

RESOLUTION NO. 2016-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REEDLEY ESTABLISHING A REVISED SALARY AND BENEFIT SCHEDULE FOR MANAGEMENT, CONFIDENTIAL AND PROFESSIONAL / TECHNICAL EMPLOYEES

WHEREAS, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees; and

WHEREAS, the City Council has heretofore by Resolution established salary and benefit schedules for the management, confidential, and professional/technical employees of the City ("Unrepresented Group").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Reedley as follows:

ARTICLE 1:

SECTION 1:

The Master Salary Table is adopted by separate resolution which includes the salaries and ranges for the Unrepresented Group. The salaries or rates of compensation are fixed on the basis of full-time service and full-time positions, unless otherwise designated.

SECTION 2:

1. Vacation

Beginning on the effective date of this Resolution, employees who have reached the maximum accrued vacation amount of 240 hours shall not accrue additional vacation until the vacation leave accrual falls below the maximum amount.

2. Bilingual Pay

The sum of \$70.00 per month shall be paid to those employees who demonstrate their ability to speak a language beneficial to the City business as approved by the City Manager. The sum of \$85.00 per month shall be paid to those employees who demonstrate their ability to speak, read and write in a language beneficial to the City business as approved by the City Manager and/or his/her designee.

3. Notary Pay

Employees who are commissioned by the State of California as a Notary Public may receive a 1.0% of base pay incentive if need of their commission is beneficial to City business as approved by the City Manager.

4. Certification Pay

Employees who maintain an active status as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation may receive a 3.0% of base pay incentive if their certification is beneficial to City business as approved by the City Manager.

5. Cell Phone Stipend

On approval of the City Manager, employees with duties that require the use of a cell phone may receive a monthly stipend rather than a City-provided device so that a single device may be used for both personal and business purposes. Employees with duties that generally only require use of voice (call) and text features may receive a \$30.00 monthly stipend; whereas employees whose duties also require access to e-mail, calendar and data applications may receive a \$50.00 monthly stipend. The stipend will be considered taxable income to the employee. Employees receiving the stipend must comply with all applicable laws pertaining to the Public Records Act.

SECTION 3: Benefit Schedule for Management Employees

1. Management Group Designation by Job Title

a. Executive Management*

Finance & Administrative Services Director
Chief of Police
City Clerk / Executive Assistant to the City Manager
City Engineer (Department Head)
Community Development Director
Community Services Director
Fire Chief
Public Works Director

The Executive Management positions are at-will department heads appointed by the City Manager and are part of the Unclassified Service as provided in the Personnel Policies and Procedures.

b. Mid-Management*

Accounting Manager
Accountant
Assistant Planner
Associate Engineer
Battalion Chief
Building Official
Capital Projects / Airport Manager
City Engineer (Division Head)
City Planner
Community Services Superintendent

Executive Assistant / Deputy City Clerk
Management Analyst
Police Lieutenant
Public Works Manager
Recreation Supervisor/Coordinator
Roads and Grounds Supervisor
Senior Citizen Coordinator
Solid Waste Supervisor
Water System Supervisor
Wastewater System Supervisor

*The titles above do not reflect filled, vacant or frozen status.

2. Benefit Schedule for Management Employees

a. Executive Management

1) Leave

a) Administrative – 10 days/fiscal year; cannot be accumulated or carried over from fiscal year-to-year. Administrative Leave for new hires shall be prorated based on full quarters left in the fiscal year. Upon receiving a positive annual performance evaluation, Executive Management staff may receive up to three additional days at City Manager's discretion.

b) Vacation – Accrual of vacation time based upon:

- 12 days/year for the first 2 years
- 13 days/year beginning with the 3rd year
- 14 days/year beginning with the 4th year
- 15 days/year beginning with the 5th year
- 16 days/year beginning with the 6th year
- 17 days/year beginning with the 7th year
- 18 days/year beginning with the 8th year
- 19 days/year beginning with the 9th year
- 20 days/year beginning with the 10th year

At City Manager's discretion, vacation accrual for Executive Management positions may include credit for prior public agency service.

c) Vacation Buy-back – The City encourages employees to use earned vacation time. However, circumstances may arise in which an employee does not use accrued vacation time. Effective upon the adoption of this Resolution, employees may have up to forty (40) hours of accrued vacation time bought back by the City during the month of December of each fiscal year, such payment to be issued with the first paycheck in December. To be eligible for vacation buy-back, an employee must have an accrued vacation balance of at least 160 hours after the buy-back. Any

employee choosing to participate in this benefit shall provide the City with at least thirty (30) days advance written notice.

- d) Sick – Accrual of sick leave time at the rate of 12 days/year.
- e) Funeral – 3 days paid leave/year as approved by the City Manager.
- f) Holidays
 - New Year's Day
 - Washington's Birthday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Friday after Thanksgiving
 - Christmas Day
 - Floating Holiday (must be used annually on a fiscal basis by June 30th or lost)
 - Non-Select Floating Holiday (one date to be determined by City Manager)
 - Admission Day Floating Holiday cannot be accumulated or carried over from calendar year-to-year.

Paid holidays falling on a Saturday shall be observed on the preceding Friday. Paid holidays falling on a Sunday shall be observed on the following Monday.

- g) Vehicle Allowance - \$200.00 per month in lieu of a take-home City vehicle. Per IRS regulation, the allowance will be considered taxable income to the employee, and is at the discretion of the City Manager.

2) Health and Welfare

- a) Medical – City shall maintain medical coverage and shall pay the average of the two lowest premium plans of the employee and qualified dependent care premiums. The amount of the medical plan premium that exceeds the City's maximum contribution amount shall be the responsibility of the employee to pay through payroll deductions.
- b) Dental – City shall provide and maintain current dental coverage and benefits through an authorized provider. City will pay 100% of premium for employees & dependents.

- c) Vision – City shall provide and maintain current vision coverage through an authorized provider. City will pay 100% of premium for employees & dependents.
 - d) Life (\$50,000) – 100% of premium paid by City.
 - e) Long-Term Disability – 100% of premium paid by City.
 - f) Unemployment – In accordance with State law.
 - g) Worker's Compensation – In accordance with State law.
 - h) Cash-In-Lieu of Benefits Option
Employees may voluntarily enroll in the Cash-In-Lieu of Benefits program if they have alternative medical, dental, or vision coverage not provided by the City. The program will run from January 1st to December 31st annually. Employees will receive monthly in-lieu payments as taxable income and reflected in withholding contributions on their paycheck. Employees may be eligible to re-enroll in City benefit plans only during the Open Enrollment period or within 30 days of: Family Unit change due to marriage, birth, or adoption; Loss of other coverage; Court or administrative order; Reemployment after Military service. Cash-in-Lieu amounts will be set at \$300.00 per month for medical, \$40.00 per month for dental, and \$10.00 per month for vision coverage. Employees must re-enroll and show proof of alternative coverage annually.
- 3) Retirement
- a) Social Security – In accordance with Federal law. City shall only pay 100% of the employer contribution. The employee contribution shall be deducted from the employee's paycheck.
 - b) PERS – AB 340 created the Public Employees' Pension Reform Act (PEPRA) that implemented new benefit formulas and final compensation period, as well as new contribution requirements for new employees hired on or after January 1, 2013 who meet the definition of new member as per PEPRA. Employees defined as 'Classic members' shall continue to have a 2.0% @ Age 55 miscellaneous and 3% @ 55 for safety group employees tier retirement packages with the California Public Employees Retirement System (CalPERS). Classic members are defined by CalPERS as having been a member of CalPERS or a reciprocal system prior to January 1, 2013. Effective January 1, 2015, 'Classic' members shall pay 100% of the 'employee' member-paid pension contribution rate as a percentage of payroll, as set by CalPERS.

New members shall have a 2.0% @ Age 62 miscellaneous tier retirement package with CalPERS, shall have a 3 year final compensation period, and shall be responsible for payment of their member contribution rate as a percentage of payroll. The initial member percentage of 6.25% of reportable compensation is currently set by the actuarial assumptions used in the Actuarial Cost Analysis of AB 340, and may change over time if the total normal cost for new members fluctuates by more than one (1) percent over the estimated initial normal cost rate of 12.5% of payroll. (The employer contribution rate has also been initially set at 6.25% of reportable compensation.)

CalPERS will review the member rate once a year when the actuarial valuation of the City's plan is performed. Should CalPERS revise the member contribution at any time, the City shall comply with law by adjusting contribution rates of new members. All new member contributions shall be deducted on a pre-tax basis in accordance with applicable laws and regulations.

4) Public Safety Executive Management

Public Safety Executive Management will have the same compensation and benefit provisions consistent with the sworn members of the Reedley Police Officer's Association, with the exception of City recognized holidays that fall on Saturday or Sunday, and Court Standby Pay. Paid holidays falling on a Saturday shall be observed on the preceding Friday. Paid holidays falling on a Sunday shall be observed on the following Monday. Public Safety Executive Management shall not receive Court Standby pay.

b. Mid-Management

- 1) Leave – Same benefits as those listed above for Executive Management, with the exception of:
 - a) Administrative Leave – 5 days/fiscal year; cannot be accumulated or carried over from fiscal year-to-year. Administrative Leave for new hires shall be prorated based on full quarters left in the fiscal year. Upon receiving a positive annual performance evaluation, Mid-Management staff may receive up to two additional days at supervisor's recommendation to the City Manager, who shall have final approval authority.
- 2) Health and Welfare – Same benefits as those listed above for Executive Management, except as follows:
 - a) Life (\$25,000) – 100% of premium paid by City.
- 3) Retirement – Same benefits as those listed above for Executive Management.

- 4) Public Safety Mid-Management will have the same compensation and benefit provisions consistent with the sworn members of the Reedley Police Officer's Association, with the exception of City recognized holidays that fall on Saturday or Sunday, and Court Standby Pay. Paid holidays falling on a Saturday shall be observed on the preceding Friday. Paid holidays falling on a Sunday shall be observed on the following Monday. Public Safety Mid-Management shall not receive Court Standby pay.
- 5) Monthly Vehicle Allowance is not available at this time.

SECTION 4: Confidential Employees

1. Confidential Group Designation by Job Title

Accounting Technician II
Administrative Assistant
Executive Assistant
2. Benefit Schedule for Confidential Employees
 - a. Leave – Same benefits as those listed above for Executive Management, except as follows:
 - 1) No Administrative Leave, except that upon receiving a positive annual performance evaluation, Confidential employees may receive up to one day of Administrative Leave at supervisor's recommendation to the City Manager, who shall have final approval authority.
 - 2) Accrual of Comp Time, capped at 80 hours, or Overtime pay at 1.5 times the hourly rate for time worked in excess of a 40-hour work week.
 - b. Health and Welfare – Same benefits as those listed above for Executive Management, except as follows:
 - 1) Life (\$25,000) – 100% of premium paid by City.
 - c. Retirement – Same benefits as those listed above for Executive Management.
 - d. Monthly Vehicle Allowance is not available at this time.

SECTION 5: Professional/Technical Employees

1. Professional/Technical Group Designation by Job Title

Accounting Technician I
Associate Planner
Building Inspector II
Life Safety/Code Officer
CAD Technician
Engineering Assistant
Engineering Technician
Senior Building Inspector
Senior Engineering Assistant

2. Benefit Schedule for Professional/Technical Employees

a. Leave – Same benefits as those listed above for Executive Management, except as follows:

- 1) No Administrative Leave, except that upon receiving a positive annual performance evaluation, Professional/Technical employees may receive up to one day of Administrative Leave at supervisor's recommendation to the City Manager, who shall have final approval authority.
- 2) Accrual of Comp Time, capped at 80 hours, or Overtime pay at 1.5 times the hourly rate for time worked in excess of a 40-hour work week.

b. Health and Welfare – Same benefits as those listed above for Executive Management, except as follows:

- 1) Life (\$25,000) – 100% of premium paid by City.

c. Retirement – Same benefits as those listed above for Executive Management.

d. Monthly Vehicle Allowance is not available at this time.

e. Life Safety/Code Officer Uniform Allowance: Annual rate of \$1,000 per year, payable in a once-annual installment.

ARTICLE 2: The salary and benefits outlined herein shall remain in effect unless modified or repealed by resolution. All prior resolutions concerning compensation or benefits for the Unrepresented Group which are in conflict herewith are hereby repealed.

ARTICLE 3: This Resolution shall be effective July 1, 2016, and the salary and benefits approved herein shall be effective for all covered employees who are active as of the day this effective date of this Resolution.

This foregoing Resolution was duly passed, approved, and adopted this 14th day of June 2016, by the following vote:

AYES: Betancourt, Fast, Beck, Rodriguez, Soleno.

NOES: None.

ABSTAIN: None.

ABSENT: None.



Ray Soleno, Mayor

ATTEST:



Sylvia Plata, City Clerk

