



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE CITY OF UPLAND  
AND

THE UPLAND MID-MANAGEMENT EMPLOYEES ASSOCIATION

*July 1, 2023 to June 30, 2027*

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF UPLAND  
AND  
THE UPLAND MID-MANAGEMENT EMPLOYEES' ASSOCIATION  
July 1, 2022 - JUNE 30, 2023**

**ARTICLE 1- PARTIES TO MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter known as MOU) is made and entered into by and between the City of Upland (hereinafter referred to as CITY) and the Upland Mid-Management Employees Association (hereinafter referred to "UMMEA").

**ARTICLE 2 - RECOGNITION**

The City hereby formally recognizes the UMMEA as the representative for those employees in the Mid-Management Employees Unit.

Recognition is granted for the purpose of meeting and conferring on wages, hours, terms and conditions of employment and general representation of employees in this unit.

This MOU shall contain all of the covenants, stipulations, and provisions agreed upon by the parties. It is understood that all items relating to employee wages, hours and other terms and conditions of employment, not covered in this MOU, are covered by existing ordinances, resolutions, policies and practices of the City, as well as the Merit System Rules and Regulations presently in effect.

**ARTICLE 3 - MANAGEMENT RIGHTS**

The rights of the CITY include, but are not limited to the exclusive right to:

- A. Determine the mission of its constituent departments, commissions and boards;
- B. Set standards of service;
- C. Determine the procedure and standards for employment and promotion;
- D. Direct its employees;
- E. Relieve its employees from duty because of lack of work or for other lawful reasons;
- F. Maintain efficiency of government operations;
- G. Determine the methods, means and personnel by which government operations are to be conducted;
- H. Determine the content of job classifications;
- I. Take all necessary actions to carry out its mission in emergencies;

- J. Exercise complete control and discretion over its organization and the technology of performing its work;
- K. To discharge, suspend, demote, reprimand, withhold salary increases or otherwise discipline employees for cause;
- L. To establish employee performance standards, including, but not limited to, quality and quantity standards and to require compliance.

There are no provisions in this MOU that shall be deemed to limit or curtail the City in exercising its rights, unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights.

Where required by law, the City agrees, prior to implementation, to meet and confer with the UMMEA concerning the exercise of a City right upon wages, hours and terms and conditions of employment.

The City reserves the right to contract out any work it deems necessary in the interest of efficiency, economy, improved work product, or emergency. Except where an emergency situation exists, at least 60 days before the City contracts out work in a general area, where such contracting out would result in the layoff of existing employees, the City will notify the UMMEA and offer the UMMEA an opportunity to meet and discuss the matter before the date any existing bargaining unit employee is laid off. Matters which may be discussed include the necessity for subcontracting, costs, alternatives, placement of affected employees with the contractor or elsewhere within the City.

**ARTICLE 4 - SALARIES**

- A. Effective following MOU ratification by UMMEA and Approval by the City Council the City shall issue:
  - a. all employees in this unit shall receive a five percent (5%) COLA increase in base salary, effective June 25, 2023.
  - b. all employees in this unit shall receive a two percent (2%) COLA increase in base salary, effective June 23, 2024
  - c. all employees in this unit shall receive a two percent (2%) COLA increase in base salary, effective December 8, 2024.
  - d. all employees in this unit shall receive a two percent (2%) COLA increase in base salary, effective, June 22, 2025
  - e. all employees in this unit shall receive a two percent (2%) COLA increase in base salary, effective December 7, 2025
  - f. all employees in this unit shall receive a three percent (3%) COLA increase in base salary, effective June 21, 2026

The salary schedule in Exhibit B of the City of Upland Compensation Plan and attached hereto as "Exhibit B."

A one-time lump sum Premium Payment to members of the Association in the amount of five thousand dollars (\$5,000) per employee utilizing American Rescue Plan Act (ARPA) funding. The payment will be distributed on a special payroll as soon as practical after ratification of the MOU by UMMEA and the City Council. The parties agree that the one-time distribution shall not be pensionable.

These payments will be pro-rated based on the number of months employees have been employed with the City during July 1, 2022, through June 30, 2023. An employee who was hired after the 15<sup>th</sup> of the month will not receive credit for working that month for purposes of calculating the pro-rated lump sum payment.

- For Example, an employee hired on August 16, 2022, will receive a payment of \$4,166.66 (10 months times \$416.66).

Employees who have been on an unpaid leave of absence during this time will also have their lump sum payment pro-rated based on the period of unpaid leave of absence.

**ARTICLE 5 - RETIREMENT BENEFITS**

**Pension Reform Act of 2013:**

The parties agree that the provisions of AB 340 (The California Pension Reform Act of 2013) went into effect on January 1, 2013. In addition, if there is any other clean up or other retirement legislation which goes into effect during this MOU and if there are provisions of that legislation which, by law automatically goes into effect, it shall do so. Either party may request to negotiate over the impact of such subsequent legislation.

**A. PEPRA Members:**

Pursuant to the Act, for "new members" herein referred to as PEPRA (Public Employees' Pension Reform Act) members (as defined by the Act) who are employees hired after January 1, 2013, they will be hired pursuant to the 2% @ 62 retirement formula.

For PEPRA members (as defined by the Act) who are employees hired after January 1, 2013, final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement.

For PEPRA members (as defined by the Act) hired after January 1, 2013, the employee shall pay the higher of the classic member contribution or one half of the total normal cost rate as defined by the Act as their employee retirement contribution.

**B. Classic Employees - two groups:**

- 1) Classic Employees hired on or before December 31, 2019, in the Mid-Management Employees unit are provided with membership in the California Public Employees Retirement System (CalPERS), 2.5%@ 55 retirement formula. The employee will pay the eight percent (8%) CalPERS employee/member contribution. Classic Employees hired after January 1, 2020, shall cost share with the City by contributing 1.4% of CalPERS employer contribution in addition to the 8% employee/member contribution.

The City contracts with CalPERS for the Single Highest Year Option and the 1959 Survivor Benefit, 3<sup>rd</sup> level. There is an employee cost of \$2.00 per month for the 1959 Survivor Benefit.

The agreement between the City and CalPERS allows for the buy-back of time served by the employee in the Military as defined under Government Code Section 21024.

**ARTICLE 6- HEALTH INSURANCE- CAFETERIA PLAN**

- A. Cafeteria Plan - In accordance with "The City of Upland Cafeteria Plan", the city provides a 125 Flexible Benefit Plan ("the Plan"). The regular and intended effect of the Plan, under current law, is to enable employees to receive benefits which may not be subject to either State or Federal income tax.

The details of Plan eligibility and operational requirements are set forth in the Plan documents. Once enrolled in a cafeteria distribution plan, employees will only be permitted to modify the plan on the same basis as changes are permitted in health insurance plans, that is, during open enrollment periods and when the employee's dependent status changes.

- 1) The city shall make a monthly contribution as set forth below to each eligible member of the unit to be used toward the Section 125 Cafeteria Plan. These funds shall only be used for qualified benefits as provided for in IRC Section 125.
- 2) All employees must enroll in one of the health program plans unless they submit to the city proof of comparable health coverage.
- 3) Employees who fail to complete this requirement will be enrolled in the lowest cost health insurance plan the city offers.
- 4) Employees who meet the requirement shall be allowed to utilize their Section 125 Flexible Benefit Plan contributions for any of the other qualified benefits as provided for in IRC Section 125.

- B. City Section 125 Benefit Contribution- The City will make available to each covered

employee a monthly amount for benefits, as specified in this MOU.

- 1) Employees hired prior to March 1, 2016, will receive the maximum benefits contribution allocation:
  - a. Effective January 1, 2024 - \$1,550
  - b. Effective January 1, 2025 - \$1,700
  - c. Effective January 1, 2026 - \$1,900
  - d. Effective January 1, 2027 - \$2,000
  
- 2) Employees hired on or after March 1, 2016, will receive the following contributions to the plan effective January 1, 2023 and thereafter.

Employee Only The amount to cover the lowest cost plans for health, dental and vision (Kaiser HSA excluded) the cost for this coverage will not exceed the amounts for the plan year as stated above.

- Employee plus one

The amount to cover the lowest cost plans for health, dental and vision (Kaiser HSA excluded) the cost for this coverage will not exceed the amounts for the plan year as stated above.

- Family

The maximum benefit allocation as stated in Subsection 1 above for the plan year.

The employee must pay the difference between the City's contribution and the actual premium of the plan selected, if any. The City reserves the right to change medical carriers during the open enrollment period. In the event of a change, the City agrees to meet and confer prior to any change.

Employees may transfer unused Cafeteria Plan funds to the Deferred Compensation 457 Plan. No cash-in-lieu will be allowed effective January 1, 2020.

**ARTICLE 7- RETIREE HEALTH INSURANCE REIMBURSEMENT**

- A. The City shall contribute monthly on behalf of each retiree the amount set forth in the table below. An additional \$45 per month allowance is provided for spouse if the spouse is covered under the retiree's insurance.
- B. To be eligible for the retiree medical payments herein, an employee must retire from the City and purchase retiree medical insurance within 120 days from separation.

<b>YEARS OF SERVICE</b>	<b><u>City's Monthly Payment -Retirees in PERS Medical</u> RETIREE ONLY</b>	<b><u>City's Monthly Payment -Retirees in PERS Medical</u> RETIREE PLUS SPOUSE</b>	<b><u>City's Monthly Reimbursement- Retirees in other than PERS Medical</u></b>
10-14 years of service	PERS statutory minimum	PERS statutory minimum	\$72.57
15-19 years of service	PERS statutory minimum	\$141.81 per month	\$96.81
20-24 years of service	PERS statutory minimum	\$166.05 per month	\$121.05
25 + years of service	\$145.14 per month	\$190.14 per month	\$145.14

The provisions of this article above shall only apply to bargaining unit members hired on or before December 31, 2015. To be eligible for the retiree medical payments herein, an employee must retire from the City and purchase retiree medical insurance within 120 days from separation.

**ARTICLE 8-RETIREE HEALTH SAVINGS ACCOUNTS**

Retirement Health Savings (RHS) accounts will be established through ICMA which will be payable to the employee only upon service or disability retirement with the City of Upland. City contributions to the RHS accounts will be based upon years of service in accordance with the following schedule:

<b>Years of Service</b>	<b>Monthly City Contribution</b>	<b>Yearly City Contribution</b>
5 to 9.99	\$12.50	\$150.00
10 to 14.99	\$25.00	\$300.00
15 to 19.99	\$50.00	\$600.00
20 to 24.99	\$75.00	\$900.00
25+	\$100.00	\$1,200.00

**ARTICLE 9- LIFE INSURANCE**

The City provides employees in this unit with group life insurance in an amount equal to one times (1x) their annual salary.

**ARTICLE 10- LONG TERM DISABILITY INSURANCE**

The City assumes the full premium cost for the employee in the City designated long-term disability program. This benefit will pay 66 2/3% of base salary to a maximum of \$5000 per month after 60 days (or use of all sick leave, whichever is later) to qualified members of this unit.

**ARTICLE 11 - DEFERRED COMPENSATION**

The City contributes seven percent (7%) of base monthly salary to the City's deferred compensation plan on behalf of each employee in the unit. This amount may also be used toward the employee's cafeteria options as defined in Article 7, Health Insurance - Cafeteria Plan.

**ARTICLE 12 – TUITION REIMBURSEMENT**

The City agrees to reimburse employees up to thirty-five hundred (\$3,500) per employee, per fiscal year, as long as funds are available, for costs for tuition and textbooks incurred for job-related education. Such expenditure must enhance the furtherance of the City's work or continuing educational goals.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis. Approval for reimbursement must be submitted first to the Department Head prior to the employee enrolling in the class or purchasing textbooks and related materials. Upon successful completion of the course(s), the employee must submit a request for reimbursement to Finance Division for processing.

Time spent toward educational, or area development shall not be considered as time actually worked and should not occur during regular work hours.

**ARTICLE 13 – EDUCATION INCENTIVE**

The City agrees to pay additional compensation over an employee's base salary for a job-related degree above the minimum requirements required of an employee's position.

The degree must be related to the employee's employment with the City. For example: The minimum degree qualification for Information Technology Manager is education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in computer science, management information systems, or a related field. An employee who presents a Master's Degree in Psychology would not be eligible for the Education Incentive Pay as the degree does not relate to their duties as Information

Technology Manager. Education Incentive Pay will be paid per pay period in accordance with the following schedule:

AA/AS	2.5% above base salary
BA/BS	5% above base salary
MA/MS	7.5% above base salary

**ARTICLE 14-LONGEVITY PAY**

Employees in the unit with ten (10) years or more of continuous City service will receive a two- and one-half percent (2.5%) increase in base salary.

Employees in the unit with fifteen (15) years or more of continuous City service will receive a two- and one-half percent (2.5%) increase in base salary, for a total of five percent (5%) longevity pay.

Employees in the unit with twenty (20) years or more of continuous City service will receive a two- and one-half percent (2.5%) increase in base salary, for a total of seven and one half percent (7.5%) longevity pay.

The categories are not mutually exclusive so an employee who meets the requirements of all categories of longevity pay may earn a maximum of seven-and-one-half percent (7.5%)

**ARTICLE 15 - MERITORIOUS PAY**

It is recognized that certain employees will put forth extraordinary efforts and produce outstanding results for the City. It is desired to reward these individuals. An incentive pay method has been established to encourage all employees to utilize fully their capabilities on behalf of the City. Employees recommended by their department heads and approved by the City Manager may be granted a five percent (5%) increase in salary for a period of three (3) months, six (6) months, or one year. Department head recommendations will be submitted to the City Manager’s Office for review and approval.

Payment of meritorious pay will be made in a lump sum on the first regularly scheduled payday after approval from the City Manager. Recommendations will contain supporting documentation justifying the reasons for the pay.

**ARTICLE 16- BILINGUAL PAY**

The City will provide compensation in the amount of one hundred dollars (\$100) per month to those employees in the unit who as part of their regular duties are required to provide fluency in a second language. The payment for bilingual compensation will be made biweekly in the amount of forty-six dollars and fifteen cents (\$46.15) for twenty-six (26) pay periods.

Employees must successfully complete a fluency examination administered by the Human Resources/Risk Management Office.

Bilingual pay will be for employees who speak Spanish or who speak any other language designated by the City Manager as critical to the functions of the City.

If it is determined by the employee's Department Head that the skill is no longer needed, the Department Head shall notify the Human Resources/Risk Management Office in writing to cease the compensation. The compensation will cease the date Human Resources/Risk Management Office receives notification from the Department Head.

**ARTICLE 17 – NOTARY PAY**

The City will provide compensation in the amount of one hundred dollars (\$100) per month to those employees in the unit designated by the City Manager to perform notary duties. The payment for notary duties will be made biweekly in the amount of forty-six dollars and fifteen cents (\$46.15) for twenty-six (26) pay periods.

Employees receiving notary pay shall maintain their commission from the California Secretary of State. The City shall pay for the cost of necessary stamps, journals, supplies, and fees associated with State and/or County requirements, as applicable.

**ARTICLE 18- PREVENTATIVE HEALTH BENEFIT**

Employees in the unit may be reimbursed up to \$250 annually for the purchase of items, classes, memberships or programs which contribute to physical fitness. This reimbursement shall be made in June of each year. Items which will be considered acceptable for reimbursement are defined in the City's policy on Preventive Health Benefits.

**ARTICLE 19- UNIFORM ALLOWANCE**

Police Dispatch Supervisor, Animal Services Supervisor, and Police Records Supervisor shall receive an allowance in the amount of \$300.00 per fiscal year after completion of twelve (12) months of employment. A uniform will be provided at time of appointment.

Effective July 1, 2022, the City agrees to pay the uniform allowance of eleven dollars and fifty-three cents (\$11.53) per pay period, which is equivalent to three hundred dollars per fiscal year. Such payment shall be prorated for employees not employed the full year.

The purpose of the allowance is to provide uniform cleaning or replacement expenses. Employees who are not required to wear a uniform as determined by the Department Head shall not be paid a uniform allowance.

For PERS Classic Safety employees, the City shall report the CalPERS the monetary value of uniforms in the amount of eleven dollars and fifty-three cents (\$11.53) per pay

period.

The reported value of uniforms is intended to reflect clothing such as pants, shirts, jackets, and related attire.

**ARTICLE 20-WORK BOOTS**

The City provide work boots annually (up to \$200 per pair) for the following classifications: Animal Services Supervisor, Assistant Engineer, Associate Engineer, Building Official, Chief Water Treatment Operator, Engineering Manager, Environmental Quality Administrator, Maintenance Supervisor, Operations Manager, Senior Engineer, Utilities Manager, & Utility System Supervisor. Once the initial boot is purchased, employees may request replacement annually to the department supervisor upon proof of need due to the condition of the boots.

**ARTICLE 21 – OVERTIME/COMPENSATORY TIME**

- A. Employees in this unit are exempt from the overtime under the Fair Labor Standards Act (FLSA) due to the nature of their duties. Employees are expected to work the hours necessary to complete the requirements of their position. All pay and leave provisions will be administered consistent with FLSA requirements for exempt positions.
- B. In certain circumstances, the City Manager may authorize additional compensation or leave for substantial time required to meet emergency and/or storm responses, unusual scheduling required to meet the requirements of holiday coverage, attention to duties outside the normal work schedule and other such needs.
- C. Additional time worked during the workweek may be offset by adjustment in subsequent working hours the following week. This provision will be given first consideration prior to the implementation of any other form of compensatory adjustment.
- D. The earning and accrual of overtime and/or compensatory time requires the written approval of the City Manager.
- E. Compensatory time will not be provided for the following situations:
  - a. Regular meetings of the City Council or any City Commission requiring attendance. Such meetings are considered a part of the normal duties of the position.
  - b. Attending professional association meetings or speaking engagements that are not required by the Department Head.
  - c. Working time beyond the normal workday necessary for efficient and effective departmental operations or for the purpose of maintaining good public relations. Any such time will be considered a part of the normal duties of the position.
- F. In all instances of compensatory time and/or overtime, the first and foremost consideration in the administration of these policies will be the effective and efficient operation of the City and its respective departments as well as the specific departmental operations that may be affected.
- G. Overtime Compensation – Overtime for management employees is defined as straight time compensation at the employee’s regular hourly rate.

- H. Compensatory Time – Compensatory time is defined as time off work provided to an employee in lieu of overtime pay and is time that may be accrued. Employees may only accrue compensatory time to a maximum of forty (40) hours. Any time accrued beyond the forty (40) hours will automatically be cashed out in the pay period the maximum number of compensatory hours are reached. Compensatory Time is accrued as straight time at the employee's regular hourly rate.

**ARTICLE 22-CERTIFICATION TRAINING PAY**

Employees assigned in the classifications listed below will receive Certification Pay for additional certifications/licenses earned above and beyond those required at the time of hire, effective upon ratification of this agreement.

Eligible employees will receive 5% for each certification listed in their assigned classification, above and beyond those required at the time of hire, up to a maximum of 10%, in accordance with the following chart:

<i>Classification</i>	<i>Required at Hire</i>	<i>Required Within 12 months</i>	<i>Certifications Eligible for Certification Pay- 5% increase for each</i>
<i>Associate Engineer</i>	<i>Professional Engineer (PE) License</i>	<i>N/A</i>	<i>Professional Engineer (PE) License</i>
<i>Associate Planner Planning Manager Senior Planner</i>	<i>N/A</i>	<i>N/A</i>	<i>American Institute of Certified Planners (AICP) Certification</i>
<i>Chief Water Treatment Operator</i>	<i>Grade III (T-3) Water Treatment Operator Certificate and Grade III (D-3) Water Distribution Operator Certificate</i>	<i>Grade IV (T-4) Water Treatment Operator Certificate and Grade IV (D-4) Water Distribution Operator Certificate</i>	<i>D5 and T-5 (Max 10%)</i>
<i>Operations Supervisor</i>	<i>N/A</i>	<i>N/A</i>	<i>International Society of Arboriculture Credential</i>
<i>Utility System Supervisor</i>	<i>Grade III (D-3) Water Distribution Operator Certificate</i>	<i>Grade I (T-1) Water Treatment Operator Certificate and Grade IV (D-4) Water Distribution Operator Certificate</i>	<i>D5 (Max 5%) and Collections 1-4 (Max 5%) for total of (Max 10%)</i>

**Legend:**

"T": Water Treatment Operator Certificate issued by the State of California, Department of Public Health and/or the State Water Resources Board

"D": Water Distribution Operator Certificate issued by the State of California, Department of Public Health and/or the State Water Resources Board

"Collections": California Water Environmental Association (CWEA) Wastewater Collection System Maintenance Certifications

**ARTICLE 23- HOLIDAYS- FLOATING HOLIDAYS**

**A. Official Holidays**

The City of Upland observes the following holidays as official fixed holidays, established by Resolution:

New Year’s Day	(January 1) during holiday closure
Martin Luther King Day	(Third Monday in January)
President’s Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Thanksgiving Day	(Fourth Thursday in November)
Friday after Thanksgiving Day	(The Day After the Fourth Thursday in November)
Christmas Day	(December 25) during holiday closure

Each official fixed holiday shall be ten (10) hours of time off with pay unless otherwise noted. If the holiday falls on a Friday or Saturday, Thursday shall be designated as the holiday and if the holiday falls on Sunday, Monday shall be designated as the holiday. Employees who are assigned to the Police Department and who are assigned to a regular twelve (12) hour shift will be paid holiday pay in the amount of twelve (12) hours, otherwise holiday pay will be ten (10) hours of time off.

In order to be paid for an official fixed holiday (the days on which the public offices of the City of Upland will be closed) employees must be in a paid status both the day before and the day after the holiday. For example, if a holiday falls on a Monday, and the employee was on a 4/10 work schedule with Fridays off, the employee would be required to be in a paid status on the Thursday before the holiday and the Tuesday following the holiday.

City Hall and most City departments will be permanently closed from Christmas Day through New Year’s Day. Christmas Day and New Year’s Day holidays will be part of this closure except for in the case where either holiday falls on a Sunday. In the case that either Christmas Day or New Year’s Day falls on a Sunday, it will be observed on the following Monday. Employees will receive compensation that will cover their absence from work from December 25<sup>th</sup> through January 1<sup>st</sup>. The employee must be an active employee of the City of Upland on the above dates to receive this holiday compensation.

Employees that are required to work, due to the nature of their job, during the holiday closure will observe the holidays on the actual day or as provided above when the holiday falls on a Friday, Saturday, or Sunday. Employees required to work during the holiday closure will receive a floating holiday contribution equal to the number of compensable hours provided to the employees that participated in the holiday closure. This amount will not exceed thirty (30) hours for an employee scheduled to work a ten (10) hour per day shift and thirty-six (36) hours for an employee assigned to work a twelve (12) hour per day shift.

**B. Floating Holiday Leave**

Employees in the unit shall receive twenty (20) hours of Floating Holiday annually on January 1st. Floating holiday hours that are not used by December 31st will automatically be cashed out. The cash out will be paid in a separate check on an off-payroll week in January.

**ARTICLE 24- EXECUTIVE LEAVE**

Employees in the unit shall receive fifty (50) hours of executive leave annually. Executive Leave which is not used by December 31st will automatically be cashed out. The cash out will be paid in a separate check on an off-cycle payroll week in January.

**ARTICLE 25 - SICK LEAVE**

Employees in the unit earn sick leave at the rate of eight hours per month, up to a maximum accrual of 1250 hours. Employees may use up to twenty (20) hours of sick leave for personal necessity situations. Those situations include, but are not limited to: attending school activities for child, attending court for custody proceedings, divorce proceedings, or other personal legal issues, etc. No sick leave may be granted during the first thirty (30) days of employment with the City.

Annually, employees in the unit may request to convert a maximum of twenty (20) hours of sick leave to compensation if they have used less than forty (40) hours of sick leave between January 1<sup>st</sup> and November 30<sup>th</sup> of the prior calendar year.

Any employee who elects to covert accrued sick leave to compensation as provided for herein shall be limited to a maximum of twenty (20) hours per fiscal year of accrued sick leave to be converted, and in compliance with the Department of Treasury, Internal Revenue Service (IRS) Section 1.451-(a), must comply with the following:

- Any sick leave conversion request must be made in writing using the form provided by Human Resources and must be received by Human Resources no later than December 1<sup>st</sup> of the calendar year prior to the end of the calendar year in which the employee wishes to convert such sick leave.
  - For example: Employee requests to convert twenty (20) hours of sick leave to compensation, the request must be in Human Resources by December 1, 2022, to be paid on the first pay period in June of 2023.
- All sick leave conversion requests are irrevocable and cannot be changed or amended unless rescinded and received in writing by Human Resources no later than December 1<sup>st</sup> of the calendar year prior to the conversion.
- Employees who do not meet the requirement of using less than forty (40) hours of sick leave between January 1<sup>st</sup> and November 30<sup>th</sup> of the prior calendar year will not be eligible for the sick leave conversion.
- Employees who fail to submit a request by December 1<sup>st</sup> of the calendar year prior to the conversion will not be eligible for sick leave converted to cash for

that calendar year.

- Payments for accrued sick leave conversion to cash shall be made by separate check by the first pay period in June.

**ARTICLE 26- SICK LEAVE ACCRUAL PAYMENT UPON RETIREMENT**

Upon service or disability retirement under the PERS retirement plan, employees may elect one of the following options for payment of unused sick leave:

- a. At the time of service or disability retirement, one half (50%) of accrued sick leave may be cashed out at the current hourly rate, up to a maximum of 625 hours; or
- b. Retiring employees may use one half (50%) of accrued sick leave as Personal Leave just prior to retirement, up to a maximum of 625 hours.

**ARTICLE 27 - VACATION**

Vacation shall accrue for employees based on the following schedule:

01 – 02 Years of service	80 Hours per year
03 – 05 Years of service	100 Hours per year
06 – 10 Years of service	140Hours per year
11 – 16 Years of service	160 Hours per year
17 + Years of service	180 Hours per year

All employees may accrue vacation up to a maximum of five hundred (500) hours of vacation leave. Any hours over the five hundred (500) will automatically be cashed out on the pay period that the maximum accrual is reached.

**ARTICLE 28- VACATION BUYBACK**

In November of every year, Mid-Management employees may be paid in cash for unused vacation if they have used at least forty (40) hours of vacation during the preceding year.

The payment for vacation buyback will be tiered as follows:

- Employees who have less than six (6) years of service with the City, the maximum vacation buyback allowable is sixty (60) hours.
- Employees who have six (6) years or more of service with the City, the maximum vacation buyback allowable is one hundred (100) hours. Employees at this level must have eighty (80) hours of vacation accrual in their bank after the vacation buyback hours are paid.
  - Example 1: Employee has two hundred (200) hours of vacation accruals and buys back one hundred (100) hours, one hundred (100) hours of vacation will remain in their accrual bank.
  - Example 2: Employee has one hundred and twenty (120) hours of vacation

accruals. The maximum vacation buyback they will be allowed is forty (40) hours to ensure a bank of eighty (80) hours remains.

Any employee who elects to convert accrued vacation leave to compensation as provided for herein, shall be in compliance with the Department of Treasury, Internal Revenue Service (IRS) Section 1.451-1(a), must comply with the following:

- Any vacation leave conversion request must be made in writing using the form provided by Human Resources and must be received by Human Resources no later than December 1<sup>st</sup> of the calendar year prior to the end of the calendar year in which the employee wishes to convert such vacation leave.
  - For example: Employee requests to buy back twenty (20) hours of vacation leave, the request must be in Human Resources by December 1, 2022, to be paid on first pay period in November of 2023.
- All vacation leave conversion requests are irrevocable and cannot be changed or amended unless rescinded and received in writing by Human Resources not later than December 1<sup>st</sup> of the calendar year prior to the conversion.
- Employees who do not meet the requirement of using forty (40) hours of vacation leave between January 1<sup>st</sup> and December 31<sup>st</sup> of the prior calendar year will not be eligible for vacation buyback.
- Employees who fail to submit a request by December 1<sup>st</sup> of the calendar year prior to the conversion will not be eligible for vacation leave converted to cash for that calendar year.
- Payments for accrued vacation leave conversion to cash shall be made by separate check by the first pay period in November.

**ARTICLE 29 - BEREAVEMENT LEAVE**

Employees may take up to five (5) days per occurrence (January 1 through December 31) with pay in the event of a death of a qualified family member. A qualified family member includes a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent in law. Adoptive relatives and step relatives shall count the same as relatives by birth. Notification of need for such leave must comply with the City's Administrative Policy on Sick Leave.

An employee will be eligible for this leave after they have completed thirty (30) days of employment with the City prior to the commencement of the leave.

The five (5) days of leave do not need to be taken consecutively; they can be used intermittently. If leave is used intermittently, it must be used within three (3) months of the family member's date of death.

The City will consider a request for bereavement leave for the death of a member's aunt or uncle on a case-by-case basis.

**ARTICLE 30 – PARENTAL LEAVE**

The City shall provide all employees within the bargaining unit with up to eighty (80) hours of paid leave for the birth, adoption or foster placement of a child as outlined below:

- This leave does not extend any time used under Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA);
- Time taken by employees under this article will run concurrently with leave under FMLA or CFRA;
- Employees must have completed six (6) months of full-time City service after July 1, 2023 to be eligible for the leave;
- Employees are eligible for the leave regardless of gender, marital status or sexual orientation of the parent;
- Employees who have adopted a child or had a foster child placed in their home are eligible if the child is age seventeen (17) years or younger;
- Employees may take this time consecutively or intermittently, but it must be used within one (1) year of the birth, adoption or foster placement of the child;
- Any additional time needed beyond the initial eighty (80) hours may be charged to sick leave, vacation, compensatory or floating holiday time;
- Employees must complete all leave paperwork required by the City and provide a copy to their supervisor and Human Resources at least one (1) week prior to taking the leave. Leave paperwork must require documentation to substantiate the request (i.e. birth certificate, foster placement agreement, etc.);
- In no case will an employee receive more than the eighty (80) hours of leave time within a twelve (12) month period, regardless of whether more than one (1) birth, adoption or foster care placement event occurs within the twelve (12) month period;
- City employees who are co-parents with another City employee, will each be allowed eighty (80) hours of paid parental leave.

This article will be effective July 1, 2023 and will not be retroactively applied. All life events (birth, adoption, or foster placement) must occur after July 1, 2023.

**ARTICLE 31- QUARTERLY PERSONNEL REPORTS**

The City agrees to provide on a quarterly basis, personnel reports to UMMEA which shall include names, classifications and all personnel actions (new hires, terminations, transfers, promotions) within the Unit. Home and mailing addresses if different, and all address changes will be provided of Association members, and the City will request a waiver from non-Association members to provide the information. Also, a notice and opt-out system will be jointly developed by the City and Association for the disclosure of employee addresses.

**ARTICLE 32- LAYOFF PROCEDURE**

- A. Statement of Intent - Whenever, in the judgment of the City Council, it becomes necessary to abolish any position of employment, the employee holding such position of employment may be laid off or demoted pursuant to the provisions of the City's policy.
- 1) In determining the order of layoff, a combination of factors shall be considered, including: qualifications, productivity, general performance, seniority with the City

of Upland, and seniority in job classification, and needs of the City. Variations from the order of layoffs and recall from layoff may occur when the City deems such variations appropriate under fiscal circumstances.

- 2) The factors the City Manager or designee, in his/her discretion, may use to determine layoff include the following:
  - a. An employee's last four performance evaluations, if any;
  - b. Any history of employee commendations, awards, etc.;
  - c. Any history of employee disciplinary action;
  - d. Attendance record, including tardiness and unexcused absences;
  - e. Safety record, including personal injury and damage to city property;
  - f. Probationary and temporary employees shall be laid off before a regular employee in the same classification;
  - g. Between two regular appointees in the same classification with similar skills, abilities, qualifications, merit and/or record, the employee with the lesser seniority in the classification shall be laid off first;
  - h. Between two regular appointees in the same classification with equal seniority the employee with the lesser skills, abilities, qualifications, merit and/or record shall be laid off first;
  - i. Memoranda of Understanding ("MOU") between the City and effected bargaining units.

**B. Definitions**

- 1) Layoff - A layoff is the involuntary separation or reduction of a regular status employee to a position in a lower classification, without fault of the employee.

Cause for Layoff:

- a. If a function is to be discontinued, curtailed, mechanized, or operated by a different method.
  - b. Reorganization
  - c. Budget reduction
  - d. Termination or decrease in funds and/or materials for projects or programs.
  - e. The mandatory reinstatement of an employee.
- 2) Classification - A classification is the bargaining unit position. A list of classifications within the Upland Mid Management Unit is included in "Exhibit B."
  - 3) Job Series -A group of classifications similar with respect to the duties performed but different in terms of the nature and level of responsibilities performed. Each job series shall be included in "Attachment B."
  - 4) Seniority-Seniority for the purpose of determining order of layoff shall be defined as total accumulated continuous time served in regular and probationary status in

the City classified service. Regular and probationary status does not include seasonal/temporary part-time, contract, and/or provisional employees.

Should it become necessary to lay off by seniority, those employees with the least service in the affected classification shall be laid off or demoted:

- a. First by classification; and
- b. Second, to displace an employee, by City Seniority, including time served on military leave of absence in the armed forces of the United States. In order to bump into a former or lower classification:
  1. An employee must have more City Seniority than at least one of the incumbents in the affected class.
  2. Employees bumping to a lower class shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off. When two or more employees have equal seniority, the layoff shall be made in accordance with the Merit System Rules and Regulations.
- C. Notification - Employees to be laid off shall be given, whenever possible, 45 calendar days prior notice, but no less than 30 calendar days' notice. The UMMEA shall be provided with a copy of the affected classifications and seniority list by classification of all affected employees within bargaining unit at least 30 days prior to its effective date.
- D. Order of Layoff - In each classification, employees shall be laid off according to employment status in the following order:
  - 1) Seasonal/temporary part-time, contract, and/or provisional employees performing services similar to classifications affected by layoff shall be terminated before any reduction in the regular work force. Likewise, other grant-funded employees shall be terminated in affected classifications, in accordance with federal or state rules or guidelines governing such funding programs.
  - 2) Probationary employees and employees holding interim positions, who have regular status in another classification, shall revert to their former classification in the City to determine layoff rights.
  - 3) Regular employees subject to layoff shall be based on seniority of service within that classification. For example, the employee being laid off or displaced from a classification shall be the employee in the affected classification with the least amount of time served in the affected classification.
- E. Layoff Procedure - The layoff procedure is intended to minimize the impact of staff reduction on City services and ensure that employees are treated fairly in the process of layoff. The procedure for lay off, once the number of positions to remain by

classification has been determined shall be as follows:

- 1) Except as otherwise provided herein, whenever there is a reduction in the work force, the appointing authority shall demote the affected employee to a vacancy, if any, in a lower class for which the employee is qualified. All persons so demoted shall have their names placed on the reemployment list for the higher class.
  - 2) An employee affected by layoff shall have the right to displace an employee who has less City seniority in a lower classification in which the affected employee once had regular status.
  - 3) If a classification title is changed due to a reclassification; the employee shall retain bumping rights to the previous classification and series.
  - 4) Displaced employees are allowed to bump into positions that they have not previously held, provided that the position did not exist when the employee was appointed to the position from which they are laid off and the employee meets the minimum qualifications.
  - 5) An employee is eligible to bump to a lower classification within job series in which he/she has achieved regular status. For example: Employee "A" is hired in as a Senior Engineer and achieves regular status; however, never worked as an Assistant Engineer. Employee "A" may bump employee "B" in the lower classification of Assistant Engineer, if Employee "A" has more City seniority.
  - 6) Employees transferring or voluntarily demoting shall retain the same anniversary date as in their previous position for all purposes, including step advancement.
- F. Reemployment Lists -The names of persons laid off or demoted in accordance with these rules shall be entered upon a reemployment list. Lists from different departments or at different times for the same class of position shall be combined into a single list. Such list shall be used by the appointing authority when a vacancy arises in the same or lower class of position before employment is made from an eligible list.
- G. Duration of Reemployment List - Names of persons laid off shall be carried on a reemployment list for twelve (12) months, except that the name of an individual reappointed to a regular position of the same class shall, upon reappointment, be dropped from the list. An individual who declines either a voluntary demotion or reemployment in a classification shall be dropped from that specific reemployment list. Persons reemployed in a lower class, or on a temporary basis, shall be continued on the list for the higher class for a balance of the twelve (12)-month period. An individual appointed from a reemployment list may be required to successfully pass a reemployment physical examination provided at City expense.
- H. Terms and Conditions of Reemployment- Reemployment from a reemployment list to a previously held class shall be at the same step held at the time of layoff and at the current salary of that class at the time of reemployment. In case of a voluntary demotion from a reemployment list, the employee so electing shall be paid at the highest step in the range for the lower class which does not represent an increase in salary from the salary which would have been effective had the employee been

appointed to his/her previously held class; and in no case to exceed "top" step in the current salary range of the class to which the employee is appointed. Employees reappointed from a reemployment list shall be credited with, at the time of reappointment, all accrued benefits at the time of layoff which were not compensated for at the time of layoff, provided that such accrued benefits shall not exceed established maximum at the time of reappointment.

- I. Retraining- The City will make reasonable efforts to provide retraining opportunities to laid-off employees that will qualify them in classifications not related to their former classification and will attempt to place said laid-off employees in vacant positions in the City for which they are qualified. During the twelve months following a layoff, laid-off employees shall be eligible to compete for in-house promotional examinations for positions for which they qualify.

**ARTICLE 33- PREVAILING BENEFITS**

Except as provided herein, all wages, hours and other terms and conditions of employment presently enjoyed by employees in the unit shall remain in full force and effect during the term of this MOU, unless mutually agreed to by both parties.

**ARTICLE 34-SAVINGS CLAUSE**

Should any provision of this agreement or the application of such provision be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the City and UMMEA shall meet and confer immediately upon what constitutes an equivalent benefit to that which was determined to be unlawful. Such equivalent benefit will be implemented retroactive to the date the old benefit ceased. The remaining parts or portions of the Agreement shall remain in full force and effect.

**ARTICLE 35 - TERM OF AGREEMENT**

Except where expressly stated otherwise herein, the City and UMMEA agree that the provisions of this MOU shall become effective on July 1, 2023 and shall expire on June 30, 2027.

**ARTICLE 36 - ZIPPER CLAUSE**

During the term of this Agreement, the parties agree that negotiations cannot commence on any subject unless the parties mutually agree.

**ARTICLE 37 – STEP INCREASES**

Step increases shall not be automatic but will be contingent on an annual Performance Appraisal. No step increase shall be made to exceed the maximum rate established for the position.

Employees receiving an overall rating on their Performance Appraisal of “Meets Standards” or “Exceeds Standards” shall receive merit increases within their base salary range, as provided for below:

- Supervisors will provide employees with Performance Appraisal by the due date provided to them by Human Resources. If Human Resources receives the Performance Appraisal prior to or on the due date, they will process the Personnel Action form for the step increase.
- Supervisors will provide employees with Performance Appraisal by the due date provide by Human Resources. Should the supervisor fail to complete the evaluation by the due date, they will have thirty (30) days from the due date provided by Human Resources to complete. During the thirty (30) day period, the employee shall not receive the merit increase until Human Resources receives the Performance Appraisal. Once received Human Resources will process the Personnel Action for the step increase effective the date the step increase was due.
- Should the supervisor fail to provide employee with a Performance Appraisal during the thirty (30) day period, the employee will notify Human Resources. Human Resources will confirm this information with the Department Head and will proceed to provide employee with their step increase retroactive to the date the Performance Appraisal was originally due.
- If the employee receives an overall rating of “Below Standards” the step may be denied or suspended for a maximum of three (3) months. Within the three (3) month period, the supervisor/manager must re-evaluate the employee. If the new evaluation indicates the employee overall rating is “Meets Standards” , the merit increase shall be granted, retroactive to the original merit increase date. If the employee is not re-evaluated within the three (3) month period, the employee shall be deemed to be meeting job standards and shall be granted the merit increase retroactive to the original merit increase date.

#### Appeal Process

An employee may appeal the content of the Performance Appraisal with an overall rating of “Below Standards” to the Department Head.

The Department Head will review the Performance Appraisal of the employee and any additional information the employee provides in support of the appeal. The Department Head will provide the employee with their decision in writing within thirty (30) calendar days of the information provided by the employee. The Department Head’s decision is final on the content and overall rating of the Performance Appraisal.

In the case where the employee reports directly to the Department Head, they may appeal to the City Manager. The City Manager’s decision on the content and overall rating of the Performance Appraisal is final.

**CITY OF UPLAND**

Michael Blay, City Manager	Date
Stephen Parker, Assistant City Manager	Date
Theresa Doyle, Deputy Director of Human Resources/Risk Management	Date

**UPLAND MID MANAGEMENT EMPLOYEES' ASSOCIATION**

Bob Critchfield, UMMEA President	Date
Joshua Winter, UMMEA Vice President	Date
Kirk Swanner, UMMEA Secretary	Date

**APPENDIX A**

Classes included in the Mid-Management Unit:

<b><u>Grade</u></b>	<b><u>Classification Title</u></b>
28	ANIMAL SERVICES SUPERVISOR
42	ASSISTANT ENGINEER
33	ASSISTANT PLANNER
48	ASSOCIATE ENGINEER
39	ASSOCIATE PLANNER
56	BUILDING OFFICIAL*
47	CHIEF WATER TREATMENT OPERATOR
38	CRIME AND INTELLIGENCE ANALYST
41	ECONOMIC DEVELOPMENT COORDINATOR
61	ENGINEERING MANAGER
58	ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER
41	HOUSING COORDINATOR
54	HOUSING MANAGER
58	INFORMATION TECHNOLOGY MANAGER
35	MANAGEMENT ANALYST I
39	MANAGEMENT ANALYST II
53	OPERATIONS MANAGER
40	OPERATIONS SUPERVISOR
58	PLANNING MANAGER
37	POLICE DISPATCH SUPERVISOR
31	POLICE RECORDS SUPERVISOR
58	PRINCIPAL ENGINEER
52	RECREATION AND COMMUNITY SERVICES MANAGER
37	RECREATION AND COMMUNITY SERVICES SUPERVISOR
42	REGULATORY COMPLIANCE SPECIALIST
54	SENIOR ENGINEER
45	SENIOR PLANNER
38	UTILITY BILLING AND CUSTOMER SERVICE SUPERVISOR
60	UTILITIES MANAGER
46	UTILITIES SUPERVISOR

\* This position is currently inactive and will be reviewed for classification and compensation upon reactivation.

**APPENDIX B**

**Upland Mid-Management Employees**

**7/1/23- 6/30/27**

City of Upland  
 UMMEA Salary Schedule  
 Effective 6/25/2023

Job Description	Grade		STEP					
			1	2	3	4	5	6
ANIMAL SERVICES SUPERVISOR	28	Hourly	27.11	28.47	29.89	31.39	32.96	34.61
		Monthly	4,699.84	4,934.83	5,181.57	5,440.65	5,712.68	5,998.31
		Yearly	56,398.02	59,217.92	62,178.82	65,287.76	68,552.15	71,979.75
ASSISTANT ENGINEER	42	Hourly	38.31	40.23	42.24	44.35	46.57	48.90
		Monthly	6,640.74	6,972.78	7,321.42	7,687.49	8,071.87	8,475.46
		Yearly	79,688.93	83,673.37	87,857.04	92,249.89	96,862.39	101,705.51
ASSISTANT PLANNER	33	Hourly	30.68	32.21	33.82	35.51	37.29	39.15
		Monthly	5,317.43	5,583.30	5,862.47	6,155.59	6,463.37	6,786.54
		Yearly	63,809.18	66,999.64	70,349.63	73,867.11	77,560.46	81,438.48
ASSOCIATE ENGINEER	48	Hourly	44.43	46.65	48.98	51.43	54.01	56.71
		Monthly	7,701.23	8,086.29	8,490.60	8,915.13	9,360.89	9,828.93
		Yearly	92,414.72	97,035.46	101,887.23	106,981.59	112,330.67	117,947.21
ASSOCIATE PLANNER	39	Hourly	35.58	37.36	39.22	41.18	43.24	45.41
		Monthly	6,166.59	6,474.92	6,798.67	7,138.60	7,495.53	7,870.31
		Yearly	73,999.09	77,699.05	81,584.00	85,663.20	89,946.36	94,443.67
BUILDING OFFICIAL	56	Hourly	47.85	50.24	52.75	55.39	58.16	61.07
		Monthly	8,293.38	8,708.05	9,143.45	9,600.62	10,080.65	10,584.69
		Yearly	99,520.55	104,496.58	109,721.41	115,207.48	120,967.85	127,016.24
CHIEF WATER TREATMENT OPERATOR	47	Hourly	43.35	45.51	47.79	50.18	52.69	55.32
		Monthly	7,513.39	7,889.06	8,283.51	8,697.69	9,132.58	9,589.20
		Yearly	90,160.71	94,668.74	99,402.18	104,372.29	109,590.90	115,070.45
CRIME AND INTELLIGENCE ANALYST	38	Hourly	34.71	36.44	38.27	40.18	42.19	44.30
		Monthly	6,016.19	6,317.00	6,632.85	6,964.49	7,312.71	7,678.35
		Yearly	72,194.23	75,803.95	79,594.14	83,573.85	87,752.54	92,140.17
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	37.38	39.25	41.21	43.27	45.43	47.70
		Monthly	6,478.77	6,802.71	7,142.85	7,499.99	7,874.99	8,268.74
		Yearly	77,745.29	81,632.56	85,714.19	89,999.90	94,499.89	99,224.89

Job Description	Grade		STEP					
			1	2	3	4	5	6
ENGINEERING MANAGER	61	Hourly	61.25	64.31	67.53	70.90	74.45	78.17
		Monthly	10,616.23	11,147.04	11,704.39	12,289.61	12,904.09	13,549.29
		Yearly	127,394.72	133,764.45	140,452.68	147,475.31	154,849.08	162,591.53
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	56.87	59.72	62.70	65.84	69.13	72.59
		Monthly	9,858.22	10,351.13	10,868.69	11,412.12	11,982.73	12,581.87
		Yearly	118,298.66	124,213.59	130,424.27	136,945.49	143,792.76	150,982.40
HOUSING COORDINATOR	41	Hourly	37.38	39.25	41.21	43.27	45.43	47.70
		Monthly	6,478.77	6,802.71	7,142.85	7,499.99	7,874.99	8,268.74
		Yearly	77,745.29	81,632.56	85,714.19	89,999.90	94,499.89	99,224.89
HOUSING MANAGER	54	Hourly	51.53	54.10	56.81	59.65	62.63	65.76
		Monthly	8,931.06	9,377.62	9,846.50	10,338.82	10,855.76	11,398.55
		Yearly	107,172.75	112,531.38	118,157.95	124,065.85	130,269.14	136,782.60
INFORMATION TECHNOLOGY MANAGER	58	Hourly	56.87	59.72	62.70	65.84	69.13	72.59
		Monthly	9,858.22	10,351.13	10,868.69	11,412.12	11,982.73	12,581.87
		Yearly	118,298.66	124,213.59	130,424.27	136,945.49	143,792.76	150,982.40
MANAGEMENT ANALYST I	35	Hourly	32.23	33.84	35.53	37.31	39.18	41.14
		Monthly	5,586.63	5,865.96	6,159.26	6,467.22	6,790.58	7,130.11
		Yearly	67,039.52	70,391.50	73,911.07	77,606.63	81,486.96	85,561.31
MANAGEMENT ANALYST II	39	Hourly	35.58	37.36	39.22	41.18	43.24	45.41
		Monthly	6,166.59	6,474.92	6,798.67	7,138.60	7,495.53	7,870.31
		Yearly	73,999.09	77,699.05	81,584.00	85,663.20	89,946.36	94,443.67
OPERATIONS MANAGER	53	Hourly	50.27	52.78	55.42	58.19	61.10	64.16
		Monthly	8,713.23	9,148.89	9,606.34	10,086.65	10,590.99	11,120.54
		Yearly	104,558.78	109,786.72	115,276.05	121,039.86	127,091.85	133,446.44
OPERATIONS SUPERVISOR	40	Hourly	36.47	38.29	40.20	42.21	44.32	46.54
		Monthly	6,320.76	6,636.79	6,968.63	7,317.06	7,682.92	8,067.06
		Yearly	75,849.07	79,641.52	83,623.60	87,804.78	92,195.02	96,804.77
PLANNING MANAGER	58	Hourly	56.87	59.72	62.70	65.84	69.13	72.59
		Monthly	9,858.22	10,351.13	10,868.69	11,412.12	11,982.73	12,581.87
		Yearly	118,298.66	124,213.59	130,424.27	136,945.49	143,792.76	150,982.40

Job Description	Grade		STEP					
			1	2	3	4	5	6
POLICE DISPATCH SUPERVISOR	37	Hourly	33.86	35.56	37.33	39.20	41.16	43.22
		Monthly	5,869.45	6,162.92	6,471.07	6,794.62	7,134.35	7,491.07
		Yearly	70,433.40	73,955.07	77,652.82	81,535.46	85,612.24	89,892.85
POLICE RECORDS SUPERVISOR	31	Hourly	29.20	30.66	32.19	33.80	35.49	37.27
		Monthly	5,061.21	5,314.27	5,579.98	5,858.98	6,151.93	6,459.53
		Yearly	60,734.50	63,771.22	66,959.79	70,307.78	73,823.16	77,514.32
PRINCIPAL ENGINEER	58	Hourly	56.87	59.72	62.70	65.84	69.13	72.59
		Monthly	9,858.22	10,351.13	10,868.69	11,412.12	11,982.73	12,581.87
		Yearly	118,298.66	124,213.59	130,424.27	136,945.49	143,792.76	150,982.40
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	49.04	51.49	54.07	56.77	59.61	62.59
		Monthly	8,500.71	8,925.75	9,372.04	9,840.64	10,332.67	10,849.30
		Yearly	102,008.56	107,108.99	112,464.44	118,087.66	123,992.05	130,191.65
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	33.86	35.56	37.33	39.20	41.16	43.22
		Monthly	5,869.45	6,162.92	6,471.07	6,794.62	7,134.35	7,491.07
		Yearly	70,433.40	73,955.07	77,652.82	81,535.46	85,612.24	89,892.85
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	38.31	40.23	42.24	44.35	46.57	48.90
		Monthly	6,640.74	6,972.78	7,321.42	7,687.49	8,071.87	8,475.46
		Yearly	79,688.93	83,673.37	87,857.04	92,249.89	96,862.39	101,705.51
SENIOR ENGINEER	54	Hourly	51.53	54.10	56.81	59.65	62.63	65.76
		Monthly	8,931.06	9,377.62	9,846.50	10,338.82	10,855.76	11,398.55
		Yearly	107,172.75	112,531.38	118,157.95	124,065.85	130,269.14	136,782.60
SENIOR PLANNER	45	Hourly	41.26	43.32	45.49	47.76	50.15	52.66
		Monthly	7,151.35	7,508.92	7,884.37	8,278.59	8,692.52	9,127.14
		Yearly	85,816.26	90,107.07	94,612.42	99,343.05	104,310.20	109,525.71
UTILITIES MANAGER	60	Hourly	59.75	62.74	65.88	69.17	72.63	76.26
		Monthly	10,357.29	10,875.16	11,418.92	11,989.86	12,589.36	13,218.82
		Yearly	124,287.53	130,501.91	137,027.00	143,878.35	151,072.27	158,625.88
UTILITY SUPERVISOR	46	Hourly	42.29	44.40	46.62	48.96	51.40	53.97
		Monthly	7,330.14	7,696.65	8,081.48	8,485.55	8,909.83	9,355.32
		Yearly	87,961.66	92,359.75	96,977.74	101,826.62	106,917.95	112,263.85

Job Description	Grade		STEP					
			1	2	3	4	5	6
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	34.71	36.44	38.27	40.18	42.19	44.30
		Monthly	6,016.19	6,317.00	6,632.85	6,964.49	7,312.71	7,678.35
		Yearly	72,194.23	75,803.95	79,594.14	83,573.85	87,752.54	92,140.17

City of Upland  
 UMMEA Salary Schedule  
**Effective 6/23/2024**

Job Description	Grade		STEP					
			1	2	3	4	5	6
ANIMAL SERVICES SUPERVISOR	28	Hourly	27.66	29.04	30.49	32.02	33.62	35.30
		Monthly	4,793.83	5,033.52	5,285.20	5,549.46	5,826.93	6,118.28
		Yearly	57,525.98	60,402.28	63,422.39	66,593.51	69,923.19	73,419.35
ASSISTANT ENGINEER	42	Hourly	39.08	41.03	43.08	45.24	47.50	49.87
		Monthly	6,773.56	7,112.24	7,467.85	7,841.24	8,233.30	8,644.97
		Yearly	81,282.71	85,346.84	89,614.18	94,094.89	98,799.64	103,739.62
ASSISTANT PLANNER	33	Hourly	31.29	32.86	34.50	36.22	38.03	39.94
		Monthly	5,423.78	5,694.97	5,979.72	6,278.70	6,592.64	6,922.27
		Yearly	65,085.37	68,339.64	71,756.62	75,344.45	79,111.67	83,067.25
ASSOCIATE ENGINEER	48	Hourly	45.32	47.58	49.96	52.46	55.09	57.84
		Monthly	7,855.25	8,248.01	8,660.41	9,093.44	9,548.11	10,025.51
		Yearly	94,263.02	98,976.17	103,924.98	109,121.23	114,577.29	120,306.15
ASSOCIATE PLANNER	39	Hourly	36.29	38.10	40.01	42.01	44.11	46.31
		Monthly	6,289.92	6,604.42	6,934.64	7,281.37	7,645.44	8,027.71
		Yearly	75,479.07	79,253.03	83,215.68	87,376.46	91,745.28	96,332.55
BUILDING OFFICIAL	56	Hourly	51.56	54.13	56.84	59.68	62.67	65.80
		Monthly	8,936.38	9,383.20	9,852.36	10,344.98	10,862.22	11,405.33
		Yearly	107,236.54	112,598.37	118,228.29	124,139.70	130,346.69	136,864.02
CHIEF WATER TREATMENT OPERATOR	47	Hourly	44.21	46.42	48.75	51.18	53.74	56.43
		Monthly	7,663.66	8,046.84	8,449.19	8,871.64	9,315.23	9,780.99
		Yearly	91,963.92	96,562.12	101,390.22	106,459.73	111,782.72	117,371.86

Job Description	Grade		STEP					
			1	2	3	4	5	6
CRIME AND INTELLIGENCE ANALYST	38	Hourly	35.40	37.17	39.03	40.98	43.03	45.18
		Monthly	6,136.51	6,443.34	6,765.50	7,103.78	7,458.97	7,831.91
		Yearly	73,638.12	77,320.03	81,186.03	85,245.33	89,507.59	93,982.97
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	38.13	40.03	42.03	44.13	46.34	48.66
		Monthly	6,608.35	6,938.77	7,285.71	7,649.99	8,032.49	8,434.12
		Yearly	79,300.20	83,265.21	87,428.47	91,799.89	96,389.89	101,209.38
ENGINEERING MANAGER	61	Hourly	62.47	65.60	68.88	72.32	75.94	79.73
		Monthly	10,828.55	11,369.98	11,938.48	12,535.40	13,162.17	13,820.28
		Yearly	129,942.61	136,439.74	143,261.73	150,424.82	157,946.06	165,843.36
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	58.01	60.91	63.96	67.16	70.51	74.04
		Monthly	10,055.39	10,558.16	11,086.06	11,640.37	12,222.38	12,833.50
		Yearly	120,664.63	126,697.86	133,032.76	139,684.40	146,668.62	154,002.05
HOUSING COORDINATOR	41	Hourly	38.13	40.03	42.03	44.13	46.34	48.66
		Monthly	6,608.35	6,938.77	7,285.71	7,649.99	8,032.49	8,434.12
		Yearly	79,300.20	83,265.21	87,428.47	91,799.89	96,389.89	101,209.38
HOUSING MANAGER	54	Hourly	52.56	55.18	57.94	60.84	63.88	67.08
		Monthly	9,109.68	9,565.17	10,043.43	10,545.60	11,072.88	11,626.52
		Yearly	109,316.20	114,782.01	120,521.11	126,547.17	132,874.53	139,518.25
INFORMATION TECHNOLOGY MANAGER	58	Hourly	58.01	60.91	63.96	67.16	70.51	74.04
		Monthly	10,055.39	10,558.16	11,086.06	11,640.37	12,222.38	12,833.50
		Yearly	120,664.63	126,697.86	133,032.76	139,684.40	146,668.62	154,002.05
MANAGEMENT ANALYST I	35	Hourly	32.88	34.52	36.24	38.06	39.96	41.96
		Monthly	5,698.36	5,983.28	6,282.44	6,596.56	6,926.39	7,272.71
		Yearly	68,380.31	71,799.33	75,389.30	79,158.76	83,116.70	87,272.53
MANAGEMENT ANALYST II	39	Hourly	36.29	38.10	40.01	42.01	44.11	46.31
		Monthly	6,289.92	6,604.42	6,934.64	7,281.37	7,645.44	8,027.71
		Yearly	75,479.07	79,253.03	83,215.68	87,376.46	91,745.28	96,332.55
OPERATIONS MANAGER	53	Hourly	51.27	53.84	56.53	59.36	62.32	65.44
		Monthly	8,887.50	9,331.87	9,798.46	10,288.39	10,802.81	11,342.95
		Yearly	106,649.95	111,982.45	117,581.57	123,460.65	129,633.68	136,115.37

Job Description	Grade		STEP					
			1	2	3	4	5	6
OPERATIONS SUPERVISOR	40	Hourly	37.20	39.05	41.01	43.06	45.21	47.47
		Monthly	6,447.17	6,769.53	7,108.01	7,463.41	7,836.58	8,228.41
		Yearly	77,366.05	81,234.35	85,296.07	89,560.87	94,038.92	98,740.86
PLANNING MANAGER	58	Hourly	58.01	60.91	63.96	67.16	70.51	74.04
		Monthly	10,055.39	10,558.16	11,086.06	11,640.37	12,222.38	12,833.50
		Yearly	120,664.63	126,697.86	133,032.76	139,684.40	146,668.62	154,002.05
POLICE DISPATCH SUPERVISOR	37	Hourly	34.54	36.27	38.08	39.98	41.98	44.08
		Monthly	5,986.84	6,286.18	6,600.49	6,930.51	7,277.04	7,640.89
		Yearly	71,842.07	75,434.17	79,205.88	83,166.17	87,324.48	91,690.71
POLICE RECORDS SUPERVISOR	31	Hourly	29.78	31.27	32.84	34.48	36.20	38.01
		Monthly	5,162.43	5,420.55	5,691.58	5,976.16	6,274.97	6,588.72
		Yearly	61,949.19	65,046.65	68,298.98	71,713.93	75,299.63	79,064.61
PRINCIPAL ENGINEER	58	Hourly	58.01	60.91	63.96	67.16	70.51	74.04
		Monthly	10,055.39	10,558.16	11,086.06	11,640.37	12,222.38	12,833.50
		Yearly	120,664.63	126,697.86	133,032.76	139,684.40	146,668.62	154,002.05
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	50.02	52.52	55.15	57.91	60.80	63.84
		Monthly	8,670.73	9,104.26	9,559.48	10,037.45	10,539.32	11,066.29
		Yearly	104,048.73	109,251.17	114,713.73	120,449.42	126,471.89	132,795.48
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	34.54	36.27	38.08	39.98	41.98	44.08
		Monthly	5,986.84	6,286.18	6,600.49	6,930.51	7,277.04	7,640.89
		Yearly	71,842.07	75,434.17	79,205.88	83,166.17	87,324.48	91,690.71
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	39.08	41.03	43.08	45.24	47.50	49.87
		Monthly	6,773.56	7,112.24	7,467.85	7,841.24	8,233.30	8,644.97
		Yearly	81,282.71	85,346.84	89,614.18	94,094.89	98,799.64	103,739.62
SENIOR ENGINEER	54	Hourly	52.56	55.18	57.94	60.84	63.88	67.08
		Monthly	9,109.68	9,565.17	10,043.43	10,545.60	11,072.88	11,626.52
		Yearly	109,316.20	114,782.01	120,521.11	126,547.17	132,874.53	139,518.25
SENIOR PLANNER	45	Hourly	42.08	44.19	46.40	48.72	51.15	53.71
		Monthly	7,294.38	7,659.10	8,042.06	8,444.16	8,866.37	9,309.69
		Yearly	87,532.58	91,909.21	96,504.67	101,329.91	106,396.40	111,716.22

Job Description	Grade		STEP					
			1	2	3	4	5	6
UTILITIES MANAGER	60	Hourly	60.95	64.00	67.20	70.56	74.08	77.79
		Monthly	10,564.44	11,092.66	11,647.30	12,229.66	12,841.14	13,483.20
		Yearly	126,773.28	133,111.94	139,767.54	146,755.92	154,093.71	161,798.40
UTILITY SUPERVISOR	46	Hourly	43.14	45.29	47.56	49.93	52.43	55.05
		Monthly	7,476.74	7,850.58	8,243.11	8,655.26	9,088.03	9,542.43
		Yearly	89,720.90	94,206.94	98,917.29	103,863.15	109,056.31	114,509.13
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	35.40	37.17	39.03	40.98	43.03	45.18
		Monthly	6,136.51	6,443.34	6,765.50	7,103.78	7,458.97	7,831.91
		Yearly	73,638.12	77,320.03	81,186.03	85,245.33	89,507.59	93,982.97

City of Upland  
 UMMEA Salary Schedule  
 Effective 12/08/2024

Job Description	Grade		STEP					
			1	2	3	4	5	6
ANIMAL SERVICES SUPERVISOR	28	Hourly	28.21	29.62	31.10	32.66	34.29	36.00
		Monthly	4,889.71	5,134.19	5,390.90	5,660.45	5,943.47	6,240.64
		Yearly	58,676.50	61,610.33	64,690.84	67,925.38	71,321.65	74,887.74
ASSISTANT ENGINEER	42	Hourly	39.86	41.85	43.95	46.14	48.45	50.87
		Monthly	6,909.03	7,254.48	7,617.21	7,998.07	8,397.97	8,817.87
		Yearly	82,908.36	87,053.78	91,406.47	95,976.79	100,775.63	105,814.41
ASSISTANT PLANNER	33	Hourly	31.92	33.51	35.19	36.95	38.80	40.73
		Monthly	5,532.26	5,808.87	6,099.31	6,404.28	6,724.49	7,060.72
		Yearly	66,387.07	69,706.43	73,191.75	76,851.34	80,693.90	84,728.60
ASSOCIATE ENGINEER	48	Hourly	46.23	48.54	50.96	53.51	56.19	59.00
		Monthly	8,012.36	8,412.97	8,833.62	9,275.30	9,739.07	10,226.02
		Yearly	96,148.28	100,955.69	106,003.48	111,303.65	116,868.83	122,712.28
ASSOCIATE PLANNER	39	Hourly	37.01	38.86	40.81	42.85	44.99	47.24
		Monthly	6,415.72	6,736.51	7,073.33	7,427.00	7,798.35	8,188.27
		Yearly	76,988.65	80,838.09	84,879.99	89,123.99	93,580.19	98,259.20

Job Description	Grade		STEP					
			1	2	3	4	5	6
BUILDING OFFICIAL	56	Hourly	52.59	55.22	57.98	60.88	63.92	67.12
		Monthly	9,115.11	9,570.86	10,049.40	10,551.87	11,079.47	11,633.44
		Yearly	109,381.27	114,850.33	120,592.85	126,622.49	132,953.62	139,601.30
CHIEF WATER TREATMENT OPERATOR	47	Hourly	45.10	47.35	49.72	52.21	54.82	57.56
		Monthly	7,816.93	8,207.78	8,618.17	9,049.08	9,501.53	9,976.61
		Yearly	93,803.20	98,493.36	103,418.03	108,588.93	114,018.37	119,719.29
CRIME AND INTELLIGENCE ANALYST	38	Hourly	36.11	37.92	39.81	41.80	43.89	46.09
		Monthly	6,259.24	6,572.20	6,900.81	7,245.85	7,608.15	7,988.55
		Yearly	75,110.88	78,866.43	82,809.75	86,950.23	91,297.75	95,862.63
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	38.89	40.83	42.87	45.02	47.27	49.63
		Monthly	6,740.52	7,077.54	7,431.42	7,802.99	8,193.14	8,602.80
		Yearly	80,886.20	84,930.51	89,177.04	93,635.89	98,317.69	103,233.57
ENGINEERING MANAGER	61	Hourly	63.72	66.91	70.25	73.77	77.45	81.33
		Monthly	11,045.12	11,597.38	12,177.25	12,786.11	13,425.41	14,096.69
		Yearly	132,541.46	139,168.54	146,126.96	153,433.31	161,104.98	169,160.23
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	59.17	62.13	65.24	68.50	71.92	75.52
		Monthly	10,256.49	10,769.32	11,307.78	11,873.17	12,466.83	13,090.17
		Yearly	123,077.93	129,231.82	135,693.41	142,478.08	149,601.99	157,082.09
HOUSING COORDINATOR	41	Hourly	38.89	40.83	42.87	45.02	47.27	49.63
		Monthly	6,740.52	7,077.54	7,431.42	7,802.99	8,193.14	8,602.80
		Yearly	80,886.20	84,930.51	89,177.04	93,635.89	98,317.69	103,233.57
HOUSING MANAGER	54	Hourly	53.61	56.29	59.10	62.06	65.16	68.42
		Monthly	9,291.88	9,756.47	10,244.29	10,756.51	11,294.33	11,859.05
		Yearly	111,502.53	117,077.65	122,931.54	129,078.11	135,532.02	142,308.62
INFORMATION TECHNOLOGY MANAGER	58	Hourly	59.17	62.13	65.24	68.50	71.92	75.52
		Monthly	10,256.49	10,769.32	11,307.78	11,873.17	12,466.83	13,090.17
		Yearly	123,077.93	129,231.82	135,693.41	142,478.08	149,601.99	157,082.09
MANAGEMENT ANALYST I	35	Hourly	33.53	35.21	36.97	38.82	40.76	42.80
		Monthly	5,812.33	6,102.94	6,408.09	6,728.49	7,064.92	7,418.17
		Yearly	69,747.92	73,235.32	76,897.08	80,741.94	84,779.03	89,017.99

Job Description	Grade		STEP					
			1	2	3	4	5	6
MANAGEMENT ANALYST II	39	Hourly	37.01	38.86	40.81	42.85	44.99	47.24
		Monthly	6,415.72	6,736.51	7,073.33	7,427.00	7,798.35	8,188.27
		Yearly	76,988.65	80,838.09	84,879.99	89,123.99	93,580.19	98,259.20
OPERATIONS MANAGER	53	Hourly	52.30	54.91	57.66	60.54	63.57	66.75
		Monthly	9,065.25	9,518.51	9,994.43	10,494.16	11,018.86	11,569.81
		Yearly	108,782.95	114,222.10	119,933.20	125,929.87	132,226.36	138,837.68
OPERATIONS SUPERVISOR	40	Hourly	37.94	39.84	41.83	43.92	46.12	48.42
		Monthly	6,576.11	6,904.92	7,250.17	7,612.67	7,993.31	8,392.97
		Yearly	78,913.37	82,859.04	87,001.99	91,352.09	95,919.69	100,715.68
PLANNING MANAGER	58	Hourly	59.17	62.13	65.24	68.50	71.92	75.52
		Monthly	10,256.49	10,769.32	11,307.78	11,873.17	12,466.83	13,090.17
		Yearly	123,077.93	129,231.82	135,693.41	142,478.08	149,601.99	157,082.09
POLICE DISPATCH SUPERVISOR	37	Hourly	35.23	36.99	38.84	40.78	42.82	44.96
		Monthly	6,106.58	6,411.90	6,732.50	7,069.12	7,422.58	7,793.71
		Yearly	73,278.91	76,942.85	80,790.00	84,829.50	89,070.97	93,524.52
POLICE RECORDS SUPERVISOR	31	Hourly	30.38	31.90	33.49	35.17	36.93	38.77
		Monthly	5,265.68	5,528.97	5,805.41	6,095.68	6,400.47	6,720.49
		Yearly	63,188.17	66,347.58	69,664.96	73,148.21	76,805.62	80,645.90
PRINCIPAL ENGINEER	58	Hourly	59.17	62.13	65.24	68.50	71.92	75.52
		Monthly	10,256.49	10,769.32	11,307.78	11,873.17	12,466.83	13,090.17
		Yearly	123,077.93	129,231.82	135,693.41	142,478.08	149,601.99	157,082.09
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	51.02	53.58	56.25	59.07	62.02	65.12
		Monthly	8,844.14	9,286.35	9,750.67	10,238.20	10,750.11	11,287.62
		Yearly	106,129.71	111,436.20	117,008.00	122,858.41	129,001.33	135,451.39
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	35.23	36.99	38.84	40.78	42.82	44.96
		Monthly	6,106.58	6,411.90	6,732.50	7,069.12	7,422.58	7,793.71
		Yearly	73,278.91	76,942.85	80,790.00	84,829.50	89,070.97	93,524.52
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	39.86	41.85	43.95	46.14	48.45	50.87
		Monthly	6,909.03	7,254.48	7,617.21	7,998.07	8,397.97	8,817.87
		Yearly	82,908.36	87,053.78	91,406.47	95,976.79	100,775.63	105,814.41

Job Description	Grade		STEP					
			1	2	3	4	5	6
SENIOR ENGINEER	54	Hourly	53.61	56.29	59.10	62.06	65.16	68.42
		Monthly	9,291.88	9,756.47	10,244.29	10,756.51	11,294.33	11,859.05
		Yearly	111,502.53	117,077.65	122,931.54	129,078.11	135,532.02	142,308.62
SENIOR PLANNER	45	Hourly	42.92	45.07	47.32	49.69	52.18	54.78
		Monthly	7,440.27	7,812.28	8,202.90	8,613.04	9,043.69	9,495.88
		Yearly	89,283.24	93,747.40	98,434.77	103,356.51	108,524.33	113,950.55
UTILITIES MANAGER	60	Hourly	62.17	65.28	68.54	71.97	75.57	79.34
		Monthly	10,775.73	11,314.52	11,880.24	12,474.25	13,097.97	13,752.86
		Yearly	129,308.75	135,774.18	142,562.89	149,691.04	157,175.59	165,034.37
UTILITY SUPERVISOR	46	Hourly	44.00	46.20	48.51	50.93	53.48	56.15
		Monthly	7,626.28	8,007.59	8,407.97	8,828.37	9,269.79	9,733.28
		Yearly	91,515.32	96,091.08	100,895.64	105,940.42	111,237.44	116,799.31
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	36.11	37.92	39.81	41.80	43.89	46.09
		Monthly	6,259.24	6,572.20	6,900.81	7,245.85	7,608.15	7,988.55
		Yearly	75,110.88	78,866.43	82,809.75	86,950.23	91,297.75	95,862.63

City of Upland  
 UMMEA Salary Schedule  
 Effective 6/22/2025

Job Description	Grade		STEP					
			1	2	3	4	5	6
ANIMAL SERVICES SUPERVISOR	28	Hourly	28.77	30.21	31.72	33.31	34.98	36.72
		Monthly	4,987.50	5,236.88	5,498.72	5,773.66	6,062.34	6,365.46
		Yearly	59,850.03	62,842.53	65,984.66	69,283.89	72,748.09	76,385.49
ASSISTANT ENGINEER	42	Hourly	40.66	42.69	44.82	47.07	49.42	51.89
		Monthly	7,047.21	7,399.57	7,769.55	8,158.03	8,565.93	8,994.22
		Yearly	84,566.53	88,794.85	93,234.60	97,896.33	102,791.14	107,930.70
ASSISTANT PLANNER	33	Hourly	32.56	34.18	35.89	37.69	39.57	41.55
		Monthly	5,642.90	5,925.05	6,221.30	6,532.36	6,858.98	7,201.93
		Yearly	67,714.82	71,100.56	74,655.59	78,388.36	82,307.78	86,423.17

Job Description	Grade		STEP					
			1	2	3	4	5	6
ASSOCIATE ENGINEER	48	Hourly	47.15	49.51	51.98	54.58	57.31	60.18
		Monthly	8,172.60	8,581.23	9,010.30	9,460.81	9,933.85	10,430.54
		Yearly	98,071.24	102,974.81	108,123.55	113,529.72	119,206.21	125,166.52
ASSOCIATE PLANNER	39	Hourly	37.75	39.64	41.62	43.71	45.89	48.18
		Monthly	6,544.04	6,871.24	7,214.80	7,575.54	7,954.32	8,352.03
		Yearly	78,528.43	82,454.85	86,577.59	90,906.47	95,451.79	100,224.38
BUILDING OFFICIAL	56	Hourly	53.64	56.32	59.14	62.09	65.20	68.46
		Monthly	9,297.41	9,762.28	10,250.39	10,762.91	11,301.06	11,866.11
		Yearly	111,568.90	117,147.34	123,004.71	129,154.94	135,612.69	142,393.33
CHIEF WATER TREATMENT OPERATOR	47	Hourly	46.00	48.30	50.71	53.25	55.91	58.71
		Monthly	7,973.27	8,371.94	8,790.53	9,230.06	9,691.56	10,176.14
		Yearly	95,679.26	100,463.23	105,486.39	110,760.71	116,298.74	122,113.68
CRIME AND INTELLIGENCE ANALYST	38	Hourly	36.83	38.67	40.61	42.64	44.77	47.01
		Monthly	6,384.42	6,703.65	7,038.83	7,390.77	7,760.31	8,148.32
		Yearly	76,613.10	80,443.75	84,465.94	88,689.24	93,123.70	97,779.89
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	39.67	41.65	43.73	45.92	48.21	50.62
		Monthly	6,875.33	7,219.09	7,580.05	7,959.05	8,357.00	8,774.85
		Yearly	82,503.93	86,629.12	90,960.58	95,508.61	100,284.04	105,298.24
ENGINEERING MANAGER	61	Hourly	65.00	68.25	71.66	75.24	79.00	82.95
		Monthly	11,266.02	11,829.33	12,420.79	13,041.83	13,693.92	14,378.62
		Yearly	135,192.29	141,951.91	149,049.50	156,501.98	164,327.08	172,543.43
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	60.36	63.37	66.54	69.87	73.36	77.03
		Monthly	10,461.62	10,984.70	11,533.94	12,110.64	12,716.17	13,351.98
		Yearly	125,539.48	131,816.46	138,407.28	145,327.65	152,594.03	160,223.73
HOUSING COORDINATOR	41	Hourly	39.67	41.65	43.73	45.92	48.21	50.62
		Monthly	6,875.33	7,219.09	7,580.05	7,959.05	8,357.00	8,774.85
		Yearly	82,503.93	86,629.12	90,960.58	95,508.61	100,284.04	105,298.24
HOUSING MANAGER	54	Hourly	54.68	57.41	60.28	63.30	66.46	69.79
		Monthly	9,477.71	9,951.60	10,449.18	10,971.64	11,520.22	12,096.23
		Yearly	113,732.58	119,419.21	125,390.17	131,659.67	138,242.66	145,154.79

Job Description	Grade		STEP					
			1	2	3	4	5	6
INFORMATION TECHNOLOGY MANAGER	58	Hourly	60.36	63.37	66.54	69.87	73.36	77.03
		Monthly	10,461.62	10,984.70	11,533.94	12,110.64	12,716.17	13,351.98
		Yearly	125,539.48	131,816.46	138,407.28	145,327.65	152,594.03	160,223.73
MANAGEMENT ANALYST I	35	Hourly	34.20	35.91	37.71	39.59	41.57	43.65
		Monthly	5,928.57	6,225.00	6,536.25	6,863.06	7,206.22	7,566.53
		Yearly	71,142.88	74,700.02	78,435.02	82,356.78	86,474.61	90,798.34
MANAGEMENT ANALYST II	39	Hourly	37.75	39.64	41.62	43.71	45.89	48.18
		Monthly	6,544.04	6,871.24	7,214.80	7,575.54	7,954.32	8,352.03
		Yearly	78,528.43	82,454.85	86,577.59	90,906.47	95,451.79	100,224.38
OPERATIONS MANAGER	53	Hourly	53.35	56.01	58.81	61.75	64.84	68.08
		Monthly	9,246.55	9,708.88	10,194.32	10,704.04	11,239.24	11,801.20
		Yearly	110,958.61	116,506.54	122,331.87	128,448.46	134,870.89	141,614.43
OPERATIONS SUPERVISOR	40	Hourly	38.70	40.63	42.66	44.80	47.04	49.39
		Monthly	6,707.64	7,043.02	7,395.17	7,764.93	8,153.17	8,560.83
		Yearly	80,491.64	84,516.22	88,742.03	93,179.13	97,838.09	102,729.99
PLANNING MANAGER	58	Hourly	60.36	63.37	66.54	69.87	73.36	77.03
		Monthly	10,461.62	10,984.70	11,533.94	12,110.64	12,716.17	13,351.98
		Yearly	125,539.48	131,816.46	138,407.28	145,327.65	152,594.03	160,223.73
POLICE DISPATCH SUPERVISOR	37	Hourly	35.93	37.73	39.62	41.60	43.68	45.86
		Monthly	6,228.71	6,540.14	6,867.15	7,210.51	7,571.03	7,949.58
		Yearly	74,744.49	78,481.71	82,405.80	86,526.09	90,852.39	95,395.01
POLICE RECORDS SUPERVISOR	31	Hourly	30.99	32.54	34.16	35.87	37.66	39.55
		Monthly	5,370.99	5,639.54	5,921.52	6,217.60	6,528.48	6,854.90
		Yearly	64,451.94	67,674.53	71,058.26	74,611.17	78,341.73	82,258.82
PRINCIPAL ENGINEER	58	Hourly	60.36	63.37	66.54	69.87	73.36	77.03
		Monthly	10,461.62	10,984.70	11,533.94	12,110.64	12,716.17	13,351.98
		Yearly	125,539.48	131,816.46	138,407.28	145,327.65	152,594.03	160,223.73
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	52.04	54.65	57.38	60.25	63.26	66.42
		Monthly	9,021.03	9,472.08	9,945.68	10,442.96	10,965.11	11,513.37
		Yearly	108,252.30	113,664.92	119,348.16	125,315.57	131,581.35	138,160.42

Job Description	Grade		STEP					
			1	2	3	4	5	6
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	35.93	37.73	39.62	41.60	43.68	45.86
		Monthly	6,228.71	6,540.14	6,867.15	7,210.51	7,571.03	7,949.58
		Yearly	74,744.49	78,481.71	82,405.80	86,526.09	90,852.39	95,395.01
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	40.66	42.69	44.82	47.07	49.42	51.89
		Monthly	7,047.21	7,399.57	7,769.55	8,158.03	8,565.93	8,994.22
		Yearly	84,566.53	88,794.85	93,234.60	97,896.33	102,791.14	107,930.70
SENIOR ENGINEER	54	Hourly	54.68	57.41	60.28	63.30	66.46	69.79
		Monthly	9,477.71	9,951.60	10,449.18	10,971.64	11,520.22	12,096.23
		Yearly	113,732.58	119,419.21	125,390.17	131,659.67	138,242.66	145,154.79
SENIOR PLANNER	45	Hourly	43.78	45.97	48.27	50.68	53.22	55.88
		Monthly	7,589.07	7,968.53	8,366.96	8,785.30	9,224.57	9,685.80
		Yearly	91,068.90	95,622.34	100,403.46	105,423.64	110,694.82	116,229.56
UTILITIES MANAGER	60	Hourly	63.41	66.58	69.91	73.41	77.08	80.93
		Monthly	10,991.24	11,540.81	12,117.85	12,723.74	13,359.93	14,027.92
		Yearly	131,894.92	138,489.67	145,414.15	152,684.86	160,319.10	168,335.06
UTILITY SUPERVISOR	46	Hourly	44.88	47.12	49.48	51.95	54.55	57.28
		Monthly	7,778.80	8,167.74	8,576.13	9,004.94	9,455.18	9,927.94
		Yearly	93,345.62	98,012.90	102,913.55	108,059.23	113,462.19	119,135.30
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	36.83	38.67	40.61	42.64	44.77	47.01
		Monthly	6,384.42	6,703.65	7,038.83	7,390.77	7,760.31	8,148.32
		Yearly	76,613.10	80,443.75	84,465.94	88,689.24	93,123.70	97,779.89

City of Upland  
 UMMEA Salary Schedule  
 Effective 12/7/2025

Job Description	Grade		STEP					
			1	2	3	4	5	6
ANIMAL SERVICES SUPERVISOR	28	Hourly	29.35	30.82	32.36	33.98	35.67	37.46
		Monthly	5,087.25	5,341.62	5,608.70	5,889.13	6,183.59	6,492.77
		Yearly	61,047.03	64,099.38	67,304.35	70,669.57	74,203.05	77,913.20

Job Description	Grade		STEP					
			1	2	3	4	5	6
ASSISTANT ENGINEER	42	Hourly	41.47	43.54	45.72	48.01	50.41	52.93
		Monthly	7,188.15	7,547.56	7,924.94	8,321.19	8,737.25	9,174.11
		Yearly	86,257.86	90,570.75	95,099.29	99,854.25	104,846.96	110,089.31
ASSISTANT PLANNER	33	Hourly	33.21	34.87	36.61	38.44	40.36	42.38
		Monthly	5,755.76	6,043.55	6,345.72	6,663.01	6,996.16	7,345.97
		Yearly	69,069.11	72,522.57	76,148.70	79,956.13	83,953.94	88,151.64
ASSOCIATE ENGINEER	48	Hourly	48.09	50.50	53.02	55.67	58.46	61.38
		Monthly	8,336.06	8,752.86	9,190.50	9,650.03	10,132.53	10,639.15
		Yearly	100,032.67	105,034.30	110,286.02	115,800.32	121,590.33	127,669.85
ASSOCIATE PLANNER	39	Hourly	38.51	40.43	42.46	44.58	46.81	49.15
		Monthly	6,674.92	7,008.66	7,359.10	7,727.05	8,113.40	8,519.07
		Yearly	80,099.00	84,103.95	88,309.14	92,724.60	97,360.83	102,228.87
BUILDING OFFICIAL	56	Hourly	54.71	57.45	60.32	63.34	66.50	69.83
		Monthly	9,483.36	9,957.52	10,455.40	10,978.17	11,527.08	12,103.43
		Yearly	113,800.27	119,490.29	125,464.80	131,738.04	138,324.95	145,241.19
CHIEF WATER TREATMENT OPERATOR	47	Hourly	46.92	49.27	51.73	54.32	57.03	59.88
		Monthly	8,132.74	8,539.37	8,966.34	9,414.66	9,885.39	10,379.66
		Yearly	97,592.85	102,472.49	107,596.12	112,975.92	118,624.72	124,555.95
CRIME AND INTELLIGENCE ANALYST	38	Hourly	37.57	39.45	41.42	43.49	45.67	47.95
		Monthly	6,512.11	6,837.72	7,179.61	7,538.59	7,915.51	8,311.29
		Yearly	78,145.36	82,052.63	86,155.26	90,463.02	94,986.18	99,735.48
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	40.46	42.48	44.61	46.84	49.18	51.64
		Monthly	7,012.83	7,363.48	7,731.65	8,118.23	8,524.14	8,950.35
		Yearly	84,154.01	88,361.71	92,779.79	97,418.78	102,289.72	107,404.21
ENGINEERING MANAGER	61	Hourly	66.30	69.61	73.09	76.75	80.58	84.61
		Monthly	11,491.34	12,065.91	12,669.21	13,302.67	13,967.80	14,666.19
		Yearly	137,896.14	144,790.95	152,030.49	159,632.02	167,613.62	175,994.30
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	61.56	64.64	67.87	71.27	74.83	78.57
		Monthly	10,670.86	11,204.40	11,764.62	12,352.85	12,970.49	13,619.02
		Yearly	128,050.27	134,452.79	141,175.43	148,234.20	155,645.91	163,428.20

Job Description	Grade		STEP					
			1	2	3	4	5	6
HOUSING COORDINATOR	41	Hourly	40.46	42.48	44.61	46.84	49.18	51.64
		Monthly	7,012.83	7,363.48	7,731.65	8,118.23	8,524.14	8,950.35
		Yearly	84,154.01	88,361.71	92,779.79	97,418.78	102,289.72	107,404.21
HOUSING MANAGER	54	Hourly	55.77	58.56	61.49	64.56	67.79	71.18
		Monthly	9,667.27	10,150.63	10,658.16	11,191.07	11,750.63	12,338.16
		Yearly	116,007.23	121,807.59	127,897.97	134,292.87	141,007.51	148,057.89
INFORMATION TECHNOLOGY MANAGER	58	Hourly	61.56	64.64	67.87	71.27	74.83	78.57
		Monthly	10,670.86	11,204.40	11,764.62	12,352.85	12,970.49	13,619.02
		Yearly	128,050.27	134,452.79	141,175.43	148,234.20	155,645.91	163,428.20
MANAGEMENT ANALYST I	35	Hourly	34.89	36.63	38.46	40.39	42.41	44.53
		Monthly	6,047.14	6,349.50	6,666.98	7,000.33	7,350.34	7,717.86
		Yearly	72,565.74	76,194.02	80,003.72	84,003.91	88,204.11	92,614.31
MANAGEMENT ANALYST II	39	Hourly	38.51	40.43	42.46	44.58	46.81	49.15
		Monthly	6,674.92	7,008.66	7,359.10	7,727.05	8,113.40	8,519.07
		Yearly	80,099.00	84,103.95	88,309.14	92,724.60	97,360.83	102,228.87
OPERATIONS MANAGER	53	Hourly	54.41	57.13	59.99	62.99	66.14	69.45
		Monthly	9,431.48	9,903.06	10,398.21	10,918.12	11,464.03	12,037.23
		Yearly	113,177.78	118,836.67	124,778.51	131,017.43	137,568.30	144,446.72
OPERATIONS SUPERVISOR	40	Hourly	39.47	41.45	43.52	45.69	47.98	50.38
		Monthly	6,841.79	7,183.88	7,543.07	7,920.23	8,316.24	8,732.05
		Yearly	82,101.47	86,206.54	90,516.87	95,042.71	99,794.85	104,784.59
PLANNING MANAGER	58	Hourly	61.56	64.64	67.87	71.27	74.83	78.57
		Monthly	10,670.86	11,204.40	11,764.62	12,352.85	12,970.49	13,619.02
		Yearly	128,050.27	134,452.79	141,175.43	148,234.20	155,645.91	163,428.20
POLICE DISPATCH SUPERVISOR	37	Hourly	36.65	38.49	40.41	42.43	44.55	46.78
		Monthly	6,353.28	6,670.95	7,004.49	7,354.72	7,722.45	8,108.58
		Yearly	76,239.38	80,051.35	84,053.91	88,256.61	92,669.44	97,302.91
POLICE RECORDS SUPERVISOR	31	Hourly	31.61	33.19	34.85	36.59	38.42	40.34
		Monthly	5,478.41	5,752.34	6,039.95	6,341.95	6,659.05	6,992.00
		Yearly	65,740.98	69,028.02	72,479.43	76,103.40	79,908.57	83,904.00

Job Description	Grade		STEP					
			1	2	3	4	5	6
PRINCIPAL ENGINEER	58	Hourly	61.56	64.64	67.87	71.27	74.83	78.57
		Monthly	10,670.86	11,204.40	11,764.62	12,352.85	12,970.49	13,619.02
		Yearly	128,050.27	134,452.79	141,175.43	148,234.20	155,645.91	163,428.20
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	53.09	55.74	58.53	61.45	64.53	67.75
		Monthly	9,201.45	9,661.52	10,144.59	10,651.82	11,184.41	11,743.64
		Yearly	110,417.35	115,938.22	121,735.13	127,821.88	134,212.98	140,923.63
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	36.65	38.49	40.41	42.43	44.55	46.78
		Monthly	6,353.28	6,670.95	7,004.49	7,354.72	7,722.45	8,108.58
		Yearly	76,239.38	80,051.35	84,053.91	88,256.61	92,669.44	97,302.91
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	41.47	43.54	45.72	48.01	50.41	52.93
		Monthly	7,188.15	7,547.56	7,924.94	8,321.19	8,737.25	9,174.11
		Yearly	86,257.86	90,570.75	95,099.29	99,854.25	104,846.96	110,089.31
SENIOR ENGINEER	54	Hourly	55.77	58.56	61.49	64.56	67.79	71.18
		Monthly	9,667.27	10,150.63	10,658.16	11,191.07	11,750.63	12,338.16
		Yearly	116,007.23	121,807.59	127,897.97	134,292.87	141,007.51	148,057.89
SENIOR PLANNER	45	Hourly	44.66	46.89	49.24	51.70	54.28	57.00
		Monthly	7,740.86	8,127.90	8,534.29	8,961.01	9,409.06	9,879.51
		Yearly	92,890.28	97,534.79	102,411.53	107,532.11	112,908.71	118,554.15
UTILITIES MANAGER	60	Hourly	64.68	67.91	71.31	74.87	78.62	82.55
		Monthly	11,211.07	11,771.62	12,360.20	12,978.21	13,627.12	14,308.48
		Yearly	134,532.82	141,259.46	148,322.43	155,738.55	163,525.48	171,701.76
UTILITY SUPERVISOR	46	Hourly	45.78	48.06	50.47	52.99	55.64	58.42
		Monthly	7,934.38	8,331.10	8,747.65	9,185.03	9,644.29	10,126.50
		Yearly	95,212.53	99,973.16	104,971.82	110,220.41	115,731.43	121,518.00
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	37.57	39.45	41.42	43.49	45.67	47.95
		Monthly	6,512.11	6,837.72	7,179.61	7,538.59	7,915.51	8,311.29
		Yearly	78,145.36	82,052.63	86,155.26	90,463.02	94,986.18	99,735.48

		STEP						
Job Description	Grade	1	2	3	4	5	6	
City of Upland								
UMMEA Salary Schedule								
Effective 06/21/2026								
		STEP						
Job Description	Grade	1	2	3	4	5	6	
ANIMAL SERVICES SUPERVISOR	28	Hourly	30.23	31.74	33.33	35.00	36.74	38.58
		Monthly	5,239.87	5,501.86	5,776.96	6,065.80	6,369.09	6,687.55
		Yearly	62,878.44	66,022.36	69,323.48	72,789.66	76,429.14	80,250.60
ASSISTANT ENGINEER	42	Hourly	42.71	44.85	47.09	49.45	51.92	54.52
		Monthly	7,403.80	7,773.99	8,162.69	8,570.82	8,999.36	9,449.33
		Yearly	88,845.59	93,287.87	97,952.27	102,849.88	107,992.37	113,391.99
ASSISTANT PLANNER	33	Hourly	34.20	35.91	37.71	39.59	41.57	43.65
		Monthly	5,928.43	6,224.85	6,536.10	6,862.90	7,206.05	7,566.35
		Yearly	71,141.19	74,698.25	78,433.16	82,354.82	86,472.56	90,796.18
ASSOCIATE ENGINEER	48	Hourly	49.54	52.01	54.61	57.34	60.21	63.22
		Monthly	8,586.14	9,015.44	9,466.22	9,939.53	10,436.50	10,958.33
		Yearly	103,033.65	108,185.33	113,594.60	119,274.33	125,238.04	131,499.95
ASSOCIATE PLANNER	39	Hourly	39.66	41.65	43.73	45.92	48.21	50.62
		Monthly	6,875.16	7,218.92	7,579.87	7,958.86	8,356.80	8,774.64
		Yearly	82,501.97	86,627.06	90,958.42	95,506.34	100,281.65	105,295.74
BUILDING OFFICIAL	56	Hourly	56.35	59.17	62.13	65.24	68.50	71.92
		Monthly	9,767.86	10,256.25	10,769.06	11,307.52	11,872.89	12,466.54
		Yearly	117,214.28	123,075.00	129,228.75	135,690.18	142,474.69	149,598.43
CHIEF WATER TREATMENT OPERATOR	47	Hourly	48.33	50.74	53.28	55.94	58.74	61.68
		Monthly	8,376.72	8,795.56	9,235.33	9,697.10	10,181.95	10,691.05
		Yearly	100,520.63	105,546.67	110,824.00	116,365.20	122,183.46	128,292.63
CRIME AND INTELLIGENCE ANALYST	38	Hourly	38.70	40.63	42.66	44.80	47.04	49.39
		Monthly	6,707.48	7,042.85	7,394.99	7,764.74	8,152.98	8,560.63
		Yearly	80,489.72	84,514.21	88,739.92	93,176.91	97,835.76	102,727.55
ECONOMIC DEVELOPMENT COORDINATOR	41	Hourly	41.67	43.76	45.94	48.24	50.65	53.19
		Monthly	7,223.22	7,584.38	7,963.60	8,361.78	8,779.87	9,218.86
		Yearly	86,678.63	91,012.56	95,563.19	100,341.35	105,358.41	110,626.33

Job Description	Grade		STEP					
			1	2	3	4	5	6
ENGINEERING MANAGER	61	Hourly	68.29	71.70	75.28	79.05	83.00	87.15
		Monthly	11,836.09	12,427.89	13,049.28	13,701.75	14,386.84	15,106.18
		Yearly	142,033.02	149,134.67	156,591.41	164,420.98	172,642.03	181,274.13
ENVIRONMENTAL COMPLIANCE PROGRAM MANAGER	58	Hourly	63.41	66.58	69.91	73.40	77.07	80.93
		Monthly	10,990.98	11,540.53	12,117.56	12,723.44	13,359.61	14,027.59
		Yearly	131,891.78	138,486.37	145,410.69	152,681.22	160,315.29	168,331.05
HOUSING COORDINATOR	41	Hourly	41.67	43.76	45.94	48.24	50.65	53.19
		Monthly	7,223.22	7,584.38	7,963.60	8,361.78	8,779.87	9,218.86
		Yearly	86,678.63	91,012.56	95,563.19	100,341.35	105,358.41	110,626.33
HOUSING MANAGER	54	Hourly	57.45	60.32	63.33	66.50	69.83	73.32
		Monthly	9,957.29	10,455.15	10,977.91	11,526.80	12,103.14	12,708.30
		Yearly	119,487.45	125,461.82	131,734.91	138,321.65	145,237.74	152,499.62
INFORMATION TECHNOLOGY MANAGER	58	Hourly	63.41	66.58	69.91	73.40	77.07	80.93
		Monthly	10,990.98	11,540.53	12,117.56	12,723.44	13,359.61	14,027.59
		Yearly	131,891.78	138,486.37	145,410.69	152,681.22	160,315.29	168,331.05
MANAGEMENT ANALYST I	35	Hourly	35.93	37.73	39.62	41.60	43.68	45.86
		Monthly	6,228.56	6,539.99	6,866.99	7,210.34	7,570.85	7,949.40
		Yearly	74,742.71	78,479.84	82,403.84	86,524.03	90,850.23	95,392.74
MANAGEMENT ANALYST II	39	Hourly	39.66	41.65	43.73	45.92	48.21	50.62
		Monthly	6,875.16	7,218.92	7,579.87	7,958.86	8,356.80	8,774.64
		Yearly	82,501.97	86,627.06	90,958.42	95,506.34	100,281.65	105,295.74
OPERATIONS MANAGER	53	Hourly	56.04	58.85	61.79	64.88	68.12	71.53
		Monthly	9,714.43	10,200.15	10,710.16	11,245.66	11,807.95	12,398.34
		Yearly	116,573.12	122,401.77	128,521.86	134,947.95	141,695.35	148,780.12
OPERATIONS SUPERVISOR	40	Hourly	40.66	42.69	44.82	47.06	49.42	51.89
		Monthly	7,047.04	7,399.40	7,769.36	8,157.83	8,565.72	8,994.01
		Yearly	84,564.51	88,792.74	93,232.38	97,894.00	102,788.70	107,928.13
PLANNING MANAGER	58	Hourly	63.41	66.58	69.91	73.40	77.07	80.93
		Monthly	10,990.98	11,540.53	12,117.56	12,723.44	13,359.61	14,027.59
		Yearly	131,891.78	138,486.37	145,410.69	152,681.22	160,315.29	168,331.05

Job Description	Grade		STEP					
			1	2	3	4	5	6
POLICE DISPATCH SUPERVISOR	37	Hourly	37.75	39.64	41.62	43.70	45.89	48.18
		Monthly	6,543.88	6,871.07	7,214.63	7,575.36	7,954.13	8,351.83
		Yearly	78,526.56	82,452.89	86,575.53	90,904.31	95,449.52	100,222.00
POLICE RECORDS SUPERVISOR	31	Hourly	32.55	34.18	35.89	37.69	39.57	41.55
		Monthly	5,642.77	5,924.91	6,221.15	6,532.21	6,858.82	7,201.76
		Yearly	67,713.21	71,098.87	74,653.81	78,386.50	82,305.82	86,421.12
PRINCIPAL ENGINEER	58	Hourly	63.41	66.58	69.91	73.40	77.07	80.93
		Monthly	10,990.98	11,540.53	12,117.56	12,723.44	13,359.61	14,027.59
		Yearly	131,891.78	138,486.37	145,410.69	152,681.22	160,315.29	168,331.05
RECREATION AND COMMUNITY SERVICES MANAGER	52	Hourly	54.68	57.41	60.28	63.30	66.46	69.78
		Monthly	9,477.49	9,951.36	10,448.93	10,971.38	11,519.95	12,095.94
		Yearly	113,729.87	119,416.36	125,387.18	131,656.54	138,239.37	145,151.34
RECREATION AND COMMUNITY SERVICES SUPERVISOR	37	Hourly	37.75	39.64	41.62	43.70	45.89	48.18
		Monthly	6,543.88	6,871.07	7,214.63	7,575.36	7,954.13	8,351.83
		Yearly	78,526.56	82,452.89	86,575.53	90,904.31	95,449.52	100,222.00
REGULATORY COMPLIANCE SPECIALIST	42	Hourly	42.71	44.85	47.09	49.45	51.92	54.52
		Monthly	7,403.80	7,773.99	8,162.69	8,570.82	8,999.36	9,449.33
		Yearly	88,845.59	93,287.87	97,952.27	102,849.88	107,992.37	113,391.99
SENIOR ENGINEER	54	Hourly	57.45	60.32	63.33	66.50	69.83	73.32
		Monthly	9,957.29	10,455.15	10,977.91	11,526.80	12,103.14	12,708.30
		Yearly	119,487.45	125,461.82	131,734.91	138,321.65	145,237.74	152,499.62
SENIOR PLANNER	45	Hourly	46.00	48.30	50.71	53.25	55.91	58.71
		Monthly	7,973.08	8,371.74	8,790.32	9,229.84	9,691.33	10,175.90
		Yearly	95,676.99	100,460.84	105,483.88	110,758.07	116,295.97	122,110.77
UTILITIES MANAGER	60	Hourly	66.62	69.95	73.45	77.12	80.98	85.03
		Monthly	11,547.40	12,124.77	12,731.01	13,367.56	14,035.94	14,737.73
		Yearly	138,568.80	145,497.24	152,772.11	160,410.71	168,431.25	176,852.81
UTILITY SUPERVISOR	46	Hourly	47.15	49.51	51.98	54.58	57.31	60.17
		Monthly	8,172.41	8,581.03	9,010.08	9,460.59	9,933.61	10,430.30
		Yearly	98,068.91	102,972.36	108,120.97	113,527.02	119,203.37	125,163.54

Job Description	Grade		STEP					
			1	2	3	4	5	6
UTILITY BILLING & CUSTOMER SERVICE SUPERVISOR	38	Hourly	38.70	40.63	42.66	44.80	47.04	49.39
		Monthly	6,707.48	7,042.85	7,394.99	7,764.74	8,152.98	8,560.63
		Yearly	80,489.72	84,514.21	88,739.92	93,176.91	97,835.76	102,727.55

**Upland Mid-Management Employees**

**7/1/23- 6/30/27**

City of Upland  
 UMMA Salary Schedule  
 Effective 6/25/2023  
 Hire Before June 25, 2023

Job Description	Grade	STEP													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
OPERATIONS MANAGER	67	Hourly	51.92	53.22	54.55	55.92	57.31	58.75	60.22	61.72	63.26	64.85	66.47	68.13	69.83
	Monthly	9,000.21	9,225.22	9,455.85	9,692.25	9,934.55	10,182.92	10,437.49	10,698.43	10,965.89	11,240.04	11,521.04	11,809.06	12,104.29	
	Yearly	108,002.56	110,702.64	113,470.21	116,306.95	119,214.63	122,195.01	125,249.88	128,381.13	131,590.67	134,880.44	138,252.46	141,708.77	145,251.49	
SENIOR PLANNER	54	Hourly	37.67	38.61	39.57	40.56	41.58	42.62	43.68	44.77	45.89	47.04	48.22	49.42	50.66
	Monthly	6,528.93	6,692.16	6,859.46	7,030.95	7,206.72	7,386.89	7,571.56	7,760.85	7,954.87	8,153.75	8,357.59	8,566.53	8,780.70	
	Yearly	78,347.19	80,305.88	82,313.53	84,371.38	86,480.67	88,642.69	90,858.77	93,130.23	95,458.49	97,844.96	100,291.10	102,798.40	105,368.35	
UB AND CUSTOMER SERVICE SUPERVISOR	50	Hourly	34.12	34.98	35.85	36.75	37.67	38.61	39.57	40.56	41.58	42.62	43.68	44.77	45.89
	Monthly	5,914.89	6,062.76	6,214.33	6,369.69	6,528.93	6,692.16	6,859.46	7,030.95	7,206.72	7,386.89	7,571.56	7,760.85	7,954.87	
	Yearly	70,978.67	72,753.14	74,571.96	76,436.27	78,347.19	80,305.88	82,313.53	84,371.38	86,480.67	88,642.69	90,858.77	93,130.23	95,458.49	

City of Upland  
 UMMA Salary Schedule  
 Effective 06/22/2025  
 Hire Before June 25, 2023

Job Description	Grade	STEP													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
OPERATIONS MANAGER	67	Hourly	52.96	54.29	55.64	57.04	58.46	59.92	61.42	62.96	64.53	66.14	67.80	69.49	71.23
	Monthly	9,180.22	9,409.72	9,644.97	9,886.09	10,133.24	10,386.58	10,646.24	10,912.40	11,185.21	11,464.84	11,751.46	12,045.25	12,346.38	
	Yearly	110,162.61	112,916.69	115,739.61	118,633.09	121,598.92	124,638.91	127,754.88	130,948.75	134,222.48	137,578.05	141,017.51	144,542.95	148,156.52	
SENIOR PLANNER	54	Hourly	38.42	39.38	40.37	41.37	42.41	43.47	44.56	45.67	46.81	47.98	49.18	50.41	51.67
	Monthly	6,659.51	6,826.00	6,996.65	7,171.57	7,350.86	7,534.63	7,723.00	7,916.07	8,113.97	8,316.82	8,524.74	8,737.86	8,956.31	
	Yearly	79,914.13	81,912.00	83,959.80	86,058.81	88,210.28	90,415.54	92,675.95	94,992.83	97,367.66	99,801.86	102,296.92	104,854.37	107,475.72	
UB AND CUSTOMER SERVICE SUPERVISOR	50	Hourly	34.81	35.68	36.57	37.48	38.42	39.38	40.37	41.37	42.41	43.47	44.56	45.67	46.81
	Monthly	6,033.19	6,184.02	6,338.62	6,497.08	6,659.51	6,826.00	6,996.65	7,171.57	7,350.86	7,534.63	7,723.00	7,916.07	8,113.97	
	Yearly	72,398.24	74,208.20	76,063.40	77,965.00	79,914.13	81,912.00	83,959.80	86,058.81	88,210.28	90,415.54	92,675.95	94,992.83	97,367.66	

City of Upland  
 UMMA Salary Schedule  
 Effective 12/7/2025  
 Hire Before June 25, 2023

Job Description	Grade	STEP													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
OPERATIONS MANAGER	67	Hourly	54.02	55.37	56.76	58.18	59.63	61.12	62.65	64.22	65.82	67.47	69.15	70.88	72.65
	Monthly	9,363.82	9,597.92	9,837.87	10,083.81	10,335.91	10,594.31	10,859.16	11,130.64	11,408.91	11,694.13	11,986.49	12,286.15	12,593.30	
	Yearly	112,365.86	115,175.03	118,054.41	121,005.75	124,030.90	127,131.69	130,309.98	133,567.73	136,906.93	140,329.61	143,837.86	147,433.80	151,119.65	
SENIOR PLANNER	54	Hourly	39.19	40.17	41.17	42.20	43.26	44.34	45.45	46.58	47.75	48.94	50.16	51.42	52.70
	Monthly	6,792.70	6,962.52	7,136.58	7,315.00	7,497.87	7,685.32	7,877.46	8,074.39	8,276.25	8,483.16	8,695.24	8,912.62	9,135.44	
	Yearly	81,512.42	83,550.24	85,639.00	87,779.98	89,974.49	92,223.85	94,529.46	96,892.69	99,315.01	101,797.90	104,342.86	106,951.46	109,625.23	
UB AND CUSTOMER SERVICE SUPERVISOR	50	Hourly	35.50	36.39	37.30	38.23	39.19	40.17	41.17	42.20	43.26	44.34	45.45	46.58	47.75
	Monthly	6,153.85	6,307.70	6,465.39	6,627.02	6,792.70	6,962.52	7,136.58	7,315.00	7,497.87	7,685.32	7,877.46	8,074.39	8,276.25	
	Yearly	73,846.21	75,692.37	77,584.67	79,524.30	81,512.42	83,550.24	85,639.00	87,779.98	89,974.49	92,223.85	94,529.46	96,892.69	99,315.01	

# Upland Mid-Management Employees

7/1/23- 6/30/27

City of Upland  
 UMMA Salary Schedule  
 Effective 6/21/2026  
 Hire Before June 25, 2023

Job Description	Grade	STEP													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
OPERATIONS MANAGER	67	Hourly	55.64	57.03	58.46	59.92	61.42	62.95	64.53	66.14	67.80	69.49	71.23	73.01	74.83
		Monthly	9,644.74	9,885.86	10,133.00	10,386.33	10,645.99	10,912.14	11,184.94	11,464.56	11,751.18	12,044.96	12,346.08	12,654.73	12,971.10
		Yearly	115,736.84	118,630.28	121,596.04	124,635.92	127,751.83	130,945.64	134,219.27	137,574.76	141,014.14	144,539.50	148,153.00	151,856.82	155,653.24
SENIOR PLANNER	54	Hourly	40.36	41.37	42.41	43.47	44.55	45.67	46.81	47.98	49.18	50.41	51.67	52.96	54.29
		Monthly	6,996.48	7,171.40	7,350.68	7,534.45	7,722.81	7,915.88	8,113.78	8,316.62	8,524.54	8,737.65	8,956.10	9,180.00	9,409.50
		Yearly	83,957.79	86,056.74	88,208.17	90,413.38	92,673.72	94,990.57	97,365.35	99,799.47	102,294.46	104,851.83	107,473.15	110,160.00	112,913.99
UB AND CUSTOMER SERVICE SUPERVISOR	50	Hourly	36.57	37.48	38.42	39.38	40.36	41.37	42.41	43.47	44.55	45.67	46.81	47.98	49.18
		Monthly	6,338.47	6,496.93	6,659.35	6,825.84	6,996.48	7,171.40	7,350.68	7,534.45	7,722.81	7,915.88	8,113.78	8,316.62	8,524.54
		Yearly	76,061.59	77,963.14	79,912.21	81,910.02	83,957.79	86,056.74	88,208.17	90,413.38	92,673.72	94,990.57	97,365.35	99,799.47	102,294.46