November 18, 2022

Heather Hoekstra, President
Sacramento Exempt Employees Association
1017 L Street #503
Sacramento, California 95814

David L. Kruckenberg, Counsel
Messing, Adam, and Jasmine LLP
980 9th Street #380
Sacramento, California 95814

RE: Letter of Understanding – Select SCXEA Classifications Within the Office of the City Attorney

Dear Ms. Hoekstra and Mr. Kruckenberg:

This Letter of Understanding (LOU) confirms the agreement reached between the City of Sacramento (City) and the Sacramento City Exempt Employees Association (SCXEA), regarding the above referenced matter.

Specifically, the agreement is as follows:

1. SALARY RANGE

Within sixty (60) calendar days after the adoption of this LOU by the City Council, the job classifications listed below shall have their salary schedules adjusted to the ranges reflected in Exhibit A. Incumbents in these classifications shall be placed in the salary step that is the closest to their current salary step that does not result in a loss of pay:

Classification
Senior Deputy City Attorney
Deputy City Attorney II
Law Office Administrator
Special Assistant to the City Attorney
Paralegal Technology Support
Paralegal
Supervising Legal Secretary
Legal Secretary
Senior Legal Staff Assistant
2. SALARY STEP ADVANCEMENT

Incumbents in the job classifications identified in Paragraph 1 of this LOU shall continue to utilize their date of appointment to their current classification for purposes of determining eligibility for future salary step advancement. Salary step advancement for these incumbents shall be administered consistent with the processes outlined in the Memorandum of Understanding between the City and SCXEA (MOU) section 7.7.

3. LONGEVITY PAY (Contract)

Within sixty (60) calendar days after the adoption of this Agreement by the City Council employees in the classifications listed below who have completed seventeen (17) years of City service shall begin to receive longevity pay in the amount of three percent (3%) of their base rate of pay. Longevity pay shall be additive and shall not be compounded with any other type of pay or incentive. For purposes of determining employee eligibility for longevity pay, as provided in this section, years of service shall be determined by an employee’s City Service Seniority as defined in the MOU at section 1.3 (d).

Classification
Senior Deputy City Attorney
Deputy City Attorney II
Deputy City Attorney I
Law Office Administrator
Special Assistant to the City Attorney
Paralegal Technology Support
Paralegal
Supervising Legal Secretary
Legal Secretary
Senior Legal Staff Assistant
Legal Staff Assistant

4. RETENTION BONUS

a. On the paycheck dated February 21, 2023, all employees in the City Attorney’s Office with a city service date on or before December 31, 2007, shall receive either a one-time payment of Five Thousand Three Hundred Fifty dollars ($5,350) or eighty (80) hours of supplemental leave added to their leave bank. The individual employee shall have discretion as to whether they receive the payment or supplemental leave. Employees must make this irrevocable choice by January 27, 2023, using the form or method provided by the City. The supplemental leave shall not expire; however, it must be used as leave and has no cash value.

This agreement does not establish a precedent nor does it interpret any employee rights under the language of the Labor Agreement, the Rules and Regulations of the Civil Service Board, or
any applicable policies and procedures of the City of Sacramento except as expressly stated herein.

This agreement memorializes and constitutes the entire understanding between all parties as to all matters referred to or included herein and supersedes and replaces all prior negotiations and proposed discussions, whether written or oral.

If this is your understanding of the agreement reached, please sign as indicated below.

Sincerely,

Aaron Donato
Labor Relations Manager

Nov 18, 2022

APPROVED FOR THE CITY:

Howard Chan
City Manager

Nov 18, 2022

Susana Alcala-Wood
City Attorney

Nov 18, 2022

Shelley Banks-Robinson
Director of Human Resources

Nov 18, 2022

APPROVED FOR SCXEA:

David Knuckenberg
Counsel

Nov 22, 2022

Heather Hoekstra
President

Nov 21, 2022

Approved as to form:

Brett M. Whitt
Assistant City Attorney

Nov 18, 2022
### SCXEA - CAO Adjustments

#### Exhibit A


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Exhibit A