$ 7,735	\$ 92,823
Fiscal Clerk, Senior	65	9	\$ 46.86	\$ 8,122	\$ 97,464
Fiscal Specialist	85	1	\$ 36.75	\$ 6,369	\$ 76,434
Fiscal Specialist	85	2	\$ 38.61	\$ 6,693	\$ 80,316
Fiscal Specialist	85	3	\$ 40.52	\$ 7,024	\$ 84,287
Fiscal Specialist	85	4	\$ 42.55	\$ 7,375	\$ 88,496
Fiscal Specialist	85	5	\$ 44.71	\$ 7,750	\$ 93,001
Fiscal Specialist	85	6	\$ 46.89	\$ 8,128	\$ 97,535
Fiscal Specialist	85	7	\$ 49.27	\$ 8,540	\$ 102,485
Fiscal Specialist	85	8	\$ 51.72	\$ 8,965	\$ 107,583
Fiscal Specialist	85	9	\$ 54.31	\$ 9,413	\$ 112,961
Inventory Analyst	90	1	\$ 32.33	\$ 5,604	\$ 67,246
Inventory Analyst	90	2	\$ 33.93	\$ 5,880	\$ 70,566
Inventory Analyst	90	3	\$ 35.61	\$ 6,172	\$ 74,063
Inventory Analyst	90	4	\$ 37.40	\$ 6,483	\$ 77,797
Inventory Analyst	90	5	\$ 39.30	\$ 6,812	\$ 81,739
Inventory Analyst	90	6	\$ 41.26	\$ 7,152	\$ 85,829
Inventory Analyst	90	7	\$ 43.34	\$ 7,513	\$ 90,155
Inventory Analyst	90	8	\$ 45.52	\$ 7,891	\$ 94,690
Inventory Analyst	90	9	\$ 47.80	\$ 8,285	\$ 99,425
Librarian I	20	1	\$ 37.17	\$ 6,444	\$ 77,323
Librarian I	20	2	\$ 39.03	\$ 6,765	\$ 81,176
Librarian I	20	3	\$ 40.95	\$ 7,098	\$ 85,177
Librarian I	20	4	\$ 43.05	\$ 7,461	\$ 89,534
Librarian I	20	5	\$ 45.17	\$ 7,829	\$ 93,950
Librarian I	20	6	\$ 47.49	\$ 8,232	\$ 98,780
Librarian I	20	7	\$ 49.83	\$ 8,637	\$ 103,641
Librarian I	20	8	\$ 52.29	\$ 9,064	\$ 108,768
Librarian I	20	9	\$ 54.91	\$ 9,517	\$ 114,206
Librarian II	30A	1	\$ 40.85	\$ 7,081	\$ 84,969
Librarian II	30A	2	\$ 42.93	\$ 7,441	\$ 89,296
Librarian II	30A	3	\$ 45.08	\$ 7,814	\$ 93,771
Librarian II	30A	4	\$ 47.32	\$ 8,202	\$ 98,424

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 8, 2028:  
3% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Librarian II	30A	5	\$ 49.70	\$ 8,614	\$ 103,373
Librarian II	30A	6	\$ 52.16	\$ 9,042	\$ 108,501
Librarian II	30A	7	\$ 54.77	\$ 9,494	\$ 113,925
Librarian II	30A	8	\$ 57.54	\$ 9,973	\$ 119,674
Librarian II	30A	9	\$ 60.41	\$ 10,471	\$ 125,658
Librarian III	35A	1	\$ 44.97	\$ 7,795	\$ 93,534
Librarian III	35A	2	\$ 47.18	\$ 8,177	\$ 98,128
Librarian III	35A	3	\$ 49.54	\$ 8,587	\$ 103,048
Librarian III	35A	4	\$ 52.06	\$ 9,024	\$ 108,294
Librarian III	35A	5	\$ 54.69	\$ 9,479	\$ 113,747
Librarian III	35A	6	\$ 57.38	\$ 9,946	\$ 119,348
Librarian III	35A	7	\$ 60.29	\$ 10,449	\$ 125,394
Librarian III	35A	8	\$ 63.26	\$ 10,966	\$ 131,588
Librarian III	35A	9	\$ 66.43	\$ 11,514	\$ 138,168
Library Assistant	70	1	\$ 31.62	\$ 5,480	\$ 65,764
Library Assistant	70	2	\$ 33.16	\$ 5,747	\$ 68,965
Library Assistant	70	3	\$ 34.84	\$ 6,039	\$ 72,463
Library Assistant	70	4	\$ 36.58	\$ 6,340	\$ 76,078
Library Assistant	70	5	\$ 38.40	\$ 6,656	\$ 79,871
Library Assistant	70	6	\$ 40.35	\$ 6,994	\$ 83,932
Library Assistant	70	7	\$ 42.35	\$ 7,340	\$ 88,081
Library Assistant	70	8	\$ 44.47	\$ 7,708	\$ 92,497
Library Assistant	70	9	\$ 46.69	\$ 8,093	\$ 97,122
Library Clerk I	05	1	\$ 24.64	\$ 4,270	\$ 51,242
Library Clerk I	05	2	\$ 25.85	\$ 4,480	\$ 53,761
Library Clerk I	05	3	\$ 27.14	\$ 4,705	\$ 56,458
Library Clerk I	05	4	\$ 28.50	\$ 4,940	\$ 59,274
Library Clerk I	05	5	\$ 29.94	\$ 5,189	\$ 62,267
Library Clerk I	05	6	\$ 31.42	\$ 5,446	\$ 65,350
Library Clerk I	05	7	\$ 33.00	\$ 5,720	\$ 68,638
Library Clerk I	05	8	\$ 34.64	\$ 6,004	\$ 72,047
Library Clerk I	05	9	\$ 36.37	\$ 6,304	\$ 75,650
Library Clerk II	30	1	\$ 27.24	\$ 4,722	\$ 56,666
Library Clerk II	30	2	\$ 28.65	\$ 4,967	\$ 59,600
Library Clerk II	30	3	\$ 30.08	\$ 5,214	\$ 62,564
Library Clerk II	30	4	\$ 31.55	\$ 5,468	\$ 65,616
Library Clerk II	30	5	\$ 33.13	\$ 5,742	\$ 68,906
Library Clerk II	30	6	\$ 34.81	\$ 6,034	\$ 72,404
Library Clerk II	30	7	\$ 36.55	\$ 6,335	\$ 76,019
Library Clerk II	30	8	\$ 38.37	\$ 6,651	\$ 79,812
Library Clerk II	30	9	\$ 40.29	\$ 6,984	\$ 83,803
Library Clerk, Senior	71	1	\$ 31.62	\$ 5,480	\$ 65,764
Library Clerk, Senior	71	2	\$ 33.16	\$ 5,747	\$ 68,965
Library Clerk, Senior	71	3	\$ 34.84	\$ 6,039	\$ 72,463
Library Clerk, Senior	71	4	\$ 36.58	\$ 6,340	\$ 76,078
Library Clerk, Senior	71	5	\$ 38.40	\$ 6,656	\$ 79,871
Library Clerk, Senior	71	6	\$ 40.35	\$ 6,994	\$ 83,932

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 8, 2028:  
3% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Library Clerk, Senior	71	7	\$ 42.35	\$ 7,340	\$ 88,081
Library Clerk, Senior	71	8	\$ 44.47	\$ 7,708	\$ 92,497
Library Clerk, Senior	71	9	\$ 46.69	\$ 8,093	\$ 97,122
Mail Processing Clerk, Senior	07	1	\$ 28.61	\$ 4,959	\$ 59,511
Mail Processing Clerk, Senior	07	2	\$ 30.04	\$ 5,206	\$ 62,474
Mail Processing Clerk, Senior	07	3	\$ 31.55	\$ 5,468	\$ 65,616
Mail Processing Clerk, Senior	07	4	\$ 33.10	\$ 5,737	\$ 68,847
Mail Processing Clerk, Senior	07	5	\$ 34.78	\$ 6,029	\$ 72,344
Mail Processing Clerk, Senior	07	6	\$ 36.52	\$ 6,330	\$ 75,960
Mail Processing Clerk, Senior	07	7	\$ 38.36	\$ 6,649	\$ 79,783
Mail Processing Clerk, Senior	07	8	\$ 40.27	\$ 6,979	\$ 83,754
Mail Processing Clerk, Senior	07	9	\$ 42.28	\$ 7,328	\$ 87,942
Marketing Specialist	02	1	\$ 37.66	\$ 6,528	\$ 78,330
Marketing Specialist	02	2	\$ 39.54	\$ 6,854	\$ 82,243
Marketing Specialist	02	3	\$ 41.49	\$ 7,192	\$ 86,303
Marketing Specialist	02	4	\$ 43.53	\$ 7,545	\$ 90,541
Marketing Specialist	02	5	\$ 45.77	\$ 7,933	\$ 95,194
Marketing Specialist	02	6	\$ 48.06	\$ 8,330	\$ 99,965
Marketing Specialist	02	7	\$ 50.44	\$ 8,743	\$ 104,915
Marketing Specialist	02	8	\$ 52.93	\$ 9,175	\$ 110,101
Marketing Specialist	02	9	\$ 55.58	\$ 9,634	\$ 115,606
Park Patrol Officer	89	1	\$ 26.84	\$ 4,653	\$ 55,836
Park Patrol Officer	89	2	\$ 28.20	\$ 4,888	\$ 58,651
Park Patrol Officer	89	3	\$ 29.58	\$ 5,127	\$ 61,526
Park Patrol Officer	89	4	\$ 31.08	\$ 5,387	\$ 64,638
Park Patrol Officer	89	5	\$ 32.62	\$ 5,653	\$ 67,840
Park Patrol Officer	89	6	\$ 34.25	\$ 5,937	\$ 71,247
Park Patrol Officer	89	7	\$ 35.98	\$ 6,236	\$ 74,833
Park Patrol Officer	89	8	\$ 37.77	\$ 6,547	\$ 78,567
Park Patrol Officer	89	9	\$ 39.66	\$ 6,875	\$ 82,496
Park Patrol Officer, Lead	22	1	\$ 30.12	\$ 5,221	\$ 62,653
Park Patrol Officer, Lead	22	2	\$ 31.63	\$ 5,483	\$ 65,794
Park Patrol Officer, Lead	22	3	\$ 33.20	\$ 5,755	\$ 69,054
Park Patrol Officer, Lead	22	4	\$ 34.88	\$ 6,046	\$ 72,551
Park Patrol Officer, Lead	22	5	\$ 36.62	\$ 6,347	\$ 76,167
Park Patrol Officer, Lead	22	6	\$ 38.44	\$ 6,663	\$ 79,960
Park Patrol Officer, Lead	22	7	\$ 40.37	\$ 6,997	\$ 83,961
Park Patrol Officer, Lead	22	8	\$ 42.39	\$ 7,348	\$ 88,170
Park Patrol Officer, Lead	22	9	\$ 44.51	\$ 7,715	\$ 92,579
Public Works Specialist	57A	1	\$ 36.62	\$ 6,347	\$ 76,167
Public Works Specialist	57A	2	\$ 38.44	\$ 6,663	\$ 79,960
Public Works Specialist	57A	3	\$ 40.38	\$ 6,999	\$ 83,991
Public Works Specialist	57A	4	\$ 42.38	\$ 7,345	\$ 88,140
Public Works Specialist	57A	5	\$ 44.50	\$ 7,713	\$ 92,556
Public Works Specialist	57A	6	\$ 46.78	\$ 8,108	\$ 97,299
Public Works Specialist	57A	7	\$ 49.07	\$ 8,506	\$ 102,069
Public Works Specialist	57A	8	\$ 51.57	\$ 8,938	\$ 107,256

Exhibit A  
Newport Beach City Employees Association  
MOU Term: November 29, 2025 - December 31, 2028  
Effective January 8, 2028:  
3% Cost-of-Living Adjustment (COLA)

POSITION TITLES	GRADE	STEP	HOURLY RATE	MONTHLY RATE	ANNUAL SALARY
Public Works Specialist	57A	9	\$ 54.14	\$ 9,385	\$ 112,619
Records Specialist	76	1	\$ 37.66	\$ 6,528	\$ 78,330
Records Specialist	76	2	\$ 39.54	\$ 6,854	\$ 82,243
Records Specialist	76	3	\$ 41.51	\$ 7,194	\$ 86,332
Records Specialist	76	4	\$ 43.56	\$ 7,550	\$ 90,600
Records Specialist	76	5	\$ 45.75	\$ 7,930	\$ 95,165
Records Specialist	76	6	\$ 48.02	\$ 8,323	\$ 99,877
Records Specialist	76	7	\$ 50.47	\$ 8,748	\$ 104,974
Records Specialist	76	8	\$ 52.92	\$ 9,173	\$ 110,072
Records Specialist	76	9	\$ 55.57	\$ 9,631	\$ 115,575
Recreation Coordinator	05A	1	\$ 34.82	\$ 6,036	\$ 72,433
Recreation Coordinator	05A	2	\$ 36.58	\$ 6,340	\$ 76,078
Recreation Coordinator	05A	3	\$ 38.39	\$ 6,653	\$ 79,842
Recreation Coordinator	05A	4	\$ 40.35	\$ 6,994	\$ 83,932
Recreation Coordinator	05A	5	\$ 42.35	\$ 7,340	\$ 88,081
Recreation Coordinator	05A	6	\$ 44.47	\$ 7,708	\$ 92,497
Recreation Coordinator	05A	7	\$ 46.72	\$ 8,098	\$ 97,179
Recreation Coordinator	05A	8	\$ 49.00	\$ 8,493	\$ 101,921
Recreation Coordinator	05A	9	\$ 51.45	\$ 8,918	\$ 107,017
Recreation Coordinator, Assistant	07A	1	\$ 28.61	\$ 4,959	\$ 59,511
Recreation Coordinator, Assistant	07A	2	\$ 30.04	\$ 5,206	\$ 62,474
Recreation Coordinator, Assistant	07A	3	\$ 31.55	\$ 5,468	\$ 65,616
Recreation Coordinator, Assistant	07A	4	\$ 33.10	\$ 5,737	\$ 68,847
Recreation Coordinator, Assistant	07A	5	\$ 34.78	\$ 6,029	\$ 72,344
Recreation Coordinator, Assistant	07A	6	\$ 36.52	\$ 6,330	\$ 75,960
Recreation Coordinator, Assistant	07A	7	\$ 38.36	\$ 6,649	\$ 79,783
Recreation Coordinator, Assistant	07A	8	\$ 40.27	\$ 6,979	\$ 83,754
Recreation Coordinator, Assistant	07A	9	\$ 42.28	\$ 7,328	\$ 87,942
Recreation Supervisor	04	1	\$ 40.70	\$ 7,055	\$ 84,664
Recreation Supervisor	04	2	\$ 42.76	\$ 7,411	\$ 88,936
Recreation Supervisor	04	3	\$ 44.87	\$ 7,778	\$ 93,335
Recreation Supervisor	04	4	\$ 47.11	\$ 8,165	\$ 97,984
Recreation Supervisor	04	5	\$ 49.49	\$ 8,579	\$ 102,948
Recreation Supervisor	04	6	\$ 51.94	\$ 9,003	\$ 108,037
Recreation Supervisor	04	7	\$ 54.58	\$ 9,461	\$ 113,534
Recreation Supervisor	04	8	\$ 57.30	\$ 9,932	\$ 119,189
Recreation Supervisor	04	9	\$ 60.17	\$ 10,429	\$ 125,149

Hourly rates are rounded to the nearest hundredth. Monthly and annual salaries are rounded to the nearest whole dollar.  
Actual rates may vary slightly due to rounding.

**Exhibit B**  
**CITY EMPLOYEES ASSOCIATION**

**List of Proposed Certifications for Pay**  
MOU Term: November 29, 2025 - December 31, 2028

<b>CERTIFICATE</b>	<b>MONTHLY AMOUNT</b>
Forklift Training Certificate *	\$45
Public Notary**	\$45

\*Only those unit members who were receiving the certificate pay at time of the 2012-15 MOU are eligible for the benefit.

\*\*Language added in 2015-18 MOU: only available to CEA members

Certified Revenue Officer Certificate removed upon adoption of the 2022-25 MOU.










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Final Audit Report

2025-12-03

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