

RESOLUTION NO. 7739

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A SALARY PLAN FOR CERTAIN ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES OF THE CITY OF SAN FERNANDO AND REPEALING RESOLUTION NO. 7716 ADOPTED DECEMBER 7, 2015 AND ALL RESOLUTIONS AMENDATORY THEREOF AND ALL MOTIONS OR ACTIONS OF THE CITY COUNCIL IN CONFLICT HERewith.

THE COUNCIL OF THE CITY OF SAN FERNANDO DOES RESOLVE AS FOLLOWS:

SECTION 1:

The following schedules are hereby adopted as the salary range and step schedules for non-elective officers and employees of the City of San Fernando:

- **SCHEDULE "G": FOR GENERAL - SAN FERNANDO PUBLIC EMPLOYEES' ASSOCIATION (SFPEA)**
- **SCHEDULE "GPD": FOR GENERAL - SAN FERNANDO POLICE CIVILIANS' ASSOCIATION (SFPCA)**
- **SCHEDULE "C": FOR CONFIDENTIAL EMPLOYEES**
- **SCHEDULE "P": FOR SWORN - SAN FERNANDO POLICE OFFICERS' ASSOCIATION (SFPOA)**
- **SCHEDULE "MP": FOR SWORN - SAN FERNANDO POLICE OFFICERS' ASSOCIATION MANAGEMENT UNIT (SFPOA-PMU)**
- **SCHEDULE "M": FOR DEPARTMENT HEADS AND NON-SWORN MANAGEMENT EMPLOYEES**
- **SCHEDULE "H": FOR HOURLY - SAN FERNANDO PART-TIME EMPLOYEES' BARGAINING UNIT (SFPEBU)**
- **SCHEDULE "HFE": FOR HOURLY FULL-TIME EQUIVALENT - SAN FERNANDO PART-TIME EMPLOYEES' BARGAINING UNIT (SFPEBU)**

(Details of the respective schedules are on pages 2 thru 8).

**SCHEDULE G
FOR
GENERAL EMPLOYEES**

**SALARY
RANGE
NUMBER**

STEP A

STEP B

STEP C

STEP D

STEP E

60	2914	3064	3225	3392	3569
61	2943	3089	3245	3406	3577
62	2972	3138	3309	3491	3682
63	3017	3169	3328	3492	3666
64	3033	3200	3377	3562	3757
65	3078	3246	3426	3616	3815
66	3121	3289	3470	3663	3864
67	3167	3342	3524	3717	3923
68	3214	3389	3575	3774	3979
69	3257	3436	3626	3824	4034
70	3300	3479	3673	3872	4086
71	3349	3533	3725	3933	4148
72	3391	3576	3773	3979	4200
73	3440	3630	3827	4038	4261
74	3475	3669	3869	4083	4307
75	3529	3723	3933	4144	4372
76	3575	3773	3979	4198	4428
77	3651	3854	4064	4288	4523
78	3671	3872	4086	4309	4547
79	3726	3932	4147	4375	4616
80	3777	3985	4203	4435	4677
81	3857	4066	4290	4525	4775
82	3892	4105	4331	4568	4819
83	3949	4166	4397	4637	4892
84	4010	4227	4460	4707	4965
85	4069	4294	4528	4778	5039
86	4131	4359	4597	4849	5116
87	4198	4429	4673	4930	5202
88	4261	4495	4743	5004	5279
89	4326	4563	4814	5078	5358
90	4390	4632	4887	5155	5438
91	4456	4701	4960	5233	5520
92	4524	4772	5035	5311	5604
93	4592	4844	5111	5392	5687
94	4662	4919	5189	5473	5777
95	4732	4992	5268	5558	5862
96	4802	5067	5347	5639	5948
97	4876	5142	5425	5725	6039
98	4949	5221	5507	5809	6129
99	5022	5298	5588	5898	6222

Schedule G For General Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
100	5097	5379	5673	5984	6314
101	5173	5458	5758	6075	6408
102	5249	5539	5844	6165	6504
103	5330	5622	5931	6258	6600
104	5410	5705	6019	6352	6701
105	5491	5790	6111	6445	6801
106	5573	5878	6203	6542	6903
107	5657	5966	6295	6639	7006
108	5742	6055	6390	6739	7111
109	5828	6146	6486	6841	7218
110	5915	6238	6583	6943	7326
111	6003	6332	6683	7049	7437
112	6094	6427	6783	7154	7549
113	6186	6524	6885	7262	7662
114	6279	6621	6987	7370	7777
115	6373	6721	7092	7480	7894
116	6468	6822	7198	7592	8011
117	6565	6924	7307	7707	8133
118	6664	7028	7416	7823	8255
119	6764	7133	7528	7939	8378

**SCHEDULE GPD
FOR
GENERAL EMPLOYEES
(POLICE DEPARTMENT)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	2602	2731	2881	3040	3208
57	2695	2838	2988	3147	3313
58	2771	2925	3086	3256	3435
59	2803	2957	3119	3293	3472
60	2830	2983	3148	3323	3504
61	2855	3010	3176	3351	3535
62	2881	3038	3205	3381	3566
63	2906	3065	3234	3411	3598
64	2924	3083	3252	3433	3620
65	2960	3120	3293	3474	3664
66	2985	3149	3322	3506	3697
67	3013	3177	3351	3537	3730
68	3042	3209	3385	3572	3767
69	3074	3241	3420	3608	3805

Schedule GPD For General (Police Department) Employees (Continued).

SALARY RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	3106	3273	3453	3645	3845
71	3151	3324	3507	3699	3902
72	3198	3372	3557	3755	3960
73	3245	3422	3611	3809	4018
74	3291	3472	3662	3863	4074
75	3339	3520	3714	3918	4134
76	3386	3572	3768	3976	4194
77	3435	3622	3821	4033	4252
78	3485	3674	3877	4091	4316
79	3536	3729	3933	4150	4377
80	3586	3781	3991	4210	4441
81	3637	3836	4048	4270	4504
82	3691	3891	4106	4332	4569
83	3742	3949	4166	4396	4636
84	3758	3965	4182	4414	4655
85	3821	4031	4251	4487	4732
86	3853	4067	4291	4527	4775
87	3953	4168	4397	4638	4892
88	3992	4212	4443	4689	4945
89	4045	4272	4507	4753	5014
90	4104	4330	4569	4818	5069
91	4170	4384	4620	4867	5125
92	4206	4435	4681	4936	5207
93	4274	4507	4755	5015	5291
94	4342	4579	4831	5095	5375
95	4412	4652	4909	5177	5461
96	4482	4727	4987	5260	5549
97	4554	4802	5066	5344	5638
98	4626	4879	5148	5429	5728
99	4700	4956	5230	5516	5819
100	4776	5036	5313	5604	5913
101	4854	5119	5399	5695	6007
102	4930	5199	5485	5785	6103
103	5007	5282	5573	5878	6201
104	5089	5366	5662	5972	6300
105	5170	5452	5751	6066	6400
106	5247	5533	5838	6157	6496
107	5326	5616	5926	6250	6593

**SCHEDULE C
FOR
CONFIDENTIAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	2661	2795	2934	3081	3235
53	2728	2864	3008	3159	3317
54	2797	2937	3082	3237	3398
55	2865	3010	3160	3318	3484
56	2939	3085	3239	3400	3570
57	3011	3162	3320	3486	3659
58	3086	3241	3403	3574	3752
59	3165	3322	3488	3663	3848
60	3242	3404	3576	3754	3942
61	3324	3490	3665	3849	4041
62	3406	3577	3755	3944	4141
63	3492	3671	3851	4043	4246
64	3580	3757	3945	4143	4350
65	3679	3863	4056	4258	4473
66	3780	3970	4168	4377	4596
67	3876	4069	4272	4485	4711
68	3930	4127	4331	4547	4775
69	4027	4226	4439	4661	4895
70	4129	4335	4552	4778	5017
71	4230	4441	4663	4896	5141
72	4336	4553	4780	5021	5272
73	4444	4667	4901	5146	5401
74	4556	4784	5022	5275	5537
75	4670	4904	5147	5404	5676
76	4785	5026	5277	5540	5817
77	4906	5151	5410	5680	5963
78	5031	5282	5548	5825	6115
79	5159	5417	5689	5974	6271
80	5290	5555	5834	6126	6431

**SCHEDULE P
FOR
SWORN POLICE EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
73	5421	5719	6036	6364	6716
74	5475	5775	6095	6428	6783
75	5530	5834	6157	6492	6850
76	5585	5892	6219	6557	6919
77	5641	5951	6281	6622	6987

Schedule P For Sworn Police Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
78	5698	6010	6344	6688	7058
79	5755	6070	6407	6755	7128
80	5812	6130	6470	6822	7200
81	5870	6192	6535	6891	7271
82	5929	6254	6601	6960	7345
83	5988	6318	6665	7032	7420
84	6048	6381	6735	7102	7493
85	6109	6444	6802	7173	7568
86	6170	6509	6870	7245	7644
87	6231	6574	6939	7317	7720
88	6294	6640	7008	7390	7797
89	6357	6706	7078	7464	7875
90	6420	6773	7149	7539	7954
91	6484	6841	7221	7614	8034
92	6549	6909	7293	7690	8114
93	6615	6978	7366	7767	8195
94	6681	7048	7439	7845	8277
95	6740	7110	7501	7914	8351

**SCHEDULE MP
FOR
SWORN POLICE MANAGEMENT**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	8169	8578	9005	9455	9930
71	8343	8760	9198	9658	10141
72	8520	8946	9394	9863	10357
73	8702	9137	9594	10074	10577
74	8888	9332	9798	10288	10803

**SCHEDULE M
FOR
DEPARTMENT HEADS & NON-SWORN MANAGEMENT**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	5064	5317	5583	5861	6154
53	5178	5437	5709	5994	6293
54	5320	5587	5866	6160	6468
55	5427	5699	5985	6285	6600

Schedule M For Department & Non-Sworn Management (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	5546	5825	6115	6420	6741
57	5668	5952	6250	6561	6892
58	5793	6081	6386	6705	7041
59	5909	6204	6513	6840	7180
60	6057	6360	6678	7011	7363
61	6208	6518	6843	7186	7546
62	6363	6682	7017	7366	7735
63	6522	6849	7191	7550	7929
64	6685	7019	7370	7739	8125
65	6852	7194	7555	7933	8331
66	7024	7375	7742	8129	8537
67	7199	7558	7937	8334	8751
68	7343	7710	8096	8500	8925
69	7531	7906	8301	8717	9153
70	7614	8101	8505	8931	9378
71	7792	8180	8588	9018	9471
72	7981	8380	8799	9240	9702
73	8353	8772	9210	9671	10154
74	8646	9078	9532	10009	10510
75	8819	9260	9723	10209	10719
76	9040	9492	9966	10465	10988
77	9266	9731	10220	10733	11271
78	9498	9974	10475	11001	11553
79	9735	10222	10732	11270	11832
80	9929	10425	10949	11495	12069
81	10029	10531	11058	11610	12189

**SCHEDULE H
FOR
PART-TIME HOURLY EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
44	10.00	10.44	10.90	11.39	11.90
45	10.15	10.59	11.05	11.54	12.05
46	10.27	10.78	11.32	11.89	12.48
47	10.48	10.96	11.46	11.98	12.53
48	10.58	11.06	11.56	12.09	12.64
49	10.68	11.16	11.66	12.19	12.74
50	10.78	11.26	11.76	12.29	12.84
51	10.88	11.36	11.56	12.39	12.94
52	10.97	11.47	11.99	12.54	13.12
53	11.07	11.57	12.09	12.64	13.27
54	11.14	11.69	12.28	12.89	13.54

Schedule H For Part-Time Hourly Employees (Continued).

SALARY					
RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	11.25	11.81	12.40	13.02	13.67
56	11.32	11.95	12.53	13.13	13.78
57	11.45	12.02	12.63	13.26	13.92
58	11.57	12.15	12.75	13.39	14.06
59	11.68	12.27	12.88	13.52	14.20
60	11.80	12.39	13.01	13.66	14.34
61	11.92	12.51	13.14	13.80	14.49
62	12.04	12.64	13.27	13.93	14.63
63	12.16	12.76	13.40	14.07	14.78
64	12.28	12.89	13.54	14.21	14.92
65	12.40	13.02	13.67	14.36	15.07
66	12.53	13.15	13.81	14.50	15.22
67	12.65	13.28	13.95	14.64	15.38
68	12.78	13.42	14.09	14.79	15.53
69	12.90	13.54	14.22	14.93	15.68
70	13.03	13.68	14.36	15.08	15.83
71	13.16	13.82	14.51	15.23	15.99
72	13.30	13.94	14.62	15.33	16.08
73	13.42	14.09	14.80	15.54	16.31
74	13.68	14.37	15.09	15.84	16.63
75	13.78	14.47	15.34	15.94	16.73
76	13.88	14.57	15.44	16.04	16.83
77	13.99	14.67	15.54	16.14	16.93
78	14.09	14.77	15.64	16.24	17.03
79	14.19	14.92	15.79	16.39	17.18
80	14.29	15.07	15.84	16.44	17.23
81	14.42	15.21	16.06	16.94	17.87
82	15.27	16.10	17.00	17.94	18.92
83	15.71	16.57	17.50	18.46	19.47
84	16.17	17.05	18.00	18.99	20.04
85	16.63	17.54	18.50	19.52	20.60
86	17.08	18.02	19.01	20.06	21.16
87	17.53	18.49	19.51	20.58	21.72
88	17.98	18.97	20.01	21.11	22.27
89	18.43	19.44	20.51	21.64	22.83
90	18.88	19.92	21.01	22.17	23.39
91	19.33	20.39	21.51	22.70	23.95
92	19.81	20.89	22.04	23.25	24.53
93	20.22	21.34	22.50	23.74	25.04

**SCHEDULE HFE
FOR
PART TIME HOURLY EMPLOYEES
(Full-Time Equivalent)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
95	18.45	19.46	20.53	21.67	22.85
96	18.63	19.66	20.74	21.88	23.08
97	18.82	19.85	20.94	22.10	23.31
98	19.01	20.05	21.15	22.32	23.54
99	19.20	20.25	21.37	22.54	23.78
100	19.39	20.45	21.58	22.77	24.02
101	19.56	20.64	21.77	22.97	24.23
102	19.78	20.84	21.99	23.20	24.48
103	20.02	21.11	22.25	23.45	24.72
104	20.20	21.29	22.44	23.65	24.93
105	20.36	21.48	22.69	23.91	25.22
106	20.64	21.76	22.97	24.21	25.55
107	20.67	21.90	23.22	24.44	25.74
108	21.01	22.16	23.38	24.67	26.03
109	21.24	22.41	23.64	24.94	26.31
110	21.47	22.65	23.90	25.21	26.60
111	21.71	22.90	24.16	25.49	26.89
112	21.94	23.15	24.42	25.76	27.18
113	22.16	23.38	24.67	26.02	27.45
114	22.38	23.61	24.91	26.28	27.73
115	22.66	23.92	25.24	26.62	28.07
116	22.89	24.15	25.48	26.88	28.36
117	23.14	24.40	25.74	27.16	28.65
118	23.36	24.64	26.00	27.43	28.93
119	23.59	24.89	26.26	27.70	29.22
120	23.83	25.14	26.52	27.98	29.52
121	24.06	25.39	26.78	28.26	29.81
122	24.30	25.64	27.05	28.54	30.11
123	24.55	25.90	27.32	28.82	30.41
124	24.79	26.16	27.60	29.11	30.71

SECTION 2: ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES

The following non-elective officers and employees of the City of San Fernando shall be paid for their services to the City the compensation as hereinafter set forth.

- (A) **SALARY RANGE NUMBER AND SCHEDULES ASSIGNED** – Non-elected officers and employees set forth in this subsection (a) shall be paid the salary and wages for the classification assigned at the range and step of the applicable salary schedule.

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Associate Planner	104G	5410	5705	6019	6352	6701
Building Maintenance Worker/ Electrical Helper	77G	3651	3854	4064	4288	4523
Building & Safety Supervisor	111G	6003	6332	6683	7049	7437
City Clerk	FLAT RATE	8589.51				
City Manager	FLAT RATE	15416.67				
Civil Engineering Assistant II	112G	6094	6427	6783	7154	7549
Community Preservation Officer	83G	3949	4166	4397	4637	4892
Community Development Director	76M	9040	9492	9966	10465	10988
Community Development Secretary	84G	4010	4227	4460	4707	4965
Community Services Supervisor	96G	4802	5067	5347	5639	5948
Cultural Arts Supervisor	96G	4802	5067	5347	5639	5948
Deputy City Manager/ Public Works Director	79M	9735	10222	10732	11270	11832
Director of Recreation and Community Services	75M	8819	9260	9723	10209	10719
Electrical Supervisor	103G	5330	5622	5931	6258	6600
Equipment and Materials Supervisor	103G	5330	5622	5931	6258	6600
Executive Assistant to the City Manager	77C	4906	5151	5410	5680	5963
Finance Director	75M	8819	9260	9723	10209	10719
Finance Office Specialist	75G	3529	3723	3933	4144	4372
Junior Accountant	97G	4876	5142	5425	5725	6039
Management Analyst	55M	5427	5699	5985	6285	6600
Mechanical Helper	74G	3475	3669	3869	4083	4307
Meter Technician	80G	3777	3985	4203	4435	4677

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Office Clerk	64G	3033	3200	3377	3562	3757
Office Specialist	78G	3671	3872	4086	4309	4547
Personnel Manager	68M	7343	7710	8096	8500	8925
Personnel Technician	71C	4230	4441	4663	4896	5141
Police Cadet	73P	5421	5719	6036	6364	6716
Police Chief	FLAT RATE	12,000				
Police Desk Officer	91GPD	4170	4384	4620	4867	5125
Police Lieutenant	75MP	9075	9529	10005	10505	11031
Police Office Specialist	78GPD	3485	3674	3877	4091	4316
Police Officer	73P	5421	5719	6036	6364	6716
Police Records Specialist	72GPD	3198	3372	3557	3755	3960
Police Records Supervisor/ Systems Administrator	105GPD	5170	5452	5751	6066	6400
Police Sergeant	95P	6740	7110	7501	7914	8351
Program Specialist	76G	3575	3773	3979	4198	4428
Property Control Officer	81GPD	3637	3836	4048	4270	4504
Public Works Administrative Coordinator	87G	4198	4429	4673	4930	5202
Public Works Field Supervisor I	90G	4390	4632	4887	5155	5438
Public Works Field Supervisor II	97G	4876	5142	5425	5725	6039
Public Works Maintenance Worker	74G	3475	3669	3869	4083	4307
Public Works Office Specialist	84G	4010	4227	4460	4707	4965
Public Works Superintendent	113G	6186	6524	6885	7262	7662
Recreation Supervisor	96G	4802	5067	5347	5639	5948
Secretary to the Chief	87GPD	3953	4168	4397	4638	4892
Senior Account Clerk	75G	3529	3723	3933	4144	4372
Senior Account Clerk II	68C	3930	4127	4331	4547	4775

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Senior Maintenance Worker	81G	3857	4066	4290	4525	4775
Treasurer Assistant	85G	4069	4294	4528	4778	5039
Water Pump Operator/ Backflow Technician	84G	4010	4227	4460	4707	4965

(B) SEASONAL AND HOURLY POSITIONS – Seasonal employees and employees hired on an hourly basis shall be paid hourly rates for assigned classifications as follows:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Maintenance Helper	81H	14.42	15.21	16.06	16.94	17.87
Community Service Officer	92H	19.81	20.89	22.04	23.25	24.53
Community Preservation Officer	115HFE	22.66	23.92	25.24	26.62	28.07
Crossing Guard	44H	10.00	10.44	10.90	11.39	11.90
Day Camp Counselor	44H	10.00	10.44	10.90	11.39	11.90
Junior Cadet	48H	10.58	11.06	11.56	12.09	12.64
Deputy City Clerk	93H	20.22	21.34	22.50	23.74	25.04
Finance Office Specialist	105HFE	20.36	21.48	22.69	23.91	25.22
Office Clerk/Cashier	53H	11.07	11.57	12.09	12.64	13.27
Personnel Assistant	105HFE	20.36	21.48	22.69	23.91	25.22
Police Records Specialist	95HFE	18.45	19.46	20.53	21.67	22.85
Pool Attendant/ Cashier	44H	10.00	10.44	10.90	11.39	11.90
Program Specialist	106HFE	20.64	21.76	22.97	24.21	25.55
Public Works Maintenance Helper	81H	14.42	15.21	16.06	16.94	17.87
Recreation Leader I	44H	10.00	10.44	10.90	11.39	11.90
Recreation Leader II	47H	10.48	10.96	11.46	11.98	12.53
Recreation Leader III	71H	13.16	13.82	14.51	15.23	15.99
Senior Day Camp Counselor	52H	10.97	11.47	11.99	12.54	13.12

(C) COMPENSATION FOR COMMISSIONS, BOARDS, AND COMMITTEE MEMBERS

The members of the following commissions, boards, and committees, who are not employees of the City, shall be paid the amount hereinafter specified for each meeting.

COMMISSION OR COMMITTEE

COMPENSATION PER
MEETING ATTENDED
(NOT TO EXCEED ONE
MEETING PER MONTH)

Disaster Council	\$50.00
Education Commission	\$50.00
Planning and Preservation Commission	\$50.00
Parks, Wellness, and Recreation Commission	\$50.00
Transportation and Safety Commission	\$50.00

(D) COMPENSATION FOR COUNCIL MEMBERS

The members of the City Council shall be paid compensation in the amount of \$580.00 per month.

For other benefits applicable to Council members, please refer to Section 3(I) below.

(E) COMPENSATION FOR CITY TREASURER

(1) The City Treasurer shall be paid compensation in the amount of \$579.06 per month.

(2) City Treasurer, while acting as Treasurer for Parking Meter Administration (part-time), is paid \$98 per month.

SECTION 3: ADDITIONAL COMPENSATION AND BENEFITS

The following elective and non-elective officers, as well as employees shall be paid compensation in addition to the basic salary set forth in Section 2 as follows:

(A) GENERAL AND CONFIDENTIAL EMPLOYEES

Salary and benefits listed here apply to full-time employees assigned to **Schedule G** for full-time General Employees (SFPEA) and **Schedule GPD** for full-time General, Non-Sworn Police Department Employees (SFPCA), and reflect stipulations in the last MOU, which are contingent upon negotiation of a new MOU. They also apply to full-time regular employees assigned to **Schedule C** for full-time Confidential Employees.

The following salaries and benefits shall apply for **Schedules G, C and GPD**, respectively:

(1) Salary

a) The salary ranges shown under **Schedules G and C** reflect the following, per the last approved MOU/Side Letter:

- Effective on the first day of the pay period including July 1, 2016, the base salary for each of the classifications shall be increased by one percent (1%).

b) The salary ranges shown under **Schedule GPD** reflect the following, per the last approved MOU:

- Effective on the first day of the pay period beginning after July 1, 2016, the base salary for each of the classifications shall be increased by one and half percent (1.5%).

In computing benefits that are a percentage of base salary (e.g., Longevity, Special Assignment Pay, etc.), each benefit is calculated independently over the base salary of each respective employee.

(2) **Longevity Pay**

- a) The City shall pay longevity to unit employees that completed 10 years of continuous service from date of hire, an additional 3% above the base salary step for each employee.
- b) The City shall pay longevity to unit employees that completed 20 years of continuous service from date of hire, an additional 1% above the base salary and previous first longevity step.
- c) The City shall continue to pay longevity to unit employees that completed 30 years of continuous service from date of hire, an additional 1% above the base salary and previous second longevity step.

An employee on leave of absence without pay or any form of leave without pay, with the exception of the Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

(3) **Overtime**

For non-exempt employees who work under the regular 8A.M. – 5P.M., Monday – Friday schedule, overtime must be paid or compensatory time off granted at the Employee's request as defined in Section 5 below (under CTO) for all hours worked over forty (40) hours in a seven day work period. Non-exempt employees who are under the 9/80 or other flex work schedule shall have designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off at the Employee's request as defined in Section 5 below (under CTO). The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1½) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, non-sworn employees will be based upon actual hours worked. Overtime will be equitably distributed amongst qualified employees within their departments and classifications.

Specifically, for non-sworn, SFPCA employees, overtime worked cannot interfere with an employee's assigned work schedule, which may allow 7½ hours between assigned work shifts (e.g., an employee cannot work a twelve-hour shift followed by an overtime shift of more than 4 hours; and then work his/her assigned shift consecutively. This would leave less than 7½ hours of rest time between assigned work shifts).

Specific procedures for assignment of overtime can be found in the respective bargaining unit MOUs.

(4) **Shift Differential Pay**

For general, non-sworn employees, effective the first day of the pay period following Council approval on August 18, 2014 of the SFPCA MOU extension, the City shall discontinue the payment of flex/built-in overtime and the payment for various shifts (differential pays). The flex/built-in overtime and the shift differential pays shall be merged into a flat hourly base rate increase for each Police Desk Officer. The pay for Police Desk Officers has been adjusted by the addition of \$0.90 to the hourly base rate of the salary steps.

(5) **Compensatory Time Off (CTO)**

The maximum number of CTO hours any non-exempt, non-sworn employee may accrue is 100 hours. Comp time hours in excess of 100 hours must be paid at the rate of one and one-half (1-1/2) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the approval of the employee's department head. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the department operations or impose an unreasonable burden on the department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

(6) **Holiday Leave**

Employees who work a 5/8 and 9/80 schedule who are required to work on a holiday shall receive holiday compensation at the rate of time and one-half (1-1/2) times their normal rate of pay in addition to pay for all hours worked.

Each unit employee shall be entitled to the following holidays with pay:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Cesar Chavez Birthday (When Cesar Chavez birthday falls on any day except Monday, the holiday will be observed on the Friday following the actual holiday).

Memorial Day

Independence Day

Labor Day

Columbus Day (Replaced effective January 1, 2010 with Float day)

Float day – "Front loaded" each July 1, if not used by June 30 of the subsequent year, Float day is lost.

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Employees who work a modified 3/12 work week shall be granted the same holidays as above and shall accrue 96 hours of holiday leave per year, and shall be credited with 48 hours of holiday leave each January 1st and an additional 48 hours of Holiday leave each July 1st. Employees on the 3/12 work week shall schedule holiday leave in accordance with Police Departmental procedures.

Employees on the 3/12 work week will only be permitted to carry over 96 hours of accrued but unused holiday leave from one calendar year to the next. Employees on the 3/12 work

week who, as of January 1st, have not lowered their accrued Holiday leave to 96 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 96 hour cap. At that time, the employee will receive his/her full 48 hour allotment for that half year. Upon employee's separation from the City, any unused holiday leave shall be compensated at his/her regular rate of pay.

(7) **Sick Leave**

The City shall allow any employee upon retiring by reason of reaching retirement age under CalPERS to be paid at the then prevailing rate of pay, one half (1/2) of accumulated and unused sick leave time (total of employee's "sick leave bank" plus the accumulated sick leave for the current year) not to exceed a maximum of the employee's one (1) month pay.

Sick leave is accrued on a payroll-to-payroll basis at the rate of 8 hours per month, with maximum accrual of 800 hours. All time accrued in excess of 800 hours shall be paid at the end of the calendar year, at the rate of 35% of the amount in excess of 800 hours at their regular rate of pay.

Sick leave shall be considered as "actual time worked" for purposes of calculating overtime premium pay. The City may request a doctor's note after the third (3rd) day of illness.

(8) **Bereavement Leave**

The City shall authorize unit members to utilize up to three (3) days paid bereavement per incident following the death of a member of their immediate family. Any additional bereavement days off shall be subject to the approval of the department head on a case-by-case basis. The unit member may utilize accrued sick time during bereavement period for additional time off if needed.

For the purposes of implementing this benefit, "Immediate Family" shall mean grandparent, parent, child, spouse or registered domestic partner as permitted by California law, or any person living in the household. Proof of residence may be required. "Parent" shall mean biological, foster or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted or foster child, stepchild, legal ward or a child of a person who has parent's rights.

The City shall authorize unit members to utilize one (1) paid day following the death of an extended family member. For the purpose of implementing this benefit, "Extended Family" shall mean: Aunts, Uncles, and Cousins, god-parents or god-parent equivalent.

Verification may be requested.

(9) **Callback**

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule shall be compensated at the rate of pay equal to one and one-half (1½) times his/her regular hourly pay. The minimum period to be compensated for any such "**callback**" time shall be two (2) hours.

(10) **Stand-By Pay**

Water Division employees who are assigned to mandatory stand-by on the weekends and holidays shall be entitled to stand-by pay at the rate of \$1.50 per hour during the period when they are required to stand-by.

In addition, Street, Tree and Facilities Division employees who are assigned to mandatory stand-by on the weekends and holidays shall be entitled to stand-by pay at the rate of \$1.00 per hour during the period when they are required to stand-by. *At no point shall more than three employees be on stand-by from all the divisions combined.*

(11) **Bilingual Pay**

A bonus of \$100.00 per month shall be paid to those unit employees that qualify in accordance with the following conditions:

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.

(12) **Special Projects Bonus Pay**

Workers in Public Works when assigned to the Special Projects Squad shall receive \$5.00 per hour for each hour worked on designated special projects, Special Projects pay will not be paid in addition to Inspector pay. No more than 3 persons will be authorized to receive Special Projects pay for any project; a fourth employee may be assigned to the Special Projects crew at the discretion of the Deputy City Manager/Public Works Director only.

(13) **Inspector Duty Pay**

The City agrees to continue the specialized inspector pay provisions consistent with agreed upon procedures including but not limited to requiring approval by the department head and providing for no more than one inspector per project except by official exemption.

Any eligible Public Works field/building maintenance, utility, and/or supervisory employee that is required and scheduled to perform Inspection duties will be compensated at the rate of an additional \$6.00 per hour over his or her base salary, for those hours spent on inspection. To be eligible for Inspection Duty Pay, the staff member must be certified, and be on a Certification List developed by the Deputy City Manager/Public Works Director or his designee.

The job classifications eligible to participate in this program include: Public Works Maintenance Worker; Senior Maintenance Worker; Public Works Field Supervisor I; and Public Works Field Supervisor II.

(14) **Weekend Bonus Pay**

The City shall codify and continue the existing provisions applicable to workers assigned to rotating weekend work assignments within Public Works when a Public Works field staff worker is scheduled to work weekends.

Any eligible Public Works field/building maintenance, utility, and/or supervisory employee that is *required and scheduled* to perform Weekend Shift duties will be compensated at the rate of an additional \$2.50 per hour over his or her base salary, for those hours spent on weekend assignment.

To be eligible for Weekend Shift Pay, the staff member must be regularly assigned and scheduled to work a weekend. Compensation for weekend shift shall be the regular

employee's salary plus the weekend duty pay for hours worked on weekends. Weekend Shift Pay shall not be included in the determination of Overtime premium rate or comp time. It shall not be combined with other established premium compensation such as stand-by pay, or any other shift pay.

The job classifications eligible to participate in this program include: Public Works Maintenance Worker; Senior Maintenance Worker; Public Works Field Supervisor I; Public Works Field Supervisor II; Water Pump Operator/Backflow Technician; Meter Technician; Electrical Technician; Mechanical Helper and Master Mechanic.

(15) **Uniform Allowance**

The City shall provide uniforms and/or equipment, as well as provide allowances as follows:

- a) Public Works field employees shall be provided with the following annually unless otherwise specified:
- A pair of work boots made by Timberland, Red Wing, Wolverine, Stanley Cat, Bates, Chippewa, Carolyn, Sears or Dye Hard consistent with Cal OSHA's ANSI Z41.1 standard. Local Vender, specifications and brands to be provided by the City based on the job performed;
 - A jacket with bi-yearly replacement, subject to department head approval.
 - A uniform voucher not to exceed \$200.00 annually.
 - A pair of work shoes for Meter Technicians.

All purchases shall be made in accordance with the City's purchasing policy. It is further agreed that these will be deducted from the final salary payment of any employee failing to satisfactorily complete his probationary period.

- b) For non-sworn, full-time employees in the Police Department, the City shall provide two (2) complete sets of uniforms, plus raise the annual uniform allowance from \$250 to \$300. In addition, unit employees who are required to wear certain shoes/boots for their position will receive \$100 yearly (fiscal year) for purchase of work shoes/boots. All purchases shall be made in accordance with the City's purchasing policy.

The uniforms shall consist of:

Clerical – Blouse, skirt, pants, blazer, and vest

Police Desk Officer – Pants, skirt, shirt, and belt

Community Service Officer – Pants, shirt, jacket, and belt and name tag.

- c) Community Development Department field workers shall be provided with an initial issue of one appropriate jacket with bi-yearly replacements subject to department head approval and a pair of work shoes annually.
- d) Community Preservation Officers will be provided with a uniform as required by the department. All purchases shall be made in accordance with the City's purchasing policy.

Where uniform allowances are to be paid under Sections 15A, 15B, 15C, 15D above, they shall be paid semi-annually in December and in June. Worn uniforms shall be replaced by the City subject to the department head's approval. All worn uniforms must be turned in upon being replaced.

(16) **Court Appearance Pay**

Any bargaining unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half (1 ½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(17) **Acting Pay/Working Out of Class**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of 5% higher than one's current salary. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Only trained Police Department personnel should be allowed to perform strip searches or Jailer duties. Assignments to perform higher-level duties must be formal and in writing, and approved by the department head.

(18) **Time Off for Promotional Tests or Interviews**

Employees shall be required to utilize their own time (e.g., unused Vacation or Compensatory time) for purposes of taking tests or participating in interviews within or outside the City. Procedure for such time off shall be consistent with existing City policy.

(19) **Workers' Compensation**

In those instances when an employee experiences an injury which is recognized as job-related by the City or the Worker's Compensation Appeals Board, and the employee is absent from work because of the injury, the employee shall receive full pay for the first ten (10) working days of disability without charge against accumulated sick leave. Thereafter, the injured employee shall have the following options:

- a) Remain on full pay with time charged against accumulated earned leave (sick leave/vacation). The injured employee shall remit his/her worker's compensation check to the City, and the City shall then credit back appropriated leave time in relation to the amount of the check. Upon using all accumulated leave time, the injured employee shall retain the disability time off. Employees may choose to only use sick leave and not vacation under this provision; or
- b) Accept the worker's compensation check as compensation during the period of disability with no time charged against accumulated earned leave time.

The City agrees to continue full payment of all insurance premiums for the duration of any job-related injury or illness at the same level as the employee had prior to his/her injury regardless of whether or not the employee is on payroll.

In accordance with CalPERS stipulations, as soon as it is believed that a unit employee is unable to perform his/her job because of an illness or injury which is expected to be permanent or last longer than six months, the employee may request that the City accommodate/transfer him/her to a less demanding vacant position. Should there not be a vacant position available, the City shall have the option to submit an application for disability retirement on the employee's behalf, provided that the employee has attained five or more years of service. However, nothing in this provision, takes away the employee's option to waive the right to retire for disability and/or elect to resign and withdraw his/her share of retirement contributions. If the employee has attained normal service retirement eligibility, he/she shall have the right to elect service retirement as provided in Government Code Section 20731. The injury or disease causing the incapacity or disability need not be job-related.

(20) **Tuition Reimbursement**

The City shall reimburse tuition for approved courses to unit members to a maximum of \$3,000 per fiscal year. Department heads and employees should make every effort to submit accurate requests for tuition reimbursement during the annual budget process.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "C" Grade, and commit to continued service to the City of San Fernando for the equivalent of the school units, not to exceed two years.

Employees enrolled in an approved tuition reimbursement program may charge mileage beyond ten (10) miles against tuition reimbursement at the current IRS rate.

(21) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedules G, C, and GPD, please refer to their specific MOUs (Contract Nos. 1624 & 1794).

(B) **PART-TIME EMPLOYEES**

Salary and benefits listed here apply to part-time employees assigned to **Schedule H** for "Hourly" employees, and **Schedule HFE** for "Hourly Full-Time Equivalent" employees, and reflect stipulations in the last MOU. These stipulations may change contingent upon negotiation of a new MOU.

(1) **Salary**

The hourly rates shown under **Schedules H** and **HFE** reflect existing salaries, and the following shall apply:

Fiscal Year 2016/2017 – 0% cost of Living Adjustment (COLA). However, the wages for certain part-time jobs that share the same job classifications and/or are equivalent to full-time classifications have been increased to reflect any increases negotiated for the full-time equivalent. Those are shown as HFE or Hourly Full-time Equivalent.

(2) **Sick, Vacation, Holiday and Bereavement Leave**

a) Employees may earn a bank of 24 hours per calendar year under the following criteria:

- i. The employee must be employed as of July 1, 2009 and have two years of continuous employment with no breaks in service except layoff.
- ii. The employee must work at least 1,000 hours during the last year.
- iii. The employee will be credited with a 24 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
- iv. There is no accumulation of hours that may be carried from one calendar year to another.
- v. This paid time off can be used for sick, vacation, holiday or bereavement.

- b) Employees may earn a bank of 48 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have six years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 48 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement
- c) Employees may earn a bank of 60 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have nine years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 60 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement
- d) Employees may earn a bank of 72 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have twelve years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 72 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement

(3) **Bilingual Pay**

- a) A bonus of \$50.00 per month shall be paid at the end of each month worked to those unit employees that qualify in accordance with the following conditions:
 - i. The employee must work eighty (80) hours or less per month.

- ii. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
 - iii. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.
- b) A bonus of \$100.00 per month shall be paid at the end of each month worked to those unit employees that qualify in accordance with the following conditions:
- i. The employee must work eighty (80 +) hours per month.
 - ii. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and the employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.

(4) **Uniform Allowance/Equipment**

The City shall provide uniforms as follows:

- a) For non-sworn, part time employees in the City who are required to wear uniforms, the City shall provide one (1) complete set of uniforms per the assignment and replace as needed. The uniforms shall consist of those that the department deems necessary. All purchases shall be made in accordance with the City's purchasing policy.
- b) Rain Gear - The City shall provide rain gear to employees assigned to work in the rain.

(5) **Working Out of Class**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than one's current salary. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

(6) **Time Off for Promotional Tests or Interviews**

Employees shall be required to utilize their own time (e.g., unused Vacation or Compensatory time) for purposes of taking tests or participating in interviews within or outside the City. Procedure for such time off shall be consistent with existing City policy.

(C) **POLICE OFFICERS' ASSOCIATION**

Salary and benefits listed here apply to regular full time employees assigned to **Schedule P**, for Sworn Police Officers and Sergeants, and reflect stipulations in the last MOU.

(1) **Salary**

The salary ranges shown under **Schedule P** reflects the following, per the last approved MOU:

- Effective on the first day of the pay period beginning after July 1, 2016, the base salary for each represented unit classification shall be increased by one and half percent (1.5%).

In computing benefits that are a percentage of base salary (e.g., Longevity) each benefit is calculated independently over the base salary of each respective employee.

(2) **Longevity Pay**

For unit employees hired prior to January 1, 2012:

The City shall pay longevity to all eligible unit members as follows:

- Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7½%) over and above the base salary step for each employee in this category.
- Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

For unit employees hired on or after January 1, 2012:

The City shall pay longevity to all eligible unit members as follows:

- Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.
- Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
- Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

(3) **Bilingual Pay**

The City shall pay a bilingual bonus of a flat \$100 per month to unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and

- b) Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.

(4) **Field Training Officer**

The City shall pay any sworn employee whom the department designates as a Field Training Officer (FTO) \$400 per month above his or her base salary.

(5) **Motor Officer**

The City shall pay any sworn employee whom the department designates as a Motor Officer \$400 per month above his or her base salary.

(6) **Canine Officer**

Employees who are assigned to canine officer detail are entitled to compensation for the off-duty hours spent caring for, cleaning, grooming, feeding and training their canine and maintaining (including cleaning) their canine vehicle/unit. The City and the Association acknowledge that the Fair Labor Standards Act, which governs the entitlement to compensation for canine duties, entitles the parties to agree to the approximate number of hours per month spent for the performance of canine duties. The Fair Labor Standards Act also allows the City and the Association to agree on appropriate compensation for the performance of canine duties. It is the intent of the City and the Association through the provisions of this article to fully comply with the requirements of the Fair Labor Standards Act. In addition, the City and the Association believe that the following canine pay provision does comply with the requirements of the Fair Labor Standards Act

The City agrees to pay any sworn employee assigned to canine duties \$400 per month above his or her base salary, plus two (2) hours of premium overtime compensation each week. This amount recognizes that the time spent off duty to care for, clean, feed, groom and train his or her assigned dog and the maintenance (including cleaning) of his or her assigned vehicle/unit shall be considered hours worked. The City and the Association have analyzed this issue and it has been determined that unit members spend, on average, 20 hours per month performing such work off-duty and that the compensation set forth above is adequate.

(7) **Detectives**

The City shall pay any sworn employee whom the department designates as a Detective \$400 per month above his or her base salary.

(8) **POST Certificate Compensation**

<u>Cert/Degree/Units</u>	<u>Before 1/1/12</u>	<u>Effective 1/1/12</u>
Intermediate POST or AA/AS degree	\$229 ofcr/\$285 sgt.	\$200 ofcr/sgt.
Advanced POST or BA/BS degree	Add'l \$164 ofcr/ \$204 sgt.	Add'l \$200 ofcr/sgt.
Supervisory POST or Master's degree	Add'l \$164 ofcr/ \$204 sgt.	Add'l \$300 ofcr/sgt.

a) The following shall apply:

- i. Any employee that was receiving Certificate/Education pay for possession of any degree or certificate shall continue to fall under the provisions of the current program,

provided, however, compensation for possession of an Associate degree will be eliminated, except as to employees hired before 1/1/12, who were "grandfathered".

- ii. Effective January 1, 2012, any employee not receiving any form of Certificate Pay (inclusive of certificates, units or degrees) shall fall under a modified program whereby compensation for possession of certificates shall be as follows: Intermediate POST certificate - \$200/month; Bachelor's degree or Advanced POST certificate - \$200/month; Master's degree or Supervisor's POST certificate - \$300/month. An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor's degree and an Intermediate POST certificate shall be paid \$400/month. If the employee also had a Master's degree the employee would be paid \$700/month).
- iii. Effective January 1, 2012, new Certificates presented for processing shall be paid effective from the date officially received by the Personnel Office. Transcripts shall not be accepted in lieu of eligible certificates or degrees.

(9) **Holiday Hours**

Unit members shall be granted the following holidays:

- | | |
|--------------------------------------|-----------------------|
| (1) New Year's Day | (7) Independence Day |
| (2) Martin Luther King, Jr. Birthday | (8) Labor Day |
| (3) Lincoln's Birthday | (9) Columbus Day |
| (4) Washington's Birthday | (10) Veteran's Day |
| (5) Cesar Chavez's Birthday | (11) Thanksgiving Day |
| (6) Memorial Day | (12) Christmas Day |

Employees shall accrue 96 hours of holiday leave per year, and shall be credited with 48 hours of holiday leave each January 1 and additional 48 hours of holiday leave each July 1. Employees shall schedule holiday leave in accordance with department procedures.

Employees will only be permitted to carry over 96 hours of accrued but unused holiday leave from one calendar year to the next. Employees who, as of January 1, have not lowered their accrued holiday leave to 96 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 96 hours cap. At that time, the employee will receive his/her full 48 hours allotment for that half-year. Upon employee's separation, any unused holiday leave shall be compensated at his or her regular rate of pay.

(10) **Uniform Allowance**

The City shall pay employees a uniform allowance of \$800 per year. The allowance may be paid in equal semi-annual installments.

(11) **Overtime**

Employees shall receive time and one-half their regular rate of pay for all hours worked in excess of their regularly scheduled hours. In the event an employee takes sick leave on a regularly scheduled workday, and works beyond his/her regularly scheduled hours on that day, then the employee shall receive straight time compensation for the work beyond their regular schedule up to the duration of the sick leave used that day. Thereafter, all work beyond their regularly scheduled hours shall be compensated at the time and one-half rate. Employees may

elect to be paid for overtime hours worked or receive compensatory time off, but in no event shall their compensatory time bank exceed 100 hours.

(12) **Compensatory Time Off**

Employees are permitted to accrue up to one hundred (100) hours of compensatory time off at any given time. Compensatory time off is accrued at one and one-half hours for each hour of overtime worked. An employee will be allowed to use accrued but unused compensatory time off in compliance with the requirements of the FLSA.

(13) **Call Back Compensation**

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be paid at one and one-half (1½) times the regular rate of pay for the actual time worked, with a minimum of two (2) hours.

(14) **On-Call/Stand-By for Court**

Any employee required to be on-call for court during off-duty hours, shall be paid at one and one-half (1½) times his/her regular rate of pay for two (2) hours for the morning session and two (2) hours for the afternoon session. If an employee is placed on-call for court and is subsequently called to testify during that same court session, the employee shall be paid for the combined duration of the actual time spent on-call and the actual time spent in the court appearance, at time and one-half his/her regular rate of pay, with a minimum of two hours.

(15) **Court Appearance Pay**

Any employee required to appear in court during off-duty hours, shall be paid at one and one-half (1½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(16) **Out of Class Pay**

Any unit member appointed to act in a higher classification and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established for said higher classification during the acting period, retroactive to the first day of said assignment.

(17) **Pre-Employment Contract**

Any employee hired after July 1, 2008 who voluntarily leaves the City within thirty-six (36) months of accepting employment as a police cadet or police officer, and who obtains employment as a police officer within the State of California within the subsequent 12 months, will be required to repay the City for the actual cost of training that employee, not to exceed \$450 per month for each month short of 36. Said payments may be accomplished by relinquishing accrued but unused Vacation leave, Holiday leave or CTO leave, or in monthly installments of \$450, or both, at the employee's option.

(18) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule P, please refer to their specific MOU (Contract No. 1789).

(D) **POLICE MANAGEMENT UNIT**

Salaries and benefits listed here apply to regular full time employees assigned to **Schedule MP**, for Sworn Police Lieutenants, and reflect stipulations in the last approved MOU.

(1) **Salary**

The salary ranges shown under **Schedule MP** reflect the following, per the last approved MOU:

- In order to create equitable separation between the Lieutenant classification and the classification immediately preceding Lieutenant, i.e. Sergeant, "Step A" in the Lieutenant classification was increased by ten percent (10%), and each subsequent Step was adjusted accordingly, effective the first pay period beginning after July 1, 2015.
- Effective on the first day of the pay period beginning after July 1, 2016, the base salary for each represented unit classification was increased by one and half percent (1.5%).

In computing benefits that are a percentage of base salary (e.g., Longevity, Bilingual, Special Assignment Pay, Post Certificate/Education, etc.) each benefit is calculated independently over the base salary of each respective employee.

(2) **Annual Leave**

Employees earn Annual Leave in lieu of Vacation and Sick Leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll basis prorated in accordance with the following rates:

160 hours for 1-5 years of City service
200 hours for 6-10 year of City service
240 hours for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the Police Chief or his/her designee.

Unit members may, at the employee's discretion, accrue up to 800 hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

In December of each year, unit members may, at the employee's discretion, receive compensation for up to 80 hours of accumulated Annual Leave at their regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

(3) **Management Leave**

Management Leave, also known as Administrative Leave, is intended to allow the employee time to manage personal affairs as required. Management Leave also provides a means of compensation for hours worked by exempt employees beyond their normal work schedule.

The City shall provide 80 hours Management Leave per year, credited January 1st of each year. Management Leave must be used in the year earned, and cannot be carried over from one calendar year to the next.

(4) **Bereavement Leave**

Employees shall be permitted to use up to five (5) days of any type of accrued leave per incident for bereavement purposes. The Police Chief may authorize additional days of leave for bereavement purposes on an as-needed basis.

(5) **Longevity Pay**

For unit employees hired prior to January 1, 2012:

The City shall pay longevity to all eligible unit members as follows:

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7½%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

For unit employees hired on or after January 1, 2012:

The City shall pay longevity to all eligible unit members as follows:

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

(6) **Bilingual Pay**

The City shall pay a bilingual bonus of a flat \$100 per month to unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- a) Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and
- b) Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.

(7) **POST Certificate Compensation**

Unit employees who possess any of these certificates shall be compensated as follows over that employee's base salary:

Cert/Degree/Units	Before 1/1/12	Effective 1/1/12
Intermediate POST or AA/AS degree	\$285/Month	\$200/Month
Advanced POST or BA/BS degree	Add'l \$204	Add'l \$200/Month
Supervisory POST or Master's degree	Add'l \$204	Add'l \$300/Month

b) The following shall apply:

- i. Any employee that was receiving Certificate/Education pay for possession of any degree or certificate shall continue to fall under the provisions of the current program, provided, however, compensation for possession of an Associate degree will be eliminated, except as to employees hired before 1/1/12, who were "grandfathered".
- ii. Effective January 1, 2012, any employee not receiving any form of Certificate Pay (inclusive of certificates, units or degrees) shall fall under a modified program whereby compensation for possession of certificates shall be as follows: Intermediate POST certificate - \$200/month; Bachelor's degree or Advanced POST certificate - \$200/month; Master's degree or Supervisor's POST certificate - \$300/month. An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor's degree and an Intermediate POST certificate shall be paid \$400/month. If the employee also had a Master's degree the employee would be paid \$700/month).
- iii. Effective January 1, 2012, new Certificates presented for processing shall be paid effective from the date officially received by the Personnel Office. Transcripts shall not be accepted in lieu of eligible certificates or degrees.

(8) **Uniform Allowance**

Uniform allowance for Police Lieutenants shall be \$800 per year, payable in equal semi-annual installments.

(9) **Out of Class Pay**

Any unit member appointed to act in a higher classification and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established for said higher classification during the acting period, retroactive to the first day of said assignment.

(10) **Contract Duty**

Unit members who, at the employee's discretion, work special assignments, typically referred to as "Contract Duty" shall be compensated on an hourly basis for all contract duty worked at one and one-half times the "Top Step" base pay of a City Police Sergeant plus any longevity and certificate pay to which the employee is entitled.

(11) **Vehicles**

Unit members shall be assigned an unmarked multi-purpose police vehicle for use to and from work locations and for official City business in accordance with City policy.

(12) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule MP, please refer to their specific MOU (Contract No. 1793).

(E) **POLICE CHIEF**

For the Police Chief, the following shall apply, but can change contingent upon negotiated agreement between the Chief and the City:

(1) **Salary**

The salary shown for Police Chief in this salary schedule reflects a Flat Rate for the 2016-2017 Fiscal Year.

(2) **Longevity Pay**

The City shall pay the Police Chief an additional ten percent (10%) longevity pay over and above the monthly base salary.

(3) **Annual Leave**

Annual Leave for the Police Chief shall accrue on a payroll to payroll basis, and prorated in accordance with the following rates:

160 hours or 20 days for 1-5 years of City service
200 hours or 25 days for 6-10 year of City service
240 hours or 30 days for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the City Manager. If the employee's accrued but unused Annual Leave reaches 800 hours total, he or she will stop accruing additional Annual Leave unless and until the accrued Annual Leave falls below 800 hours.

In December of each year, the Chief may, at the employee's discretion, receive compensation for up to 80 hours of accumulated Annual Leave at his or her regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

If the employee has pre-existing Sick Leave and/or Vacation accrual balance, he shall convert each hour of Sick Leave to 0.5 hours of Annual Leave; and convert Annual Leave at the rate of one (1) hour of Vacation to one (1) hour of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

(4) **Management Leave**

The Police Chief shall receive a maximum of eighty (80) hours of Management Leave per year, credited January 1st of each year. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next. Employee shall schedule Management Leave upon prior approval, and in the manner prescribed by the City Manager.

(5) **Holidays**

The Police Chief shall receive twelve (12) paid holidays similar to all sworn police employees, and in accordance with the City's current practices. Paid holidays will be those approved by the City by action of the City Council. The employee shall accrue 96 hours of Holiday Leave per year, and shall be credited with 48 hours of holiday leave each January 1, and additional 48 hours of holiday leave each July 1. The employee shall schedule Holiday Leave upon prior approval, and in the manner prescribed by the City Manager.

(6) **Uniform Allowance**

Uniform allowance for the Police Chief shall be \$800 per year, and shall be paid in equal semi-annual installments.

(7) **Use of City-Owned Automobile**

The Police Chief shall be assigned an unmarked multi-purpose police vehicle for use to and from work locations and for official City business in accordance with City policy.

(F) **DEPARTMENT HEADS AND MANAGEMENT**

Salaries and benefits listed here apply to regular full-time, non-sworn department heads and management employees assigned to **Schedule M**, and reflect stipulations in the last MOU/Resolution. These stipulations may change, and are contingent upon negotiation of a new MOU/Resolution.

(1) **Salary**

a) For full-time, non-sworn department heads, the salary ranges shown under **Schedule M** reflect the following, per Resolution No. 7692:

- Effective on the first day of the first pay period beginning after July 1, 2016, the employee's base salary shall be increased by one percent (1%).

b) For full-time, non-sworn management employees, the salary ranges shown under **Schedule M** reflect the following, per the last approved MOU (Contract No. 1796):

- Effective on the first day of the pay period beginning after July 1, 2016, the base salary for each represented unit classification shall increase by one percent (1%).

In computing benefits that are a percentage of base salary (e.g., longevity, bilingual, etc.) each benefit is calculated independently over the base salary of each respective employee.

(2) **Bilingual Pay**

The City shall pay \$100.00 per month bilingual bonus for unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

(3) **Annual Leave**

- a) Unit employees shall be entitled to 100% of their annual leave accrual balance to be received in compensation at termination or separation.
- b) Annual Leave accrual per pay period for all unit members is as follows: 0 – 5 years of service: 6.15 Hours; 5 – 9 years of service: 7.69 Hours; and 10 or more years of service: 9.23 Hours.
- c) Employees who have pre-existing Sick Leave and/or Vacation accrual balance shall convert Sick Leave to Annual Leave at the rate of One (1) Hour of Sick Leave to 0.5 Hours of Annual Leave; and convert Vacation to Annual Leave at the rate of One (1) Hour of Vacation to One (1) Hour of Annual Leave.

(4) **Management Leave**

The City shall grant full-time, non-sworn department heads 120 hours of management leave per calendar year, to be credited each January 1. Up to 120 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

For full-time, non-sworn management employees, the City shall grant 80 hours of management leave per calendar year, to be credited each January 1. Up to 80 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

(5) **Acting Pay**

Employees who by written assignment perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of fifteen (15) or more consecutive work days. The increased compensation shall be at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

(6) **Longevity Pay**

Regular full-time, non-sworn department heads and management employees shall receive longevity pay as follows:

- a) Unit employees that have completed 10 years of service from date of hire, an additional 3% above the base salary step for each employee.
- b) Unit employees that have completed 20 years of service from date of hire, a total of 4% over and above the base salary.
- c) Unit employees that have completed 30 years of service from date of hire, a total of 5% over and above the base salary.

Any unit employee on leave of absence without pay with the exception of Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

(7) **Car Allowance**

Full-time, non-sworn department heads will receive a City-provided vehicle or car allowance of \$300/month as compensation for attendance at off-site meetings, conferences, professional development, and any other business-related travel. Department heads receiving a City-provided vehicle or car allowance will not be reimbursed for mileage.

(8) **Mileage Reimbursement**

Full-time, non-sworn management employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

(9) **Tuition Reimbursement**

The City shall reimburse regular full-time, non-sworn department heads and management employees for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade, and commit to continued service (employment) to the City of San Fernando for the equivalent of the school units, not to exceed two years.

(10) **Technology Reimbursement**

Full-time, non-sworn department heads may elect to receive a technology reimbursement of \$100/month in lieu of a City-issued cell phone. Department heads that continue to receive a City-issued phone will not receive the reimbursement.

(11) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule M, please refer to Council Resolution No. 7692 (for Department Heads), and MOU (Contract No. 1796) for SFMG.

(G) **CITY CLERK**

For the City Clerk position, the salary shown reflects a Flat Rate for the 2016-2017 Fiscal Year, as per Contract No. 7712, and can change contingent upon negotiation.

For other benefits, including but not limited to, medical, dental, vision insurance, and retirement, please refer to Contract No. 7712.

(H) **CITY MANAGER**

For the City Manager position, the following shall apply, but can change contingent upon negotiated contract:

(1) **Salary**

The salary shown for the City Manager in this salary schedule reflects a Flat Rate for the 2016-2017 Fiscal Year, as per Contract No. 1737. Subsequent increases shall be based on negotiated agreement between the City Manager and the City.

(2) **Bilingual Pay**

The City Manager shall be entitled to receive a bilingual bonus of \$100 per month if eligible per specified City policies and guidelines.

(3) **Annual Leave**

The City Manager shall accrue Annual Leave at a rate of ten (10) hours of Annual Leave per month for a total of one hundred and twenty (120) hours or fifteen (15) business days of Vacation Leave per calendar year. However, the City Manager cannot accrue additional Annual Leave during any period of time in which his total bank of Annual Leave exceeds three hundred (300) hours total.

(4) **Sick Leave**

The City Manager shall accrue Sick Leave at a rate of eight (8) hours of Sick Leave per month for a total of ninety six (96) hours or twelve (12) business days of Sick Leave per calendar year. Sick Leave shall be used only in cases of actual sickness or disability of the employee or the employee's immediate family or dependents.

(5) **Management Leave**

The City Manager shall be granted one hundred and twenty (120) hours or fifteen (15) business days of Management Leave per year, accrued in the same manner as all other regular non-sworn management employees. In December of each year, any unused leave shall be cashed out at the employee's current rate of pay.

(6) **Holidays**

The City Manager shall receive paid holidays in accordance with the City's current practices. Paid holidays will be those approved by the City by action of the City Council. The City currently provides twelve (12) paid holidays per calendar year.

(7) **Automobile Allowance**

The City shall provide the City Manager with an automobile allowance in the amount of Four Hundred Dollars (\$400) per month to assist the City Manager with the cost of using and operating his own private vehicle and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

(8) **Medical, Dental and Vision Insurance**

The City Manager shall receive any and all employee medical, dental, and vision insurance benefits otherwise accorded the City's executive management employees (department heads).

(9) **Other Benefits**

For other benefits such as severance pay and retirement that apply to the City Manager, please refer to Contract No. 1737 and applicable amendments.

(I) **CITY COUNCIL**

In addition to the compensation reported under Section 2 (D) above, members of the City Council shall also receive the following benefits:

(1) **Automobile Allowance**

The City shall provide City Council members with an automobile allowance in the amount of Three Hundred Dollars (\$300) per month to assist the members with the cost of using and operating their own private vehicle, and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

(2) **Medical, Dental and Vision Insurance**

City Council members shall receive any and all employee medical, dental, and vision insurance benefits otherwise accorded the City's executive management employees (department heads). However, where a fixed Cafeteria Plan allotment is accorded for purchase of medical, dental, and vision insurance, and the Council member does not spend his or her entire allotment, the balance shall be placed into a deferred compensation plan (Section 457 Plan) maintained by the City.

(3) **Retirement**

City Council members shall be entitled to retirement benefits, as per the stipulations of the State of California Public Employees' Retirement Laws.

(4) **Technology Reimbursement**

City Council members may elect to receive a technology reimbursement of \$100/month in lieu of a City-issued cell phone. Members that elect to receive a City-issued phone will not receive the reimbursement.

(5) **Wellness Reimbursement**

The City shall reimburse City Council members up to annual maximum of \$600 for reimbursable "wellness" expenses specifically incurred for health and welfare to the extent defined and permitted by Government Code, Section 53200(d). Medical exams, uninsured medical care costs, vision and dental expenses may qualify as health and welfare benefits. However, health club/fitness center membership, registration fees for health classes, and entrance fees for competitive events shall not qualify as health and welfare benefits.

SECTION 4: EMPLOYEES PLACED IN SAME STEP

For the purpose of placing this Resolution in effect as of the first day of the first pay period that includes July 1, 2016 and for the purpose of interpretation, each employee shall be placed in that salary step which he or she presently occupies in the range set forth for said position.

SECTION 5: INTERPRETATION - INEQUITY

In case of an inequity of hardship affecting any employee in a particular classification by reason of the adoption of this Resolution, the Council may adjust the same and the Council's action thereon as entered on the minutes shall be final. The Council shall determine all matters of interpretation of this Resolution and placement of employees in the proper salary steps and classification, and Council's decision on such matters as entered on the minutes shall be final.

SECTION 6: INTENT OF COUNCIL

It is the specific intent of the City Council that all officers and employees of the City for whom a salary range is specified in this Resolution or any amendment hereto shall be governed by the provision of this Resolution.


SECTION 7: REPEAL

Resolution No. 7716, adopted December 7, 2015, all Resolutions amendatory thereof or in conflict herewith and all motions and actions of the City Council in conflict herewith or covering the same matters heretofore adopted or taken to be the same are hereby repealed.

SECTION 8: EFFECTIVE DATE

The City Clerk shall certify to the passage of this Resolution, and the same shall be in full force and effect as of the first day of the first pay period that includes July 1, 2016.

ADOPTED AND APPROVED this 29th day of June, 2016.



Robert C. Gonzales, Mayor

ATTEST:



Elena G. Chávez, City Clerk

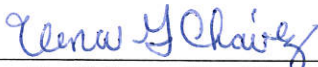
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 29th day of June, 2016, by the following vote to wit:

AYES: Ballin, Fajardo, Gonzales, Lopez – 4

NOES: None

ABSENT: Soto – 1



Elena G. Chávez, City Clerk