

**Side Letter of Agreement**

**City of Atascadero  
And**

**Local 620 Service Employees International Union Atascadero Chapter**

**September 28, 2021**

Pursuant to the provisions of the Meyers-Miliias-Brown Act ("MMBA"), and Sections 1.4.b and 6.2 of the Memorandum of Understanding ("MOU") between the City of Atascadero ("City") and the Local 620 Service Employees International Union Atascadero Chapter ("Union") effective July 1, 2014 through June 30, 2016 ("MOU"), this Side Letter of Agreement ("Side Letter Agreement") is entered into on September 28, 2021, between the City and the Union as an amendment to the MOU. The Union and the City are collectively referred to herein as the "parties." It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment presently enjoyed by the Union in the MOU shall remain in full force and effect.

The City and Union have met and conferred in good faith concerning the terms and conditions of this Side Letter Agreement and its implementation and agree to the following:

SECTION 4.1 SALARY shall be amended as follows:

Year 1- Effective July 1, 2021 all employees covered under this MOU shall receive a 4.55.0% (~~four five~~ point ~~five zero~~ percent) salary increase. ~~The following monthly salaries are effective July 1, 2021:~~

## MONTHLY SALARY

Effective July 1, 2021

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	-3,535.98	-3,712.78	-3,898.42	-4,093.34	-4,298.01
Administrative Assistant	-4,405.44	-4,625.71	-4,857.00	-5,099.85	-5,354.84
Administrative Support Assistant	-3,712.78	-3,898.42	-4,093.34	-4,298.01	-4,512.91
Assistant Planner	-4,857.00	-5,099.85	-5,354.84	-5,622.58	-5,903.71
Associate Planner	5,622.58	5,903.71	6,198.90	6,508.85	6,834.29
Building Inspector I	-4,625.71	-4,857.00	-5,099.85	-5,354.84	-5,622.58
Building Inspector II	-5,099.85	-5,354.84	-5,622.58	-5,903.71	-6,198.90
Building Maintenance Specialist	-3,712.78	-3,898.42	-4,093.34	-4,298.01	-4,512.91
Finance Technician	-4,405.44	-4,625.71	-4,857.00	-5,099.85	-5,354.84
Inspector	-4,625.71	-4,857.00	-5,099.85	-5,354.84	-5,622.58
Lead Zookeeper	-3,898.42	-4,093.34	-4,298.01	-4,512.91	-4,738.56
Maintenance Worker I	-3,287.41	-3,451.78	-3,624.37	-3,805.59	-3,995.87
Maintenance Worker II	-3,712.78	-3,898.42	-4,093.34	-4,298.01	-4,512.91
Office Assistant II	-3,287.41	-3,451.78	-3,624.37	-3,805.59	-3,995.87
Office Assistant III	-3,535.98	-3,712.78	-3,898.42	-4,093.34	-4,298.01
Public Works Inspector	-4,857.00	-5,099.85	-5,354.84	-5,622.58	-5,903.71
Recreation Coordinator	-4,195.66	-4,405.44	-4,625.71	-4,857.00	-5,099.85
Senior Building Maintenance Specialist	-4,195.66	-4,405.44	-4,625.71	-4,857.00	-5,099.85
Senior Maintenance Worker	-4,195.66	-4,405.44	-4,625.71	-4,857.00	-5,099.85
Senior Planner	6,198.90	6,508.85	6,834.29	7,176.00	7,534.80
Senior Technical Support Specialist	-5,099.85	-5,354.84	-5,622.58	-5,903.71	-6,198.90
Systems Administrator III	6,198.90	6,508.85	6,834.29	7,176.00	7,534.80
Technical Support Specialist II	-4,405.44	-4,625.71	-4,857.00	-5,099.85	-5,354.84
Website and Social Media Technician	-4,405.44	-4,625.71	-4,857.00	-5,099.85	-5,354.84
WWTP Operator I	-3,995.87	-4,195.66	-4,405.44	-4,625.71	-4,857.00
WWTP Operator II	-4,405.44	-4,625.71	-4,857.00	-5,099.85	-5,354.84
WWTP Operator in Training	-3,535.98	-3,712.78	-3,898.42	-4,093.34	-4,298.01
Zoo Education Curator	-3,367.60	-3,535.98	-3,712.78	-3,898.42	-4,093.34
Zookeeper I	-3,287.41	-3,451.78	-3,624.37	-3,805.59	-3,995.87

Year 1: Effective July 1, 2021 an additional \$162,000 will be placed in an inequity pool for further adjustment of selected positions. Calculation of costs shall include all roll up (City paid payroll taxes, retirement, workers compensation, unemployment and other payroll costs) and be based on step E for all positions. Adjustment of positions will be based on market comparison to other cities in the County and the City's recent experience in attracting and retaining qualified applicants/employees in the position. Proposed adjustments and methodology will be determined through the meet and confer process. It is the intent of the City to work with SEIU to swiftly determine which positions will be adjusted with the aim to have final decisions by October 2021. All inequity adjustments will be retroactive back to July 1, 2021 for any active employee.



The City understands and appreciates the need to retain our quality employees and the City acknowledges that the wages paid for certain positions are below the comparable wages for other cities within the County. The City hopes to increase retention and attraction of professional employees, therefore effective July 1, 2021 for any employee in active status on the date of execution of this side letter, the following inequity adjustments will be made:

a. The following positions will move up one range (approximately a 2.5% (two point five percent) adjustment to base salary) in addition to the COLA salary increase above:

- Associate Planner
- Building Maintenance Specialist
- Finance Technician
- Maintenance Worker I
- Senior Building Maintenance Specialist
- Senior Maintenance Worker
- Systems Administrator III
- Zookeeper I

b. The following positions will move up two ranges (approximately a 5.0% (five point zero percent) adjustment to base salary) in addition to the COLA salary increase above:

- Account Clerk II
- Assistant Planner
- Maintenance Worker II
- Office Assistant II
- Office Assistant III
- Recreation Coordinator
- WWTP Operator I

c. The following positions will move up three ranges (approximately a 7.5% (seven point zero percent) adjustment to base salary) in addition to the COLA salary increase above:

- Administrative Support Assistant
- Building Inspector I
- Lead Zookeeper
- Public Works Inspector
- Senior Planner

d. The following positions will move up four ranges (approximately a 10.0% (ten point zero percent) adjustment to existing salary) in addition to the COLA salary increase above:

- Building Inspector II
- Senior Technical Support Specialist
- WWTP Operator II

The following monthly salaries are effective July 1, 2021 for any active employee as of the execution date of this side letter:

# MONTHLY SALARY

Approved September 28, 2021

Effective July 1, 2021

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	3,730.56	3,917.09	4,112.94	4,318.59	4,534.52
Administrative Assistant	4,426.55	4,647.88	4,880.27	5,124.28	5,380.49
Administrative Support Assistant	4,015.01	4,215.76	4,426.55	4,647.88	4,880.27
Assistant Planner	5,124.28	5,380.49	5,649.51	5,931.99	6,228.59
Associate Planner	5,787.33	6,076.70	6,380.54	6,699.57	7,034.55
Building Inspector I	4,999.31	5,249.28	5,511.74	5,787.33	6,076.70
Building Inspector II	5,649.51	5,931.99	6,228.59	6,540.02	6,867.02
Building Maintenance Specialist	3,823.82	4,015.01	4,215.76	4,426.55	4,647.88
Finance Technician	4,534.52	4,761.25	4,999.31	5,249.28	5,511.74
Inspector	4,647.88	4,880.27	5,124.28	5,380.49	5,649.51
Lead Zookeeper	4,215.76	4,426.55	4,647.88	4,880.27	5,124.28
Maintenance Worker I	3,383.72	3,552.91	3,730.56	3,917.09	4,112.94
Maintenance Worker II	3,917.09	4,112.94	4,318.59	4,534.52	4,761.25
Office Assistant II	3,468.31	3,641.73	3,823.82	4,015.01	4,215.76
Office Assistant III	3,730.56	3,917.09	4,112.94	4,318.59	4,534.52
Public Works Inspector	5,249.28	5,511.74	5,787.33	6,076.70	6,380.54
Recreation Coordinator	4,426.55	4,647.88	4,880.27	5,124.28	5,380.49
Senior Building Maintenance Specialist	4,318.59	4,534.52	4,761.25	4,999.31	5,249.28
Senior Maintenance Worker	4,318.59	4,534.52	4,761.25	4,999.31	5,249.28
Senior Planner	6,699.57	7,034.55	7,386.28	7,755.59	8,143.37
Senior Technical Support Specialist	5,649.51	5,931.99	6,228.59	6,540.02	6,867.02
Systems Administrator III	6,380.54	6,699.57	7,034.55	7,386.28	7,755.59
Technical Support Specialist II	4,426.55	4,647.88	4,880.27	5,124.28	5,380.49
Website and Social Media Technician	4,426.55	4,647.88	4,880.27	5,124.28	5,380.49
WWTP Operator I	4,215.76	4,426.55	4,647.88	4,880.27	5,124.28
WWTP Operator II	4,880.27	5,124.28	5,380.49	5,649.51	5,931.99
WWTP Operator in Training	3,552.91	3,730.56	3,917.09	4,112.94	4,318.59
Zoo Education Curator	3,383.72	3,552.91	3,730.56	3,917.09	4,112.94
Zookeeper I	3,383.72	3,552.91	3,730.56	3,917.09	4,112.94

Year 2 - Effective July 1, 2022, all positions covered under this MOU shall receive a ~~3.754.0%~~ (three four point seven five zero percent) salary increase. The following monthly salaries become effective July 1, 2022:



**MONTHLY SALARY**

Approved September 28, 2021

Effective July 1, 2022

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	3,879.78	4,073.77	4,277.46	4,491.33	4,715.90
Administrative Assistant	4,603.61	4,833.79	5,075.48	5,329.25	5,595.71
Administrative Support Assistant	4,175.61	4,384.39	4,603.61	4,833.79	5,075.48
Assistant Planner	5,329.25	5,595.71	5,875.50	6,169.28	6,477.74
Associate Planner	6,018.82	6,319.76	6,635.75	6,967.54	7,315.92
Building Inspector I	5,199.29	5,459.25	5,732.21	6,018.82	6,319.76
Building Inspector II	5,875.50	6,169.28	6,477.74	6,801.63	7,141.71
Building Maintenance Specialist	3,976.77	4,175.61	4,384.39	4,603.61	4,833.79
Finance Technician	4,715.90	4,951.70	5,199.29	5,459.25	5,732.21
Inspector	4,833.79	5,075.48	5,329.25	5,595.71	5,875.50
Lead Zookeeper	4,384.39	4,603.61	4,833.79	5,075.48	5,329.25
Maintenance Worker I	3,519.08	3,695.03	3,879.78	4,073.77	4,277.46
Maintenance Worker II	4,073.77	4,277.46	4,491.33	4,715.90	4,951.70
Office Assistant II	3,607.05	3,787.40	3,976.77	4,175.61	4,384.39
Office Assistant III	3,879.78	4,073.77	4,277.46	4,491.33	4,715.90
Public Works Inspector	5,459.25	5,732.21	6,018.82	6,319.76	6,635.75
Recreation Coordinator	4,603.61	4,833.79	5,075.48	5,329.25	5,595.71
Senior Building Maintenance Specialist	4,491.33	4,715.90	4,951.70	5,199.29	5,459.25
Senior Maintenance Worker	4,491.33	4,715.90	4,951.70	5,199.29	5,459.25
Senior Planner	6,967.54	7,315.92	7,681.72	8,065.81	8,469.10
Senior Technical Support Specialist	5,875.50	6,169.28	6,477.74	6,801.63	7,141.71
Systems Administrator III	6,635.75	6,967.54	7,315.92	7,681.72	8,065.81
Technical Support Specialist II	4,603.61	4,833.79	5,075.48	5,329.25	5,595.71
Website and Social Media Technician	4,603.61	4,833.79	5,075.48	5,329.25	5,595.71
WWTP Operator I	4,384.39	4,603.61	4,833.79	5,075.48	5,329.25
WWTP Operator II	5,075.48	5,329.25	5,595.71	5,875.50	6,169.28
WWTP Operator in Training	3,695.03	3,879.78	4,073.77	4,277.46	4,491.33
Zoo Education Curator	3,519.08	3,695.03	3,879.78	4,073.77	4,277.46
Zookeeper I	3,519.08	3,695.03	3,879.78	4,073.77	4,277.46

**MONTHLY SALARY**  
**Effective July 1, 2022**

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	-3,668.57	-3,852.00	-4,044.60	-4,246.83	-4,459.17
Administrative Assistant	-4,570.64	-4,799.17	-5,039.13	-5,291.09	-5,555.64
Administrative Support Assistant	-3,852.00	-4,044.60	-4,246.83	-4,459.17	-4,682.13
Assistant Planner	-5,039.13	-5,291.09	-5,555.64	-5,833.42	-6,125.09
Associate Planner	-5,833.42	-6,125.09	-6,431.34	-6,752.91	-7,090.56
Building Inspector I	-4,799.17	-5,039.13	-5,291.09	-5,555.64	-5,833.42
Building Inspector II	-5,291.09	-5,555.64	-5,833.42	-6,125.09	-6,431.34
Building Maintenance Specialist	-3,852.00	-4,044.60	-4,246.83	-4,459.17	-4,682.13
Finance Technician	-4,570.64	-4,799.17	-5,039.13	-5,291.09	-5,555.64
Inspector	-4,799.17	-5,039.13	-5,291.09	-5,555.64	-5,833.42
Lead Zookeeper	-4,044.60	-4,246.83	-4,459.17	-4,682.13	-4,916.24
Maintenance Worker I	-3,410.69	-3,581.22	-3,760.28	-3,948.29	-4,145.70
Maintenance Worker II	-3,852.00	-4,044.60	-4,246.83	-4,459.17	-4,682.13
Office Assistant II	-3,410.69	-3,581.22	-3,760.28	-3,948.29	-4,145.70
Office Assistant III	-3,668.57	-3,852.00	-4,044.60	-4,246.83	-4,459.17
Public Works Inspector	-5,039.13	-5,291.09	-5,555.64	-5,833.42	-6,125.09
Recreation Coordinator	-4,352.99	-4,570.64	-4,799.17	-5,039.13	-5,291.09
Senior Building Maintenance Specialist	-4,352.99	-4,570.64	-4,799.17	-5,039.13	-5,291.09
Senior Maintenance Worker	-4,352.99	-4,570.64	-4,799.17	-5,039.13	-5,291.09
Senior Planner	-6,431.34	-6,752.91	-7,090.56	-7,445.09	-7,817.34
Senior Technical Support Specialist	-5,291.09	-5,555.64	-5,833.42	-6,125.09	-6,431.34
Systems Administrator III	-6,431.34	-6,752.91	-7,090.56	-7,445.09	-7,817.34
Technical Support Specialist II	-4,570.64	-4,799.17	-5,039.13	-5,291.09	-5,555.64
Website and Social Media Technician	-4,570.64	-4,799.17	-5,039.13	-5,291.09	-5,555.64
WWTP Operator I	-4,145.70	-4,352.99	-4,570.64	-4,799.17	-5,039.13
WWTP Operator II	-4,570.64	-4,799.17	-5,039.13	-5,291.09	-5,555.64
WWTP Operator in Training	-3,668.57	-3,852.00	-4,044.60	-4,246.83	-4,459.17
Zoo Education Curator	-3,493.88	-3,668.57	-3,852.00	-4,044.60	-4,246.83
Zookeeper I	-3,410.69	-3,581.22	-3,760.28	-3,948.29	-4,145.70

Year 3 - Effective July 1, 2023, all positions covered under this MOU shall receive a 3.5% (three point five percent) salary increase. The following monthly salaries become effective July 1, 2023:



**MONTHLY SALARY**

Approved September 28, 2021

Effective July 1, 2023

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	4,015.57	4,216.35	4,427.17	4,648.53	4,880.96
Administrative Assistant	4,764.75	5,002.99	5,253.14	5,515.80	5,791.59
Administrative Support Assistant	4,321.77	4,537.86	4,764.75	5,002.99	5,253.14
Assistant Planner	5,515.80	5,791.59	6,081.17	6,385.23	6,704.49
Associate Planner	6,229.48	6,540.95	6,868.00	7,211.40	7,571.97
Building Inspector I	5,381.26	5,650.32	5,932.84	6,229.48	6,540.95
Building Inspector II	6,081.17	6,385.23	6,704.49	7,039.71	7,391.70
Building Maintenance Specialist	4,115.97	4,321.77	4,537.86	4,764.75	5,002.99
Finance Technician	4,880.96	5,125.01	5,381.26	5,650.32	5,932.84
Inspector	5,002.99	5,253.14	5,515.80	5,791.59	6,081.17
Lead Zookeeper	4,537.86	4,764.75	5,002.99	5,253.14	5,515.80
Maintenance Worker I	3,642.24	3,824.35	4,015.57	4,216.35	4,427.17
Maintenance Worker II	4,216.35	4,427.17	4,648.53	4,880.96	5,125.01
Office Assistant II	3,733.30	3,919.97	4,115.97	4,321.77	4,537.86
Office Assistant III	4,015.57	4,216.35	4,427.17	4,648.53	4,880.96
Public Works Inspector	5,650.32	5,932.84	6,229.48	6,540.95	6,868.00
Recreation Coordinator	4,764.75	5,002.99	5,253.14	5,515.80	5,791.59
Senior Building Maintenance Specialist	4,648.53	4,880.96	5,125.01	5,381.26	5,650.32
Senior Maintenance Worker	4,648.53	4,880.96	5,125.01	5,381.26	5,650.32
Senior Planner	7,211.40	7,571.97	7,950.57	8,348.10	8,765.51
Senior Technical Support Specialist	6,081.17	6,385.23	6,704.49	7,039.71	7,391.70
Systems Administrator III	6,868.00	7,211.40	7,571.97	7,950.57	8,348.10
Technical Support Specialist II	4,764.75	5,002.99	5,253.14	5,515.80	5,791.59
Website and Social Media Technician	4,764.75	5,002.99	5,253.14	5,515.80	5,791.59
WWTP Operator I	4,537.86	4,764.75	5,002.99	5,253.14	5,515.80
WWTP Operator II	5,253.14	5,515.80	5,791.59	6,081.17	6,385.23
WWTP Operator in Training	3,824.35	4,015.57	4,216.35	4,427.17	4,648.53
Zoo Education Curator	3,642.24	3,824.35	4,015.57	4,216.35	4,427.17
Zookeeper I	3,642.24	3,824.35	4,015.57	4,216.35	4,427.17



**MONTHLY SALARY**  
Effective July 1, 2023

CLASSIFICATION	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	—3,796.98	—3,986.83	—4,186.17	—4,395.48	—4,615.25
Administrative Assistant	—4,730.64	—4,967.17	—5,215.53	—5,476.31	—5,750.13
Administrative Support Assistant	—3,986.83	—4,186.17	—4,395.48	—4,615.25	—4,846.01
Assistant Planner	—5,215.53	—5,476.31	—5,750.13	—6,037.64	—6,339.52
Associate Planner	—6,037.64	—6,339.52	—6,656.50	—6,989.33	—7,338.80
Building Inspector I	—4,967.17	—5,215.53	—5,476.31	—5,750.13	—6,037.64
Building Inspector II	—5,476.31	—5,750.13	—6,037.64	—6,339.52	—6,656.50
Building Maintenance Specialist	—3,986.83	—4,186.17	—4,395.48	—4,615.25	—4,846.01
Finance Technician	—4,730.64	—4,967.17	—5,215.53	—5,476.31	—5,750.13
Inspector	—4,967.17	—5,215.53	—5,476.31	—5,750.13	—6,037.64
Lead Zookeeper	—4,186.17	—4,395.48	—4,615.25	—4,846.01	—5,088.31
Maintenance Worker I	—3,530.07	—3,706.57	—3,891.90	—4,086.50	—4,290.83
Maintenance Worker II	—3,986.83	—4,186.17	—4,395.48	—4,615.25	—4,846.01
Office Assistant II	—3,530.07	—3,706.57	—3,891.90	—4,086.50	—4,290.83
Office Assistant III	—3,796.98	—3,986.83	—4,186.17	—4,395.48	—4,615.25
Public Works Inspector	—5,215.53	—5,476.31	—5,750.13	—6,037.64	—6,339.52
Recreation Coordinator	—4,505.37	—4,730.64	—4,967.17	—5,215.53	—5,476.31
Senior Building Maintenance Specialist	—4,505.37	—4,730.64	—4,967.17	—5,215.53	—5,476.31
Senior Maintenance Worker	—4,505.37	—4,730.64	—4,967.17	—5,215.53	—5,476.31
Senior Planner	—6,656.50	—6,989.33	—7,338.80	—7,705.74	—8,091.03
Senior Technical Support Specialist	—5,476.31	—5,750.13	—6,037.64	—6,339.52	—6,656.50
Systems Administrator III	—6,656.50	—6,989.33	—7,338.80	—7,705.74	—8,091.03
Technical Support Specialist II	—4,730.64	—4,967.17	—5,215.53	—5,476.31	—5,750.13
Website and Social Media Technician	—4,730.64	—4,967.17	—5,215.53	—5,476.31	—5,750.13
WWTP Operator I	—4,290.83	—4,505.37	—4,730.64	—4,967.17	—5,215.53
WWTP Operator II	—4,730.64	—4,967.17	—5,215.53	—5,476.31	—5,750.13
WWTP Operator in Training	—3,796.98	—3,986.83	—4,186.17	—4,395.48	—4,615.25
Zoo Education Curator	—3,616.17	—3,796.98	—3,986.83	—4,186.17	—4,395.48
Zookeeper I	—3,530.07	—3,706.57	—3,891.90	—4,086.50	—4,290.83

- a. Movement between steps shall be at twelve-month intervals and subject to satisfactory performance. The initial step movement after hiring, however, shall be after twelve months or after completion of probation, whichever occurs later. Employees may receive step increases at a period of less than twelve (12) months upon recommendation of the department head and approval of the City Manager.

The City is committed to providing evaluations and step increases in a timely manner. At the request of designated Union representatives, but not more than monthly, designated Union representatives shall be provided a list of evaluations that are more than 30 days overdue for those employees that are eligible for a step increase. It is understood that Union representatives will be contacting the supervisor or department head of employees on the list, urging the supervisor to make the evaluation a priority.



- b. An employee who is promoted shall receive a salary increase of at least one step (5%). Therefore, the employee shall be placed on step "A", or that step which produces at least a one-step salary increase.
- c. The parties agree that the salary survey jurisdictions for unit classifications under this M.O.U. shall be the cities of Arroyo Grande, Atascadero, Grover Beach, Morro Bay, Paso Robles, Pismo Beach, and San Luis Obispo.

**City of Atascadero**

Date: 9/22/21  
By: [Signature]  
SEIU

Date: 9/29/2021  
By: [Signature]  
Rachelle Rickard, City Manager

Date: [Signature]  
By: 9/22/21  
SEIU

Date: 9/30/2021  
By: [Signature]  
Heather Moreno, Mayor

Date: [Signature]  
By: 9/22/21  
SEIU

Date: 9-29-21  
By: [Signature]  
SEIU