

HANDOUT - Administration Committee
Agenda Item 5

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4341

This resolution sets forth the employment benefits and salary schedule for CSR represented employees and confidential employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022
for CSR and Confidential Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4341

WHEREAS, MTC Resolution No. 4153, adopted June 25, 2014 established employment benefits and a salary schedule for non-management staff employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 *et seq.*) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the Committee for Staff Representation (CSR) representing regular staff employees (other than confidential) have met and conferred with the appointed agency negotiator; and

WHEREAS, representatives of the confidential employees have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for CSR represented employees and confidential employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for CSR represented regular staff employees and confidential employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 and September 1, 2018, for CSR represented regular staff employees and confidential employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Executive Director shall approve the applicable salary schedule updates as set forth in Attachment A as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California on June 27, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment A
Resolution No. 4341
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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 EXECUTIVE
EMPLOYEES)

Fiscal Years 2018-2019, 2019-2020, 2020-2021 and 2021-2022

SALARY TABLES

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

Staff Salary Charts

1. The current eleven-step (2.5% difference between steps) salary grade chart with the 2.8% COLA salary adjustment will be effective from July 1, 2018 through August 31, 2018 (refer to Attachment B).
2. A new thirteen-step (2.0% difference between steps) salary grade chart effective September 1, 2018 through June 30, 2022 (refer to Attachment B).

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:

July 1, 2018 – 2.8% increase
July 1, 2019 – 2.8% increase
July 1, 2020 – 2.8% increase
July 1, 2021 – 2.8% increase

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase steps effective September 1, 2018.

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

* 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) days per calendar year for regular employees.

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

Up to three (3) days, on the basis of need, in the case of the death of a defined eligible family member. No minimum service required for eligibility. This time off benefit has no cash value and is not payable upon employment separation. Sick leave time off benefits may be used for additional bereavement leave.

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 Benefits

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.
- All vacation leave benefits are accrued and available for use with each bi-weekly pay period after completion of the first six months of employment, or probationary period, per policy.

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.

Use of Benefit:

Employees may use accrued vacation time off benefits per policy after completion of the first six months of employment, or probationary period, per policy.

Regular 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.

MTC Paid Family Leave Benefit
(MTC PFL Benefits)

MTC will provide all eligible regular employees a new 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.

ALTERNATIVE WORK OPTION POLICY

Employees may request to participate in alternative work schedule and location options per position and performance eligibility as outlined in the policy. Options include working remotely or requesting two-week pay period scheduling options other than 8 hours a day over 10 work days. MTC's intent is to make this policy available to all employees, and will state in the policy and/or the amendments any positions that due to assigned core tasks and responsibilities are not eligible for either or both remote work or alternative pay period scheduling.

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

MTC pays the total premium for employee's coverage. The cost to the employees for coverage for 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 Family

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 will be equal to the second-most costly employee-only premium total minus the employee contribution amount for that premium. The cash-in-lieu payment is subject to federal and state tax withholding.

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.

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

MTC pays premium for employee life insurance policy; life insurance benefit is equal to two-times annual salary. MTC pays additional premium for employee for accidental death and dismemberment coverage equal to the group term life insurance coverage. MTC pays the premium for qualified dependents (as defined in the current policy) for \$2,000 life coverage per dependent.

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

MTC 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.

MTC 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 67% of monthly salary up to a maximum of \$15,000* per month. Benefits paid are taxable.

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

Travel Insurance

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

Effective June 30, 2018, the MTC total contribution rate is 18.968% and employees are contributing 6.50% (rounded) on earned wages.

Effective July 1, 2018, MTC’s total contribution rate will be 19.572%. Sharing 50% of the change in the total contribution rate will result in an increase in the employee contribution rate to 6.79%.

July 1, 2019, July 1, 2020, and July 1, 2021, 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.

As of June 30, 2018, the “Normal Cost” the employee pays is 6.50%.

Effective July 1, 2018, the “Normal Cost” the employee pays remains 6.50%.

Effective July 1, 2019, July 1, 2020, and July 1, 2021 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 PEPRAs 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

MTC provides a commuter program to assist employees as follows. This program is available to all regular employees and some temporary employees. Employees may elect to participate in only one option at a time.

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations 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 \$255 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 is set at the July 1, 2014, BART Lake Merritt station monthly rate of \$84.00. This amount is deducted from the monthly transit subsidy leaving a MTC paid subsidy of up to \$171 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 \$255 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 \$20 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.

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.

**COOPERATION WITH
EXCLUSIVELY RECOGNIZED
EMPLOYEE ORGANIZATION
(EREO)**

MTC agrees to work with the EREO by engaging them as required by agency resolution regarding the recognition and role of the organization, as required by California Public Employment Relations Board regulations, and as required of the Meyers-Milias-Brown Act. This includes, but not limited to, the following:

- Meeting required notification regulations of represented employee status (hiring, separating, status changes, etc.)
- Providing agency Equal Employment Opportunity Commission EEO-4 Report data when requested
- Involving EREO representatives as required by regulation and agency policy in organizational and total compensation studies and projects
- Involving EREO representatives as required by regulation and agency policy in serious grievance procedures

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 Committee for Staff Representation (CSR), representing eligible staff of the MTC, and the confidential employees, under provisions of the Meyers-Milius-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, 2018, covering Fiscal Years 2018-2019, 2019-2020, 2020-2021, and 2021-2022.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The first year salary charts are set forth in Attachment B.

The following actions are agreed to by all parties:

- Apply the agreed-to July 1, 2018, cost-of-living salary increase to the existing staff grade and step structure as referenced in Attachment B.
- September 1, 2018, implement a new staff grade and step structure as referenced in Attachment B and map all employees to a new step, where applicable.
- Update or create the following policies including doing any required updates to other referenced policies. Updates will be done under the direction of the Director of Administrative Services and the appropriate subject matter team in consultation with representatives from the employee groups.
 - EDMM Nos. 240, Flextime Schedules, and 250, Teleworking Program, and EDMP No. 036, Pay Period Compressed Work Week Schedule, restated into a single Alternative Work Option Policy. This new policy will be designed using principles of the San Francisco City & County policy and procedures, and will include designation of current positions ineligible for either teleworking or alternate work schedules. It is agreed this policy will be completed in September of 2018.
 - EDMM No. 297, Leave Policy, to incorporate the new MTC Paid Family Leave Benefit (MTC PFL Benefit), a wage continuance benefit, and to clarify the order and use of all MTC leave benefits for certain kinds of leaves of absence. In addition, the Catastrophic Sick Leave Program will be incorporated into the overall leave policy. It is agreed that the reports on the Catastrophic Sick Leave Program, in addition to donation, use, and current balance totals, will include the number of requests, the number of requests approved, the hours requested per individual, the hours granted per individual, the period of usage per individual, and the number of occurrences per individual by leave type - baby bonding (biological maternity or bonding), personal medical, and eligible family member medical. The new MTC PFL Benefit will be available to regular benefitted

employees as of July 1, 2018, and application of the benefit will be executed by HR in consultation with Exclusively Recognized Employee Organization (EREO) and other employee representatives until the policy text has been completed and approved.

- o 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.
 - o EDMM Nos. 230, Employee Performance Evaluation, and 225, Salary Administration Guidelines, to update new merit increase step percentages.
 - o Updates to EDMM No. 270, Staff Training, Development & Conference and Business Meeting Attendance, will include documentation that categorizes current budget allocations by section into the following general areas: technical training, leadership training, trade association conferences, and general conferences.
- MTC has agreed to research the underwriting of an additional dental coverage plan with all or some of the following: a higher annual maximum limit, orthodontic coverage, night guard coverage, additional diagnostic and preventative services. MTC will present the results of this research to provide these services through a second tier option as well as a la carte. If a second tier or a la carte plan is added to MTC's current dental coverage options employees agree that any premium costs above the current first tier coverage will be the sole responsibility of the subscribed employees. MTC will continue to honor the set premium cost-shares in Attachment A regardless of overall premium plan increases over the MOU period for the plan design as it currently exists. MTC does not agree to absorb any premium increases associated with a second tier plan offering.
- Continue to honor all agency organizational study agreements including the agreement to involve members of the EREO and other employee participants, including reviewing the addition of performance based merit bonuses to the total compensation design. In particular, members of the EREO and other employees will continue 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. It is further agreed to make adjustments to current organizational study Implementation Action Plan deadlines as follows:
 - o September 2018 for development of a new Alternative Work Option policy
 - o January 2019 for the implementation of a new Travel and Training policy
 - o March 2019 for development of a new Classification Framework

This agreement shall be binding for its term, upon the successors of the Metropolitan Transportation Commission (MTC) and MTC's Committee for Staff Representation (CSR) and the Confidentials.

Executed in San Francisco, California on this day 27th of June, 2018.

Andrew B. Fremier Date
Deputy Executive Director, Operations
Agency Representative

Marcella Aranda Date
Lead Negotiator, Committee for Staff
Representation (CSR)

Michael Brinton Date
Lead Negotiator, Confidentials

Courtney A. Ruby Date
Director, Administrative & Facilities
Services

Robin H. James Date
Human Resources Manager

Date: June 27, 2018
Referred by: Administration

Attachment B
MTC Resolution No. 4341
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Grade	A	A1	B	B1	C	C1	D	D1	E	E1	F	
IX	\$119,697.79	\$122,690.40	\$125,757.38	\$128,901.14	\$132,123.89	\$135,426.92	\$138,812.45	\$142,282.66	\$145,839.74	\$149,485.67	\$153,222.87	Yearly
Principal	\$9,974.82	\$10,224.20	\$10,479.78	\$10,741.76	\$11,010.32	\$11,285.58	\$11,567.70	\$11,856.89	\$12,153.31	\$12,457.14	\$12,768.57	Monthly
	\$4,603.76	\$4,718.86	\$4,836.82	\$4,957.74	\$5,081.69	\$5,208.73	\$5,338.94	\$5,472.41	\$5,609.22	\$5,749.45	\$5,893.19	Bi-Weekly
FY19	\$57.5470	\$58.9858	\$60.4603	\$61.9717	\$63.5211	\$65.1091	\$66.7368	\$68.4051	\$70.1153	\$71.8681	\$73.6648	Hourly
VIII (b)	\$102,711.15	\$105,278.81	\$107,910.98	\$110,608.95	\$113,374.06	\$116,208.28	\$119,113.79	\$122,091.48	\$125,143.76	\$128,272.36	\$131,479.17	Yearly
Senior	\$8,559.26	\$8,773.23	\$8,992.58	\$9,217.41	\$9,447.84	\$9,684.02	\$9,926.15	\$10,174.29	\$10,428.65	\$10,689.36	\$10,956.60	Monthly
	\$3,950.43	\$4,049.19	\$4,150.42	\$4,254.19	\$4,360.54	\$4,469.55	\$4,581.30	\$4,695.83	\$4,813.22	\$4,933.55	\$5,056.89	Bi-Weekly
FY19	\$49.3804	\$50.6148	\$51.8803	\$53.1774	\$54.5068	\$55.8694	\$57.2662	\$58.6978	\$60.1653	\$61.6694	\$63.2111	Hourly
VIII (a)	\$97,762.08	\$100,206.01	\$102,711.15	\$105,278.81	\$107,910.98	\$110,608.95	\$113,374.06	\$116,208.28	\$119,113.79	\$122,091.48	\$125,143.76	Yearly
Assoc.	\$8,146.84	\$8,350.50	\$8,559.26	\$8,773.23	\$8,992.58	\$9,217.41	\$9,447.84	\$9,684.02	\$9,926.15	\$10,174.29	\$10,428.65	Monthly
	\$3,760.08	\$3,854.08	\$3,950.43	\$4,049.19	\$4,150.42	\$4,254.19	\$4,360.54	\$4,469.55	\$4,581.30	\$4,695.83	\$4,813.22	Bi-Weekly
FY19	\$47.0010	\$48.1760	\$49.3804	\$50.6148	\$51.8803	\$53.1774	\$54.5068	\$55.8694	\$57.2662	\$58.6978	\$60.1653	Hourly
VII	\$84,795.42	\$86,915.11	\$89,088.10	\$91,315.28	\$93,598.18	\$95,938.13	\$98,336.43	\$100,795.06	\$103,314.89	\$105,897.48	\$108,544.99	Yearly
Asst.	\$7,066.29	\$7,242.93	\$7,424.01	\$7,609.61	\$7,799.85	\$7,994.84	\$8,194.70	\$8,399.59	\$8,609.57	\$8,824.79	\$9,045.42	Monthly
	\$3,261.36	\$3,342.89	\$3,426.47	\$3,512.13	\$3,599.93	\$3,689.93	\$3,782.17	\$3,876.73	\$3,973.65	\$4,072.98	\$4,174.81	Bi-Weekly
FY19	\$40.7670	\$41.7861	\$42.8308	\$43.9016	\$44.9991	\$46.1241	\$47.2771	\$48.4592	\$49.6706	\$50.9122	\$52.1851	Hourly
VI	\$73,542.59	\$75,381.02	\$77,265.75	\$79,197.42	\$81,177.57	\$83,206.65	\$85,287.06	\$87,419.03	\$89,604.31	\$91,844.43	\$94,140.50	Yearly
Jr.	\$6,128.55	\$6,281.75	\$6,438.81	\$6,599.78	\$6,764.80	\$6,933.89	\$7,107.26	\$7,284.92	\$7,467.03	\$7,653.70	\$7,845.04	Monthly
	\$2,828.56	\$2,899.27	\$2,971.76	\$3,046.05	\$3,122.21	\$3,200.26	\$3,280.27	\$3,362.27	\$3,446.32	\$3,532.48	\$3,620.79	Bi-Weekly
FY19	\$35.3570	\$36.2409	\$37.1470	\$38.0757	\$39.0277	\$40.0032	\$41.0034	\$42.0284	\$43.0790	\$44.1560	\$45.2599	Hourly
V	\$66,670.84	\$68,337.72	\$70,046.06	\$71,797.17	\$73,592.17	\$75,431.92	\$77,317.74	\$79,250.51	\$81,231.98	\$83,262.81	\$85,344.32	Yearly
Tech.	\$5,555.90	\$5,694.81	\$5,837.17	\$5,983.10	\$6,132.68	\$6,285.99	\$6,443.14	\$6,604.21	\$6,769.33	\$6,938.57	\$7,112.03	Monthly
	\$2,564.26	\$2,628.37	\$2,694.08	\$2,761.43	\$2,830.47	\$2,901.23	\$2,973.76	\$3,048.10	\$3,124.31	\$3,202.42	\$3,282.47	Bi-Weekly
FY19	\$32.0533	\$32.8547	\$33.6760	\$34.5179	\$35.3809	\$36.2653	\$37.1720	\$38.1012	\$39.0538	\$40.0302	\$41.0309	Hourly
IV	\$60,593.92	\$62,108.76	\$63,661.78	\$65,253.19	\$66,884.74	\$68,556.66	\$70,270.70	\$72,027.53	\$73,828.23	\$75,673.90	\$77,565.86	Yearly
Adm/Tech	\$5,049.49	\$5,175.73	\$5,305.15	\$5,437.77	\$5,573.73	\$5,713.06	\$5,855.89	\$6,002.29	\$6,152.35	\$6,306.16	\$6,463.82	Monthly
	\$2,330.54	\$2,388.80	\$2,448.53	\$2,509.74	\$2,572.49	\$2,636.79	\$2,702.72	\$2,770.29	\$2,839.55	\$2,910.53	\$2,983.30	Bi-Weekly
FY19	\$29.1317	\$29.8600	\$30.6066	\$31.3717	\$32.1561	\$32.9599	\$33.7840	\$34.6286	\$35.4943	\$36.3817	\$37.2913	Hourly
III	\$55,101.22	\$56,478.73	\$57,890.90	\$59,337.95	\$60,821.64	\$62,342.19	\$63,900.47	\$65,498.02	\$67,135.50	\$68,813.78	\$70,533.96	Yearly
Adm III	\$4,591.77	\$4,706.56	\$4,824.24	\$4,944.83	\$5,068.47	\$5,195.18	\$5,325.04	\$5,458.17	\$5,594.62	\$5,734.48	\$5,877.83	Monthly
	\$2,119.28	\$2,172.26	\$2,226.57	\$2,282.23	\$2,339.29	\$2,397.78	\$2,457.71	\$2,519.15	\$2,582.13	\$2,646.68	\$2,712.84	Bi-Weekly
FY19	\$26.4910	\$27.1532	\$27.8322	\$28.5279	\$29.2412	\$29.9722	\$30.7214	\$31.4894	\$32.2767	\$33.0835	\$33.9106	Hourly
II	\$50,004.50	\$51,254.33	\$52,535.75	\$53,849.42	\$55,195.55	\$56,575.47	\$57,990.06	\$59,439.74	\$60,925.85	\$62,449.25	\$64,010.16	Yearly
Adm II	\$4,167.04	\$4,271.19	\$4,377.98	\$4,487.45	\$4,599.63	\$4,714.62	\$4,832.50	\$4,953.31	\$5,077.15	\$5,204.10	\$5,334.18	Monthly
	\$1,923.25	\$1,971.32	\$2,020.61	\$2,071.13	\$2,122.91	\$2,175.98	\$2,230.39	\$2,286.14	\$2,343.30	\$2,401.89	\$2,461.93	Bi-Weekly
FY19	\$24.0406	\$24.6415	\$25.2576	\$25.8891	\$26.5363	\$27.1997	\$27.8798	\$28.5768	\$29.2913	\$30.0237	\$30.7741	Hourly
I	\$44,023.01	\$45,123.71	\$46,251.63	\$47,408.20	\$48,593.21	\$49,808.16	\$51,053.47	\$52,329.79	\$53,637.96	\$54,978.85	\$56,353.53	Yearly
Adm I	\$3,668.58	\$3,760.31	\$3,854.30	\$3,950.68	\$4,049.43	\$4,150.68	\$4,254.46	\$4,360.82	\$4,469.83	\$4,581.57	\$4,696.13	Monthly
	\$1,693.19	\$1,735.53	\$1,778.91	\$1,823.39	\$1,868.97	\$1,915.70	\$1,963.60	\$2,012.68	\$2,063.00	\$2,114.57	\$2,167.44	Bi-Weekly
FY19	\$21.1649	\$21.6941	\$22.2364	\$22.7924	\$23.3621	\$23.9462	\$24.5449	\$25.1586	\$25.7875	\$26.4321	\$27.0930	Hourly
By definition: Annual is Hrlv times 2080 Hrs; BiWeekly is Annual divided by 26 pay periods; Monthly is Annual divided by 12 months												

Date: June 27, 2018
Referred by: Administration

Attachment B
MTC Resolution No. 4341
Page 2 of 2

MTC Staff Salary Chart - Effective September 1, 2018														
Grade	A	A1	B	B1	C	C1	D	D1	E	E1	F	F1	G	
IX Principal	\$120,815.19	\$123,231.49	\$125,696.12	\$128,210.04	\$130,774.24	\$133,389.73	\$136,057.52	\$138,778.67	\$141,554.25	\$144,385.33	\$147,273.04	\$150,218.50	\$153,222.87	Yearly
	\$10,067.93	\$10,269.29	\$10,474.68	\$10,684.17	\$10,897.85	\$11,115.81	\$11,338.13	\$11,564.89	\$11,796.19	\$12,032.11	\$12,272.75	\$12,518.21	\$12,768.57	Monthly
	\$4,646.74	\$4,739.67	\$4,834.47	\$4,931.16	\$5,029.78	\$5,130.37	\$5,232.98	\$5,337.64	\$5,444.39	\$5,553.28	\$5,664.35	\$5,777.63	\$5,893.19	Bi-Weekly
	FY19	\$58.0842	\$59.2459	\$60.4308	\$61.6394	\$62.8722	\$64.1297	\$65.4123	\$66.7205	\$68.0549	\$69.4160	\$70.8043	\$72.2204	\$73.6648
VIII (b) Senior	\$103,670.43	\$105,743.83	\$107,858.71	\$110,015.89	\$112,216.20	\$114,460.53	\$116,749.74	\$119,084.73	\$121,466.43	\$123,895.76	\$126,373.67	\$128,901.14	\$131,479.17	Yearly
	\$8,639.20	\$8,811.99	\$8,988.23	\$9,167.99	\$9,351.35	\$9,538.38	\$9,729.14	\$9,923.73	\$10,122.20	\$10,324.65	\$10,531.14	\$10,741.76	\$10,956.60	Monthly
	\$3,987.32	\$4,067.07	\$4,148.41	\$4,231.38	\$4,316.01	\$4,402.33	\$4,490.37	\$4,580.18	\$4,671.79	\$4,765.22	\$4,860.53	\$4,957.74	\$5,056.89	Bi-Weekly
	FY19	\$49.8416	\$50.8384	\$51.8551	\$52.8923	\$53.9501	\$55.0291	\$56.1297	\$57.2523	\$58.3973	\$59.5653	\$60.7566	\$61.9717	\$63.2111
VIII (a) Assoc.	\$98,675.00	\$100,648.50	\$102,661.47	\$104,714.70	\$106,809.00	\$108,945.18	\$111,124.08	\$113,346.56	\$115,613.49	\$117,925.76	\$120,284.28	\$122,689.96	\$125,143.76	Yearly
	\$8,222.92	\$8,387.38	\$8,555.12	\$8,726.23	\$8,900.75	\$9,078.76	\$9,260.34	\$9,445.55	\$9,634.46	\$9,827.15	\$10,023.69	\$10,224.16	\$10,428.65	Monthly
	\$3,795.19	\$3,871.10	\$3,948.52	\$4,027.49	\$4,108.04	\$4,190.20	\$4,274.00	\$4,359.48	\$4,446.67	\$4,535.61	\$4,626.32	\$4,718.84	\$4,813.22	Bi-Weekly
	FY19	\$47.4399	\$48.3887	\$49.3565	\$50.3436	\$51.3505	\$52.3775	\$53.4250	\$54.4935	\$55.5834	\$56.6951	\$57.8290	\$58.9856	\$60.1653
VII Asst.	\$85,586.99	\$87,298.73	\$89,044.70	\$90,825.60	\$92,642.11	\$94,494.95	\$96,384.85	\$98,312.55	\$100,278.80	\$102,284.37	\$104,330.06	\$106,416.66	\$108,544.99	Yearly
	\$7,132.25	\$7,274.89	\$7,420.39	\$7,568.80	\$7,720.18	\$7,874.58	\$8,032.07	\$8,192.71	\$8,356.57	\$8,523.70	\$8,694.17	\$8,868.06	\$9,045.42	Monthly
	\$3,291.81	\$3,357.64	\$3,424.80	\$3,493.29	\$3,563.16	\$3,634.42	\$3,707.11	\$3,781.25	\$3,856.88	\$3,934.01	\$4,012.69	\$4,092.95	\$4,174.81	Bi-Weekly
	FY19	\$41.1476	\$41.9705	\$42.8100	\$43.6662	\$44.5395	\$45.4303	\$46.3389	\$47.2656	\$48.2110	\$49.1752	\$50.1587	\$51.1619	\$52.1851
VI Jr.	\$74,229.14	\$75,713.72	\$77,228.00	\$78,772.56	\$80,348.01	\$81,954.97	\$83,594.07	\$85,265.95	\$86,971.27	\$88,710.69	\$90,484.91	\$92,294.61	\$94,140.50	Yearly
	\$6,185.76	\$6,309.48	\$6,435.67	\$6,564.38	\$6,695.67	\$6,829.58	\$6,966.17	\$7,105.50	\$7,247.61	\$7,392.56	\$7,540.41	\$7,691.22	\$7,845.04	Monthly
	\$2,854.97	\$2,912.07	\$2,970.31	\$3,029.71	\$3,090.31	\$3,152.11	\$3,215.16	\$3,279.46	\$3,345.05	\$3,411.95	\$3,480.19	\$3,549.79	\$3,620.79	Bi-Weekly
	FY19	\$35.6871	\$36.4008	\$37.1288	\$37.8714	\$38.6289	\$39.4014	\$40.1895	\$40.9932	\$41.8131	\$42.6494	\$43.5024	\$44.3724	\$45.2599
V Tech.	\$67,293.41	\$68,639.28	\$70,012.07	\$71,412.31	\$72,840.56	\$74,297.37	\$75,783.31	\$77,298.98	\$78,844.96	\$80,421.86	\$82,030.30	\$83,670.90	\$85,344.32	Yearly
	\$5,607.78	\$5,719.94	\$5,834.34	\$5,951.03	\$6,070.05	\$6,191.45	\$6,315.28	\$6,441.58	\$6,570.41	\$6,701.82	\$6,835.86	\$6,972.58	\$7,112.03	Monthly
	\$2,588.21	\$2,639.97	\$2,692.77	\$2,746.63	\$2,801.56	\$2,857.59	\$2,914.74	\$2,973.04	\$3,032.50	\$3,093.15	\$3,155.01	\$3,218.11	\$3,282.47	Bi-Weekly
	FY19	\$32.3526	\$32.9997	\$33.6596	\$34.3328	\$35.0195	\$35.7199	\$36.4343	\$37.1630	\$37.9062	\$38.6644	\$39.4376	\$40.2264	\$41.0309
IV Adm/Tech	\$61,160.15	\$62,383.36	\$63,631.02	\$64,903.64	\$66,201.72	\$67,525.75	\$68,876.27	\$70,253.79	\$71,658.87	\$73,092.04	\$74,553.88	\$76,044.96	\$77,565.86	Yearly
	\$5,096.68	\$5,198.61	\$5,302.59	\$5,408.64	\$5,516.81	\$5,627.15	\$5,739.69	\$5,854.48	\$5,971.57	\$6,091.00	\$6,212.82	\$6,337.08	\$6,463.82	Monthly
	\$2,352.31	\$2,399.36	\$2,447.35	\$2,496.29	\$2,546.22	\$2,597.14	\$2,649.09	\$2,702.07	\$2,756.11	\$2,811.23	\$2,867.46	\$2,924.81	\$2,983.30	Bi-Weekly
	FY19	\$29.4039	\$29.9920	\$30.5918	\$31.2037	\$31.8277	\$32.4643	\$33.1136	\$33.7759	\$34.4514	\$35.1404	\$35.8432	\$36.5601	\$37.2913
III Adm III	\$55,615.55	\$56,727.86	\$57,862.42	\$59,019.67	\$60,200.06	\$61,404.06	\$62,632.14	\$63,884.78	\$65,162.48	\$66,465.73	\$67,795.04	\$69,150.95	\$70,533.96	Yearly
	\$4,634.63	\$4,727.32	\$4,821.87	\$4,918.31	\$5,016.67	\$5,117.01	\$5,219.35	\$5,323.73	\$5,430.21	\$5,538.81	\$5,649.59	\$5,762.58	\$5,877.83	Monthly
	\$2,139.06	\$2,181.84	\$2,225.48	\$2,269.99	\$2,315.39	\$2,361.69	\$2,408.93	\$2,457.11	\$2,506.25	\$2,556.37	\$2,607.50	\$2,659.65	\$2,712.84	Bi-Weekly
	FY19	\$26.7382	\$27.2730	\$27.8185	\$28.3748	\$28.9423	\$29.5212	\$30.1116	\$30.7138	\$31.3281	\$31.9547	\$32.5938	\$33.2456	\$33.9106
II Adm II	\$50,471.57	\$51,481.01	\$52,510.63	\$53,560.84	\$54,632.06	\$55,724.70	\$56,839.19	\$57,975.97	\$59,135.49	\$60,318.20	\$61,524.57	\$62,755.06	\$64,010.16	Yearly
	\$4,205.96	\$4,290.08	\$4,375.89	\$4,463.40	\$4,552.67	\$4,643.72	\$4,736.60	\$4,831.33	\$4,927.96	\$5,026.52	\$5,127.05	\$5,229.59	\$5,334.18	Monthly
	\$1,941.21	\$1,980.04	\$2,019.64	\$2,060.03	\$2,101.23	\$2,143.26	\$2,186.12	\$2,229.85	\$2,274.44	\$2,319.93	\$2,366.33	\$2,413.66	\$2,461.93	Bi-Weekly
	FY19	\$24.2652	\$24.7505	\$25.2455	\$25.7504	\$26.2654	\$26.7907	\$27.3265	\$27.8731	\$28.4305	\$28.9991	\$29.5791	\$30.1707	\$30.7741
I Adm I	\$44,434.37	\$45,323.06	\$46,229.52	\$47,154.11	\$48,097.19	\$49,059.14	\$50,040.32	\$51,041.13	\$52,061.95	\$53,103.19	\$54,165.25	\$55,248.56	\$56,353.53	Yearly
	\$3,702.86	\$3,776.92	\$3,852.46	\$3,929.51	\$4,008.10	\$4,088.26	\$4,170.03	\$4,253.43	\$4,338.50	\$4,425.27	\$4,513.77	\$4,604.05	\$4,696.13	Monthly
	\$1,709.01	\$1,743.19	\$1,778.06	\$1,813.62	\$1,849.89	\$1,886.89	\$1,924.63	\$1,963.12	\$2,002.38	\$2,042.43	\$2,083.28	\$2,124.94	\$2,167.44	Bi-Weekly
	FY19	\$21.3627	\$21.7899	\$22.2257	\$22.6702	\$23.1237	\$23.5861	\$24.0578	\$24.5390	\$25.0298	\$25.5304	\$26.0410	\$26.5618	\$27.0930

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

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

ABSTRACT

Resolution No. 4342

This resolution sets forth the employment benefits and salary schedule for specific executive employees from July 1, 2018 through and including June 30, 2022.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

RE: Employment Benefits and Salary Schedule from July 1, 2018 through June 30, 2022
for Specific Executive Employees

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4342

WHEREAS, MTC Resolution No. 4154, adopted June 25, 2014 established employment benefits and a salary schedule for specific executive employees of the Metropolitan Transportation Commission (MTC or Commission) for the period beginning July 1, 2014 through and including June 30, 2018; and

WHEREAS, the Meyers-Milias-Brown Act (Government Code § 3500 et seq.) allows MTC and its employees to agree to self-representation which requires MTC and its employees to then meet and confer before MTC considers a new resolution to establish employment benefits and salary adjustments; and

WHEREAS, representatives of the specific executive employees have met and conferred with the appointed agency negotiator; and

WHEREAS, the Executive Director has presented the results of the meet-and-confer process to the Administration Committee together with his recommendations for employment benefits and salary adjustments for specific executive employees; and

WHEREAS, the Administration Committee has reviewed all employment benefits and salary adjustment proposals and has referred them to the Commission with a recommendation for approval; now, therefore, be it

RESOLVED that the employment benefits, programs, and salary administration for specific executive employees effective July 1, 2018 through and including June 30, 2022 shall be as set forth in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED the agreed to salary charts for implementation of this agreement effective July 1, 2018 for specific executive employees shall be set forth in Attachment B to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED that the Executive Director shall approve the applicable salary schedule updates as set forth in Attachment A as necessary to reflect the adjustments authorized therein; and be it further

RESOLVED that MTC's agency operating budget for FYs 2018-2019, 2019-2020, 2020-2021, and 2021-2022 when adopted, shall include sufficient funds to cover the costs for such employment benefits, salaries, and adjustments.

METROPOLITAN TRANSPORTATION COMMISSION

Jake Mackenzie, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in San Francisco, California on June 27, 2018.

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment A
Resolution No. 4342
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METROPOLITAN TRANSPORTATION COMMISSION
San Francisco, California

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

Fiscal Years 2018-2019, 2019-2020, 2020-2021 and 2021-2022

SALARY TABLES

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

COLA Salary Adjustments

Effective each July 1, during this MOU period, salary tables shall be adjusted as follows:

July 1, 2018 – 2.8% increase

July 1, 2019 – 2.8% increase

July 1, 2020 – 2.8% increase

July 1, 2021 – 2.8% increase

Merit Program

MTC's salary administration and performance management policy will be amended to reflect the following merit increase steps effective September 1, 2018.

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

* 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) days per calendar year for regular employees.

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

Up to three (3) days, on the basis of need, in the case of the death of a defined eligible family member. No minimum service required for eligibility. This time off benefit has no cash value and is not payable upon employment separation. Sick leave time off benefits may be used for additional bereavement leave.

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 Benefits

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.
- All vacation leave benefits are accrued and available for use with each bi-weekly pay period after completion of the first six months of employment, or probationary period, per policy.

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.

Use of Benefit:

Employees may use accrued vacation time off benefits per policy after completion of the first six months of employment, or probationary period, per policy.

Regular 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.

MTC Paid Family Leave Benefit
(MTC PFL Benefits)

MTC will provide all eligible regular employees a new 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 first year 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.

ALTERNATIVE WORK OPTION POLICY

Employees may request to participate in alternative work schedule and location options per position and performance eligibility as outlined in the policy. Options include working remotely or requesting two-week pay period scheduling options other than 8 hours a day over 10 work days. MTC's intent is to make this policy available to all employees, and will state in the policy and/or the amendments any positions that due to assigned core tasks and responsibilities are not eligible for either or both remote work or alternative pay period scheduling.

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

MTC pays the total premium for employee's coverage. The cost to the employees for coverage for 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 Family

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 will be equal to the second-most costly employee-only premium total minus the employee contribution amount for that premium. The cash-in-lieu payment is subject to federal and state tax withholding.

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.

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

MTC pays premium for employee life insurance policy; life insurance benefit is equal to two-times annual salary. MTC pays additional premium for employee for accidental death and dismemberment coverage equal to the group term life insurance coverage. MTC pays the premium for qualified dependents (as defined in the current policy) for \$2,000 life coverage per dependent.

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

MTC 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.

MTC 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 67% of monthly salary up to a maximum of \$15,000* per month. Benefits paid are taxable.

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

Travel Insurance

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

Effective June 30, 2018, the MTC total contribution rate is 18.968% and employees are contributing 6.50% (rounded) on earned wages.

Effective July 1, 2018, MTC's total contribution rate will be 19.572%. Sharing 50% of the change in the total contribution rate will result in an increase in the employee contribution rate to 6.79%.

July 1, 2019, July 1, 2020, and July 1, 2021, 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.

As of June 30, 2018, the "Normal Cost" the employee pays is 6.50%.

Effective July 1, 2018, the "Normal Cost" the employee pays remains 6.50%.

Effective July 1, 2019, July 1, 2020, and July 1, 2021 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 PEPRAs 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

MTC provides a commuter program to assist employees as follows. This program is available to all regular employees and some temporary employees. Employees may elect to participate in only one option at a time.

Transit Subsidy Option

MTC provides a monthly subsidy in accordance with IRS Fringe Benefit regulations 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 \$255 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 is set at the July 1, 2014, BART Lake Merritt station monthly rate of \$84.00. This amount is deducted from the monthly transit subsidy leaving a MTC paid subsidy of up to \$171 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 \$255 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 \$20 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.

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.

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, 2018, covering Fiscal Years 2018-2019, 2019-2020, 2020-2021, and 2021-2022.

The agreed-to salary administration, benefits, and identified employee programs for the agreement period are set forth in Attachment A. The first year salary charts are set forth in Attachment B.

The following actions are agreed to by all parties:

- Update or create the following policies including doing any required updates to other referenced policies. Updates will be done under the direction of the Director of Administrative Services and the appropriate subject matter team in consultation with representatives from the employee groups.
 - EDMM Nos. 240, Flextime Schedules, and 250, Teleworking Program, and EDMP No. 036, Pay Period Compressed Work Week Schedule, restated into a single Alternative Work Option Policy. This new policy will be designed using principles of the San Francisco City & County policy and procedures, and will include designation of current positions ineligible for either teleworking or alternate work schedules. It is agreed this policy will be completed in September of 2018.
 - EDMM No. 297, Leave Policy, to incorporate the new MTC Paid Family Leave Benefit (MTC PFL Benefit), a wage continuance benefit, and to clarify the order and use of all MTC leave benefits for certain kinds of leaves of absence. In addition, the Catastrophic Sick Leave Program will be incorporated into the overall leave policy. It is agreed that the reports on the Catastrophic Sick Leave Program, in addition to donation, use, and current balance totals, will include the number of requests, the number of requests approved, the hours requested per individual, the hours granted per individual, the period of usage per individual, and the number of occurrences per individual by leave type - baby bonding (biological maternity or bonding), personal medical, and eligible family member medical. The new MTC PFL Benefit will be available to regular benefitted employees as of July 1, 2018, and application of the benefit will be executed by HR in consultation with Exclusively Recognized Employee Organization (EREO) and other employee representatives until the policy text has been completed and approved.
 - 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 Nos. 230, Employee Performance Evaluation, and 225, Salary Administration Guidelines, to update new merit increase step percentages.

- 0 Updates to EDMM No. 270, Staff Training, Development & Conference and Business Meeting Attendance, will include documentation that categorizes current budget allocations by section into the following general areas: technical training, leadership training, trade association conferences, and general conferences.
- C has agreed to research the underwriting of an additional dental coverage plan with all some of the following: a higher annual maximum limit, orthodontic coverage, night guard coverage, additional diagnostic and preventative services. MTC will present the results of research to provide these services through a second tier option as well as a la carte. If a second tier or a la carte plan is added to MTC's current dental coverage options employees see that any premium costs above the current first tier coverage will be the sole responsibility of the subscribed employees. MTC will continue to honor the set premium cost-shares in Attachment A regardless of overall premium plan increases over the MOU period for the plan design as it currently exists. MTC does not agree to absorb any premium increases associated with a second tier plan offering.
- continue to honor all agency organizational study agreements including the agreement to involve members of the EREO and other employee participants, including reviewing the distribution of performance based merit bonuses to the total compensation design. In particular, members of the EREO and other employees will continue 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 classifications. It is further agreed to make adjustments to current organizational study implementation Action Plan deadlines as follows:
- 0 September 2018 for development of a new Alternative Work Option policy
 - 0 January 2019 for the implementation of a new Travel and Training policy
 - 0 March 2019 for development of a new Classification Framework

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 27th of June, 2018.

Andrew B. Fremier	Date
Deputy Executive Director, Operations	
Agency Representative	

Kearey Smith Date _____
Lead Negotiator, Specific Executive
Employees

Courtney A. Ruby	Date
Director, Administrative & Facilities Services	

Robin H. James
Human Resources Manager

Date: June 27, 2018
W.I.: 1153
Referred by: Administration

Attachment B
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PROPOSED: Salary Ranges For MTC Specific Executive Employees Fiscal Year 2018-19, Effective July 1, 2018				
CLASS/POSITION	GRADE	MIN	MAX	PAY TYPES
ASSOCIATE COUNSEL I/II	L/2	\$67.0349	\$89.3149	HOURLY BASE RATE
EXECUTIVE ADMINISTRATIVE	X/B	\$5,362.79	\$7,145.19	BI-WEEKLY
FINANCE ASSISTANT DIRECTOR	F/2	\$11,619.37	\$15,481.25	MONTHLY
		\$139,432.49	\$185,775.00	ANNUAL
Associate Counsel I Associate Counsel II Assistant Director BARC Director				
DEPUTY GENERAL COUNSEL	L/3	\$87.9553	\$109.3615	HOURLY BASE RATE
EXECUTIVE MANAGEMENT	X/A	\$7,036.42	\$8,748.92	BI-WEEKLY
DEPUTY FINANCIAL OFFICER	F/3	\$15,245.58	\$18,955.99	MONTHLY
		\$182,946.91	\$227,471.87	ANNUAL
Deputy General Counsel Senior Attorney Section Director Deputy Financial Officer				
SENIOR DEPUTY GENERAL COUNSEL	L/4	\$97.5623	\$114.0932	HOURLY BASE RATE
		\$7,804.99	\$9,127.46	BI-WEEKLY
		\$16,910.81	\$19,776.15	MONTHLY
		\$202,929.67	\$237,313.85	ANNUAL
Senior Deputy General Counsel				
DEPUTY EXECUTIVE DIRECTOR/ CHIEF FINANCIAL OFFICER	X/3-X/4	\$109.5298	\$130.9028	HOURLY BASE RATE
		\$8,762.38	\$10,472.23	BI-WEEKLY
		\$18,985.16	\$22,689.82	MONTHLY
		\$227,821.98	\$272,277.86	ANNUAL
Deputy Executive Director Chief Financial Officer				