

**Metropolitan Transportation Commission
Administration Committee**

May 10, 2023

Agenda Item 4c - 23-0602

MTC Resolution Nos. 4581 and 4582**Memorandums of Understanding (MOU) between MTC and the Committee for Staff Representation (CSR), Confidential, and Specific Executive Employees; Adoption of Salary Schedule for Fiscal Year (FY) 2023-24**

Subject:

A request that the Committee approve the referral of MTC Resolution Nos. 4581 and 4582 to the Commission for approval in consideration of new a MOU between MTC and CSR, Confidential Employees, and Specific Executive Employees effective July 1, 2023 through and including June 30, 2027; and adoption of salary schedule for FY 2023-24.

Background:

In June of 2022 the Commission approved a one-year extension, with minor updates to MOU's for the Committee for Staff Representation (CSR)/Confidential employees and Specific Executive Employees. Negotiations were reopened in the fall of 2022 to review all the items contained within both those MOUs with Brad Paul and Nalungo Conley as the Agency's Designated Representatives (ADRs), Executive Office and Human Resources respectively, and members from the CSR/Confidential employee group, and Specific Executive Employees group. The ADRs met with representatives of CSR, representatives of the confidential employees, and representatives of Specific Executive Employees to meet-and-confer per the Meyers-Milius-Brown Act (Government Code § 3500 et. Seq.) regarding employee salaries, programs, and benefits. The parties agreed to the terms outlined in the referenced MOUs and respective Resolutions Nos. 4581 and 4582).

Agreement on the terms has been reached, with all represented employees voting on the terms contained within this memo. This is a request to approve the MOUs for CSR/Confidential employees and Specific Executive Employees, MTC Resolution Nos. 4581 and 4582, and the salary schedules for all covered employees effective July 1, 2023 through and including June 30, 2027.

Issues:

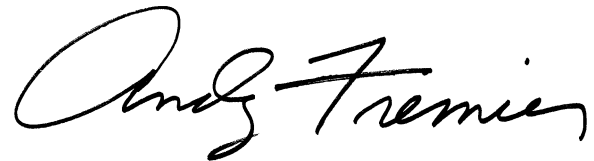
None identified.

Recommendations:

Staff recommends that the Administration Committee refers the Memorandum of Understandings (MOU) for CSR/Confidential employees and Specific Executive Employees, MTC Resolution Nos. 4581 and 4582, and the salary schedules for all covered employees effective July 1, 2023, through and including June 30, 2027 to the Commission for approval.

Attachments:

- 1) MOU between MTC and the Committee for Staff Representation (CSR) and Confidential Employees
- 2) MTC Resolution No. 4581 (Employment Benefits and FY 2023-24 Salary Schedule for CSR Represented Employees and Confidential Employees)
- 3) MOU between MTC and Specific Executive Employees
- 4) MTC Resolution No. 4582 (Employment Benefits and FY 2023-24 Salary Schedule for Specific Executive Employees)



Andrew B. Fremier

Request for Committee Approval

Summary of Proposed Contract Agreement

Work Item No.:	Not Applicable
Consultant:	Not Applicable
Work Project Title:	Memorandums of Understandings between CSR/Confidential Employees and Specific Executive Employees, Resolution Nos. 4581 and 4582, and Salary Schedules effective July 1, 2023 through June 30, 2027
Purpose of Project:	Labor Agreements
Brief Scope of Work:	Not Applicable
Project Cost Not to Exceed:	Not Applicable
Funding Source:	Various
Fiscal Impact:	_____
Motion by Committee:	That the Administrative Committee refers to the Commission a recommendation to approve MOUs between MTC and the Committee for Staff Representation/Confidential Employees and Specific Executive Employees, Resolutions No. 4581 and 4582, and Salary Schedules effective July 1, 2023- June 30, 2027. The specifics of the agreements are in the Administration Committee Summary Sheet (Attachments 1-4) dated May 10, 2023 and that the Chief Financial Officer is authorized to set aside the appropriate amount for such agreements.
Administration Committee:	<hr/> Gina Papan, Chair
Approved:	May 10, 2023

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

MEMORANDUM OF UNDERSTANDING
(As provided Under California Government Code Section 3505.1)

The representatives of the Executive Director of the Metropolitan Transportation Commission (MTC) have met and conferred with the exclusively recognized employee organization (EREO) representative, Committee for Staff Representation (CSR), representing eligible staff of the MTC, and the confidential employees, under provisions of the Meyers-Milias-Brown Act (California Government Code § 3500 et seq.). As a result of these meetings, an agreement has been reached for a four year period from July 1, 2023, covering Fiscal Years 2023-2024, 2024-2025, 2025-2026, and 2026-2027.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The Salary Schedule for CSR represented employees and Confidential employees are set forth in Attachment B.

The following actions are agreed to by all parties:

- Apply the agreed to July 1, 2023-June 30, 2027, cost-of-living salary increase to the existing staff grade and step structure as referenced in Attachment B.
- Dental and Vision enhancements effective January 1, 2023 with MTC paying 100% of employee (only) premium
- Dental and Vision Insurances will be offered to Retirees at 100% of the employer group rate.
- Increase Transit Parking Programs to the IRS maximum for tax-free subsidies.
- Update or create the following policies including doing any required updates to other referenced policies. Updates will be done in good faith and as these Policies impact working conditions, the Agency will, under the provisions of the Meyers-Milias-Brown Act, meet and confer with CSR/Confidential/Management prior to implementing any changes to these Policies.
 - Residency Policy upon development, and
 - EDMM No. 265, Grievance Procedure (Effective May 22, 2009), to include information about agency corrective performance actions, progressive discipline steps, and to update and clarify the formal grievance processes and procedures.
 - EDMM No. 440, Hybrid Work Policy (Effective November 17, 2021)
- Continue to honor all agency organizational study agreements including the agreement to participate, as the recognized EREO, in the next phase of MTC's updating of its classification families, specification requirements, job description templates, and all policies associated with position promotions and career ladder reclassifications.

(ATTACHMENT A)
METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

SUMMARY OF BENEFITS, PROGRAMS, AND SALARY FOR INCUMBENTS OF
REGULAR CSR REPRESENTED AND CONFIDENTIAL EMPLOYEE POSITIONS
(EXCEPT AS OTHERWISE NOTED AND EXCLUDING SPECIFIC EXECUTIVE
EMPLOYEES)

Fiscal Years (FY) 2023-2024, 2024-2025, 2025-2026, and 2026-2027

SALARY TABLES

Salary administration is regulated per compensation policy and the MTC Employee Handbook.

Staff Salary Charts

The current thirteen-step (2.0% difference between steps) salary grade chart with the 4.5% COLA salary adjustment will be effective from July 1, 2023 through June 30, 2024 (refer to Attachment B)

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:
July 1, 2023-4.5% increase (refer to Attachment B for FY 2023-2024)
July 1, 2024-2.8%-4.2% increase*
July 1, 2025-2.8%-4.2% increase*
July 1, 2026-2.8%-4.2% increase*
*COLA will depend on regional CPI, determined in April of the prior FY

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase:

Meets Expectations: 2.0% or one-step increase;
Exceeds Expectations: 4.0% or two-step increase;
Exceptional: 6.0% or three-step increase; and
Promotional Increase: *4.0% or two-step increase from pre-promotion rate and one classification grade level jump

1. Starting in January 2024, Merit increases will be implemented on the first pay period that includes January 1st.

a. For regular tenured staff, Performance Evaluations (PEs) shall be completed along their regular schedule:

i. Staff up to Assistant Director – PEs starting in September, concluding in November, and then merit increases implemented the first Pay Period that includes January 1.

ii. Section Directors and Exec – PEs starting in December, finishing in January, and back dated to January 1 (no change).

b. New Hires

i. For staff hired in June, July, August. They will not receive a PE that September. Their first PE will be implemented in March, completed in April, and the merit increase back dated to January 1.

ii. Thereafter, they will follow the regular schedule of PEs in Sept-Nov and Merit Increase first pay period that includes January 1.

2. Promotions, reclassifications, and lateral position changes will not affect the merit date.

a. Upon promotion/reclassification the employee gets a 4% increase at the date of the position change (no change).

b. If the promotion or reclass happens prior to September PE cycle, the employee will receive a merit increase for their new position as normal on the first pay period to include January 1.

c. If a promotion/reclass happens between the start of the PE cycle in September and January 1 the employee's salary change will depend on whether they were at Top of Range (TOR) in the previous role.

i. TOR: They will not receive a merit increase. The performance year for which they were evaluated was for a position in which they were at TOR and there was no pay increase due to them for that role. (Note: This is not a new practice.)

ii. Not at Top of Range: The merit increase will be applied to the step they were at in their prior role, and their 4% promotional raise will be recalculated to reflect the higher rate they would have had for their performance in that role, effective the first pay period that includes January 1.

d. Lateral position changes should not affect pay rates and merit increases will be applied as normal on the first pay period the includes January 1.

*If an employee is promoted, a new salary anniversary date may be established as of the date of the promotion and shall be used thereafter until the employee reaches the maximum for his/her class.

PAID TIME OFF BENEFITS

Eligibility and use of all paid time off benefits is regulated per agency policy and the MTC Employee Handbook and is dependent on the employee's category of employment.

Holidays

Eleven (11) scheduled days per calendar year for regular employees*

*One (1) additional floating holiday to be used to celebrate a Cultural Holiday which is not formally recognized by the agency. This holiday is not bankable, it will expire at the end of every calendar year (December 31st)

Benefit is an eight hour paid leave benefit. Except for those on 9/80 schedule. If used on their regular day, benefit is a 9hr paid leave benefit.

Application updated following update of EDMM No. 243, Regular Part Time employment. 20 to 29 hrs wk average: Holidays apply if fall on regularly scheduled day and up to the regularly scheduled number of hours.

30+ hrs week average: Full benefit level

Regular part-time employees will receive holiday pay for the amount of hours they normally work on that holiday.

No minimum service required for eligibility.

Funeral Leave

The State of California allows for 5 days of unpaid bereavement leave for the death of a family member or “designated person”.*

MTC will provide for 3 days of paid bereavement leave for the death of a family member or “designated person”. Employees can elect to use PTO, accrued vacation or sick time for the unpaid remainder of leave if they choose.

*“Family member” means a spouse, child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law. Employee can designate any person who is not a “family member” as their “designated person” at the time of their passing. The “designated person” may be re-assigned after a 12-month period since prior use. Employees are not required to take the bereavement leave on consecutive days. Employees must complete their leave within three months of the family member’s death. MTC may request documentation of the death of the family member, such as a death certificate, proof of funeral proceedings, published obituary, or other documentation. No more than 5 paid days of bereavement pay may be used in a calendar year.

Personal Business Days

Up to twenty-four (24) hours are granted at the beginning of each calendar year. Employees considered full-time working 30 hours or more per week accrue full personal business day benefits. Employees considered part-time working a minimum of 20 hours per week, but less than 30 hours per week, will accrue prorated personal business day benefits.

The number of personal business day hours granted to new employees is prorated as follows:

January through April:	24 hours
May through August:	16 hours
September through November:	8 hours
December:	0 hours

Vacation Leave

Vacation usage is available for all MTC regular employees as they are accrued with no waiting period for either CSR represented employees,

management staff or executive staff. MTC does not allow for the usage of vacation hours before their accruals are earned. Prorated to date of hire during month.

Accrual of Benefits

- Standard accrual of eight (8) hours per month worked for up to ninety-six (96) hours per year.
- An additional bonus accrual of eight (8) hours per year each additional year worked starting in year one and each year thereafter up to thirteen years for a maximum total annual accrual of standard and bonus benefits of two-hundred (200) hours per year.
- Benefits accrue to a cap of five-hundred (500) hours. Once the cap of 500 hours is reached, all vacation accrual stops until such time that the vacation balance falls below the cap of 500 hours. If the vacation accrual is larger than the difference between the vacation balance and the 500 hour cap, individuals will receive only a fraction of their bi-weekly vacation accrual for that pay period bringing their vacation balance to 500 hours.
- Employees considered full-time working 30 hours or more per week accrue full vacation benefits. Employees working a minimum of 20 hours per week, but less than 30 hours per week, will accrue prorated benefits.

Annual Vacation Cash-Out Option

Once a twelve-month period, employees may cash-out accrued but unused vacation leave over 320 hours up to the cap of 500 hours. Payment will be made at the employee's current hourly rate and is considered taxable earnings. Payment is subject to any and all applicable deductions.

Payment Upon Separation:

Accrued but unused vacation time off benefits up to the maximum accrual of 500 hours are payable upon employment separation at the hourly rate earned by the employee at the time of employment separation.

Payment will be in one lump sum and is subject to any and all applicable deductions.

Sick Leave Benefits

Accrual of Benefits

- Eight (8) hours per month worked for up to ninety-six (96) hours per year.
- Accrue without a cap.
- Employees considered full-time working 30 hours or more per week accrue full regular sick leave benefits. Employees working a minimum of 20 hours per week, but less than 30 hours per week, will accrue prorated benefits.

Payment Upon Separation

- Accrued but unused regular sick leave benefits up to a maximum of 240 hours are payable upon employment separation at the hourly rate paid the employee at the time of employment separation. Payment will be in one lump sum and is subject to any and all applicable deductions.

Use of Benefit

- Employees may use accrued regular sick leave benefits per policy as soon as they are earned.

Catastrophic Sick Leave Program

Use of Benefit

Employees may donate accrued sick leave benefits in 8 hour minimum units above 30 days or 240 hours to the Agency's Catastrophic Sick Leave Bank. They may do this at any time of the year. Once donated, they may not get those benefits back. Benefit eligible employees may request additional sick leave benefits from the Catastrophic Sick Leave Bank per policy procedures. The Bank is administered by HR on behalf of the Agency and is associated with the administration of qualifying medical and family emergency leaves of absence.

MTC Paid Family Leave Benefit (MTC PFL Benefits)

MTC will provide all eligible regular employees an additional wage continuance benefit that ensures

employees receive 100% of their regular salary for the first six (6) weeks of their eligible leave. This benefit is 240 hours total, must be used to keep the employee at their full regular salary level, and can be coordinated with short-term disability insurance payments.

MTC PFL benefits are used for the following four types of qualifying medical/family leaves:

1. Maternity leave for the biological delivery of a baby
2. Bonding leave for the arrival of a child
3. Personal leave for a qualifying medical reason
4. Caregiving leave for an eligible family member's qualifying medical leave

Human Resources will authorize the use of MTC PFL benefits when administering the qualifying leave of absence. This benefit will be applied automatically following confirmation of the qualifying leave type outlined above.

MTC PFL is available to all regular employees with no employment waiting period.

The administration and use of this wage continuance benefit and the coordination with other leave wage continuance benefits will be dictated by the MTC leave policy and applicable regulations.

MTC PFL benefits are a wage continuance benefit and should not be confused with a leave type designation (FMLA, PDL, CFRA, MTC Family Leave, or LWOP).

PROBATIONARY PERIOD

The probationary period is regulated per applicable policy and the MTC Employee Handbook.

The initial six-months of employment is considered a probationary introduction period during which time a new employee's work and conduct are observed and evaluated, orientation and training

provided as necessary, and issues with performance addressed directly and promptly in an effort to ensure the employee's success.

HYBRID WORK POLICY (EDMM 440)

(Effective November 17, 2021)

MTC's Hybrid Work policy provides employees maximum flexibility with optimal agency efficiency. The term "Hybrid Work" is used to describe an environment wherein MTC employees may work outside MTC's designated on-site location with the frequency they desire and in support of their duties to the agency. Hybrid Work is a cooperative arrangement between employees, supervisors, and MTC. As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Milias-Brown Act, meet and confer with CSR/Confidential/Management prior to implementing any changes to this Policy. See EDMM 440.

RESIDENCY POLICY (EDMM TBD)

The policy will be developed in good faith with input from CSR/Confidential/Specific Executive Employees and will become effective once it is finalized. As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Milias-Brown Act, meet and confer with CSR/Confidential/Specific Executive Employees prior to implementing any changes to this policy.

GRIEVANCE PROCEDURES (EDMM 265)

(Effective May 22, 2009)

Pursuant to MTC Resolution No. 228 (and adopted March 26, 1975). As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Milias-Brown Act, meet and confer with CSR/Confidential/Specific Executive Employees prior to implementing any changes to this Policy.

INSURANCE

Scope, limitations, and annual insurance premium costs are set forth in actual insurance company

policies and provided each year during open enrollment.

Group Dental Insurance

Agency pays 100% of the total premium for employee's coverage. Dental Insurances will be offered to Retirees and their dependents at 100% of the employer group rate.

The CY 2023 cost to employees for coverage of one dependent is \$6.30 per month, and \$19.13 per month for two or more dependents (these rates are subject to change annually). MTC pays the remainder of the dependent premium. MTC will deduct employee dependent premium payments from earned wages pre-tax as allowable by law.

Group Dental Insurance Cash-in-Lieu

Employees have the option of receiving the equivalent dollar amount of the employee-only premium in cash upon signing a waiver of coverage and providing proof of being covered under a comparable dental plan. The cash-in-lieu payment is subject to federal and state tax withholding.

Group Medical Insurance

Employees agree to contribute towards medical premiums by paying five percent (5%) of the premium for each coverage line. The employer will cover ninety-five percent (95%) of the premium for each coverage line.

Employee five percent (5%) contributions will be capped as follows:

\$75.00 per month for Employee Only

\$125.00 per month for Employee plus One

\$175.00 per month for Employee plus Two. MTC will deduct employee medical insurance premium payments from earned wages pre-tax as allowable by law.

Group Medical Cash-in-Lieu

Employees have the option of receiving cash-in-lieu instead of enrolling in the group medical insurance

plan upon the signing of a waiver of coverage and providing proof of being covered under a comparable medical plan. The amount of the cash-in-lieu has been updated to account for employee's who live outside of Region 1 (Bay Area). Cash-In-Lieu (Medical Only) is based on the 2nd most expensive employee-only premium determined by CalPERS, minus the employee contribution as follows. Rates are subject to change annually; CY 2023 rates are as follows:

Region 1 (Bay Area): \$1,140.11
Region 2 (CA): \$888.36
Region 3 (CA): \$859.59
Out of State: \$953.71

Vision Care Insurance

MTC pays the total premium for the employee only coverage. Employees may enroll dependents at their sole expense. MTC will deduct dependent premium payments from earned wages pre-tax as allowable by law.

Vision Care Insurances will be offered to Retirees and their dependents at 100% of the employer group rate.

Domestic Partner Coverage

MTC provides group medical insurance, group dental insurance, and group vision coverage for an eligible domestic partner and dependents subject to CalPERS regulations regarding domestic partner coverage. The maximum amount MTC contributes shall be the same as that specified under the "Group Dental Insurance" and "Group Medical Insurance" provisions referenced above.

Life and Related Insurances

Agency pays 100% of premium for employee life & ADD insurance coverage.

CSR/Confidential Staff: Agency provides a payout of two times the annual salary up to a maximum of

\$350,000. ADD is equal to the group term life coverage.

For all staff, Agency pays the premium for qualified dependents for \$2,000 life coverage per dependent.

Group Voluntary Life and Related Insurance:

Employee may elect to purchase at their own expense supplemental group voluntary life insurance to be paid through payroll to carrier.

Group Voluntary Life and Related Insurance

Employee may elect to purchase, at his/her expense, supplemental group voluntary life insurance.

Short-Term and Long-Term Disability Insurance

Agency pays monthly premium for short-term disability coverage for qualifying regular employee medical disabilities to cover the loss of wages.

There is a seven (7) day waiting period, considered part of the benefit's full 12 weeks of coverage, with an additional eleven (11) weeks of paid benefits.

Coverage is 66 2/3rds of salary up to a maximum of \$2,500* per week. Benefits paid are taxable.

Agency pays monthly premium for long-term disability coverage for qualifying employee medical disabilities to cover the loss of wages. There is a 90-day waiting period (designed to pick up at the end of the full 12 weeks of short-term disability eligibility). Coverage level is 66 2/3% of monthly salary up to a maximum of

\$15,000* per month. Benefits paid are taxable.

* Maximum benefit levels may be adjusted during the period of the MOU to keep current with increasing salary schedule ranges ensuring the benefit payments comply with percentages.

Travel Insurance

Agency pays the annual premium for all regular employees. Benefit is for a \$100,000 loss of life policy. Policy covers employees while traveling on Agency business.

RETIREMENT

Defined Benefit Pension – 1st Tier, “Classic Plan”

The retirement benefit formula is calculated, pursuant to contract with PERS, at 2.5% at 55.

MTC and the employee agree to equally share any annual employer contribution rate change with employees assuming 50% of the annual employer rate change up to an employee total contribution rate capped at 8.0%.

The shared contribution rates will change based on the change in the employer contribution rate shown in the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Defined Benefit Pension – 2nd Tier, “PEPRA”

The retirement formula is calculated, pursuant to contract with PERS, at 2.0% at 62.

Per PERS regulation, employee must pay 50% of the plan’s “Normal Cost” as determined per the annual plan actuarial valuation process.

The employee rate will be the plan “Normal Costs” as determined by the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Other PERS-Defined Benefit Pension Contracted Benefits (Classic and PEPRA Plans)

- Up to 3% Maximum Cost-of-Living Allowance
- Section 21573 – Third Level 1959 Survivor Benefits
- Section 21583 – Second Election 1959 Survivor Benefits
- Section 21548 – Pre-retirement Optional Settlement 2 Death Benefit
- Section 20903 – Two years' Additional Service Credit

Retiree Medical Insurance

Retiree and eligible dependents are entitled to the same medical benefits provided to regular MTC active employees and at the same co-pay amounts (and per CalPERS' PEMCHA Equal Method Plan). If eligible, a retired MTC employee must apply for Medicare.

His/her PERS health coverage is then provided as a supplement.

Retiree Dental and Vision Insurance

MTC provides retiree group insurance plans for dental and vision coverages to PERS eligible retired annuitants and their dependents at 100% of the employer group rate. The cost of the premiums are the sole responsibility of the retiree. Eligibility for these coverages follows PERS retiree medical eligibility rules and requirements.

COMMUTER PROGRAM

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations, up to the maximum IRS limits, for employees for legitimate and applicable transit fare purchases. Purchases must be made through authorized MTC provided third-party administrator(s) only and must be for up to the monthly amount needed and used by each employee each month to commute to and from work per IRS regulation.

The employee monthly subsidy is any actual needed amount up to the maximum IRS limit per month.

MTC will provide this subsidy tax-free per IRS fringe benefit allowances.

Employer-Provided Parking Option

MTC provides daily parking at a designated private lot in Oakland. Employees may select to park at this lot and take public transit, carpool, or ride-share into San Francisco. The monthly amount to park at BART Lake Merritt station will be deducted from the monthly transit subsidy (IRS maximum) leaving a MTC paid subsidy of the remainder per month for transit purchases. Such purchases are administered as stated above in the Transit Subsidy Option paragraph.

Carpool Option

Employees in a verified carpool with two or more persons who work at MTC or the Air District may park in the above mentioned private lot in Oakland for free. Verified carpool employees are then afforded the full monthly transit subsidy of up to the IRS maximum for transit fare purchases.

Bicycle Commuter Option

For any employee regularly using a bicycle for a substantial portion of the travel between the employee's residence and place of employment for qualifying bicycle commuting months as described in the IRS Publication 15-B, MTC will pay \$20 per month. If the IRS allows this to be a tax-free payment, MTC will pay this tax-free. If not, this amount will be considered taxable income.

Cash-in-Lieu Option

Employees may elect to receive \$18 per month cash-in-lieu if not selecting another Commuter Program option. Cash-in-lieu payments are taxable income.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program.

Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

MTC has added to ROTH plans to our Mission Square account and CalPERS (Voya) account. See plan for details.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that

are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full-time employees (30 hours a week or more) who have completed their probation.

The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and

subject to applicable Federal and State public employment rules. Eligible staff may seek the assistance of their exclusively recognized employee organization (EREO) representative to assist in the grievance process.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program.

Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

MTC has added to ROTH plans to our Mission Square account and CalPERS (Voya) account. See plan for details.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that

are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full-time employees (30 hours a week or more) who have completed their probation.

The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and

subject to applicable Federal and State public employment rules. Eligible staff may seek the assistance of their exclusively recognized employee organization (EREO) representative to assist in the grievance process.

MTC Salary Ranges - Effective July 1, 2023 Pay Grade/Steps at 4.5% COLA

Grade	A	A1	B	B1	C	C1	D	D1	E	E1	F	F1	G	
IX	\$142,917.46	\$145,775.74	\$148,690.98	\$151,665.11	\$154,698.37	\$157,792.27	\$160,947.91	\$164,167.23	\$167,450.45	\$170,799.31	\$174,215.34	\$177,699.84	\$181,253.68	Yearly
Principal	\$11,909.79	\$12,147.98	\$12,390.91	\$12,638.76	\$12,891.53	\$13,149.36	\$13,412.33	\$13,680.60	\$13,954.20	\$14,233.28	\$14,517.95	\$14,808.32	\$15,104.47	Monthly
	\$5,496.83	\$5,606.76	\$5,718.88	\$5,833.27	\$5,949.94	\$6,068.93	\$6,190.30	\$6,314.12	\$6,440.40	\$6,569.20	\$6,700.59	\$6,834.61	\$6,971.30	Bi-Weekly
FY24	\$68.7103	\$70.0845	\$71.4860	\$72.9159	\$74.3742	\$75.8617	\$77.3788	\$78.9266	\$80.5050	\$82.1151	\$83.7574	\$85.4326	\$87.1412	
FY23	\$65.7515	\$67.0665	\$68.4077	\$69.7760	\$71.1715	\$72.5949	\$74.0467	\$75.5278	\$77.0383	\$78.5790	\$80.1506	\$81.7537	\$83.3887	
VIII (b)	\$122,636.25	\$125,088.72	\$127,590.54	\$130,142.56	\$132,745.23	\$135,400.28	\$138,108.15	\$140,870.36	\$143,687.78	\$146,561.28	\$149,492.82	\$152,482.39	\$155,532.17	Yearly
Senior	\$10,219.69	\$10,424.06	\$10,632.54	\$10,845.21	\$11,062.10	\$11,283.36	\$11,509.01	\$11,739.20	\$11,973.98	\$12,213.44	\$12,457.73	\$12,706.87	\$12,961.01	Monthly
	\$4,716.78	\$4,811.10	\$4,907.33	\$5,005.48	\$5,105.59	\$5,207.70	\$5,311.85	\$5,418.09	\$5,526.45	\$5,636.97	\$5,749.72	\$5,864.71	\$5,982.01	Bi-Weekly
FY24	\$58.9597	\$60.1388	\$61.3416	\$62.5685	\$63.8198	\$65.0963	\$66.3982	\$67.7261	\$69.0807	\$70.4622	\$71.8715	\$73.3088	\$74.7751	
FY23	\$56.4208	\$57.5491	\$58.7001	\$59.8742	\$61.0716	\$62.2931	\$63.5389	\$64.8097	\$66.1059	\$67.4279	\$68.7766	\$70.1520	\$71.5551	
VIII (a)	\$116,726.67	\$119,061.33	\$121,442.51	\$123,871.51	\$126,348.98	\$128,875.79	\$131,453.24	\$134,082.43	\$136,764.00	\$139,499.47	\$142,289.29	\$145,135.18	\$148,037.81	Yearly
Assoc.	\$9,727.22	\$9,921.78	\$10,120.21	\$10,322.63	\$10,529.08	\$10,739.65	\$10,954.44	\$11,173.54	\$11,397.00	\$11,624.96	\$11,857.44	\$12,094.60	\$12,336.48	Monthly
	\$4,489.49	\$4,579.28	\$4,670.87	\$4,764.29	\$4,859.58	\$4,956.76	\$5,055.89	\$5,157.02	\$5,260.15	\$5,365.36	\$5,472.67	\$5,582.12	\$5,693.76	Bi-Weekly
FY24	\$56.1186	\$57.2410	\$58.3858	\$59.5536	\$60.7447	\$61.9595	\$63.1987	\$64.4627	\$65.7519	\$67.0671	\$68.4083	\$69.7765	\$71.1720	
FY23	\$53.7020	\$54.7761	\$55.8716	\$56.9891	\$58.1289	\$59.2914	\$60.4772	\$61.6868	\$62.9205	\$64.1790	\$65.4625	\$66.7718	\$68.1072	
VII	\$101,244.55	\$103,269.26	\$105,334.61	\$107,441.48	\$109,590.09	\$111,782.16	\$114,017.71	\$116,298.03	\$118,624.22	\$120,996.27	\$123,416.36	\$125,884.70	\$128,402.59	Yearly
Asst.	\$8,437.05	\$8,605.77	\$8,777.88	\$8,953.46	\$9,132.51	\$9,315.18	\$9,501.48	\$9,691.50	\$9,885.35	\$10,083.02	\$10,284.70	\$10,490.39	\$10,700.22	Monthly
	\$3,894.02	\$3,971.89	\$4,051.33	\$4,132.36	\$4,215.00	\$4,299.31	\$4,385.30	\$4,473.00	\$4,562.47	\$4,653.70	\$4,746.78	\$4,841.72	\$4,938.56	Bi-Weekly
FY24	\$48.6753	\$49.6487	\$50.6416	\$51.6546	\$52.6875	\$53.7414	\$54.8162	\$55.9125	\$57.0309	\$58.1713	\$59.3348	\$60.5215	\$61.7320	
FY23	\$46.5792	\$47.5107	\$48.4609	\$49.4302	\$50.4187	\$51.4272	\$52.4557	\$53.5048	\$54.5750	\$55.6663	\$56.7797	\$57.9153	\$59.0737	
VI	\$87,808.66	\$89,564.93	\$91,356.19	\$93,183.32	\$95,046.96	\$96,947.99	\$98,887.06	\$100,864.60	\$102,881.70	\$104,939.67	\$107,038.28	\$109,179.06	\$111,362.66	Yearly
Jr.	\$7,317.39	\$7,463.74	\$7,613.02	\$7,765.28	\$7,920.58	\$8,079.00	\$8,240.59	\$8,405.38	\$8,573.48	\$8,744.97	\$8,919.86	\$9,098.25	\$9,280.22	Monthly
	\$3,377.26	\$3,444.80	\$3,513.70	\$3,583.97	\$3,655.65	\$3,728.77	\$3,803.35	\$3,879.41	\$3,956.99	\$4,036.14	\$4,116.86	\$4,199.19	\$4,283.18	Bi-Weekly
FY24	\$42.2157	\$43.0601	\$43.9212	\$44.7997	\$45.6957	\$46.6096	\$47.5419	\$48.4926	\$49.4624	\$50.4518	\$51.4607	\$52.4899	\$53.5397	
FY23	\$40.3978	\$41.2058	\$42.0299	\$42.8705	\$43.7279	\$44.6025	\$45.4946	\$46.4044	\$47.3324	\$48.2792	\$49.2447	\$50.2296	\$51.2342	
V	\$79,604.19	\$81,196.35	\$82,820.25	\$84,476.53	\$86,166.07	\$87,889.30	\$89,647.31	\$91,440.09	\$93,268.96	\$95,134.56	\$97,037.33	\$98,977.70	\$100,957.20	Yearly
Tech.	\$6,633.68	\$6,766.36	\$6,901.69	\$7,039.71	\$7,180.51	\$7,324.11	\$7,470.61	\$7,620.01	\$7,772.41	\$7,927.88	\$8,086.44	\$8,248.14	\$8,413.10	Monthly
	\$3,061.70	\$3,122.94	\$3,185.39	\$3,249.10	\$3,314.08	\$3,380.36	\$3,447.97	\$3,516.93	\$3,587.27	\$3,659.02	\$3,732.20	\$3,806.83	\$3,882.97	Bi-Weekly
FY24	\$38.2712	\$39.0367	\$39.8174	\$40.6137	\$41.4260	\$42.2545	\$43.0997	\$43.9616	\$44.8408	\$45.7378	\$46.6526	\$47.5854	\$48.5371	
FY23	\$36.6232	\$37.3557	\$38.1028	\$38.8648	\$39.6421	\$40.4349	\$41.2437	\$42.0685	\$42.9099	\$43.7682	\$44.6436	\$45.5363	\$46.4470	
IV	\$72,348.93	\$73,796.11	\$75,271.77	\$76,776.99	\$78,312.85	\$79,879.15	\$81,476.53	\$83,106.07	\$84,768.23	\$86,463.63	\$88,192.73	\$89,956.83	\$91,755.70	Yearly
Adm/Tech	\$6,029.08	\$6,149.68	\$6,272.65	\$6,398.08	\$6,526.07	\$6,656.60	\$6,789.71	\$6,925.51	\$7,064.02	\$7,205.30	\$7,349.39	\$7,496.40	\$7,646.31	Monthly
	\$2,782.65	\$2,838.31	\$2,895.07	\$2,952.96	\$3,012.03	\$3,072.27	\$3,133.71	\$3,196.39	\$3,260.32	\$3,325.52	\$3,392.03	\$3,459.88	\$3,529.07	Bi-Weekly
FY24	\$34.7831	\$35.4789	\$36.1884	\$36.9120	\$37.6504	\$38.4034	\$39.1714	\$39.9548	\$40.7540	\$41.5691	\$42.4004	\$43.2485	\$44.1133	
FY23	\$33.2853	\$33.9511	\$34.6300	\$35.3225	\$36.0291	\$36.7497	\$37.4846	\$38.2343	\$38.9990	\$39.7790	\$40.5745	\$41.3861	\$42.2137	
III	\$65,789.87	\$67,105.77	\$68,447.75	\$69,816.90	\$71,213.22	\$72,637.36	\$74,090.20	\$75,571.94	\$77,083.46	\$78,624.98	\$80,197.58	\$81,801.48	\$83,437.55	Yearly
Adm III	\$5,482.49	\$5,592.15	\$5,703.98	\$5,818.08	\$5,934.44	\$6,053.11	\$6,174.18	\$6,297.66	\$6,423.62	\$6,552.08	\$6,683.13	\$6,816.79	\$6,953.13	Monthly
	\$2,530.38	\$2,580.99	\$2,632.61	\$2,685.27	\$2,738.97	\$2,793.74	\$2,849.62	\$2,906.61	\$2,964.75	\$3,024.04	\$3,084.52	\$3,146.21	\$3,209.14	Bi-Weekly
FY24	\$31.6297	\$32.2624	\$32.9076	\$33.5658	\$34.2371	\$34.9218	\$35.6203	\$36.3327	\$37.0594	\$37.8005	\$38.5565	\$39.3276	\$40.1142	
FY23	\$30.2677	\$30.8731	\$31.4905	\$32.1204	\$32.7628	\$33.4180	\$34.0864	\$34.7681	\$35.4635	\$36.1727	\$36.8962	\$37.6341	\$38.3868	
II	\$59,705.10	\$60,899.06	\$62,116.92	\$63,359.35	\$64,626.56	\$65,918.98	\$67,237.27	\$68,582.30	\$69,953.84	\$71,352.98	\$72,779.74	\$74,235.40	\$75,720.40	Yearly
Adm II	\$4,975.42	\$5,074.92	\$5,176.41	\$5,279.95	\$5,385.55	\$5,493.25	\$5,603.11	\$5,715.19	\$5,829.49	\$5,946.08	\$6,064.98	\$6,186.28	\$6,310.03	Monthly
	\$2,296.35	\$2,342.27	\$2,389.11	\$2,436.90	\$2,485.64	\$2,535.35	\$2,586.05	\$2,637.78	\$2,690.53	\$2,744.35	\$2,799.22	\$2,855.21	\$2,912.32	Bi-Weekly
FY24	\$28.7044	\$29.2784	\$29.8639	\$30.4612	\$31.0705	\$31.6918	\$32.3256	\$32.9723	\$33.6317	\$34.3043	\$34.9903	\$35.6901	\$36.4040	
FY23	\$27.4683	\$28.0176	\$28.5779	\$29.1495	\$29.7325	\$30.3271	\$30.9336	\$31.5524	\$32.1834	\$32.8271	\$33.4835	\$34.1532	\$34.8364	
I	\$52,563.08	\$53,614.67	\$54,686.91	\$55,780.66	\$56,896.15	\$58,034.03	\$59,194.74	\$60,378.70	\$61,586.35	\$62,817.91	\$64,074.47	\$65,356.02	\$66,663.01	Yearly
Adm I	\$4,380.26	\$4,467.89	\$4,557.24	\$4,648.39	\$4,741.35	\$4,836.17	\$4,932.89	\$5,031.56	\$5,132.20	\$5,234.83	\$5,339.54	\$5,446.34	\$5,555.25	Monthly
	\$2,021.66	\$2,062.10	\$2,103.34	\$2,145.41	\$2,188.31	\$2,232.08	\$2,276.72	\$2,322.26	\$2,368.71	\$2,416.07	\$2,464.40	\$2,513.69	\$2,563.96	Bi-Weekly
FY24	\$25.2707	\$25.7763	\$26.2918	\$26.8176	\$27.3539	\$27.9010	\$28.4590	\$29.0282	\$29.6088	\$30.2009	\$30.8050	\$31.4212	\$32.0495	
FY23	\$24.1825	\$24.6663	\$25.1596	\$25.6628	\$26.1760	\$26.6995	\$27.2335	\$27.7782	\$28.3338	\$28.9004	\$29.4785	\$30.0681	\$30.6694	

By definition: Annual is Hrly times 2080 Hrs; BiWeekly is Annual divided by 26 pay periods; Monthly is annual divided by 12 months

METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

MEMORANDUM OF UNDERSTANDING
(As provided Under California Government Code Section 3505.1)

The representatives of the Executive Director of the Metropolitan Transportation Commission (MTC) have met and conferred with the representatives of specific executive employees, under provisions of the Meyers-Milias-Brown Act (California Government Code § 3500 et seq.). As a result of these meetings, an agreement has been reached for a four year period from July 1, 2023, covering Fiscal Years 2023-2024, 2024-2025, 2025-2026, and 2026-2027.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The Salary Schedule for specific executive employees are set forth in Attachment B.

The following actions are agreed to by all parties:

- Apply the agreed-to July 1, 2023-June 2027, cost-of-living salary increase to the existing staff grade and step structure as referenced in Attachment B.
- Dental and Vision enhancements effective January 1, 2023 with MTC paying 100% of employee (only) premium.
- Increase Transit Parking Programs to the IRS maximum for tax-free subsidies.
- Update or create the following policies including doing any required updates to other referenced policies. Updates will be developed in good faith with input from specific executive employees.
 - Residency Policy upon development, and
 - EDMM No. 265, Grievance Procedure, to include information about agency corrective performance actions, progressive discipline steps, and to update and clarify the formal grievance processes and procedures.
 - EDMM No. 440, Hybrid Work Policy (Effective November 17, 2021)
- Continue to honor all agency organizational study agreements including the agreement to participate in the next phase of MTC's updating of its classification families, specification requirements, job description templates, and all policies associated with position promotions and career ladder reclassifications.

This agreement shall be binding for its term, upon the successors of the Metropolitan Transportation Commission (MTC) and MTC's specific executive employees.

Executed in San Francisco, California on this day 24th of May, 2023.

Brad Paul Date
Deputy Executive Director, LGS
Agency Representative

Michael Brinton Date
Lead Negotiator, Specific Executive
Employees

Nalungo Conley Date
Director, Administration & Human
Development

(ATTACHMENT A)
METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

SUMMARY OF BENEFITS, PROGRAMS, AND SALARY FOR INCUMBENTS OF
REGULAR SPECIFIC EXECUTIVE EMPLOYEES)

Fiscal Years 2023-2024, 2024-2025, 2025-2026, and 2026-2027

SALARY TABLES

Salary administration is regulated per compensation policy and the MTC Employee Handbook.

Staff Salary Charts

The current thirteen-step (2.0% difference between steps) salary grade chart with the 4.5% COLA salary adjustment will be effective from July 1, 2023 through June 30, 2024 (refer to Attachment B)

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:
July 1, 2023-4.5% increase
July 1, 2024-2.8%-4.2% increase*
July 1, 2025-2.8%-4.2% increase*
July 1, 2026-2.8%-4.2% increase*
*COLA will depend on regional CPI, determined in April of the prior fiscal year

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase

Meets Expectations: 2.0% or one-step increase
Exceeds Expectations: 4.0% or two-step increase
Exceptional: 6.0% or three-step increase
Promotional Increase: *4.0% or two-step increase from pre-promotion rate and one classification grade level jump

1. Starting in January 2024, Merit increases will be implemented on the first pay period that includes January 1st.

a. For regular tenured staff, PEs shall be completed along their regular schedule:

i. Staff up to Assistant Director – PEs starting in September, concluding in November, and then merit increases implemented the first Pay Period that includes January 1.

ii. Section Directors and Exec – PEs starting in December, finishing in January, and back dated to January 1 (no change).

b. New Hires

i. For staff hired in June, July, August. They will not receive a PE that September. Their first PE will be implemented in March, completed in April, and the merit increase back dated to January 1.

ii. Thereafter, they will follow the regular schedule of PEs in Sept-Nov and Merit Increase first pay period that includes January 1.

2. Promotions, reclassifications, and lateral position changes will not affect the merit date.

a. Upon promotion/reclassification the employee gets a 4% increase at the date of the position change (no change).

b. If the promotion or reclass happens prior to September PE cycle, the employee will receive a merit increase for their new position as normal on the first pay period to include January 1.

c. If a promotion/reclass happens between the start of the PE cycle in September and January 1 the employee's salary change will depend on whether they were at top of range in the previous role.

i. Top of Range: They will not receive a merit increase. The performance year for which they were evaluated was for a position in which they were at top of range and there was no pay increase due to them for that role. (This is not a new practice.)

ii. Not at Top of Range: The merit increase will be applied to the step they were at in their prior role, and their 4% promotional raise will be recalculated to reflect the higher rate they would have had for their performance in that role, effective the first pay period that includes January 1.

d. Lateral position changes should not affect pay rates and merit increases will be applied as normal on the first pay period the includes January 1

*If an employee is promoted, a new salary anniversary date may be established as of the date of the promotion, and shall be used thereafter until the employee reaches the maximum for his/her class.

PAID TIME OFF BENEFITS

Eligibility and use of all paid time off benefits is regulated per agency policy and the MTC Employee Handbook, and is dependent on the employee's category of employment.

Holidays

Eleven (11) scheduled days per calendar year for regular employees*

*One (1) additional floating holiday to be used to celebrate a Cultural Holiday which is not formally recognized by the agency. This holiday is not bankable, it will expire at the end of every calendar year (December 31st)

Benefit is an eight hour paid leave benefit. Except for those on 9/80 schedule. If used on their regular day, benefit is a 9hr paid leave benefit.

Application updated following update of EDMM No. 243, Regular Part Time employment. 20 to 29 hrs wk average: Holidays apply if fall on regularly scheduled day and up to the regularly scheduled number of hours.

30+ hrs week average: Full benefit level

Regular part-time employees will receive holiday pay for the amount of hours they normally work on that holiday.

No minimum service required for eligibility.

Funeral Leave

The State of California allows for 5 days of unpaid bereavement leave for the death of a family member or “designated person”. *

MTC will provide for 3 days of paid bereavement leave for the death of a family member or “designated person”. Employees can elect to use PTO, accrued vacation or sick time for the unpaid remainder of leave if they choose.

* Family member” means a spouse, child, parent, sibling, grandparent, grandchild, domestic partner or parent-in-law. Employee can designate any person who is not a “family member” as their “designated person” at the time of their passing. The “designated person” may be re-assigned after a 12-month period since prior use. Employees are not required to take the bereavement leave on consecutive days. Employees must complete their leave within three months of the family member’s death. MTC may request documentation of the death of the family member, such as a death certificate, proof of funeral proceedings, published obituary, or other documentation. No more than 5 paid days of bereavement pay may be used in a calendar year.

Personal Business Days

Up to twenty-four (24) hours are granted at the beginning of each calendar year. Employees considered full-time working 30 hours or more a week accrue full personal business day benefits. Employees considered part-time working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated personal business day benefits.

The number of personal business day hours granted to new employees is prorated as follows:

January through April:	24 hours
May through August:	16 hours
September through November:	8 hours
December:	0 hours

Vacation Leave

Vacation usage is available for all MTC regular employees as they are accrued with no waiting period for specific executive employees. MTC does

not allow for the usage of vacation hours before their accruals are earned. Prorated to date of hire during month.

Accrual of Benefits

- Standard accrual of eight (8) hours per month worked for up to ninety-six (96) hours per year.
- An additional bonus accrual of eight (8) hours per year each additional year worked starting in year one and each year thereafter up to thirteen years for a maximum total annual accrual of standard and bonus benefits of two-hundred (200) hours per year.
- Benefits accrue to a cap of five-hundred (500) hours. Once the cap of 500 hours is reached, all vacation accrual stops until such time that the vacation balance falls below the cap of 500 hours. If the vacation accrual is larger than the difference between the vacation balance and the 500 hour cap, individuals will receive only a fraction of their bi-weekly vacation accrual for that pay period bringing their vacation balance to 500 hours.
- Employees considered full-time working 30 hours or more a week accrue full vacation benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.

Annual Vacation Cash-Out Option

Once a twelve month period, employees may cash-out accrued but unused vacation leave over 320 hours up to the cap of 500 hours. Payment will be made at the employee's current hourly rate and is considered taxable earnings. Payment is subject to any and all applicable deductions.

Payment Upon Separation:

Accrued but unused vacation time off benefits up to the maximum accrual of 500 hours are payable upon employment separation at the hourly rate earned by the employee at the time of employment separation.

Payment will be in one lump sum and is subject to any and all applicable deductions.

Sick Leave Benefits

Accrual of Benefits

- Eight (8) hours per month worked for up to ninety-six (96) hours per year.
- Accrue without a cap.
- Employees considered full-time working 30 hours or more a week accrue full regular sick leave benefits. Employees working a minimum of 20 hours a week, but less than 30 hours a week, will accrue prorated benefits.

Payment Upon Separation

- Accrued but unused regular sick leave benefits up to a maximum of 240 hours are payable upon employment separation at the hourly rate paid the employee at the time of employment separation. Payment will be in one lump sum and is subject to any all applicable deductions.

Use of Benefit

- Employees may use accrued regular sick leave benefits per policy as soon as they are earned.

Catastrophic Sick Leave Program

Use of Benefit

Employees may donate accrued sick leave benefits in 8 hour min units above 30 days or 240 hours to the Agency's Catastrophic Sick Leave Bank. They may do this at any time of the year. Once donated, they may not get those benefits back. Benefit eligible employees may request additional sick leave benefits from the Catastrophic Sick Leave Bank per policy procedures. The Bank is administered by HR on behalf of the Agency and is associated with the administration of qualifying medical and family emergency leaves of absence

MTC Paid Family Leave Benefit (MTC PFL Benefits)

MTC will provide all eligible regular employees an additional wage continuance benefit that ensures

employees receive 100% of their regular salary for the first six (6) weeks of their eligible leave. This benefit is 240 hours total, must be used to keep the employee at their full regular salary level, and can be coordinated with short-term disability insurance payments.

MTC PFL benefits are used for the following four types of qualifying medical/family leaves:

1. Maternity leave for the biological delivery of a baby
2. Bonding leave for the arrival of a child
3. Personal leave for a qualifying medical reason
4. Caregiving leave for an eligible family member's qualifying medical leave

Human Resources will authorize the use of MTC PFL benefits when administering the qualifying leave of absence. This benefit will be applied automatically following confirmation of the qualifying leave type outlined above.

MTC PFL is available to all regular employees with no employment waiting period.

The administration and use of this wage continuance benefit and the coordination with other leave wage continuance benefits will be dictated by the MTC leave policy and applicable regulations.

MTC PFL benefits are a wage continuance benefit and should not be confused with a leave type designation (FMLA, PDL, CFRA, MTC Family Leave, or LWOP).

PROBATIONARY PERIOD

The probationary period is regulated per applicable policy and the MTC Employee Handbook.

The initial six-months of employment is considered a probationary introduction period during which time a new employee's work and conduct are observed and evaluated, orientation and training

provided as necessary, and issues with performance addressed directly and promptly in an effort to ensure the employee's success.

HYBRID WORK POLICY (EDMM 440)
(Effective November 17, 2021)

MTC's Hybrid Work policy provides employees maximum flexibility with optimal agency efficiency. The term "Hybrid Work" is used to describe an environment wherein MTC employees may work outside MTC's designated on-site location with the frequency they desire and in support of their duties to the agency. Hybrid Work is a cooperative arrangement between employees, supervisors, and MTC. As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Milias-Brown Act, meet and confer with CSR/Confidential/Management prior to implementing any changes to this Policy. See EDMM 440

RESIDENCY POLICY (EDMM TBD)

The policy will be developed in good faith with input from CSR/Confidential/Specific Executive Employees and will become effective once it is finalized. As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Millias-Brown Act, meet and confer with CSR/Confidential/Specific Executive Employees prior to implementing any changes to this policy.

GRIEVANCE PROCEDURES (EDMM 265)
(Effective May 22, 2009)

Pursuant to MTC Resolution No. 228 (and adopted March 26, 1975). As this policy impacts working conditions, the Agency will, under the provisions of the Meyers-Millias-Brown Act, meet and confer with CSR/Confidential/Specific Executive Employees prior to implementing any changes to this Policy.

INSURANCE

Scope, limitations, and annual insurance premium costs are set forth in actual insurance company

policies and provided each year during open enrollment.

Group Dental Insurance

Agency pays 100% of the total premium for employee's coverage.

The cost to employees for coverage of one dependent is \$6.30 per month, and \$19.13 per month for two or more dependents. MTC pays the remainder of the dependent premium. MTC will deduct employee dependent premium payments from earned wages pre-tax as allowable by law.

Group Dental Insurance Cash-in-Lieu

Employees have the option of receiving the equivalent dollar amount of the employee-only premium in cash upon signing a waiver of coverage and providing proof of being covered under a comparable dental plan. The cash-in-lieu payment is subject to federal and state tax withholding.

Group Medical Insurance

Employees agree to contribute towards medical premiums by paying five percent (5%) of the premium for each coverage line. The employer will cover ninety-five percent (95%) of the premium for each coverage line.

Employee five percent (5%) contributions will be capped as follows:

\$75.00 per month for Employee Only

\$125.00 per month for Employee plus One

\$175.00 per month for Employee plus Two. MTC will deduct employee medical insurance premium payments from earned wages pre-tax as allowable by law.

Group Medical Cash-in-Lieu

Employees have the option of receiving cash-in-lieu instead of enrolling in the group medical insurance

plan upon the signing of a waiver of coverage and providing proof of being covered under a comparable medical plan. The amount of the cash-in-lieu has been updated to account for employee's who live outside of Region 1 (Bay Area). Cash-In-Lieu (Medical Only) is based on the 2nd most expensive employee-only premium determined by CalPERS, minus the employee contribution as follows:

Region 1 (Bay Area): \$1,140.11

Region 2 (CA): \$888.36

Region 3 (CA): \$859.59

Out of State: \$953.71

Vision Care Insurance

MTC pays the total premium for the employee only coverage. Employees may enroll dependents at their sole expense. MTC will deduct dependent premium payments from earned wages pre-tax as allowable by law.

Retirees pays 100% of the retirees and their dependent's premium

Domestic Partner Coverage

MTC provides group medical insurance, group dental insurance, and group vision coverage for an eligible domestic partner and dependents subject to CalPERS regulations regarding domestic partner coverage. The maximum amount MTC contributes shall be the same as that specified under the "Group Dental Insurance" and "Group Medical Insurance" provisions referenced above.

Life and Related Insurances

Agency pays 100% of premium for employee life & ADD insurance coverage.

Specific Executive Employees: Agency provides a payout of two times the annual salary up to a maximum of \$600,000. With evidence of insurability (EOI) specific executive employees are eligible for an additional \$150,000 for a total of

\$750,000. ADD is equal to the group term life coverage.

For all staff, Agency pays the premium for qualified dependents for \$2,000 life coverage per dependent.
Group Voluntary Life and Related Insurance:
Employee may elect to purchase at their own expense supplemental group voluntary life insurance to be paid through payroll to carrier.

Group Voluntary Life and Related Insurance

Employee may elect to purchase, at his/her expense, supplemental group voluntary life insurance.

Short-Term and Long-Term Disability Insurance

Agency pays monthly premium for short-term disability coverage for qualifying regular employee medical disabilities to cover the loss of wages. There is a seven (7) day waiting period, considered part of the benefit's full 12 weeks of coverage, with an additional eleven (11) weeks of paid benefits. Coverage is 66 2/3rds of salary up to a maximum of \$2,500* per week. Benefits paid are taxable.

Agency pays monthly premium for long-term disability coverage for qualifying employee medical disabilities to cover the loss of wages. There is a 90-day waiting period (designed to pick up at the end of the full 12 weeks of short-term disability eligibility). Coverage level is 66 2/3% of monthly salary up to a maximum of

\$15,000* per month. Benefits paid are taxable.

* Maximum benefit levels may be adjusted during the period of the MOU to keep current with increasing salary schedule ranges ensuring the benefit payments comply with percentages.

Travel Insurance

Agency pays the annual premium for all regular employees. Benefit is for a \$100,000 loss of life policy. Policy covers employees while traveling on Agency business.

RETIREMENT

Defined Benefit Pension – 1st Tier, “Classic Plan”

The retirement benefit formula is calculated, pursuant to contract with PERS, at 2.5% at 55.

MTC and the employee agree to equally share any annual employer contribution rate change with employees assuming 50% of the annual employer rate change up to an employee total contribution rate capped at 8.0%.

The shared contribution rates will change based on the change in the employer contribution rate shown in the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Defined Benefit Pension – 2nd Tier, “PEPRA”

The retirement formula is calculated, pursuant to contract with PERS, at 2.0% at 62.

Per PERS regulation, employee must pay 50% of the plan’s “Normal Cost” as determined per the annual plan actuarial valuation process.

The employee rate will be the plan “Normal Costs” as determined by the Annual PERS Actuarial Valuation Report issued approximately each October and per any additional contribution rate changes announced by PERS due to valuation methodology changes or audit findings.

Other PERS-Defined Benefit Pension Contracted Benefits (Classic and PEPRA Plans)

- Up to 3% Maximum Cost-of-Living Allowance
- Section 21573 – Third Level 1959 Survivor Benefits
- Section 21583 – Second Election 1959 Survivor Benefits
- Section 21548 – Pre-retirement Optional Settlement 2 Death Benefit
- Section 20903 – Two years' Additional Service Credit

Retiree Medical Insurance

Retiree and eligible dependents are entitled to the same medical benefits provided to regular MTC active employees and at the same co-pay amounts (and per CalPERS' PEMCHA Equal Method Plan). If eligible, a retired MTC employee must apply for Medicare.

His/her PERS health coverage is then provided as a supplement.

Retiree Dental and Vision Insurance

MTC provides retiree group insurance plans for dental and vision coverages to PERS eligible retired annuitants. The cost of the premiums are the sole responsibility of the retiree. Eligibility for these coverages follows PERS retiree medical eligibility rules and requirements.

COMMUTER PROGRAM

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations, up to the maximum IRS limits, for employees for legitimate and applicable transit fare purchases. Purchases must be made through authorized MTC provided third-party administrator(s) only and must be for up to the monthly amount needed and used by each employee each month to commute to and from work per IRS regulation.

The employee monthly subsidy is any actual needed amount up to the maximum IRS limit per month.

MTC will provide this subsidy tax-free per IRS fringe benefit allowances.

Employer-Provided Parking Option

MTC provides daily parking at a designated private lot in Oakland. Employees may select to park at this lot and take public transit, carpool, or ride-share into San Francisco. The monthly amount to park at BART Lake Merritt station will be deducted from the monthly transit subsidy (IRS maximum) leaving a MTC paid subsidy of the remainder per month for transit purchases. Such purchases are administered as stated above in the Transit Subsidy Option paragraph.

Carpool Option

Employees in a verified carpool with two or more persons who work at MTC or the Air District may park in the above mentioned private lot in Oakland for free. Verified carpool employees are then afforded the full monthly transit subsidy of up to the IRS maximum for transit fare purchases.

Bicycle Commuter Option

For any employee regularly using a bicycle for a substantial portion of the travel between the employee's residence and place of employment for qualifying bicycle commuting months as described in the IRS Publication 15-B, MTC will pay \$20 per month. If the IRS allows this to be a tax-free payment, MTC will pay this tax-free. If not, this amount will be considered taxable income.

Cash-in-Lieu Option

Employees may elect to receive \$18 per month cash-in-lieu if not selecting another Commuter Program option. Cash-in-lieu payments are taxable income.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program.

Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

MTC has added to ROTH plans to our Mission Square account and CalPERS (Voya) account. See plan for details.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that

are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full time employees (30 hours a week or more) who have completed their probation.

The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and

subject to applicable Federal and State public
employment rules.

OTHER ELECTIVE DEDUCTIONS

Dependent Care Assistance Plan (DCAP)

MTC's Dependent Care Assistance Plan (DCAP) is a totally employee-funded program, except for the costs incurred by MTC to administer the program.

Employees may elect pre-tax payroll deductions up to the limits set by the IRS for the reimbursement of eligible childcare and dependent care expenses, in accordance with IRS regulations. See actual plan for details and limitations.

Health Care Flexible Spending Account

MTC's Health Care Flexible Spending Account (Health FSA) is a totally employee-funded program, except for the costs incurred by MTC to administer the program. Employees may elect pre-tax payroll deductions up to a limit equivalent to the Federal Health Care Flexible Spending Account limit for reimbursement of eligible healthcare costs that are not covered under the employee's health insurance. See actual plan for details and limitations.

Deferred Compensation Plan

Employee may elect to participate in the 457 deferred compensation program(s) and make pre-tax contributions subject to IRS regulations and program limitations. MTC will administer the pre-tax deductions and submittal of employee contributions.

MTC has added to ROTH plans to our Mission Square account and CalPERS (Voya) account. See plan for details.

PROFESSIONAL DEVELOPMENT

Professional Development

Subject to approval by the Section Director and appropriations in the annual training and travel budget, employees may participate in MTC sponsored Professional Development, defined as any training, materials, testing, licensing, membership, conferences, classes, tuition, etc. that

are determined to be appropriate to the employee's professional development.

Computer Purchase Program

MTC will assist in the purchase of a personal computer and peripheral equipment, up to a maximum of \$5,000 for regular full time employees (30 hours a week or more) who have completed their probation.

The total cost of each purchase shall be repaid by the participating employee through biweekly payroll deductions, up to a maximum of a two (2) year period or fifty-two (52) pay periods. See actual plan for details and limitations.

MANDATORY PROVISIONS

Workers' Compensation

Standard

Unemployment Insurance

Standard

Grievance Procedure

A grievance is any serious dispute that has not been rectified through management, procedural and/or policy appeal processes to address concerns and disputes involving the discipline or discharge of an employee or the interpretation or application of those rules, regulations, and resolutions which have been or may hereafter be adopted by the Commission to govern personnel practices and working conditions, including such rules, regulations, and resolutions as may be adopted by the Commission to effect a memorandum of understanding which results from the meeting and conferring process.

All employees having grievances arising from their employment with MTC are afforded the opportunity to address such grievances, subject to the MTC grievance policy and associated resolutions and

subject to applicable Federal and State public
employment rules.

**Salary Ranges For MTC Specific Executive Employees
Fiscal Year 2023-24, Effective July 1, 2023**

CLASS/POSITION	GRADE	MIN	MAX	PAY TYPES
ASSOCIATE COUNSEL I/II	L/2	\$79.2984	\$105.6543	HOURLY BASE RATE
EXECUTIVE ADMINISTRATIVE	X/B	\$6,343.87	\$8,452.34	BI-WEEKLY
FINANCE ASSISTANT DIRECTOR	F/2	\$13,745.06	\$18,313.41	MONTHLY
		\$164,940.67	\$219,760.94	ANNUAL
Associate Counsel I Associate Counsel II Assistant Director BARC Director				
DEPUTY GENERAL COUNSEL	L/3	\$104.0461	\$129.3683	HOURLY BASE RATE
EXECUTIVE MANAGEMENT	X/A	\$8,323.69	\$10,349.46	BI-WEEKLY
DEPUTY FINANCIAL OFFICER	F/3	\$18,034.66	\$22,423.84	MONTHLY
		\$216,415.89	\$269,086.06	ANNUAL
Administrative Director Deputy Director Deputy Financial Officer Deputy General Counsel Senior Attorney Section Director				
SENIOR DEPUTY GENERAL COUNSEL	L/4	\$115.4105	\$134.9656	HOURLY BASE RATE
		\$9,232.84	\$10,797.25	BI-WEEKLY
		\$20,004.49	\$23,394.04	MONTHLY
		\$240,053.84	\$280,728.45	ANNUAL
Senior Deputy General Counsel				
DEPUTY EXECUTIVE DIRECTOR/ CHIEF FINANCIAL OFFICER/CHIEF OPERATING OFFICER	X/3-X/5	\$129.5674	\$154.8504	HOURLY BASE RATE
		\$10,365.39	\$12,388.03	BI-WEEKLY
		\$22,458.35	\$26,840.74	MONTHLY
		\$269,500.19	\$322,088.83	ANNUAL
Deputy Executive Director Chief Financial Officer Chief Operating Officer				
CHIEF DEPUTY EXECUTIVE DIRECTOR	X/6	\$154.1100	\$168.2700	HOURLY BASE RATE
		\$12,328.80	\$13,461.60	BI-WEEKLY
		\$26,712.40	\$29,166.80	MONTHLY
		\$320,548.80	\$350,001.60	ANNUAL
Chief Deputy Executive Director				