

RESOLUTION NO. 7716

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO ADOPTING A SALARY PLAN FOR CERTAIN ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES OF THE CITY OF SAN FERNANDO AND REPEALING RESOLUTION NO. 7680 ADOPTED JUNE 15, 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	2885	3033	3193	3359	3533
61	2914	3059	3212	3373	3542
62	2943	3106	3277	3456	3645
63	2987	3137	3295	3457	3630
64	3003	3168	3344	3527	3720
65	3048	3214	3392	3580	3777
66	3090	3256	3436	3627	3826
67	3135	3309	3490	3680	3884
68	3182	3356	3539	3736	3940
69	3225	3402	3590	3786	3994
70	3268	3445	3636	3833	4045
71	3316	3498	3689	3894	4107
72	3357	3541	3736	3940	4158
73	3406	3594	3790	3998	4219
74	3441	3633	3831	4043	4264
75	3494	3687	3894	4103	4329
76	3540	3736	3939	4156	4384
77	3615	3816	4024	4246	4478
78	3635	3833	4045	4266	4502
79	3689	3893	4106	4332	4570
80	3739	3945	4162	4391	4631
81	3818	4026	4248	4480	4727
82	3853	4065	4288	4523	4771
83	3910	4125	4353	4591	4844
84	3970	4186	4416	4661	4916
85	4028	4252	4483	4731	4989
86	4090	4315	4551	4801	5065
87	4157	4385	4627	4881	5150
88	4219	4450	4696	4955	5227
89	4284	4518	4766	5028	5305
90	4347	4586	4838	5104	5384
91	4412	4655	4911	5181	5465
92	4479	4725	4985	5259	5549
93	4546	4796	5060	5339	5631
94	4616	4870	5137	5419	5720
95	4685	4943	5216	5503	5804
96	4754	5017	5294	5584	5890
97	4827	5091	5371	5668	5979
98	4900	5170	5452	5751	6069
99	4972	5245	5533	5840	6160

Schedule G For General Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
100	5047	5326	5617	5925	6252
101	5122	5404	5701	6015	6344
102	5197	5484	5786	6104	6440
103	5277	5567	5872	6196	6535
104	5356	5649	5959	6289	6635
105	5436	5733	6050	6381	6733
106	5518	5820	6142	6477	6834
107	5601	5906	6233	6573	6937
108	5685	5995	6327	6673	7041
109	5771	6086	6422	6773	7147
110	5856	6176	6518	6874	7253
111	5944	6269	6617	6979	7363
112	6034	6364	6715	7083	7474
113	6125	6459	6817	7190	7586
114	6216	6556	6918	7297	7700
115	6310	6654	7022	7406	7816
116	6404	6754	7127	7517	7932
117	6500	6855	7234	7631	8052
118	6598	6958	7343	7745	8173
119	6697	7063	7453	7861	8295

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	3060	3224	3402	3591	3788
71	3105	3275	3455	3644	3845
72	3151	3322	3504	3699	3901
73	3197	3371	3557	3752	3958
74	3243	3420	3608	3806	4014
75	3290	3468	3659	3860	4073
76	3336	3519	3712	3917	4132
77	3385	3569	3765	3973	4190
78	3433	3620	3820	4030	4252
79	3483	3673	3875	4089	4313
80	3533	3725	3931	4148	4375
81	3584	3779	3987	4207	4437
82	3636	3833	4045	4268	4501
83	3686	3891	4104	4330	4567
84	3702	3906	4120	4348	4585

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
85	3765	3971	4188	4420	4662
86	3796	4007	4227	4460	4704
87	3894	4106	4332	4569	4820
88	3952	4167	4396	4639	4893
89	4011	4230	4464	4707	4966
90	4072	4293	4530	4778	5041
91	4108	4323	4552	4795	5049
92	4194	4423	4668	4922	5193
93	4258	4490	4737	4996	5271
94	4321	4557	4808	5071	5350
95	4387	4626	4881	5147	5430
96	4452	4695	4954	5224	5512
97	4519	4765	5027	5303	5594
98	4586	4837	5103	5382	5678
99	4655	4909	5180	5463	5764
100	4726	4984	5258	5545	5851
101	4798	5060	5337	5630	5938
102	4869	5134	5417	5714	6028
103	4941	5212	5500	5800	6119
104	5017	5290	5582	5887	6211
105	5093	5371	5666	5976	6304
106	5169	5451	5751	6065	6399
107	5247	5533	5838	6157	6495

**SCHEDULE C
FOR
CONFIDENTIAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
68	3891	4086	4288	4502	4728
69	3988	4185	4396	4615	4846
70	4088	4292	4507	4730	4967
71	4188	4397	4617	4848	5090
72	4293	4508	4732	4971	5220
73	4400	4621	4853	5095	5348
74	4511	4736	4973	5222	5482
75	4624	4855	5097	5351	5620
76	4738	4976	5225	5485	5759
77	4857	5100	5356	5624	5904
78	4981	5230	5493	5768	6055
79	5108	5363	5633	5915	6209
80	5238	5500	5777	6065	6367
81	5372	5640	5924	6220	6530
82	5509	5784	6075	6379	6696

Schedule C For Confidential Employees (Continued).

**SCHEDULE C
FOR
CONFIDENTIAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
83	5649	5932	6230	6541	6867
84	5793	6083	6389	6708	7042
85	5941	6238	6552	6879	7222
86	6092	6397	6719	7055	7406
87	6240	6552	6882	7226	7586
88	6392	6712	7049	7402	7770

**SCHEDULE P
FOR
SWORN POLICE EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
73	5341	5634	5947	6270	6617
74	5394	5689	6005	6333	6683
75	5448	5747	6066	6396	6749
76	5503	5805	6127	6460	6816
77	5558	5863	6188	6524	6884
78	5613	5921	6250	6590	6953
79	5670	5981	6313	6656	7023
80	5726	6040	6375	6721	7094
81	5784	6100	6439	6789	7164
82	5841	6162	6503	6857	7236
83	5900	6224	6567	6928	7311
84	5959	6287	6635	6997	7383
85	6018	6349	6702	7067	7456
86	6079	6413	6769	7138	7531
87	6139	6477	6836	7209	7606
88	6201	6542	6905	7281	7682
89	6263	6607	6974	7354	7759
90	6325	6673	7044	7428	7837
91	6389	6740	7114	7502	7915
92	6453	6807	7185	7577	7994
93	6517	6875	7257	7653	8074
94	6582	6944	7330	7729	8155
95	6640	7005	7390	7797	8228

**SCHEDULE MP
FOR
SWORN POLICE MANAGEMENT**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	8048	8451	8872	9316	9783
71	8219	8630	9062	9515	9991
72	8394	8814	9255	9718	10204
73	8573	9002	9452	925	10421
74	8756	9194	9654	10136	10643
75	8941	9388	9857	10350	10868

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	5373	5642	5926	6223	6535
56	5491	5767	6054	6357	6674
57	5612	5893	6188	6496	6824
58	5736	6021	6322	6639	6971
59	5850	6142	6449	6772	7109
60	5997	6297	6612	6941	7290
61	6147	6454	6775	7115	7471
62	6300	6616	6947	7293	7658
63	6458	6781	7120	7476	7850
64	6619	6949	7297	7662	8045
65	6785	7122	7480	7855	8248
66	6954	7302	7666	8049	8453
67	7128	7483	7859	8252	8664
68	7271	7634	8016	8416	8837
69	7457	7827	8219	8631	9062
70	7539	8021	8421	8843	9286
71	7714	8099	8503	8929	9377
72	7902	8297	8712	9149	9606
73	8271	8685	9119	9575	10053
74	8560	8988	9438	9910	10406
75	8732	9168	9627	10108	10613
76	8950	9397	9867	10361	10879
77	9174	9634	10118	10626	11159
78	9403	9875	10371	10892	11438
79	9639	10120	10625	11158	11715
80	9830	10322	10840	11380	11949
81	9930	10426	10948	11495	12068

**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
55	11.25	11.81	12.40	13.02	13.67
56	11.32	11.95	12.63	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

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
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	18.18	19.17	20.22	21.34	22.51
96	18.35	19.36	20.42	21.55	22.73
97	18.53	19.55	20.63	21.76	22.96
98	18.72	19.75	20.83	21.98	23.19
99	18.91	19.95	21.04	22.20	23.42
100	19.09	20.14	21.25	22.42	23.65
101	19.29	20.35	21.47	22.65	23.89
102	19.48	20.55	21.68	22.87	24.13
103	19.81	20.89	22.04	23.25	24.53
104	20.00	21.10	22.26	23.48	24.77
105	20.22	21.34	22.50	23.74	25.04
106	20.41	21.53	22.72	23.97	25.29
107	20.46	21.68	22.98	24.19	25.48
108	20.77	21.92	23.12	24.39	25.74
109	20.98	22.14	23.35	24.64	25.99
110	21.19	22.36	23.59	24.88	26.25
111	21.40	22.58	23.82	25.13	26.52
112	21.62	22.81	24.06	25.38	26.78
113	21.83	23.04	24.30	25.64	27.05
114	22.05	23.27	24.55	25.90	27.32
115	22.33	23.56	24.87	26.23	27.66

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	5356	5649	5959	6289	6635
Building Maintenance Worker/ Electrical Helper	77G	3615	3816	4024	4246	4478
Building & Safety Supervisor	111G	5944	6269	6617	6979	7363
City Clerk	FLAT RATE	8421.08				
City Manager	FLAT RATE	15416.67				
Civil Engineering Assistant II	112G	6034	6364	6715	7083	7474
Community Preservation Officer	83G	3871	4084	4310	4546	4795
Community Development Director	76M	8950	9397	9867	10361	10879
Community Development Secretary	84G	3970	4186	4416	4661	4916
Community Services Supervisor	96G	4754	5017	5294	5584	5890
Cultural Arts Supervisor	96G	4754	5017	5294	5584	5890
Deputy City Manager/ Public Works Director	79M	9639	10120	10625	11158	11715
Director of Recreation and Community Services	75M	8732	9168	9627	10108	10613
Electrical Supervisor	103G	5277	5567	5872	6196	6535
Equipment and Materials Supervisor	103G	5277	5567	5872	6196	6535
Executive Assistant to the City Manager	77C	4857	5100	5356	5624	5904
Finance Director	75M	8732	9168	9627	10108	10613

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Finance Office Specialist	75G	3494	3687	3894	4103	4329
Junior Accountant	97G	4827	5091	5371	5668	5979
Management Analyst	55M	5373	5642	5926	6223	6535
Mechanical Helper	74G	3441	3633	3831	4043	4264
Meter Technician	80G	3739	3945	4162	4391	4631
Office Clerk	64G	3003	3168	3344	3527	3720
Office Specialist	78G	3635	3833	4045	4266	4502
Personnel Manager	68M	7271	7634	8016	8416	8837
Personnel Technician	71C	4188	4397	4617	4848	5090
Police Cadet	73P	5341	5634	5947	6270	6617
Police Chief	FLAT RATE	12,000				
Police Desk Officer	91GPD	4108	4323	4552	4795	5049
Police Lieutenant	75MP	8941	9388	9857	10350	10868
Police Office Specialist	78GPD	3433	3620	3820	4030	4252
Police Officer	73P	5341	5634	5947	6270	6617
Police Records Specialist	72GPD	3151	3322	3504	3699	3901
Police Records Supervisor/ Systems Administrator	105GPD	5093	5371	5666	5976	6304
Police Sergeant	95P	6640	7005	7390	7797	8228
Program Specialist	76G	3540	3736	3939	4156	4384
Property Control Officer	81GPD	3584	3779	3987	4207	4437
Public Works Administrative Coordinator	87G	4157	4385	4627	4881	5150
Public Works Field Supervisor I	90G	4347	4586	4838	5104	5384
Public Works Field Supervisor II	97G	4824	5091	5371	5668	5979
Public Works Maintenance Worker	74G	3441	3633	3831	4043	4264
Public Works Office Specialist	84G	3970	4186	4416	4661	4916

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Public Works Superintendent	113G	6125	6459	6817	7190	7586
Recreation Supervisor	96G	4754	5017	5294	5584	5890
Secretary to the Chief	87GPD	3894	4106	4332	4569	4820
Senior Account Clerk	75G	3494	3687	3894	4103	4329
Senior Account Clerk II	68C	3891	4086	4288	4502	4728
Senior Maintenance Worker	81G	3818	4026	4248	4480	4727
Treasurer Assistant	85G	4028	4252	4483	4731	4989
Water Pump Operator/ Backflow Technician	84G	3970	4186	4416	4661	4916

(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
Cashier	53H	11.07	11.57	12.09	12.64	13.27
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	22.33	23.56	24.87	26.23	27.66
Crossing Guard	44H	10.00	10.44	10.90	11.39	11.90
Day Camp/After School 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
Office Clerk/Cashier	53H	11.07	11.57	12.09	12.64	13.27
Personnel Office Clerk	53H	11.07	11.57	12.09	12.64	13.27
Police Records Specialist	95HFE	18.18	19.17	20.22	21.34	22.51
Pool Attendant/ Cashier	44H	10.00	10.44	10.90	11.39	11.90
Program Specialist	106HFE	20.41	21.53	22.72	23.97	25.29

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
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/Senior After School 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.

<u>COMMISSION OR COMMITTEE</u>	<u>COMPENSATION PER MEETING ATTENDED (NOT TO EXCEED ONE MEETING PER MONTH)</u>
Cultural Arts Commission	\$50.00
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
Tree 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** reflects the following, per the last approved MOU/Side Letter:
 - Effective on the first day of the pay period including August 1, 2015, the base salary for each of the classifications was increased by one percent (1%).
- b) The salary ranges shown under **Schedule GPD** reflects the following, per the last approved MOU:
 - 0% COLA for Fiscal Year 2015-2016

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 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 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 2015/2016 – 0% cost of Living Adjustment (COLA). However, the wages for certain part-time job classifications that are currently placed below \$10.00 per hour have been increased by about 11% in compliance with the State of California’s mandatory minimum wage increase in January 2016 from \$9.00 to \$10.00 per hour.

(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, 2015, the base salary for each represented unit classification was increased by one percent (1%).

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:

- 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.

(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:

- 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.

(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**

Cert/Degree/Units	Before 1/1/12	Effective 1/1/12
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** reflects 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, 2015, the base salary for each represented unit classification was increased by one percent (1%).

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 the last payroll period in December 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/Month	Add'l \$200/Month
Supervisory POST or Master's degree	Add'l \$204/Month	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 2015-2016 Fiscal Year. Subsequent increases shall be based on negotiated agreement between the Chief and the City.

(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 the last payroll period in December 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:

- 0% COLA for Fiscal Year 2015-2016

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

- Effective on the first day of the pay period beginning after July 1, 2015, the base salary for each represented unit classification was increased by two percent (2%).

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 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 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 2015-2016 Fiscal Year, as per Contract No. 1804, 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. 1804.

(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 2015-2016 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) **Maximum Annual Leave Accrual**

At no time shall the employee accrue more than eight hundred (800) hours or one hundred (100) business days of total Annual Leave, including both Vacation and Sick Leave ("Annual Leave"). The employee shall cease to accrue any additional Annual leave time so long as his total accrued but unused Annual Leave remains at 800 hours or 100 business days total.

Per Government Code Section 53243 or other applicable law, upon voluntary or involuntary separation from the City, the employee may cash-out the unused balance of his total accrued Annual Leave. The cash-out shall be in an amount equal to the total number of unused Annual Leave hours multiplied by the quotient of the employee's annual base salary at the time of separation divided by two thousand eighty (2080) hours.

(6) **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.

(7) **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.

(8) **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.

(9) **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).

(10) **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 December 1, 2015 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.

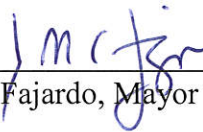
SECTION 7: REPEAL

Resolution No. 7680, adopted June 15, 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 December 1, 2015.

ADOPTED AND APPROVED this 7th day of December, 2015.



Joel Fajardo, 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 7th day of December, 2015, by the following vote to wit:

AYES: Ballin, Gonzales, Lopez – 3

NOES: Fajardo, Soto – 2

ABSENT: None



Elena G. Chávez, City Clerk