



City of Sacramento City Council

915 I Street, Sacramento, CA, 95814

www.CityofSacramento.org

Meeting Date: 6/12/2012

Report Type: Staff/Discussion

Title: Appointing Authority of Mayor and City Council Staff (To Be Delivered)

Report ID: 2012-00568

Location: Citywide

Recommendation: Receive and file.

Contact: Mark Prestwich, Special Projects Manager, (916) 808-5380, City Manager's Office

Presenter: Mark Prestwich, Special Projects Manager, (916) 808-5380, City Manager's Office

Department: City Manager

Attachments:

01-Description/Analysis

02-Background

03-Sept 18, 1985 Staff Report

04-Oct 1, 1985 Reso 85-762

05-Oct 1, 1985 Reso 85-763

06-Dec 11, 1985 Staff Report

07-Dec 17, 1985 Reso 85-974

08-Oct 14, 1986 Staff Report

09-Jan 14, 1987 Staff Report

10-Jan 20, 1987 Reso 87-028

11-Sept 15, 1987 Reso 87-755

12-June 23, 1988 Staff Report

13-October 1991 Mayor Council Office Manager Description Duties

14-February 22, 2005 Reso 2005-105 Includes Staff Report

City Attorney Review

City Treasurer Review

Prior Council Financial Policy Approval or
Outside City Treasurer Scope
City Treasurer

Approvals/Acknowledgements

Department Director or Designee: John Dangberg

Sandra Talbott, Interim City Attorney

Shirley Concolino, City Clerk
John F. Shirey, City Manager

Russell Fehr, City Treasurer



Description/Analysis

Issue: At the June 7, 2012 meeting, Councilmember Sheedy requested that the appointing authority information for the Mayor and Council staff be brought to council for discussion.

Policy Considerations: The appointing authority for Mayor and Council staff.

Environmental Considerations: None

Sustainability: Not Applicable

Commission/Committee Action: None.

Rationale for Recommendation: Information provided as requested by Councilmember Sheedy for Council discussion.

Financial Considerations: This action has no fiscal impacts to the City's general fund or special funds.

Emerging Small Business Development (ESBD): No goods or services are being purchased under this report.

Background

Listed below is the chronology for Mayor/Council office staffing beginning with the formative year (1985).

- Under the terms of the adopted FY85-86 City budget, the Mayor/Council office was treated as an independent department staffed with one Executive Secretary to supervise the office, an Assistant to the Executive Secretary to serve the Mayor, an Administrative Assistant to the Mayor and three typist clerks. *[Language has changed in the intervening years. During this period the Administrative Assistant was the Mayor's professional staff, not a clerical position.]*
- September 1985, the Council approved, in concept, a plan merging the Mayor/Council and City Clerk's Office, making the Mayor/Council Office a division of the City Clerk's Office.
- October 1985, the Council adopted a Resolution merging the Mayor/Council and Clerk's Offices. The Resolution increased the number of clerical positions from five to seven, designating one secretary for the Mayor and four to be shared by eight Councilmembers, and created the new position of Mayor/Council Office receptionist. The Resolution also granted to the City Clerk appointing authority for the Mayor/City Council Office Supervisor, all the secretarial positions, and the newly-created receptionist position. The Mayor retained appointing authority over the Administrative Assistant to the Mayor position.
- December 1985, the City Council decided to separate from the City Clerk's Office and become an independent department again. The Council approved a staff report returning the appointing authority from the City Clerk to the Mayor/Council Office. The intent of the staff report was to give the Mayor appointing authority over the Mayor/Council Office Supervisor, but the enabling Resolution was never passed.

The Council next returned to these issues in 1986 and 1987:

- October 1986, new job classifications were created within the City Manager's Office, among them the classification of management intern. This classification was created at the request of the Council, because Councilmembers needed staff to track projects. The appointing authority for the management interns was with the City Manager.

- January 1987, the Council enacted another Resolution, granting the Mayor the power to appoint the Mayor/Council Office Manager, who in turn, was granted appointing authority over the Mayor/Council clerical staff. The Resolution also created the position of Administrative Assistant to the City Council (*today's District Directors*) to replace the management interns created the previous year. The appointing authority for the Administrative Assistants to the City Council remained with the City Manager.

In 1988, Councilmember Joe Serna requested and received an opinion from the City Attorney's Office that stated, under Section 70 of the City Charter, the Council has complete authority to appoint its own staff, an authority that the Council had delegated to the City Manager. The Council soon took back this authority, but the Mayor's power to appoint the Office Manager and the Office Manager's appointing authority over Mayor/Council secretarial positions (*today's Executive Assistants*) remained intact

The appointing authority of the Mayor/Council Operations Manager over the Council's secretarial staff was reaffirmed in a 2005 Resolution sought by Mayor Heather Fargo.



CITY OF SACRAMENTO
CALIFORNIA

OFFICE OF THE
CITY MANAGER

CITY MANAGER'S OFFICE

CITY HALL
915 I STREET - 95814
(916) 449-5704

RECEIVED

SEP 19 1985

September 18, 1985

APPROVED
BY THE CITY COUNCIL

OCT 1 1985

OFFICE OF THE
CITY CLERK

FILED
SEP 25 1985
Sent to 101-85
BY THE CITY COUNCIL
OFFICE OF THE CITY CLERK

City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: CONSOLIDATION OF MAYOR/COUNCIL OFFICE WITH THE CITY CLERK

SUMMARY

On July 30, 1985, the City Council approved the concept of consolidating the Mayor/Council Office with that of the City Clerk. This report recommends the creation of various exempt positions to be appointed by the City Clerk and merges the two offices.

BACKGROUND

In the 1985-86 adopted City budget, the Mayor/Council Office is treated as an independent department staffed with one Executive Secretary to supervise the office, an Assistant to the Executive Secretary serving the Mayor, an Administrative Assistant to the Mayor, and three Typist Clerks. On July 30, 1985, the Council approved the consolidation of the Mayor/Council Office with the City Clerk. To carry out that decision, this report recommends:

1. Establishing the Mayor/Council Office as a division of the City Clerk's Department. The City Clerk will have full administrative responsibility for the staff of the division, with the exception of the Administrative Assistant to the Mayor. Included in the administrative responsibility will be the supervision, appointment, evaluation, and discipline of the staff (except for the Administrative Assistant to the Mayor).

2. Increasing the number of positions from five to seven (one office supervisor, five secretaries, and one receptionist).
3. Establishing an exempt, unrepresented classification of Mayor/City Council Office Supervisor to supervise the clerical staff of the division. This position would be placed in the Confidential/Administrative Unit and would be paid \$2269.80 per month at Step E replacing the present Executive Secretary position. The Executive Secretary position will be reallocated to Administrative Trainee (Exempt) and transferred to the General Services Department. The office supervisor as an exempt position would be appointed by the City Clerk.
4. Establishing the exempt, unrepresented classification of Mayor/City Council Office Secretary. These five positions would be placed in the Confidential/Administrative Unit and would be paid \$2065.27 per month at Step E replacing the current Assistant to the Executive Secretary and Typist Clerks II. The salary level is the same as department head secretaries. One would be assigned to the Mayor and four to Councilmembers. The secretaries, as exempt positions, would be appointed by the City Clerk.
5. Retaining the position of Administrative Assistant to the Mayor as it presently exists (unrepresented, management) and appointed by the Mayor.
6. Establishing an exempt, unrepresented classification of Mayor/City Council Office Receptionist to handle the front counter. This position would be placed in the Confidential/Administrative Unit and would be paid \$1708.03 per month at Step E. The salary level is the same as Typist Clerk III and the Assistant to the Executive Secretary. The receptionist, as an exempt position, would be appointed by the City Clerk.

In addition, a comprehensive management study of the newly consolidated department will be prepared by a consultant. The report will deal with the organizational structure, classifications, pay, and related issues.

FINANCIAL IMPACT

The cost of the additional positions and the upgrading of the others for the balance of the fiscal year is \$67,795. Funding for the positions will come from the General Fund Administrative Contingency.

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions

establishing the new classifications, establishing the City Clerk's appointing authority, and consolidating the budget for the Mayor/City Council Office with the City Clerk.

Walter J. Slips
Walter J. Slips
City Manager

Lorraine Magana
Lorraine Magana
City Clerk

All Districts
9/25/85



RESOLUTION NO. 85-762

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

OCT 1 1985

AMENDING RESOLUTION 85-119 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-119 IS AMENDED AS FOLLOWS, EFFECTIVE OCTOBER 5, 1985

Section 1.

Exhibit A, Salary Schedules, Schedule 10, Administrative/Confidential Unit, salaries, is amended by:

The addition of the following classifications:

Mayor/City Council Office Supervisor with a salary of \$1867.15 - \$2269.80 per month.

Mayor/City Council Office Secretary with a salary of \$1699.19 - \$2065.27 per month.

Mayor/City Council Office Receptionist with a salary of \$1405.21 - \$1708.03 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

Addition of the following classifications to the Administrative/Confidential Unit:

Mayor/City Council Office Supervisor

Mayor/City Council Office Secretary

Mayor/City Council Office Receptionist

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:



RESOLUTION NO. 85-763

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

OCT 1 1985

RESOLUTION AMENDING THE 1985-86 OPERATING BUDGET AND CONSOLIDATING THE MAYOR/CITY COUNCIL AND CITY CLERK BUDGET

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT, in order to increase the efficiency of the Mayor/Council support staff:

1. Organization 0100 (Mayor/City Council) is hereby designated as a division of the City Clerk's Office.
2. The Mayor/Council budget is augmented by \$42,911 and 2.0 FTE as detailed below.
3. The General Services budget is augmented by \$24,884 and 1.0 FTE (Administrative Trainee - Exempt) is added as detailed below.

Transfer From		Transfer to	
Account	Amount	Account	Amount
-----	-----	-----	-----
101-7012-0000-4599	\$67,795	101-0100-0000-4101	\$ 2,011
		101-0100-0000-4288	40,900
		101-1910-0000-4101	24,884

ANNE RUDIN

MAYOR

ATTEST:

JANICE BEAMAN

Deputy CITY CLERK



CITY OF SACRAMENTO
CALIFORNIA



OFFICE OF THE
CITY MANAGER

CITY HALL
915 I STREET - 95814
(916) 449-5704

December 11, 1985

City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: PLACEMENT OF MAYOR/CITY COUNCIL SECRETARIAL STAFF UNDER MAYOR/CITY COUNCIL OFFICE

RECEIVED

DEC 26 1985

EMPLOYEE RELATIONS

SUMMARY

This report recommends placement of the Mayor/City Council Office secretarial staff under the Mayor/City Council Office.

BACKGROUND

In September of this year, the Mayor and City Council added secretarial positions and placed them along with existing positions under the administrative control of the City Clerk's office. Recruitment for the new positions is underway. In the interim, it has been determined that the staff should be placed under the Mayor/City Council office. Included in the staff are a Mayor/City Council Office Supervisor who will be appointed by the Mayor, and five Mayor/City Council Office Secretaries and a Mayor/City Council Office Receptionist, all of whom will be appointed by the Office Supervisor.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council approve the attached resolutions which place the Mayor/City Council secretarial staff under the Mayor/City Council office, and designate appointing authorities for those staff.

Respectfully submitted,

Walter J. Slipe
City Manager

WJS/JW/sch
Attachments

All Districts
12/17/85



RESOLUTION NO. 85-974

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

DEC 17 1985

December 17, 1985

A RESOLUTION ESTABLISHING THE MAYOR/CITY COUNCIL
AS A SEPARATE ENTITY AND TRANSFERRING MAYOR/
CITY COUNCIL OFFICE SECRETARIAL POSITIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The Mayor/City Council office is hereby established as a separate entity and no longer is consolidated with the City Clerk office.
2. The positions of Mayor/City Council Office Supervisor, Mayor/City Council Office Secretary, and Mayor/City Council Office Receptionist are hereby transferred from the administrative control of the City Clerk's office to the Mayor/City Council office.


MAYOR

ATTEST:


CITY CLERK



DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

9
X

October 14, 1986

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: NEW CLASSIFICATIONS - CITY MANAGER'S OFFICE

SUMMARY

This report recommends salary, bargaining unit placement, and exempt status for the new classifications of Budget Technician; Management Intern; Typist Clerk, City Manager's Office; Secretary, City Manager's Office; and salary, bargaining unit placement, and exempt status for the revised classification of Executive Secretary, City Manager's Office.

DO
NOT
ADD:
CAT #

BACKGROUND AND ANALYSIS

Various changes in the organization and functions of the City Manager's Office make it necessary to establish the following classifications:

1. Budget Technician: The budget function has been placed in the City Manager's Office. This classification will perform paraprofessional duties regarding development and preparation of the budget, and maintenance of the position control system. One position is anticipated to be filled by reclassification of an existing position. The proposed salary is \$1611.48 - 1958.67 per month, which is the same as the comparable classification of Accounting Technician.

2. Typist Clerk, City Manager's Office: The clerical staffing needs of the City Manager's Office have increased. This classification will handle a variety of complex clerical duties in the Manager's Office. Two positions may be filled - one in the budget function, and one in the public information function. The proposed salary is \$1461.37 - 1776.49 per month, which is the same as the exempt classifications of Assistant to

the Executive Secretary and Mayor/City Council Office Receptionist, and the civil service classification of Typist Clerk III. The Assistant to the Executive Secretary classification will be deleted since it will be replaced by this new classification.

3. Secretary, City Manager's Office: This classification will perform a range of confidential and complex secretarial and clerical duties in the Manager's Office. Three positions may be filled, serving as secretaries to the Deputy City Managers and the Assistant City Manager. The proposed salary is \$1767.13 - 2147.95 per month, which is the same as the comparable civil service classification of Secretary and the Mayor/City Council Office Secretary.

4. Executive Secretary, City Manager's Office: This is an updated revision of the Executive Secretary classification. There is one position. No change in salary is proposed.

5. Management Intern: The Council expressed a desire to have interns in its office. This new classification will assist Council Members in gathering, compiling, and reporting information on various projects. Four full-time equivalent positions can be filled. The proposed salary is \$1517.01 - 1844.27 per month, which is the same as the comparable classification of Community Service Representative.

All of the classifications are proposed to be placed in the administrative/confidential unit due to their confidential nature and similarity in function to other classifications in the unit. Similarly, all classifications are proposed for exempt status due to the nature of their work and reporting relationships in the City Manager's Office.

FISCAL INFORMATION

There will be no fiscal impact since funds for these positions have already been appropriated in the current budget.

RECOMMENDATION

It is recommended that the City Council approve amendment of Resolution 85-998 to effect the following:

1. Making exempt and placing in the administrative/confidential unit the classifications of Budget Technician; Typist Clerk, City Manager's Office; Secretary, City Manager's Office; Executive Secretary, City Manager's Office; and, Management Intern.

2. Setting the salary for Budget Technician at \$1611.48 - 1958.67; Typist Clerk, City Manager's Office \$1461.37 - 1776.49; Secretary, City Manager's Office \$1767.13 - 2147.95; Executive Secretary, City Manager's Office \$1942.03 - 2360.63; and, Management Intern \$1517.01 - 1844.27.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:

Walter J. Slipe
City Manager

All Districts
10/21/86

CLASS CODE 10042

BUDGET TECHNICIAN

A	B	C	D	E
9.297	9.762	10.250	10.762	11.300

CLASS CODE 10043

TYPIST CLERK, CITY MGR'S OFF

A	B	C	D	E
8.431	8.853	9.296	9.761	10.249

CLASS CODE 10044

SECRETARY, CITY MGR'S OFF

A	B	C	D	E
10.195	10.705	11.240	11.802	12.392

CLASS CODE 10045

EXECUTIVE SECTY, CITY MGR'S OFF

A	B	C	D	E
11.204	11.764	12.352	12.970	13.619

CLASS CODE 10046

MANAGEMENT INTERN

A	B	C	D	E
9.757	10.107	10.657	11.133	11.640



APPROVED
BY THE CITY COUNCIL

7

JAN 20 1987



OFFICE OF THE
CITY CLERK

DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

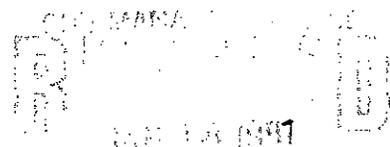
801 NINTH STREET
ROOM 201
SACRAMENTO, CA
95814-2693

DONNA L. GILES
DIRECTOR

January 14, 1987

916-449-5270

City Council
Sacramento, California



DIVISIONS:
ADMINISTRATION
EMPLOYEE SERVICES
PERSONNEL MANAGEMENT
SERVICES
WORKERS'
COMPENSATION

Honorable Members in Session:

**SUBJECT: APPOINTING AUTHORITY FOR MAYOR/CITY COUNCIL OFFICE MANAGER AND THE
MAYOR/CITY COUNCIL STAFF**

SUMMARY

This report clarifies and reaffirms that the Mayor is the appointing authority of the Mayor/City Council Office Manager who in turn is the appointing authority for the Mayor/City Council clerical staff.

BACKGROUND

In December 1985 a staff report was approved by the City Council establishing the Mayor as having primary responsibility for the appointment of the Mayor/Council Office Manager. The Office Manager in turn was to be the appointing authority of the office clerical staff. The 1985 enabling resolution was never formally adopted and thus is submitted now for approval.

RECOMMENDATION

It is recommended that the City Council approve the attached resolution designating the Mayor as the appointing authority of the Mayor/City Council Office Manager and the Mayor/City Council Office Manager as the appointing authority over the Mayor/City Council office clerical staff.

Respectfully submitted,

DONNA L. GILES
Director of Personnel

Recommendation Approved:

For: Walter J. Slipes, City Manager

January 20, 1987



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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

916-449-5726

DONNA L. GILES
DIRECTOR OF
PERSONNEL

September 15, 1987

MEMORANDUM

TO: WALTER J. SLIPE, CITY MANAGER

SUBJECT: CLASSIFICATION TITLE ADDITIONS, REVISIONS, AND DELETIONS
ACCOMPANYING 1987/88 UNREPRESENTED PERSONNEL SALARY PROGRAM

SUMMARY

This report recommends the addition, revision, and deletion of various classification titles in conjunction with the 1987/88 unrepresented personnel salary program.

BACKGROUND

Additions:

1. Transportation Division Manager: This new classification replaces Street Division Manager and reflects the responsibilities of the Division Manager under the new organization of that Division.
2. Administrative Assistant to the City Council: This new classification replaces Management Intern, which has evolved into a different concept from when it was established.
3. City Manager's Office Supervisor: This new classification reflects the increased responsibilities of the City Manager's secretary.
4. Secretary to the Mayor: This new classification will be used for the secretary who is assigned to the Mayor.

Revisions:

1. Administrative Assistant to the Mayor: Presently there is a two-class classification series to describe the duties of the Mayor's assistant. In order to be consistent within the concept of Administrative Assistant to the City Council, it makes sense to retitle Administrative Assistant to the Mayor I to Administrative Assistant to the Mayor, and to abolish the Administrative Assistant to the Mayor II classification. This is merely a title change. If at some later date an additional, higher classification is needed, it can be added at that point.

2. City Council Office Secretary: This is a retitling from Mayor/City Council Office Secretary, since there will now be a Secretary to the Mayor classification.

Deletions:

1. Street Division Manager: This is being replaced by Transportation Division Manager.

2. Management Intern: This is being replaced by Administrative Assistant to the City Council.

3. Administrative Assistant to the Mayor II: This classification will not be used.

4. Development Officer: This classification will no longer be used.

5. Executive Secretary: This classification has been superceded by Executive Secretary, City Manager's Office.

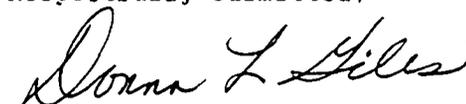
6. Assistant to the Executive Secretary: This classification has been superceded by Typist Clerk (Exempt).

7. Assistant Parking Manager: This classification has been replaced by Chief of On-Street Parking and Chief of Off-Street Parking.

Recommendation

It is recommended that this report be submitted to the City Council for approval as part of the City Manager's 1987/88 Compensation Recommendations for Unrepresented Personnel.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

TRANSPORTATION DIVISION MANAGER
(Exempt)

DEFINITION:

To plan, assign, direct, and review all the programs and activities of the Transportation Division; and to provide professional and technical staff assistance to the Deputy Director.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Deputy Director of Public Works, Engineering Services. Responsibilities include direct and indirect supervision over supervisory, professional, technical, maintenance, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

- Develop and implement division goals, objectives, policies, and priorities.
- Supervise, coordinate and review the work of subordinate supervisors.
- Plan, organize, and direct a program of transportation planning and street maintenance and repair activities including traffic engineering, investigations, and permits; street resurfacing, repairing, and patching; sidewalk, curb, and gutter removal and replacement; street lighting and traffic signal design and maintenance; traffic signs and street markings; bike path repair and maintenance.
- Supervise the maintenance of time, material, and equipment use records.
- Requisition supplies and materials.
- Recommend the purchase of equipment and assist in the development of specifications.
- Receive, investigate, and resolve citizen's complaints concerning streets, traffic engineering, traffic signals, street signs, and related systems.
- Supervise and participate in the preparation of the Division budget.
- Coordinate activities with other City departments, divisions, and sections, and with outside agencies.
- Assist the Deputy Director in explaining and interpreting Division policies, problems, and proposals to City officials, other agencies, and the general public.
- Assist in the evaluation, selection, and supervision of professional consultants.
- Select, supervise, train, and evaluate supervisory, professional, technical, and other subordinates.
- Prepare and present agenda items to the City Council.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices, and equipment used in street maintenance and repair activities, traffic signal, street signing, and street lighting operations.
- Types and levels of maintenance and repair activities generally associated with streets, street lighting, and traffic signals maintenance and repair.
- Occupational hazards and standard safety precautions necessary in the work of all areas.
- Geography of the City, including street layout and location.
- Principles and practices of transportation planning, design and engineering as they relate to traffic patterns and circulation, street lighting, and traffic signal maintenance and repair.
- Principles of organization, administration, budget and personnel management.
- Applicable federal and state laws and regulations.

Ability to:

- Manage a major City function and organization.
- Interpret and work from sketches, layouts, and blueprints, and prepare plans for major projects.
- Keep records and make reports.
- Communicate effectively, orally and in writing.
- Select, supervise, train, and evaluate supervisory, professional and technical subordinates.

Experience and Education:

Experience:

Five years of progressively responsible supervisory experience, including transportation planning and traffic engineering, traffic signs, traffic signals, street lighting, and related systems maintenance and repair.

Education:

A Bachelor's Degree from an accredited college or university with major course work in civil engineering.

License or Certificate:

Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.

ADMINISTRATIVE ASSISTANT TO THE CITY COUNCIL
(Exempt)

DEFINITION:

To assist the City Manager and City Council Members by performing a variety of technical administrative duties. Appointments to this class are made by the City Manager. Incumbents work out of the City Manager's Office and are assigned to one or two Council members.

SUPERVISION RECEIVED AND EXERCISED:

Immediate supervision is provided by the City Manager or the Assistant City Manager. Functional supervision is provided by assigned City Council members.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to, the following:

- Assist City Council members in research projects and special reports.
- Gather and process statistical data.
- Respond to citizen inquiries and complaints.
- Acquire working knowledge of the City's organizational and functional structure.
- Respond to community needs by making on-site inspections, gathering factual data, discussing problems with citizens, and reporting back to the City Council member, either orally or in writing.
- Communicate and coordinate City Council requests to City departments.
- Assist in the preparation of City Council presentations.
- Represent City Council members at selected meetings as needed.

QUALIFICATIONS:

Knowledge of:

- Simple research and statistical methods.
- Basic structure and nature of local government and the services provided.
- Principles and practices of public administration.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Collect, compile, analyze, and interpret statistical data.
- Tactfully respond to inquiries and concerns of the public.

Experience and Education:

Either

Education:

Bachelor's Degree from an accredited college or university with major work in public or business administration or a related field.

Or

Education:

Completion of 60 semester units or 90 quarter units from an accredited college or university.

Experience:

Two years of experience involving public contact.

Special Qualification:

A valid California Class III Driver License is mandatory in order to work in this classification. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Adopted: 10/25/86

Revised: 9/8/87

Title Change: 9/8/87

Abolished:

Class Code: 01288
(0091s)

CITY MANAGER'S OFFICE SUPERVISOR
(Exempt)

DEFINITION:

To supervise and coordinate the clerical, recordkeeping, and other administrative support functions of the Office of the City Manager.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the City Manager.

Responsibilities include direct supervision of subordinate clerical positions.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Supervise, assign, and participate in the work of the clerical section of the Office of the City Manager; review work upon completion for conformance to department requirements; supervise, train, and evaluate subordinates.
- Provide assistance to the City Manager and staff.
- Compose routine correspondence not requiring the personal attention of the City Manager.
- Screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.
- May take and transcribe dictation from rough draft, shorthand notes, or dictaphone recordings.
- Relieve the City Manager of routine personnel, budget, payroll and purchasing duties; gather and prepare information for routine reports.
- Initiate and maintain a variety of files and records of information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.
- Make routine appointments and arrange conferences and meetings.
- Conduct special studies relating to the development and implementation of clerical procedures and policies.
- Recommend organizational or procedural changes affecting administrative and clerical activities.
- Participate and assist in the administration of the office; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts; review, log, determine priority of and route correspondence.
- Research, compile, and analyze data for special projects and various reports.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment and business letter writing.
- Organization, procedures, and operating details of the City Manager's Office.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Type at a speed not less than 60 net words per minute.
- Take dictation at a speed of not less than 90 net words per minute may be required.
- Communicate effectively, orally and in writing.
- Work cooperatively with other departments and outside agencies.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Supervise, train, and evaluate clerical personnel.
- Maintain confidentiality of sensitive material.
- Work independently in the absence supervision.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Plan, coordinate, and supervise the work of subordinates.

Experience :

Five years of increasingly responsible clerical experience including some supervisory experience and at least one year of experience comparable to that of the III level clerical class in the City of Sacramento.

Adopted:

Revised:

Abolished:

Class Code:

(268s)

SECRETARY TO THE MAYOR
(Exempt)

DEFINITION:

To perform a variety of confidential and complex secretarial and administrative duties for the Mayor.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Mayor/City Council Office Manager.
Functional supervision is provided by the Mayor.
Responsibilities include functional supervision of lower level clerical classes.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Compose routine correspondence not requiring the Mayor's personal attention.

Receive calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents, and regulations.

May take and transcribe dictation from rough draft, shorthand notes, or dictaphone recordings.

Provide assistance to the Mayor by referring problems or concerns to appropriate City staff for resolution.

Recommend organization or procedural changes affecting clerical activities.
Research, compile, and analyze data for special projects and various reports.

Make routine appointments and arrange conferences and meetings.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment and business letter writing.

QUALIFICATIONS: (Continued)

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, orally and in writing.

Work cooperatively with others.

Interpret and apply City policies, laws, and rules.

Type at a speed of 60 net words per minute.

Take dictation at a speed of not less than 100 net words per minute may be required.

Work independently in the absence of supervision.

Analyze situations carefully and adopt effective courses of action.

Compile and maintain complex and extensive records and prepare reports.

Understand and carry out oral and written directions.

Maintain confidentiality of sensitive material.

Experience

Three years of increasingly responsible clerical experience including one year experience comparable to that of the III level clerical class in the City of Sacramento.

Adopted:

Revised:

Title Change:

Abolished:

Class Code:

(267s)

RESOLUTION NO. 87-755

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

September 15, 1987

A RESOLUTION AMENDING RESOLUTION NO. 87-013
RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

APPROVED
BY THE CITY COUNCIL

SEP 15 1987

OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 87-013 IS HEREBY AMENDED AS FOLLOWS EFFECTIVE SEPTEMBER 26, 1987, UNLESS A DIFFERENT DATE IS SPECIFIED:

Section 1.

The salaries shown in Exhibit A are effective July 4, 1987, with the following exceptions which are effective August 15, 1987:

- a. Schedule 1. Management: Supervisor - Communications Division.
- b. Schedule 10, Confidential/Administrative: Programmer I and II, Programmer Analyst I and II, Senior Programmer Analyst.

Section 2.

Exhibit B is hereby amended by the following changes to the Employer-Employee Relations Policy:

- a. The following classifications are added:

Transportation Division Manager (effective July 4, 1987)
Administrative Assistant to the City Council
Administrative Assistant to the Mayor
City Manager's Office Supervisor
Secretary to the Mayor

- b. The following classifications are deleted:

Street Division Manager (effective July 4, 1987)
Administrative Assistant to the Mayor I and II
Management Intern
Development Officer
Executive Secretary
Assistant to the Executive Secretary
Assistant Parking Manager

- c. The title of the classification of Mayor/City Council Office Secretary is revised to City Council Office Secretary.

Section 3.

Exhibit C is hereby amended by the following changes to the Designation of Exempt Job Classifications:

- a. The following classifications are added:

Transportation Division Manager (effective July 4, 1987)
Administrative Assistant to the City Council
Administrative Assistant to the Mayor
City Manager's Office Supervisor
Secretary to the Mayor

- b. The following classifications are deleted:

Street Division Manager (effective July 4, 1987)
Administrative Assistant to the Mayor I and II
Management Intern
Development Officer
Executive Secretary
Assistant to the Executive Secretary
Assistant Parking Manager

- c. The classification of Mayor/City Council Office Secretary is revised to City Council Office Secretary.

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

MANAGEMENT

.... EMPLOYEE CLASSIFICATION	REP SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES
CODE TITLE	UNIT	STEP A STEP B STEP C STEP D STEP E
01002 ACCOUNTING OFFICER	01	3,516.24 3,692.00 3,876.60 4,070.39 4,273.88 1,622.88 1,704.00 1,789.20 1,878.64 1,972.56 20.286 21.300 22.365 23.483 24.657
01288 ADM ASST TO THE CITY COUN	01	1,973.75 2,072.37 2,176.03 2,284.88 2,399.11 910.96 956.48 1,004.32 1,054.56 1,107.28 11.387 11.956 12.554 13.182 13.841
U1126 ADMIN ASST TO MAYOR I	01	2,171.17 2,279.68 2,393.73 2,513.51 2,639.17 1,002.08 1,052.16 1,104.80 1,160.08 1,218.08 12.526 13.152 13.810 14.501 15.226
01122 ADMIN SERVICES OFFICER	01	2,806.27 2,946.67 3,094.00 3,248.61 3,411.03 1,295.20 1,360.00 1,428.00 1,499.36 1,574.32 16.190 17.000 17.850 18.742 19.679
01128 ADMIN TRAINEE (EXEMPT)	01	1,783.08 1,872.17 1,965.77 2,064.05 2,167.19 822.96 864.08 907.28 952.64 1,000.24 10.287 10.801 11.341 11.908 12.503
01001 AFFIR ACTION OFFICER	01	2,882.71 3,026.92 3,178.24 3,337.19 3,504.11 1,330.48 1,397.04 1,466.88 1,540.24 1,617.28 16.631 17.463 18.336 19.253 20.216
01200 ART MUSEUM DIRECTOR	01	3,255.37 2,674.88 3,589.04 2,949.09 3,956.85 1,502.48 1,234.56 1,656.48 1,361.12 1,826.24 18.781 15.432 20.706 17.014 22.828
**** 01075 ASST CHIEF OF POLICE	01	5,292.56 5,557.24 5,835.09 6,126.81 6,433.09 2,442.72 2,564.88 2,693.12 2,827.76 2,969.12 30.534 32.061 33.664 35.347 37.114
01004 ASST CITY ATTORNEY	01	4,680.52 4,914.52 5,160.31 5,418.40 5,689.32 2,160.24 2,268.24 2,381.68 2,500.80 2,625.84 27.003 28.353 29.771 31.260 32.823
01005 ASST CITY CLERK	01	2,722.55 2,858.61 3,001.61 3,151.72 3,309.28 1,256.56 1,319.36 1,385.36 1,454.64 1,527.36 15.707 16.492 17.317 18.183 19.092
**** 01008 ASST CITY MANAGER	01	5,767.32 6,055.75 6,358.56 6,676.45 7,010.29 2,661.84 2,794.96 2,934.72 3,081.44 3,235.52 33.273 34.937 36.684 38.518 40.444
**** 01130 ASST CITY MGR/EXEC DIR	01	5,767.32 6,055.75 6,358.56 6,676.45 7,010.29 2,661.84 2,794.96 2,934.72 3,081.44 3,235.52 33.273 34.937 36.684 38.518 40.444
01010 ASST CITY TREASURER	01	3,709.33 3,894.80 4,089.63 4,294.16 4,508.92 1,712.00 1,797.60 1,887.52 1,981.92 2,081.04 21.400 22.470 23.594 24.774 26.013
01201 ASST COMM CENTER FAC SUPT	01	2,673.67 2,807.31 2,947.71 3,095.04 3,249.83 1,234.00 1,295.68 1,360.48 1,428.48 1,499.92 15.425 16.196 17.006 17.856 18.749
**** 01016 ASST DIR OF COMM CTR	01	3,840.03 4,032.08 4,233.67 4,445.31 4,667.52 1,772.32 1,860.96 1,954.00 2,051.68 2,154.24 22.154 23.262 24.425 25.646 26.928
**** 01012 ASST DIR OF PARKS/COMM SV	01	4,495.40 4,720.21 4,956.29 5,204.16 5,464.33 2,074.80 2,178.56 2,287.52 2,401.92 2,522.00 25.935 27.232 28.594 30.024 31.525

**** APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

MANAGEMENT

....	EMPLOYEE CLASSIFICATION	REP	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES		
CODE	TITLE	UNIT	STEP A	STEP B	STEP C	STEP D	STEP E
****	01140 ASST DIR OF PLAN/DEVEL		01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
	01279 ASST FLEET MGMT SUPT		01	2,806.27 1,285.20 16.190	2,946.67 1,360.00 17.000	3,094.00 1,428.00 17.850	3,248.61 1,499.36 18.742	3,411.03 1,574.32 19.679
	01205 ASST REAL PROP & ASSESS		01	2,673.67 1,234.00 15.425	2,807.31 1,295.68 16.196	2,947.71 1,360.48 17.006	3,095.04 1,428.48 17.856	3,249.83 1,499.92 18.749
	01206 ASST STREET MAINT SUPT		01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
	01284 ASST SUPT OF BLDG		01	3,516.24 1,622.88 20.286	3,692.00 1,704.00 21.300	3,876.60 1,789.20 22.365	4,070.39 1,878.64 23.483	4,273.88 1,972.56 24.657
	01207 ASST SUPT OF MAINT		01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
	01208 ASST SUPT OF WSTWTR FAC		01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
	01209 ASST SUPT OF WTR PROD FAC		01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
	01202 ASST TO FAC MGMT SUPT		01	2,806.27 1,295.20 16.190	2,946.67 1,360.00 17.000	3,094.00 1,428.00 17.850	3,248.61 1,499.36 18.742	3,411.03 1,574.32 19.679
	01210 ASST WTR & SWR DIST SUPT		01	2,882.71 1,330.48 16.631	3,026.97 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
***	01211 BATT FIRE CHIEF		01	3,733.43 1,723.12 15.385	3,920.04 1,809.25 16.154	4,116.10 1,899.74 16.962	4,321.89 1,994.72 17.810	4,538.11 2,094.51 18.701
	01213 BOX OFFICE SUPVR		01	2,244.67 1,036.00 12.950	2,356.99 1,087.84 13.598	2,474.85 1,142.24 14.278	2,598.61 1,199.36 14.992	2,728.61 1,259.36 15.742
	01118 BUDGET OFFICER		01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
	01214 BUILDING PERMITS MGR		01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
	01141 CHIEF ACCOUNTANT		01	2,882.71 1,330.48 16.631	3,026.97 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216

*** 56 HOUR WORK WEEK CLASSIFICATION
**** APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER 231R7000-6

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

..... EMPLOYEE CLASSIFICATION		MANAGEMENT					
CODE	TITLE	REP UNIT STEP A	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES STEP B	STEP C	STEP D STEP E
01215	CHIEF ANIMAL CONTROL OFF	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01216	CHIEF BLDG INSP	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01218	CHIEF ELECTRICAL INSP	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01222	CHIEF OF NUISANCE ABATE	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01282	CHIEF OF OFF-ST PKG	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01283	CHIEF OF ON-ST PKG	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01137	CHIEF OF REVENUE	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01271	CHIEF OF SOLID WASTE COLL	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01219	CHIEF OF SOLID WASTE DISP	01	3,182.92 1,469.04 18.363	3,342.04 1,542.48 19.281	3,509.13 1,619.60 20.245	3,684.55 1,700.56 21.257	3,868.80 1,785.60 22.320
01221	CHIEF PLUMBING INSP	01	2,882.71 1,330.48 16.631	3,023.28 1,395.36 17.442	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01115	CITIZENS ASSISTANCE OFF	01	3,516.24 1,622.88 20.286	3,692.00 1,704.00 21.300	3,876.60 1,789.20 22.365	4,070.39 1,878.64 23.483	4,273.88 1,972.56 24.657
01038	CITY ATTORNEY	01	6,388.89 2,948.72 36.859				
01039	CITY CLERK	01	4,818.49 2,223.92 27.799				
01042	CITY MANAGER	01	7,566.69 3,492.32 43.654				
01043	CITY TREASURER	01	6,220.07 2,870.80 35.885				
01223	COMM CENTER FACs SUPT	01	3,034.03 1,400.32 17.504	3,185.69 1,470.32 18.379	3,344.99 1,543.84 19.298	3,512.25 1,621.04 20.263	3,687.84 1,702.08 21.276

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER 231R7000-R

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

EMPLOYEE CLASSIFICATION		REP UNIT	MANAGEMENT				
CODE	TITLE		STEP A	STEP B	STEP C	STEP D	STEP E
01269	COMMUNICATIONS SYS MGR	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01224	COMPUTER OPNS MGR	01	3,182.92 1,469.04 18.363	3,342.04 1,542.48 19.281	3,509.13 1,619.60 20.245	3,684.55 1,700.56 21.257	3,868.80 1,785.60 22.320
01260	CONTRACT COMPLIANCE OFF	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01227	CURATOR OF ART	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01228	CURATOR OF HISTORY	01	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270
01048	DEP CITY ATTORNEY I	01	2,722.55 1,256.56 15.707	2,858.61 1,319.36 16.492	3,001.61 1,385.36 17.317	3,151.72 1,454.64 18.183	3,309.28 1,527.36 19.092
01049	DEP CITY ATTORNEY II	01	3,255.37 1,502.48 18.781	2,674.88 1,234.56 15.432	3,589.04 1,656.48 20.706	2,949.09 1,361.12 17.014	3,956.85 1,826.24 22.828
01050	DEP CITY ATTORNEY III	01	3,733.95 1,723.36 21.542	3,920.63 1,809.52 22.619	4,116.67 1,900.00 23.750	4,322.59 1,995.04 24.938	4,538.73 2,094.80 26.185
01110	DEP CITY ATTORNEY IV	01	4,381.69 2,072.32 25.279	4,600.79 2,123.44 26.543	4,830.80 2,229.60 27.870	5,072.43 2,341.12 29.264	5,326.01 2,458.16 30.727
01017	DEP DIR OF PARKS/COMM SVS	01	4,495.40 2,074.80 25.935	4,720.21 2,178.56 27.232	4,956.29 2,287.52 28.594	5,204.16 2,401.92 30.024	5,464.33 2,522.00 31.525
01124	DEP DIR PUB WRKS ENG SVCS	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
01136	DEP DIR PUB WRKS PUB SVCS	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
01229	DEP FIRE CHIEF	01	4,495.40 2,074.80 25.935	4,720.21 2,178.56 27.232	4,956.29 2,287.52 28.594	5,204.16 2,401.92 30.024	5,464.33 2,522.00 31.525
01133	DEP LIB DIR AUTO/TECH SVC	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01132	DEP LIB DIR PUBLIC SVCS	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01230	DEPT SUPT OF WSTWTR FAC	01	2,673.67 1,234.00 15.425	2,807.31 1,295.68 16.196	2,947.71 1,360.48 17.006	3,095.04 1,428.48 17.856	3,249.83 1,499.92 18.749

APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

EMPLOYEE CLASSIFICATION		REP UNIT	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				
CODE	TITLE		STEP A	STEP B	STEP C	STEP D	STEP E
01231	DEPT SUPT OF WTR PROD FAC	01	2,806.27 1,295.20 16.190	2,946.67 1,360.00 17.000	3,094.00 1,428.00 17.850	3,248.61 1,499.36 18.742	3,411.03 1,574.32 19.679
**** 01275	DEPUTY CITY MANAGER	01	5,641.83 2,603.92 32.549	5,923.84 2,734.08 34.176	6,220.07 2,870.80 35.885	6,531.03 3,014.32 37.679	6,857.59 3,165.08 39.563
**** 01064	DIR OF COMM CENTER	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.646	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01046	DIR OF DATA MANAGEMENT	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01056	DIR OF EMPL RELATIONS	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.646	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01053	DIR OF FINANCE	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01057	DIR OF GENERAL SERVICES	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
01232	DIR OF METRO ARTS DIV	01	2,882.71 1,330.48 16.631	3,026.97 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
**** 01055	DIR OF PARKS/COMM SVCS	01	5,292.56 2,442.72 30.534	5,557.24 2,564.88 32.061	5,835.09 2,693.12 33.664	6,126.81 2,827.76 35.347	6,433.09 2,969.12 37.114
**** 01054	DIR OF PERSONNEL	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01139	DIR OF PLANNING/DEVELOP	01	5,520.15 2,547.76 31.847	5,796.09 2,675.12 33.439	6,085.91 2,808.88 35.111	6,390.28 2,949.36 36.867	6,709.73 3,096.80 38.710
**** 01041	DIR OF PUBLIC WORKS	01	5,520.15 2,547.76 31.847	5,796.09 2,675.12 33.439	6,085.91 2,808.88 35.111	6,390.28 2,949.36 36.867	6,709.73 3,096.80 38.710
01112	EMPLOYEE RELATIONS REP I	01	2,171.17 1,002.08 12.526	2,279.68 1,052.16 13.152	2,393.73 1,104.80 13.810	2,513.51 1,160.08 14.501	2,639.17 1,218.08 15.226
01113	EMPLOYEE RELATIONS REP II	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,424.20 17.865
01060	EMPLOYEE SERVICES MGR	01	3,096.43 1,429.12 17.864	3,251.21 1,500.56 18.757	3,413.80 1,575.60 19.695	3,584.53 1,654.40 20.680	3,763.76 1,737.12 21.714

**** APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-6

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

		MANAGEMENT				
..... EMPLOYEE CLASSIFICATION	REP	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				
CODE TITLE	UNIT	STEP A	STEP B	STEP C	STEP D	STEP E
01233 ENERGY SYSTEMS COORD	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01142 ENGINEERING DIV MGR	01	4,126.20 1,904.40 23.805	4,332.47 1,999.60 24.995	4,549.13 2,099.60 26.245	4,776.55 2,204.56 27.557	5,015.40 2,314.80 28.935
01285 EVENT SERVICES MANAGER	01	2,673.67 1,234.00 15.425	2,807.31 1,295.68 16.196	2,947.71 1,360.48 17.006	3,095.04 1,428.48 17.856	3,249.83 1,499.92 18.749
01235 EXEC DIR-MUS & HIS COMM	01	3,034.03 1,400.32 17.504	3,185.69 1,470.32 18.379	3,344.99 1,543.84 19.298	3,512.25 1,621.04 20.263	3,687.84 1,702.08 21.276
01236 FACILITY MGMT SUPT	01	3,968.12 1,831.44 22.893	4,166.59 1,923.04 24.038	4,374.93 2,019.20 25.240	4,593.68 2,120.16 26.502	4,823.35 2,226.16 27.827
**** 01062 FIRE CHIEF	01	5,292.56 2,442.72 30.534	5,557.24 2,564.88 32.061	5,835.09 2,693.12 33.664	6,126.81 2,827.76 35.347	6,433.09 2,969.12 37.114
01237 FIRE MARSHAL	01	3,733.25 1,723.04 21.538	3,919.93 1,809.20 22.615	4,115.97 1,899.68 23.746	4,321.72 1,994.64 24.933	4,537.87 2,094.40 26.180
01238 FLEET MGMT SUPT	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01278 FLOOD CON & SEW DIV MGR	01	4,126.20 1,904.40 23.805	4,332.47 1,999.60 24.995	4,549.13 2,099.60 26.245	4,776.55 2,204.56 27.557	5,015.40 2,314.80 28.935
01239 GOLF SUPT	01	3,255.37 1,502.48 18.781	3,418.13 1,577.60 19.720	3,589.04 1,656.48 20.706	3,768.44 1,739.28 21.741	3,956.85 1,826.24 22.828
01240 HISTORY CENTER SUPVR	01	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270
01264 INFORMATION SYSTEMS MGR	01	3,516.24 1,622.88 20.286	3,692.00 1,704.00 21.300	3,876.60 1,789.20 22.365	4,070.39 1,878.64 23.483	4,273.88 1,972.56 24.657
01241 INVESTMENT OFF I	01	2,171.17 1,002.08 12.526	2,279.68 1,052.16 13.152	2,393.73 1,104.80 13.810	2,513.51 1,160.08 14.501	2,639.17 1,218.08 15.276
01242 INVESTMENT OFF II	01	2,806.27 1,295.20 16.190	2,946.67 1,360.00 17.000	3,094.00 1,428.00 17.850	3,248.61 1,499.36 18.742	3,411.03 1,574.32 19.679
01243 LIBRARIAN IV	01	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270

**** APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

		MANAGEMENT					
.... EMPLOYEE CLASSIFICATION TITLE	RFP UNIT SCHEDULED MONTHLY/B I - WEEKLY/HOURLY RATES SCHEDULED MONTHLY/B I - WEEKLY/HOURLY RATES SCHEDULED MONTHLY/B I - WEEKLY/HOURLY RATES SCHEDULED MONTHLY/B I - WEEKLY/HOURLY RATES	
CODE	TITLE		STEP A	STEP B	STEP C	STEP D	STEP E
**** 01040	LIBRARY DIRECTOR	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
01015	MANAGEMENT ANALYST I	01	2,171.17 1,002.08 12.526	2,279.68 1,052.16 13.152	2,393.73 1,104.80 13.810	2,513.51 1,160.08 14.501	2,639.17 1,218.08 15.226
01027	MANAGEMENT ANALYST II	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01274	MAYOR/CITY COUN OFF MGR	01	2,722.55 1,256.56 15.707	2,858.61 1,319.36 16.492	3,001.61 1,385.36 17.317	3,151.72 1,454.64 18.183	3,309.28 1,527.36 19.092
01272	NUISANCE ABATE MGR	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01244	OPRNS & MAINT SUPT	01	3,800.85 1,754.24 21.928	3,990.83 1,841.92 23.024	4,190.33 1,934.00 24.175	4,399.89 2,030.72 25.384	4,614.85 2,132.24 26.653
01245	PARKING DIV MGR	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01246	PARKS GENERAL SUPVR	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01247	PARKS SUPT	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01070	PERSONNEL SVCS MGR	01	3,516.24 1,622.88 20.286	3,692.00 1,704.00 21.300	3,876.60 1,789.20 22.365	4,070.39 1,878.64 23.483	4,273.88 1,972.56 24.657
**** 01071	PLANNING DIRECTOR	01	4,818.49 2,223.92 27.799	5,059.43 2,335.12 29.189	5,312.32 2,451.84 30.648	5,577.87 2,574.40 32.180	5,856.76 2,703.12 33.789
**** 01074	POLICE CHIEF	01	5,641.83 2,603.92 32.549	5,923.84 2,734.08 34.176	6,220.07 2,870.80 35.885	6,531.03 3,014.32 37.679	6,857.59 3,165.04 39.563
01273	POLICE DATA SVCS MGR	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01248	PRINCIPAL PLANNER	01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
01116	PUBLIC INFO OFF	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01249	REAL PROP & ASSESS DIST	01	3,034.03 1,400.32 17.504	3,185.69 1,470.32 18.379	3,344.99 1,543.84 19.298	3,512.25 1,621.04 20.263	3,687.84 1,702.08 21.276

**** APPROVAL OF CITY MANAGER REQUIRED FOR ADVANCEMENT TO SUPPLEMENT SALARY RANGE STEPS D AND E

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z3JR7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

..... EMPLOYEE CLASSIFICATION		R/P UNIT	MANAGEMENT				
CODE	TITLE SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES	STEP A	STEP B	STEP C	STEP D
01250	RECREATION GEN SUPVR	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01251	RECREATION SUPT	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01252	REFUSE COLLEC GEN SUPVR	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01131	REVENUE OFFICER	01	3,516.24 1,622.88 70.286	3,692.00 1,704.00 21.300	3,876.60 1,789.20 22.365	4,070.39 1,878.64 23.483	4,273.88 1,972.56 24.657
01129	RISK MANAGER	01	3,423.51 1,580.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008
01261	SCIENCE CENTER SUPERVISOR	01	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270
01253	SOLID WASTE DIV MGR	01	4,176.20 1,904.40 23.805	4,332.47 1,999.60 24.995	4,549.13 2,099.60 26.245	4,776.55 2,204.56 27.557	5,015.40 2,314.80 28.935
01138	SR ADMIN SVCS OFF	01	3,182.92 1,469.04 18.363	3,342.04 1,542.48 19.281	3,509.13 1,619.60 20.245	3,684.55 1,700.56 21.257	3,868.80 1,785.60 22.320
01254	SR ARCHITECT	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01119	SR EMPL RELATIONS REP	01	3,182.92 1,469.04 18.363	3,342.04 1,542.48 19.281	3,509.13 1,619.60 20.245	3,684.55 1,700.56 21.257	3,868.80 1,785.60 22.320
01255	SR ENGINEER	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01084	SR MGMT ANALYST	01	3,182.92 1,469.04 18.363	3,342.04 1,542.48 19.281	3,509.13 1,619.60 20.245	3,684.55 1,700.56 21.257	3,868.80 1,785.60 22.320
01256	SR PERSONNEL ANALYST	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01257	SR PLANNER	01	3,034.03 1,400.32 17.504	3,185.69 1,470.32 18.379	3,344.99 1,543.84 19.298	3,512.25 1,621.04 20.263	3,687.84 1,702.08 21.276
01258	STREET CLEAN GEN SUPVR	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER 231R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

..... EMPLOYEE CLASSIFICATION		REP UNIT	MANAGEMENT				
CODE	TITLE STEP A	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES STEP B	STEP C	STEP D STEP E
01260	STREET MAINT GEN SUPVR	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01286	SUPERVISING ARCHITECT	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01261	SUPPORT SVCS ADMINSTR	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01262	SUPT OF BLDG INSPS	01	3,800.85 1,754.24 21.928	3,990.83 1,841.92 23.024	4,190.33 1,934.00 24.175	4,399.89 2,030.72 25.384	4,619.85 2,132.24 26.653
01263	SUPV ENGINEER	01	3,709.33 1,712.00 21.400	3,894.80 1,797.60 22.470	4,089.63 1,887.52 23.594	4,294.16 1,981.92 24.774	4,508.92 2,081.04 26.013
01267	SUPVR-COMMUNICATION DIV	01	2,806.27 1,295.20 16.190	2,946.67 1,360.00 17.000	3,094.00 1,428.00 17.850	3,248.61 1,499.36 18.742	3,411.03 1,574.32 19.679
01276	TECHNICAL SYSTEMS MANAGER	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01220	TRAF SIGNS & MRKG GEN SUP	01	2,547.48 1,175.76 14.697	2,663.44 1,229.28 15.366	2,808.69 1,296.32 16.204	2,936.44 1,355.28 16.941	3,096.60 1,429.20 17.865
01265	TRAFFIC ENGINEER	01	3,355.21 1,548.56 19.357	3,523.00 1,626.00 20.325	3,699.11 1,707.28 21.341	3,884.05 1,792.64 22.408	4,078.19 1,882.24 23.528
01143	TRAINING OFFICER	01	2,882.71 1,330.48 16.631	3,026.92 1,397.04 17.463	3,178.24 1,466.88 18.336	3,337.19 1,540.24 19.253	3,504.11 1,617.28 20.216
01289	TRANSPORTATION DIV MGR	01	4,176.20 1,904.40 23.805	4,332.47 1,999.60 24.995	4,549.13 2,099.60 26.245	4,776.55 2,204.56 27.557	5,015.40 2,314.80 28.935
01266	TREASURY OPRNS SUPVR	01	2,547.48 1,175.76 14.697	2,674.88 1,234.56 15.432	2,808.69 1,296.32 16.204	2,949.09 1,361.12 17.014	3,096.60 1,429.20 17.865
01267	WATER & SEWER DISTR SUPT	01	3,800.85 1,754.24 21.928	3,990.83 1,841.92 23.024	4,190.33 1,934.00 24.175	4,399.89 2,030.72 25.384	4,619.85 2,132.24 26.653
01277	WATER DIVISION MANAGER	01	4,176.20 1,904.40 23.805	4,332.47 1,999.60 24.995	4,549.13 2,099.60 26.245	4,776.55 2,204.56 27.557	5,015.40 2,314.80 28.935
01088	WRKRS'COMP CLAIMS MGR	01	3,096.43 1,429.12 17.864	3,251.21 1,500.56 18.757	3,413.80 1,575.60 19.695	3,584.53 1,654.40 20.680	3,763.76 1,737.12 21.714
01270	ZOO CURATOR	01	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270

C I T Y O F S A C R A M E N T O
 PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER 231R7000-6

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

MANAGEMENT

.... EMPLOYEE CLASSIFICATION CODE TITLE	REP UNIT SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				
		STEP A	STEP B	STEP C	STEP D	STEP E
01268 Z00 SUPT	01	3,423.51 1,590.08 19.751	3,594.76 1,659.12 20.739	3,774.51 1,742.08 21.776	3,963.27 1,829.20 22.865	4,161.39 1,920.64 24.008

CITY OF SACRAMENTO
PAYROLL - ANAL SYSTEM

PAGE

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

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CONFIDENTIAL/ADMINISTRATIVE

EMPLOYEE CLASSIFICATION CODE TITLE	REP UNIT	SCHEDULED MONTHLY/BY-WEEKLY/HOURLY RATES				
		STEP A	STEP B	STEP C	STEP D	STEP E
10026 ACCOUNTANT-AUD I	10	1,859.17 858.08 10.726	1,952.08 900.96 11.262	2,049.67 946.00 11.825	2,152.11 993.28 12.416	2,259.75 1,042.96 13.037
10027 ACCOUNTANT-AUD II	10	2,142.57 988.88 12.361	2,249.69 1,038.32 12.979	2,362.19 1,090.24 13.628	2,480.23 1,144.72 14.309	2,604.16 1,201.97 15.024
10028 ACCOUNTANT-AUD III	10	2,462.89 1,136.72 14.209	2,585.96 1,193.52 14.919	2,715.27 1,253.20 15.665	2,850.99 1,315.84 16.448	2,993.47 1,381.60 17.270
10001 ADMIN ASST I	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578
10002 ADMIN ASST II	10	2,671.07 1,232.80 15.410	2,804.53 1,294.40 16.180	2,944.76 1,359.12 16.989	3,091.92 1,427.04 17.838	3,246.53 1,498.40 18.730
10029 ADMIN TRAINEE	10	1,782.39 822.64 10.283	1,871.48 863.76 10.797	1,965.08 906.96 11.337	2,063.36 952.32 11.904	2,166.49 999.92 12.499
10017 ASST TO EXEC SECY	10	1,520.13 701.60 8.770	1,596.05 736.64 9.208	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659
10030 BENEFITS TECHNICIAN	10	1,666.43 769.12 9.614	1,749.80 807.60 10.095	1,837.33 848.00 10.600	1,929.20 890.40 11.130	2,025.57 934.88 11.686
10042 BUDGET TECHNICIAN	10	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659	1,939.95 895.36 11.192	2,037.01 940.16 11.752
10047 CASHIERING SYSTEMS SUPV	10	1,859.17 858.08 10.726	1,952.08 900.96 11.262	2,049.67 946.00 11.825	2,152.11 993.28 12.416	2,259.75 1,042.96 13.037
10056 CITY MGR S OFFICE SUPV	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578
10014 CONFIDENTIAL OFFICE SUPVR	10	1,923.48 887.76 11.097	2,019.68 932.16 11.652	2,120.73 978.80 12.235	2,226.81 1,027.76 12.847	2,338.09 1,079.12 13.489
10012 CONFIDENTIAL SECRETARY	10	1,923.48 887.76 11.097	2,019.68 932.16 11.652	2,120.73 978.80 12.235	2,226.81 1,027.76 12.847	2,338.09 1,079.12 13.489
10033 DEP CITY CLERK	10	2,019.85 932.24 11.653	2,120.91 978.88 12.236	2,226.99 1,027.84 12.848	2,338.27 1,079.20 13.490	2,455.09 1,133.12 14.164
10045 EXEC SECTY, CITY MGR OFC	10	2,019.85 932.24 11.653	2,120.91 978.88 12.236	2,226.99 1,027.84 12.848	2,338.27 1,079.20 13.490	2,455.09 1,133.12 14.164
10013 EXECUTIVE SECRETARY	10	2,019.85 932.24 11.653	2,120.91 978.88 12.236	2,226.99 1,027.84 12.848	2,338.27 1,079.20 13.490	2,455.09 1,133.12 14.164

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

CONFIDENTIAL/ADMINISTRATIVE

EMPLOYEE CLASSIFICATION CODE TITLE	REP UNIT	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				STEP E
		STEP A	STEP R	STEP C	STEP D	
10034 FIRE SERVICE TRAIN SPEC	10	2,671.07 1,232.80 15.410	2,804.53 1,294.40 16.180	2,944.76 1,359.12 16.989	3,091.92 1,427.04 17.838	3,246.53 1,498.40 18.730
* 10032 GRADUATE LEGAL ASST	10	2,264.43 1,045.12 13.064	2,377.61 1,097.36 13.717	2,496.52 1,152.24 14.403	2,621.32 1,209.84 15.123	2,752.36 1,270.32 15.879
10022 INSURANCE PROGS SUPVR	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578
10048 LEGAL SECRETARY I (EX)	10	1,520.13 701.60 8.770	1,596.05 736.64 9.208	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659
10049 LEGAL SECRETARY II (EX)	10	1,771.99 817.84 10.223	1,860.56 858.72 10.734	1,953.64 901.68 11.271	2,051.40 946.80 11.835	2,154.01 994.16 12.427
10008 LEGAL SECY I	10	1,520.13 701.60 8.770	1,596.05 736.64 9.208	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659
10015 LEGAL SECY II	10	1,771.99 817.84 10.223	1,860.56 858.72 10.734	1,953.64 901.68 11.271	2,051.40 946.80 11.835	2,154.01 994.16 12.427
10046 MANAGEMENT INTERN	10	1,576.03 728.32 9.104	1,656.89 764.72 9.559	1,739.75 802.96 10.037	1,826.76 843.12 10.539	1,918.11 885.28 11.066
10037 MAYOR/CC OFFICE RECEPTION	10	1,520.13 701.60 8.770	1,596.05 736.64 9.208	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659
10036 MAYOR/CC OFFICE SECY	10	1,837.85 848.24 10.603	1,929.72 890.64 11.133	2,026.27 935.20 11.690	2,127.49 981.92 12.274	2,233.92 1,031.04 12.888
10004 PERSONNEL ANALYST I	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578
10005 PERSONNEL ANALYST II	10	2,671.07 1,232.80 15.410	2,804.53 1,294.40 16.180	2,944.76 1,359.12 16.989	3,091.92 1,427.04 17.838	3,246.53 1,498.40 18.730
10018 PERSONNEL TECHNICIAN	10	1,736.45 801.44 10.018	1,823.29 841.52 10.519	1,914.47 883.60 11.045	2,010.15 927.76 11.597	2,110.68 974.16 12.177
10053 PROGRAMMER ANALYST I	10	2,630.16 1,213.92 15.174	2,761.72 1,274.64 15.933	2,899.87 1,338.40 16.730	3,044.95 1,405.36 17.567	3,197.13 1,475.60 18.445
10054 PROGRAMMER ANALYST II	10	2,893.97 1,335.68 16.696	3,038.71 1,402.48 17.531	3,190.72 1,472.64 18.408	3,350.19 1,546.24 19.328	3,517.63 1,623.52 20.294
10051 PROGRAMMER I	10	2,014.65 929.84 11.623	2,115.36 976.32 12.204	2,221.09 1,025.12 12.814	2,332.20 1,076.40 13.455	2,448.85 1,130.24 14.128

* NON-CAREER/PART-TIME/SEASONAL CLASSIFICATIONS

CITY OF SACRAMENTO
PAYROLL. MODEL SYSTEM

PAG

REPORT NUMBER Z31R7000-H

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

CONFIDENTIAL/ADMINISTRATIVE

.... EMPLOYEE CLASSIFICATION CODE TITLE	REP UNIT SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				
		STEP A	STEP B	STEP C	STEP D	STEP E
10052 PROGRAMMER II	10	2,264.43 1,045.12 13.064	2,377.61 1,097.36 13.717	2,496.52 1,152.24 14.403	2,621.32 1,209.84 15.123	2,752.36 1,270.32 15.879
10050 PROGRAMMER TRAINEE	10	1,770.77 817.28 10.216	1,859.35 858.16 10.727	1,952.25 901.04 11.263	2,049.84 946.08 11.826	2,152.28 993.36 12.417
10011 RETIR SYS SUPVR	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578
10031 RETIR SYS TECH	10	1,771.99 817.84 10.223	1,860.56 858.72 10.734	1,953.64 901.68 11.271	2,051.40 946.80 11.835	2,154.01 994.16 12.477
10020 SAFETY COORDINATOR	10	2,389.57 1,102.88 13.786	2,509.00 1,158.00 14.475	2,634.49 1,215.92 15.199	2,766.23 1,276.72 15.959	2,904.55 1,340.56 16.757
10006 SECRETARY	10	1,837.85 848.24 10.603	1,929.72 890.64 11.133	2,026.27 935.20 11.690	2,127.49 981.92 12.274	2,233.92 1,031.04 12.888
10057 SECRETARY TO THE MAYOR	10	1,923.48 887.76 11.097	2,019.68 932.16 11.652	2,120.73 978.80 12.235	2,226.81 1,027.76 12.847	2,338.09 1,079.12 13.489
10044 SECRETARY, CITY MGR OFC	10	1,837.85 848.24 10.603	1,929.72 890.64 11.133	2,026.27 935.20 11.690	2,127.49 981.92 12.274	2,233.92 1,031.04 12.888
10055 SR PROGRAMMER ANALYST	10	3,126.59 1,443.04 18.038	3,282.93 1,515.20 18.940	3,447.08 1,590.96 19.887	3,619.37 1,670.48 20.881	3,800.33 1,754.00 21.925
10038 SYSTEMS PROGRAMMER	10	3,034.03 1,400.32 17.504	3,185.69 1,470.32 18.379	3,344.99 1,543.84 19.298	3,512.25 1,621.04 20.263	3,687.84 1,702.08 21.276
10039 TREASURY OPS OFFICER I	10	1,859.17 858.08 10.726	1,952.08 900.96 11.262	2,049.67 946.00 11.825	2,152.11 993.28 12.416	2,259.75 1,042.96 13.037
10040 TREASURY OPS OFFICER II	10	2,142.57 988.88 12.361	2,249.69 1,038.32 12.979	2,362.19 1,090.24 13.628	2,480.23 1,144.72 14.309	2,604.16 1,201.92 15.024
10043 TYPIST CLK (EXEMPT)	10	1,520.13 701.60 8.770	1,596.05 736.64 9.208	1,675.79 773.44 9.668	1,759.51 812.08 10.151	1,847.56 852.72 10.659
10019 VOC REHAB COORD	10	2,671.07 1,232.80 15.410	2,804.53 1,294.40 16.180	2,944.76 1,359.12 16.989	3,091.92 1,427.04 17.838	3,246.53 1,498.40 18.730
10021 WRKRS COMP CLAIMS REP	10	2,221.44 1,025.28 12.816	2,332.55 1,076.56 13.457	2,449.20 1,130.40 14.130	2,571.57 1,186.88 14.836	2,700.19 1,246.24 15.578

C I T Y O F S A C R A M E N T O
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER 231R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

UNREPRESENTED NON-CAREER

.... EMPLOYEE CLASSIFICATION	REP SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES				
CODE TITLE	UNIT	STEP A	STEP B	STEP C	STEP D	STEP E
* 09007 PROCTOR	09		8.326			
* 09046 PROGRAM DIRECTOR	09					
**		32.930	36.350	40.110		
* 09002 RESERVE POLICE OFFICER	09					
		8.985				
* 09008 SCHOOL CROSSING GUARD	09					
**		36.690				
* 09016 SR LIFEGUARD	09					
		6.139	6.446	6.768	7.106	7.461
* 09051 SR SCHOOL CROSS GUARD	09					
**		42.690				
* 09020 STOREKEEPER (COMM SVCS)	09					
**		14.420	15.910	17.540		
* 09017 WADING POOL LEADER	09					
		4.614	4.845	5.087	5.341	5.608
* 09066 YOUTH AIDE	09					
		3.500				

* NON-CAREER/PART-TIME/SEASONAL CLASSIFICATIONS
** RATE SHOWN IS RATE PAID PER DAY

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER Z31R7000-B

1987-88 SALARY SCHEDULE

PROCESSING DATE 09/11/87

UNREPRESENTED NON-CAREER

..... CODE	EMPLOYEE CLASSIFICATION TITLE	REP UNIT STEP A	SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES STEP B	STEP C	STEP D STEP E
* 09018	ASST CARETAKER	09					
**			22.100	24.380	26.900		
* 09019	ASST COOK	09					
**			22.100	24.380	26.900		
* 09001	ASST PROCTOR	09					
			7.214				
* 09065	AUXILIARY GOLF COURSE MAR	09					
			5.971	6.270	6.583	6.912	7.258
* 09045	CAMP AIDE	09					
**			11.830	13.060	14.400		
* 09022	CAMP REC LEADER	09					
**			14.420	15.910	17.540		
* 09046	CARETAKER	09					
**			32.930	36.350	40.110		
* 09012	CASHIER (COMM SVCS)	09					
			4.793	5.033	5.285	5.549	5.826
* 09067	EVENTS DUTY PERSON	09					
			10.136	10.643	11.175	11.734	12.321
* 09024	FIRST COOK	09					
**			32.930	36.350	40.110		
* 09025	HOST	09					
**			22.100	24.380	26.900		
* 09013	LIFEGUARD	09					
			5.019	5.270	5.533	5.810	6.101
* 09014	LOCKER ATTD	09					
			4.614	4.845	5.087	5.341	5.608
* 09027	NURSE	09					
**			22.100	24.380	26.900		
* 09047	PANTRY AIDE	09					
**			14.420	15.910	17.540		
02035	POLICE CADET (C ONLY)	02			1,521.69		
					702.32		
					8.779		
* 09015	POOL MANAGER	09					
			7.030	7.381	7.750	8.138	8.545

* NON-CAREER/PART-TIME/SEASONAL CLASSIFICATIONS
** RATE SHOWN IS RATE PAID PER DAY

37C

RESOLUTION NO. 87-756

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

APPROVED
BY THE CITY COUNCIL

SEP 15 1987

OFFICE OF THE
CITY CLERK

SEPTEMBER 15, 1987

A RESOLUTION ENACTING A PERSONNEL RESOLUTION COVERING SALARY ADMINISTRATION, HOURS OF WORK, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR OFFICERS AND EMPLOYEES NOT REPRESENTED BY A RECOGNIZED EMPLOYEE ORGANIZATION, AND REPEALING RESOLUTION NO. 85-512, AND AMENDMENTS, COVERING THE SAME SUBJECT MATTERS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO, as follows:

Section 1.

Resolution No. 85-512, and amendments, covering salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization, is hereby repealed.

Section 2.

This resolution supercedes any other resolution relating to salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization.

Section 3.

The Personnel Resolution covering salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization shall be as set forth in Exhibit "A".

Section 4.

This resolution is enacted pursuant to City Code Section 2.90.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT "A"

PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES

September 15, 1987

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ARTICLE I
SALARY ADMINISTRATION

1. ORIGINAL APPOINTMENT COMPENSATION RATE

a. The rate of compensation upon original appointment in the civil service shall normally be Step "A". However, if the City Manager or designee finds that the appointee has extraordinary qualifications, or that a higher step is necessary in order to recruit, appointment at any step in the range may be made. This provision shall apply to original appointments to career positions and appointments to non-career positions.

b. The rate of compensation upon appointment to an exempt classification shall normally be Step "A". However, if the appointing authority finds that the appointee has extraordinary qualifications or that a higher step is necessary in order to recruit, appointment at any step in the range may be made.

2. ADVANCEMENT IN RATE OF COMPENSATION

a. Advancement in Steps

Upon successful completion of twenty-six (26) weeks (1,040 hours) of service, an employee shall be advanced to the next higher step of the salary range of the classification. Employees who thereafter maintain a satisfactory level of performance shall be advanced at fifty-two (52) week (2,080 hours) intervals to succeeding steps of the assigned salary range. After the first twenty-six (26) weeks of service, management and confidential/administrative employees may be advanced to a higher step in the salary range when their performance warrants it, or as needed for retention, if approved by the City Manager; provided however, employees in the civil service who are not advanced in less than fifty-two (52) week intervals shall have no right to appeal to the Civil Service Board. (This subsection shall not apply to non-career employees.)

b. Denial of Step Increase and Reduction in Grade

Employees who do not maintain a satisfactory level of performance shall be denied advancement, and may be reduced within grade upon approval of the appointing authority. Employees in the civil service who are denied advancement, or who are reduced in grade, shall have the right to appeal to the Civil Service Board in accordance with its rules and regulations. (This subsection shall not apply to non-career employees.)

c. Effective Date of Step Increases

Increases to employees who successfully complete twenty-six (26) weeks of service shall become effective on the first day of the following weekly pay period, which weekly pay period shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. Increases to succeeding steps of the assigned salary range shall become effective at fifty-two (52) week intervals from the anniversary date of the first increase, or on the first day of the weekly pay period following completion of a shorter period as described above.

3. EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

a. Movement to a Higher Classification

When an employee moves from one class to another which has a higher salary, through examination, appointment to an exempt position, temporary appointment in the absence of an eligible list, or reallocation, the employee shall receive a one step (5%) increase or the "A" step of the higher classification, whichever is greater, but not to exceed the maximum rate of the higher classification.

b. Movement to Another Position in the Same Classification or to a Classification With the Same Salary Range

When an employee moves to another position in the same classification or to another classification with the same salary range, the employee shall maintain the same salary and same anniversary date. Where the employee is in civil service, such movement shall be in accordance with the rules and regulations of the Civil Service Board.

c. Movement to a Lower Classification

When an employee's position is reallocated to a classification with a lower salary, the employee shall suffer no reduction in salary, and the Y-rate provisions of this Resolution shall apply. The salary of a civil service employee who voluntarily demotes shall be determined by the Civil Service Board, but shall not exceed that paid in the previous class.

4. EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of each employee in the classification shall be adjusted to the step in the new range which corresponds to the step received in the former range, and the employee shall retain the current anniversary date for further increases within the new range.

5. RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same salary step paid at the time of departure.

6. EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the step increase eligibility date. For such leaves in excess of ten (10) consecutive working days, all leave time shall not count toward step increases.

7. RATES HIGHER THAN STEP "E" (Y-RATE)

Whenever the salary of an employee exceeds Step "E" of the salary range established for a classification, such salary shall be designated as a "Y-rate". During such time as an employee's salary remains above the Step "E", the employee shall not receive further salary increases, except that upon promotion to a higher classification, the employee shall immediately advance to the step of the range of the higher classification next above the "Y-rate", and be eligible for advancement to succeeding steps in the range as outlined in this Resolution.

8. SUPPLEMENTAL SALARY RANGE

a. The City Council may establish a Supplemental Salary Range for specified exempt management positions. Appointments to the Supplemental Salary Range shall be at the discretion of the City Manager based on the following criteria:

- (1) Severe salary compaction problems defined as less than a five percent (5%) maximum salary spread between the manager and the immediate subordinate; or
- (2) Recruitment or retention difficulties; or
- (3) Exceptional job performance.

b. No more than sixty-six and two-thirds percent (66-2/3%) of all eligible positions may be appointed at the Supplemental Salary Range by the City Manager.

9. LONGEVITY PAY

a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.

- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.
- (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
- (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
- (6) Employees working on a part-time basis on a regular year-round daily work schedule shall be eligible for longevity pay on a pro-rata basis, upon completion of the required number of years of service in such part-time position.
- (7) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro-rata basis.
- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro-rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when

he/she shall receive, in the month of July first following his/her return, the pro-rata portion of longevity pay from the date of return.

- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro-rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro-rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.
- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

c. Administration

It shall be the duty and responsibility of the Personnel Department to administer these provisions and to notify each department of the City yearly of the employees who shall be eligible to receive longevity pay. In any unusual situation not covered by the provisions of this Resolution, the determination of the Director of Personnel shall prevail.

10. TEMPORARY WORK IN HIGHER CLASSIFICATION

a. Temporary assignments to higher classifications shall be permitted only in those classifications where in the judgment of the department head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5%) of the regular salary the employee received prior to the out-of-classification assignment, or the salary provided for in Step "A" of the higher classification, whichever is greater, but not to exceed Step "E" of the higher classification.

b. Any temporary assignment which may exceed thirty (30) calendar days requires the advance approval of the City Manager.

c. Application of this Section to exempt management classifications shall be limited to the following:

- (1) The City Manager may delegate to department heads the authority to apply this Section to employees in civil service classifications temporarily assigned to exempt management classifications.

- (2) A temporary appointment to an exempt management classification requires the approval of the City Manager. Fringe benefits shall be governed by the employee's permanent classification. The salary step for the exempt management classification shall be determined by the City Manager.

11. STAFF AIDE POSITIONS

The classification of Staff Aide may be used when an interim classification is needed pending establishment of a regular classification. A Staff Aide may be employed for a maximum period of twelve (12) months. The salary for Staff Aide shall be established by Resolution.

ARTICLE II
FRINGE BENEFITS AND DEFERRED COMPENSATION

12. FRINGE BENEFIT PLAN

The fringe benefit plan for the Mayor, City Council members, management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	50,000
City Council members Assistant City Manager Assistant City Manager/Executive Director	100,000
Mayor City Manager	150,000

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

c. Health and Welfare

- (1) The Mayor and City Council members shall receive a monthly health and welfare contribution of \$350 which may be applied to City-sponsored health and dental plans, deferred compensation, and dependent life insurance.

- (2) Confidential/administrative employees shall receive a monthly health and welfare contribution of \$320 which may be applied to City-sponsored health and dental plans, deferred compensation, short-term disability, supplemental life insurance in the amount of \$30,000, additional supplemental life insurance in the amount of \$10,000, and dependent life insurance. In the first two (2) paydays in a calendar month, the City's contribution may also be applied toward deferred compensation. Any remaining unused portion of the City's contribution shall automatically be applied toward the employee's retirement contribution, up to the maximum of such retirement contribution, for that pay period.

d. Health and Welfare Plus Optional Benefit Plan

Management employees shall receive a monthly health and welfare contribution of \$330 and a 5% of base salary optional benefit plan which may be combined and applied to City-sponsored health and dental plans, short-term disability, dependent life insurance, employee's retirement contribution, deferred compensation, professional organization dues, and tuition reimbursement. Exceptions to the monthly health and welfare and the optional benefit plan contributions are as follows:

<u>Classification</u>	<u>Optional Benefit Plan</u>	<u>Monthly Health and Welfare</u>
City Manager	12.0%	\$350
Assistant City Manager/ Executive Director	12.5%	\$350
City Attorney	10.0%	\$350
City Clerk	10.0%	\$350
City Treasurer	10.0%	\$350

e. Insurance Over \$50,000

- (1) The Mayor and City Council members may purchase out-of-pocket supplemental life insurance in the amount of \$20,000 and additional supplemental life insurance in the amount of \$10,000.
- (2) Management employees may purchase out-of-pocket supplemental life insurance in the amount of one times annual salary and additional supplemental life insurance in the amount of \$10,000.
- (3) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of one times annual salary.

The fringe benefit plan shall be applicable to the Mayor, City Council members, and full-time management and confidential/administrative employees. The fringe benefit plan for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

13. DEFERRED COMPENSATION PLAN

The Mayor, City Council members, management, and confidential/administrative employees may participate in the City's deferred compensation plan, and may also apply the unused portion of the City's health and welfare contribution toward deferred compensation as long as the deferred compensation salary limit is not exceeded.

ARTICLE III
LEAVES

14. VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

b. Vacation allowance administration shall be in accordance with the rules and regulations of the Civil Service Board.

15. HOLIDAYS

a. Holiday Hours for Fire Management

- (1) Fire Battalion Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.
- (2) The Fire Marshal and the Battalion Chief assigned to serve as the Fire Department's Director of Training, shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

b. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

c. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

<u>Number of Recognized Holidays in the Workweek</u>	<u>Minimum Number of Paid Hours in the Workweek</u>	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

d. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

e. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

f. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

g. Floating Holidays

(1) Accrual

- (a) In addition to the recognized holidays specified above, each employee shall receive the equivalent of three (3) floating holidays per fiscal year on an accrual basis as follows:

- (i) Each full-time employee shall accrue floating holiday credit at the rate of .923 hours per pay period. The employee shall accrue floating holiday credit for each pay period for which the employee is paid one or more hours of salary.

- (ii) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = .923 hours accrual; 40-63.9 hours paid = .462 hours accrual; less than 40 hours paid = 0 hours accrual.

(b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

(a) The scheduling of floating holiday time must be approved in advance by the appointing authority or designated representative.

(b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

(c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

16. MANAGEMENT LEAVE TIME

a. Management employees exempt from the provisions of the Fair Labor Standards Act shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.

b. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro-rata share of forty (40) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

c. Management leave time shall not accumulate from fiscal year to fiscal year. If an employee is unable to take all of his or her management leave time by the end of the pay period which includes June 30 of any fiscal year, the employee shall forfeit the unused portion of such leave time, unless an exception is authorized by the City Manager under appropriate circumstances.

d. Upon separation from City service for any reason an employee shall be paid for all credited and unused management leave time at the employee's base hourly rate as of the date of separation.

17. SICK LEAVE

a. A full-time employee shall accumulate sick leave credits at the rate of one day per month (3.692 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the

Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro-rata basis.

b. An employee in active service of the City eligible to accumulate sick leave credits shall in January each year, receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31, immediately preceding the date for payment, a total of at least sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation.

c. Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Finance Department in writing of such election no later than January 1 of each year.

d. Upon termination of any employee eligible to accumulate sick leave credits for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of two (2) year's service, shall be eligible for payment of any portion of accumulated sick leave credits.

e. Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

f. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.

g. A County of Sacramento employee in the classification of Librarian IV who is employed with the Sacramento City-County Library System, and who transfers to career City employment in the Sacramento City-County Library System, shall be entitled to receive City sick leave credits upon transfer, as follows:

- (1) The amount of City sick leave credit shall be the amount of County sick leave credits earned as of the effective date of transfer, or thirty (30) days (240 hours), whichever is less.
- (2) City credit for sick leave accrued in County service shall be for actual sick leave usage only, and shall not be utilized towards sick leave cash payoff as provided in this Section. Sick leave credit earned while in City service may be utilized for sick leave cash payoff.
- (3) Any sick leave taken shall first be debited against sick leave credits granted under this Section, until such sick leave credits are exhausted.

h. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all eligible employees.

18. INJURY-ON-DUTY

a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.

b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.

c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

19. JURY DUTY

a. When an employee is absent from work to serve on a jury or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert and remain on the job until such time as called to serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the jury commissioner and the City will be responsible to insure that the employee is available for jury duty. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all jury remuneration received, less transportation allowance, to the City.

b. If a swing shift or graveyard shift employee who is scheduled to work an eight (8) hour shift has served in excess of four (4) hours on jury duty, he/she will notify his/her supervisor in advance of his/her start time so he/she can be excused from his/her shift. If the employee is on jury duty less than four (4) hours, he/she will be required to work.

c. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a juror or appearance in court for that purpose, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.

d. When a non-career employee is regularly scheduled to work and is ordered to report for jury duty, such employee shall be entitled to jury duty benefits in accordance with the above-stated procedure.

20. DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs assigned to fire suppression duty.

ARTICLE IV
REIMBURSEMENTS AND ALLOWANCES

21. REIMBURSEMENTS AND EXPENSES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) The City Manager may offer any one of the following categories of reimbursement for use of privately-owned vehicles on City business or compensation in lieu of the use of personal vehicles on City business:

<u>Category</u>	<u>Reimbursement/Compensation</u>
A	General mileage reimbursement for actual City business mileage at the rate of 28¢ per mile for the first 600 miles per month and 14¢ per mile over 600 miles and free parking

<u>Category</u>	<u>Reimbursement/Compensation</u>
B	Monthly vehicle allowance of \$50 and free parking
C	Monthly vehicle allowance of \$100 and free parking
D	Monthly vehicle allowance of \$150 and free parking
E	Monthly vehicle allowance of \$200 and free parking
F	Monthly vehicle allowance of \$250 and free parking
G	100% City-paid SRTD monthly pass, non-zone sticker, or free parking with availability of City vehicle for use on City business

- (2) The Mayor, City Council members, City Manager, and Assistant City Manager/Executive Director shall receive a \$350 monthly vehicle allowance and free parking.
- (3) With the authorization of the City Manager, other employees shall receive general mileage reimbursement for actual City business at the rate of 28¢ per mile for the first 600 miles per month and 14¢ per mile over 600 miles for local use only.
- (4) Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach air fare, whichever is lower.
- (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Regional Transit Monthly Pass

Full-time confidential/administrative employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible for a 100% City-paid SRTD monthly non-zone sticker pass. Part-time career employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue and Collections Division, prior to the first day of the month to obtain the monthly pass discount for that next month.

c. Expense and Subsistence Allowance

- (1) The sum of \$250 per month is established as a City expense reimbursement allowance for the City Council members, other than the Mayor, for which no vouchers need be furnished.
- (2) The sum of \$350 per month is established as a secretarial expense allowance for the Mayor, for which no vouchers need be furnished.
- (3) The sum of \$350 per month is established as a City expense reimbursement allowance for the City Manager and for the Executive Director of the Sacramento Housing and Redevelopment Agency, for which no vouchers need be furnished.
- (4) The Mayor, City Council members and City Manager are authorized to claim \$60 per diem for lodging and meals when traveling outside of the County in lieu of vouchered claims for actual cost of lodging and meals, or when lodging is more practical at the headquarters of seminars, workshops, conferences or conventions, or in the alternative, at suitable and reasonable nearby facilities, they may receive full reimbursement to cover actual costs when an itemized voucher for the actual costs of lodging and meals is submitted to the Department of Finance.
- (5) All other City employees and officials are authorized a maximum of \$60 per diem for lodging and meals when traveling outside the County when conducting official City business. An itemized voucher claim must be submitted to the Department of Finance to claim reimbursement. The actual reimbursement shall be based on reasonable and necessary actual costs or per diem rate, whichever is lower, except that when lodging is more practical at the headquarters of seminars, workshops, conferences or conventions, or in the alternative, at suitable and reasonable nearby facilities, the City Manager may authorize full reimbursement to cover actual costs.

22. SAFETY UNIFORM ALLOWANCE

a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Police Department Unit.

b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.

23. TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$60.00 per semester pursuant to the City's existing policy for such education reimbursement.

ARTICLE V
HOURS OF EMPLOYMENT AND OVERTIME

24. HOURS OF EMPLOYMENT

a. The work period for employees, except Fire Battalion Chiefs assigned to fire suppression duty, shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.

b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions, except Fire Battalion Chiefs assigned to fire suppression duty shall normally be scheduled to work four (4), twenty-four (24) hour periods in a twelve (12) day work period.

c. The workweek for part-time employees shall be determined by the appointing authority.

25. OVERTIME

a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the appointing authority.

b. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.

c. Employees may accrue up to eighty (80) hours of CTO.

d. The use of accrued CTO shall be at the discretion of the appointing authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

e. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

ARTICLE VI
MISCELLANEOUS

26. OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

a. Exempt employees shall not engage in any other employment, work, profession, business or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.

b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.

c. An exempt employee shall not work:

- (1) In any employment which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
- (2) In any employment requiring an affiliation, membership or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
- (3) In any employment for any other municipality or political subdivision of the state or federal government (except by express permission of the City Manager).
- (4) In any off-duty position while on sick leave or injured-on-duty status.

d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.

e. The department head will notify each exempt employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.

f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.

g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

27. DEFERRED LUMP SUM PAYMENT

An employee who retires from the City may request to defer the lump sum payment on vacation accumulation, holiday credit, and sick leave buy-out until the next calendar year after the date of retirement. Upon such request, the City will defer such lump sum payment to the month selected by the employee in the next calendar year. The amount of lump sum payment shall be the same as the employee would have received upon retirement and with no interest.

28. CITY VEHICLE RETENTION

The City Manager may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

29. EXEMPT APPOINTMENTS

Nothing in this resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions which are exempt from the classified service. Exempt employees serve at the pleasure of the appointing authority. Consequently, "just cause" is not required for discipline, and there are no appeal rights.

30. APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.

SEP 22 1987

DATE CERTIFIED
DEPUTY *J. Bear*
CLERK



RESOLUTION NO. 87-755

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

September 15, 1987

A RESOLUTION AMENDING RESOLUTION NO. 87-013
RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 87-013
IS HEREBY AMENDED AS FOLLOWS EFFECTIVE SEPTEMBER 26, 1987, UNLESS A DIFFERENT
DATE IS SPECIFIED:

Section 1.

The salaries shown in Exhibit A are effective July 4, 1987, with the
following exceptions which are effective August 15, 1987:

- a. Schedule 1. Management: Supervisor - Communications Division.
- b. Schedule 10. Confidential/Administrative: Programmer I and II,
Programmer Analyst I and II. Senior Programmer Analyst.

Section 2.

Exhibit B is hereby amended by the following changes to the
Employer-Employee Relations Policy:

- a. The following classifications are added:
 - Transportation Division Manager (effective July 4, 1987)
 - Administrative Assistant to the City Council
 - Administrative Assistant to the Mayor
 - City Manager's Office Supervisor
 - Secretary to the Mayor
- b. The following classifications are deleted:
 - Street Division Manager (effective July 4, 1987)
 - Administrative Assistant to the Mayor I and II
 - Management Intern
 - Development Officer
 - Executive Secretary: - *M. Allen*
 - Assistant to the Executive Secretary
 - Assistant Parking Manager
- c. The title of the classification of Mayor/City Council Office Secretary
is revised to City Council Office Secretary.

RECEIVED
SEP 23 1987
RELATIONS

Section 3.

Exhibit C is hereby amended by the following changes to the Designation of Exempt Job Classifications:

a. The following classifications are added:

Transportation Division Manager (effective July 4, 1987)
Administrative Assistant to the City Council
Administrative Assistant to the Mayor
City Manager's Office Supervisor
Secretary to the Mayor

b. The following classifications are deleted:

Street Division Manager (effective July 4, 1987)
Administrative Assistant to the Mayor I and II
Management Intern
Development Officer
Executive Secretary
Assistant to the Executive Secretary
Assistant Parking Manager

c. The classification of Mayor/City Council Office Secretary is revised to City Council Office Secretary.

ANNE RUDIN

MAYOR

ATTEST:

LORRAINE MAGANA

CITY CLERK



OFFICE OF THE
CITY ATTORNEY

JAMES P. JACKSON
CITY ATTORNEY

THEODORE H. KOBAY, JR.
ASSISTANT CITY ATTORNEY

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
95814-2694

916-449-5346

June 23, 1988

DEPUTY CITY
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TAMARA MILLIGAN-HARMON
RICHARD E. ARCHIBALD
KATHLEEN L. MCCORMICK

MEMORANDUM

TO: Joe Serna, Jr., City Councilmember /

FROM: William P. Carnazzo, Deputy City Attorney

RE: Administrative Assistants to the City Council

Attached are a few of the more relevant documents which describe the history of this classification, and appointments of personnel serving in the Mayor/City Council office in general.

Summarizing the situation:

(1) The Mayor appoints the Office Manager, who appoints the clerical staff.

(2) The Mayor's Administrative Assistant is appointed by the Mayor.

(3) The City Manager appoints the persons who fill the classification (exempt) entitled "Administrative Assistant to the City Council".

The latter classification has its origin in the "management intern" classification, created by the Council in 1986. In 1987, the intern class was deleted and the new class was created, also within the City Manager's office. This was done by Resolution 87-755.

By virtue of City Charter Section 70, the City Council has the authority to appoint its own staff. The effect of the

various past actions, however, is that the Council has delegated this function. The Council does, nevertheless, have the authority to once again assume that function. It would take action by the Council as a body to do so.

If you have any questions, please call.



WILLIAM P. CARNAZZO
Deputy City Attorney

WPC:je
Att.

cc: Walt Slipe, City Manager

MAYOR/CITY COUNCIL OFFICE MANAGER
(EXEMPT)

DEFINITION

To perform responsible supervisory, office management, and other administrative support functions in the Mayor/City Council Office.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Mayor.

Responsibilities include the direct supervision of office and administrative support personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, coordinate, and supervise the administrative and clerical functions of the office.
- Recommend organizational, staffing, and procedural changes affecting activities of the office.
- Determine needs and initiate the process for the purchase of office furnishings and equipment and handle expenditure requests for various accounts.
- Supervise the maintenance of a variety of files and records of information such as department personnel files, payroll, attendance, budget, production, and cost records; maintain manuals and update resource materials.
- Process requests for Council-issued commendatory resolutions and certificates of appreciation; purchase and maintain a supply of commemorative gifts for foreign dignitaries and others.
- Plan, coordinate, and supervise special events sponsored by the Mayor and City Council.
- Respond to the more difficult citizen inquiries and complaints.
- Research, compile, and analyze data for special projects and various reports.
- Compile and manage the annual budget.
- Determine priority of and route correspondence to all Council Members.
- Coordinate and confirm meetings and appointments involving several or all of the Council members.
- Supervise the work of support staff; review work upon completion for quality control and compliance with all regulations and codes; supervise, train, and evaluate subordinates.
- Relieve the Mayor and City Council Members of routine personnel duties such as time card processing, vacation calendar maintenance, and other administrative bookkeeping and support duties.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern municipal management and administration.
- Modern office methods and procedures, microcomputer and word processing concepts.
- English usage, spelling, grammar, and punctuation.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Understand and interpret the City Charter, City Code, and other pertinent laws and regulations.
- Plan, organize, direct, and supervise the work of administrative and clerical staff.
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Compile and maintain complex and extensive records and prepare reports.
- Work independently in the absence of supervision.
- Maintain the confidentiality of sensitive materials.
- Communicate effectively, both orally and in writing.
- Select, supervise, train, and evaluate subordinates.

Experience:

Five years of increasingly responsible administrative experience including extensive supervisory experience. At least two of the five years experience should be working for local or State government in an administrative capacity.

Education:

A Bachelor's Degree from an accredited college or university with a major in public or business administration or closely related field. Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

Adopted:

Maintenance Update:

Revised:

Class Code: 01274

Title Change: from Mayor/City Council Office Supervisor

Abolished:

RESOLUTION NO. 2005-105
ADOPTED BY THE SACRAMENTO CITY COUNCIL
ON DATE OF FEB 22 2005



A RESOLUTION APPROVING THE CITY MANAGER'S REPORT ON CITY EMPLOYEE COMPENSATION DATED FEBRUARY 15, 2005; ADOPTING AMENDED GENERAL ADMINISTRATIVE PROVISIONS, HOURS OF WORK AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR OFFICERS AND EMPLOYEES NOT REPRESENTED BY A RECOGNIZED EMPLOYEE ORGANIZATION AND TO SUPERCEDE RESOLUTION NO. 2004-386 ON THAT DATE.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

A. The City Manager's report dated February 15, 2005, recommending compensation and policy changes for certain City employees and officers, is approved in full, accepting recommendations regarding:

1. An adjustment in the monthly City health and welfare contribution for unrepresented employees, including Charter Officers, exempt management employees and confidential/administrative employees;
2. A revision to the health insurance eligibility rules for domestic partners;
3. An adjustment in the cash-back limitations to be applied to unrepresented employees; and
4. The Unrepresented Personnel Resolution.

B. Exhibit "A," which sets forth general administrative provisions, hours of work and other terms and conditions of employment for officers and employees not represented by a recognized employee organization is hereby approved, and shall take effect on the City payroll check dated March 1, 2005, and shall supercede the provisions of Resolution No. 2004-386.

The City Manager is authorized to make minor changes or adjustments to Exhibits and Attachments in order to correct omissions and errors.

HEATHER FARGO

MAYOR

ATTEST:

SHIRLEY CONCOLINO
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. 2005-105

DATE ADOPTED: FEB 22 2005

CITY OF SACRAMENTO
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION AND COMPENSATION DIVISION



February 15, 2005

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: Fringe Benefit Changes for Unrepresented Employees

LOCATION/COUNCIL DISTRICT: Citywide

RECOMMENDATION:

It is recommended that the City Council:

1. Approve adjustments to the City's Health and Welfare Contribution for unrepresented employees, including Charter Officers, exempt management employees and confidential/administrative employees.
2. Approve revisions to the health insurance eligibility requirements regarding domestic partners in accordance with recently enacted California law.
3. Adopt the amended Personnel Resolution covering general administrative provisions, hours of work, and other terms and conditions of employment for unrepresented officers and employees.

CONTACT PERSON:

Terrence L. Woods, Director of Human Resources, 808-7728

FOR COUNCIL MEETING OF:

February 22, 2005 (Afternoon session)

2005-105
RESOLUTION NO. _____

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FEB 22 2005

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SUMMARY:

This City Manager's report recommends changes to the City's contribution to fringe pay for unrepresented employees, which includes Charter Officers, exempt management employees and confidential/administrative employees effective on the March 1, 2005 payroll. Fringe pay represents the dollar amounts contributed by the City towards the employee's purchase of medical, dental, vision, short-term disability and life insurances under the City's benefit plan. In November 2004, the City Council approved changes in the City contribution for miscellaneous represented employees. Sacramento Police Officers Association (SPOA) represented employees also received contribution changes as a result of a binding arbitration decision issued in 2004. Staff continues to work on agreement with employees represented by the Sacramento Area Fire Fighters (SAFF), Local 522. The recommended changes are consistent with the model created during the arbitration with SPOA, which recognizes the higher costs of health insurance borne by employees who cover dependents, versus employees who enroll as a single or who waive health insurance.

In addition to fringe pay changes, this proposal recommends adjustments to cash back. Cash-back occurs when employees waive insurance coverage through the City or when employees have a portion of the City contribution unspent after selecting their insurance coverage. If approved, this proposal limits the amount of cash-back for current unrepresented employees as detailed later in this report.

Finally, this report revises health insurance eligibility language regarding domestic partners in accordance with Assembly Bill (AB) 205, which became effective January 1, 2005. Prior to AB 205, employees could enroll a domestic partner in City-sponsored health insurance after registering with the Office of the City Clerk and could not enroll dependent children of the domestic partner. The revision recognizes domestic partnerships registered with the Secretary of State of the State of California, allows enrollment of both the domestic partner and qualified dependent children of the domestic partner in City-sponsored health insurance(s) and treats funds used to pay for domestic partner health insurance consistent with Federal and State tax law.

Exhibit "A" contains a record of text changes to the City's Personnel Resolution Covering Unrepresented Officers and Employees. The specific changes to the Personnel Resolution are presented in two versions. The first version, beginning at handwritten page number 7 and ending at handwritten page number 38, depicts the changes that were made to the existing text of the Personnel Resolution. The second version, beginning at handwritten page number 39, and ending at handwritten page number 69, depicts those changes as the amended text would appear in the Personnel Resolution, subject to City Council adoption.

COMMITTEE/COMMISSION ACTION:

For unrepresented classifications, the recommendations are consistent with City Council direction as adopted in the City's Strategic Compensation Plan, which was forwarded to City Council through the Personnel and Public Employee (P&PE) committee.

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BACKGROUND INFORMATION:

In November 2004, the City Council approved adjustments to the City health and welfare contribution for represented miscellaneous employees, effective December 11, 2004. Additionally, a binding arbitration decision in 2004 specified changes to the City contribution for SPOA represented employees that also became effective December 11, 2004. The City contribution for SAFF represented employees will not change until a decision is made in the on-going arbitration.

The following information shows the current and proposed City contribution and cash back limitations for Charter Officers, exempt management employees and confidential/administrative employees:

CHARTER OFFICERS:

	<u>Current Contribution</u>	<u>Proposed Contribution</u>	<u>Current Cash-Back</u>	<u>Cash-Back Limit</u>
Employee Waiving Health Insurance:	\$620	\$570	\$620	\$570
Single Employee Enrolled in Health:	\$620	\$595	\$620	\$570
Employee Plus One Dependent:	\$620	\$600	\$620	\$570
Employee Plus Two Dependents:	\$695	\$790	\$620	\$570

EXEMPT MANAGEMENT:

	<u>Current Contribution</u>	<u>Proposed Contribution</u>	<u>Current Cash-Back</u>	<u>Cash-Back Limit</u>
Employee Waiving Health Insurance:	\$565	\$515	\$550	\$500
Single Employee Enrolled in Health:	\$565	\$540	\$550	\$500
Employee Plus One Dependent:	\$565	\$600	\$550	\$500
Employee Plus Two Dependents:	\$655	\$790	\$550	\$500

CONFIDENTIAL/ADMINISTRATIVE:

	<u>Current Contribution</u>	<u>Proposed Contribution</u>	<u>Current Cash-Back</u>	<u>Cash-Back Limit</u>
Employee Waiving Health Insurance:	\$535	\$485	\$535	\$485
Single Employee Enrolled in Health:	\$535	\$510	\$535	\$485
Employee Plus One Dependent:	\$535	\$600	\$535	\$485
Employee Plus Two Dependents:	\$625	\$790	\$535	\$485

During the January 18, 2005 meeting of the City Council, staff conducted a workshop that provided information about the City's employee and retiree medical insurance program. The workshop focused on the escalation of health insurance costs and described alternatives and recommendations designed to keep health care affordable. Additionally, the workshop presentation identified current cash-back practices and the need to refocus the City health and welfare contribution on the purchase of health care as key elements of the City's overall health care strategy. The recommendations contained in this report regarding fringe pay changes and cash-back limitations are consistent with the information presented during the medical insurance workshop.

If the City Council approves this report, its action will amend the Personnel Resolution as shown below:

- a. Health and Welfare Contribution: Section 2.1 (c) (4) will change to implement City contributions to fringe pay for Charter Officers, exempt management employees and confidential/administrative employees based on their enrollment status in City-sponsored health insurance.
- b. Domestic Partners: Section 2.1 (c) (6) will change to conform with AB 205 regarding domestic partnerships registered with the Secretary of State of the State of California, the eligibility of the qualified dependent children of the domestic partner for City-sponsored health insurance.
- c. Cash-Back Limits: Section 2.1 (d) will change to implement new cash-back limits for Charter Officers, exempt management employees and confidential/administrative employees.

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RESOLUTION NO. _____
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FINANCIAL CONSIDERATIONS

The proposed budget for FY04/05 contains sufficient funding to cover the recommended adjustments. Specifically, the estimated annualized cost for the proposed changes to the City contribution for unrepresented employees, including the payroll burden, totals \$102,000. Approximately 70% of the total is General Fund expense.

ENVIRONMENTAL CONSIDERATIONS

This report covers personnel issues. There are no proposals or projects that would potentially effect the environment as stated in related provisions of the California Environmental Quality Act.

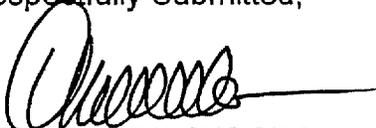
POLICY CONSIDERATIONS

This report, and the proposals contained herein, promotes the City Council's commitment to attract, retain, and develop a highly qualified and diverse workforce.

ESBD CONSIDERATIONS

None applicable

Respectfully Submitted,



TERRENCE L. WOODS
Director of Human Resources

Recommendation Approved:



ROBERT P. THOMAS
City Manager

Attachments

TABLE OF CONTENTS (Page numbers refer to handwritten page numbers)

- 1) Resolution approving this Report and adopting amendments - Pg 6
- 2) Exhibit "A" Personnel Resolution with proposed text revisions - Pg 7 through Pg 38
- 3) Exhibit "A" Personnel Resolution in final form - Pg 39 through Pg 69

RESOLUTION NO. 2005-105
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RESOLUTION NO.
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION APPROVING THE CITY MANAGER'S REPORT ON CITY EMPLOYEE COMPENSATION DATED FEBRUARY 15, 2005; ADOPTING AMENDED GENERAL ADMINISTRATIVE PROVISIONS, HOURS OF WORK AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR OFFICERS AND EMPLOYEES NOT REPRESENTED BY A RECOGNIZED EMPLOYEE ORGANIZATION AND TO SUPERCEDE RESOLUTION NO. 2004-386 ON THAT DATE.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

A. The City Manager's report dated February 15, 2005, recommending compensation and policy changes for certain City employees and officers, is approved in full, accepting recommendations regarding:

1. An adjustment in the monthly City health and welfare contribution for unrepresented employees, including Charter Officers, exempt management employees and confidential/administrative employees;
2. A revision to the health insurance eligibility rules for domestic partners;
3. An adjustment in the cash-back limitations to be applied to unrepresented employees; and
4. The Unrepresented Personnel Resolution.

B. Exhibit "A," which sets forth general administrative provisions, hours of work and other terms and conditions of employment for officers and employees not represented by a recognized employee organization is hereby approved, and shall take effect on the City payroll check dated March 1, 2005, and shall supercede the provisions of Resolution No. 2004-386.

The City Manager is authorized to make minor changes or adjustments to Exhibits and Attachments in order to correct omissions and errors.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. 2005-105
DATE ADOPTED: FEB 22 2005

PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES

~~June 26~~ March 1, 2005

RESOLUTION NO. 2005-105
FEB 22 2005

ARTICLE 1
GENERAL ADMINISTRATIVE PROVISIONS



1.1 APPOINTING AUTHORITY

a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers and, for secretarial/clerical positions in the Mayor and Council office, the Council Operations Manager. Subject to the Rules and Regulations of the Civil Service Board, Council-adopted resolutions and administrative policy instructions, appointing authority provides for the ability to hire employees in classifications that are:

- 1) Unrepresented, (or represented);
- 2) Subject to Civil Service Rules and Regulations or exempt from such Rules;
- 3) Career or non-career; and
- 4) Exempt Management.

Subject to delegation of authority from the Mayor and City Council, the Council Operations Manager is authorized to appoint candidates who fill secretarial support positions assigned to the Mayor and Councilmember offices.

b. Consistent with the adopted City Classification Plan, appointing authority also provides for the ability to:

- 1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications, subject to the approved Budget Resolution and administrative policy;
- 2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase; and
- 3) Adjust the salary of individual exempt managers or positions, so long as the total exempt management salary budget for each department does not increase.
- 4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures, subject to the approved Budget Resolution and administrative policy.

1.2 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same rate of pay unless such rate is below the minimum of the classification salary range. This provision shall not be applicable to management employees.

1.3 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have his/her salary reduced that day due to insufficient accrued, useable leave.

1.4 CHARTER OFFICER SALARIES

The salaries for the City Manager, City Attorney, City Treasurer, and City Clerk shall be modified only by City Council action and approval.

1.5 STAFF AIDE POSITIONS

The classification of Staff Aide, Exempt Management or Staff Aide, Confidential/Administrative, may be used when a classification is needed either pending establishment of a regular classification or a position is funded for a limited time and no appropriate classification exists. A person may be appointed to such classification for a maximum period of twelve (12) months. The salary shall be established by the City Manager.

ARTICLE 2
FRINGE BENEFITS AND DEFERRED COMPENSATION

2.1 FRINGE BENEFIT PLAN

The fringe benefit plan for exempt management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	\$50,000
Charter Officers	\$100,000
City Manager	\$150,000

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

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c. Health and Welfare Contribution (City Dollars)

(1) The City Manager, City Attorney, City Clerk and City Treasurer shall receive a monthly health and welfare contribution and a ten percent (10%) of base salary optional benefit plan which should be combined and shall be applied, first, to a member's retirement contribution (if any), up to the maximum of such retirement contribution and, second, the premiums for City-sponsored health and dental plans and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(2) Optional Benefit Plan

(a) Police safety management employees shall receive a monthly health and welfare contribution and a nine percent (9%) of base salary optional benefit plan, and all other miscellaneous management employees shall receive a monthly health and welfare contribution and a seven percent (7%) of base salary optional benefit plan which shall be combined and shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(b) Effective June 30, 2001, for Fire safety management employees, the City will eliminate the nine percent (9%) optional benefit and thereafter shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the management employees. Such payments shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations. In addition, Fire safety management employees shall receive a monthly health and welfare contribution, which shall be applied, first, to the employee's retirement contribution (if any), up to

applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

- (3) Full-time career confidential/administrative employees shall receive a monthly health and welfare contribution and a three percent (3%) of base salary optional benefit plan which shall be combined and applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, short-term disability plans, and/or supplemental life insurance (in the amount of \$30,000) and additional supplemental life insurance (in the amount of \$10,000) for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(4) Amount of Contribution

Effective ~~January 1, 2003~~ March 1, 2005, the City dollars will be contributed as follows:

- (a) For full-time confidential/administrative employees, the City shall contribute \$485 for an employee who waives enrollment in City-sponsored group health insurance; \$535~~\$510~~ for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled with two (2) or more dependents.~~employee only and employee plus one, and up to \$625 if enrolled in a health plan for employee plus two.~~

(b) For exempt management employees, the City shall contribute \$515 for an employee who waives enrollment in City-sponsored group health insurance; \$540 for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled with two (2) or more dependents.~~\$565 for employee only and employee plus one, and up to \$655 if enrolled in a health plan for employee plus two.~~

(c) For Charter Officers, the City shall contribute \$570 for an employee who waives enrollment in City-sponsored group health insurance; \$595 for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled with two (2) or more dependents.~~\$620 for employee only and employee plus one, and up to \$695 if enrolled in a health plan for employee plus two.~~

(5) Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter. Employees in the classification of Police Cadet shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.

(6) Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.

(a) An employee who has a domestic partner, and is registered with the City Clerk, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner coverage.

(b) An employee who has a domestic partner, and is registered with the City Clerk Secretary of State of the State of California, may cover the domestic partner and/or the domestic partner's children as defined in paragraph (7) below, under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner and/or the domestic partner's qualifying dependent children coverage. ~~as an out-of-pocket employee cost. In no event will the City's monthly health and welfare contribution be used to pay for the cost of the domestic partner's coverage.~~

- (7) The definition of dependent child for purposes of health and dental insurance shall be an unmarried dependent child from birth to age 24 if the child qualifies as an exemption under Internal Revenue Service (IRS) rules and regulations. Dependent child includes a grandchild living in the employee grandparent's home, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

d. Cash-Back Limits

The cash-back of City dollars from the IRS Section 125 Plan shall be limited to career and exempt employees as follows:

- (1) For confidential/administrative employees, up to ~~\$485535~~ per month after retirement and IRS Section 125 benefits are deducted from that amount. Part-time employees shall be prorated.
- (2) For management employees, up to ~~\$500550~~ per month after retirement and IRS Section 125 benefits are deducted from that amount.
- (3) For Charter Officers, up to ~~\$570620~~ per month after retirement and IRS Section 125 benefits are deducted from that amount.

e. Insurance Over \$50,000

- (1) Management employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary and additional supplemental life insurance in the amount of \$10,000.
 - (2) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary.
- f. The fringe benefit plan shall be applicable to full-time management and confidential/administrative employees. The fringe benefit plan, including management leave time, for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

2.2 FLEXIBLE SPENDING ACCOUNTS

The City has established the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health and dental insurance premiums; and
- b. Unreimbursed health care expenses up to \$4,800 per plan year effective each January 1; and

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- c. Dependent care reimbursement.

Administrative costs shall be paid by the employees participating in (b) and (c).

2.3 DEFERRED COMPENSATION PLAN

Exempt management, and confidential/administrative employees may participate in the City's Deferred Compensation 457 Plan as long as the deferred compensation salary limit is not exceeded.

2.4 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City-paid health insurance contributions and dental insurance benefits under the following provisions:

- a. Retiree Health Insurance Contribution Rates and Dental Insurance Benefits

Effective January 2002, the City will roll-in the available dental benefit to retiree health insurance and the City shall increase the total contribution to \$225 per month.

- b. Employees Retiring on or After July 1, 1992

- (1) Except as provided below, to be eligible for the City contribution to health insurance and for the City-paid dental benefit for retiree only, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and be minimum age 55. Effective December 12, 2000, the minimum age shall be 50.
- (2) Employees retiring with thirty (30) or more years of service shall be eligible for the City's health insurance contribution and dental benefit effective with the date of retirement without regard to age.

- (3) The City's contribution for health insurance shall be as follows:
 - (a) Employees with a minimum of ten (10) full years of service but less than fifteen (15) full years of service shall be eligible to a maximum of fifty percent (50%) of the City's maximum health insurance contribution identified in subsection (a) above.
 - (b) Employees with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum health insurance contribution identified in subsection (a) above.
 - (c) Employees with a minimum of twenty (20) full years of service shall be eligible for up to one hundred percent (100%) of the City's maximum health insurance contribution identified in subsection (a) above.
- (4) There shall be no eligibility for the City's health insurance contribution or dental benefit if the employee elects to take a deferred retirement.
- (5) There shall be no City-paid health insurance contribution or dental benefit for retirees with less than ten (10) full years of City retirement service.

c. Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991 and who then elect to retire on or after July 1, 1992, shall be eligible for the City's health insurance contribution and dental benefit as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's health insurance contribution as identified in subsection (a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's health insurance contribution as identified in subsection (a) above.
- (3) Retirees must be at least 55 years of age. Effective December 12, 2000, retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection (b) above.

d. Industrial Disabled or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City-paid health insurance contribution and dental benefit for retirees regardless of years of service.

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e. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

f. Medicare Supplement

In order to maintain eligibility for the City-paid retiree health insurance contribution, each eligible retiree shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

g. Limitation Clause

No employee or retiree shall have any rights provided by this Section 2.4 after June 24, 2005.

2.5 SECTION 401(A) MONEY PURCHASE PLAN

Effective January 3, 1998, the City shall establish an IRS Section 401(a) Plan, which shall be available as follows:

- a. For exempt management employees, the City will contribute four percent (4%) of salary to the 401(a) Plan and the employee shall contribute five percent (5%) of salary to the Plan. An employee may also contribute up to ten percent (10%) of additional after-tax dollars into the Plan. The vesting period for the City contribution shall be five (5) years with credit for prior continuous service. Effective January 1, 2004, the City amended this plan to eliminate the five (5) year vesting period.
- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment and such election shall be final. If the election is to enter the Plan the effective date is retroactive back to the date of employment or January 3, 1998, whichever is later.

2.6 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. Effective June 30, 2001, the City will amend its contract with the Public Employees Retirement System (PERS) for miscellaneous employees to provide for the following plan for all miscellaneous employees:

- Modified 2% at age 55
- One-year highest compensation
- 2% COLA
- 25% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

- b. Effective as soon as practicable, the City will amend its contract with the Public Employees Retirement System (PERS) for fire safety employees to provide for the following plan for fire safety management employees:

Tier I (PERS only)

- Modified 3% at age 55
- One-year highest compensation
- 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

- c. Effective as soon as practicable, the City will amend its contract with the Public Employees Retirement System (PERS) for police safety employees to provide for the following plan for police safety management employees:

- Modified 3% at age 50
- One-year highest compensation
- 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

2.7 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees do not accrue benefits.

2.8 POOL SAFETY CLASSIFICATIONS

Effective June 30, 2001, employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of

recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

- a. Certification Fee Reimbursements. Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to \$200 for completing their certification course work.
- b. Recruitment Incentive. Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of \$200.
- c. Retention Incentive. Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of \$400.

2.9 POLICE BACKGROUND ASSISTANT

Retention Incentive. For the classification of Police Background Assistant, a retention program is authorized. The program provides an incentive payment of up to \$1440 per calendar year as needed to attract and retain employees in this classification. The payment shall be made in to equal parts, after 450 hours and then after 900 hours of paid time actually worked during a calendar year.

2.10 LONGEVITY PAY

a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.
- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off

without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.

- (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
- (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
- (6) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro rata basis.
- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when he/she shall receive, in the month of July first following his/her return, the pro rata portion of longevity pay from the date of return.
- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.

- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

ARTICLE 3
LEAVES

3.1 VACATION

- a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

- b. Vacation allowance administration shall be in accordance with the rules and regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances.

3.2 HOLIDAYS

a. Holiday Hours for Fire Management

- (1) Fire Battalion Chiefs and Fire Assistant Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.
- (2) Fire Assistant Chiefs not assigned to fire suppression duty shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

b. Holiday Hours for Police Captains and Police Lieutenants

Police Captains and Police Lieutenants regularly scheduled to work on a recognized holiday shall receive holiday credit for the hours worked on the holiday. Holiday credit accumulations shall be limited to a maximum carry-over of forty (40) hours from the preceding calendar year. Effective the pay period which includes January 8 of each year, earned holiday hours in excess of forty (40) shall be paid to the employee in cash at the employee's regular rate of pay for that pay period, unless an exception is authorized by the City Manager under appropriate circumstances.

c. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez' Birthday	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

d. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

Number of Recognized Holidays in the Workweek	Minimum Number of Paid Hours in the Workweek	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

e. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

f. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

g. Accrual of Leaves Over 24 Pay Periods

The accrual of leaves shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month. Leave accrual rates for each pay period in which accrual occurs shall be as specified in Section 3.2(i)(1), 3.4(a), and 3.11(a) and (b) below.

h. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

i. Floating Holidays

(1) Accrual

- (a) In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of two (2) floating holidays per fiscal year on an accrual basis as follows:
 - (i) Each full-time career or management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. The employee shall accrue floating holiday credit for each pay period for which the employee is paid one or more hours of salary.

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- (ii) A part-time career or management employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = forty (40) minutes accrual; 40-63.9 hours paid = twenty (20) minutes accrual; less than 40 hours paid = 0 minutes accrual.
- (b) Non-career (-1,040) employees shall not receive floating holiday benefits.
- (2) Administration
 - (a) The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.
 - (b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.
 - (c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

3.3 MANAGEMENT LEAVE TIME

- a. Management employees exempt from the provisions of the Fair Labor Standards Act shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.
- b. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro rata share of forty (40) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.
- c. Management leave time shall not accumulate from fiscal year to fiscal year. If an employee is unable to use all of his or her management leave time by the end of the pay period which is paid on the first paycheck in July, the employee shall be paid for the unused portion of such leave time at the regular rate of pay on that first paycheck.

- d. Upon separation from City service for any reason an employee shall be paid for all credited and unused management leave time at the employee's base hourly rate as of the date of separation.

3.4 SICK LEAVE

- a. A full-time employee shall accumulate sick leave credits at the rate of one day per month (4 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro rata basis.
- b. An employee in active service of the City, eligible to accumulate sick leave credits, shall in January each year receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation.
- c. Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Department of Administrative Services, Payroll Section, in writing of such election no later than January 1 of each year.
- d. Upon termination of any employee eligible to accumulate sick leave credits for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of two (2) year's service, shall be eligible for payment of any portion of accumulated sick leave credits.
- e. Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

- f. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.
- g. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

3.5 PARENTAL LEAVE

- a. The current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the following provisions:
 - (1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.
 - (2) To be eligible for the paid leave an employee hired on or before June 23, 1995 must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.
 - (3) The use of parental leave must be initiated within four (4) months of childbirth or adoption.
 - (4) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.
 - (5) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former department and in the classification last held.

- (6) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
- (7) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.

3.6 INJURY-ON-DUTY

- a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.
- b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.
- c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

3.7 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.

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- b. If a swing shift or graveyard shift employee has served in excess of one-half the scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so he/she will be excused from the shift. If the employee is in court or on jury duty less than one half the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, he/she will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

3.8 DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs and Fire Assistant Chiefs not assigned to fire suppression duty.

3.9 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from another benefit-qualified employee, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire suppression (56 hours) schedule and the non-Fire suppression (40) hours schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.

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- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.
- g. To be eligible to use donations, an employee must:
 - (1) Be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury that is estimated to last for at least thirty (30) calendar days;
 - (2) have exhausted all usable balances, including sick leave;
 - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
 - (1) All leave balances, including both donated and accrued leave, are exhausted;
 - (2) The employee returns to work at his/her normal work schedule; or
 - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.
- l. The City shall promulgate a policy and procedure to implement and administer catastrophic leave.

3.10 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION

Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:

- a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.
- b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.

3.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 3.2, each non-exempt confidential/administrative employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid one or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour accrual; 40-63.9 hours paid - 30 minutes accrual; less than 40 hours paid = 0 minutes accrual.

b. Exempt Accrual

In addition to the floating holidays specified above, each exempt confidential/administrative employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour and 20 minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid one or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour and twenty minutes accrual; 40-63.9 hours paid - forty minutes accrual; less than 40 hours paid = 0 minutes accrual.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

Personal time off shall be administered in the same manner as specified above for floating holidays, except the eight (8) hour maximum carry-over shall apply to both floating holidays and personal time off in the aggregate.

3.12 EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the pay adjustment eligibility during a rating period. Such leaves in excess of ten (10) consecutive working days, may affect eligibility during a rating period at the discretion of the Appointing Authority.

ARTICLE 4
REIMBURSEMENTS AND ALLOWANCES

4.1 REIMBURSEMENTS AND EXPENSES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) The City Manager may offer up to \$500 per month as reimbursement for the use of privately-owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business for management employees.
- (2) The City Manager shall receive \$500 monthly vehicle allowance and City-provided parking.
- (3) Exempt confidential/administrative employees are eligible for City-provided parking. With the authorization of the City Manager, other employees may receive up to \$100 per month with or without City-provided parking.
- (4) Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.
- (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time career civil service, exempt management, and exempt confidential/administrative employees who utilize SRTD for home-to-work transportation are eligible to receive an 80% City-paid SRTD monthly non-zone sticker pass. Part-time career civil service and exempt employees

shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month.

(2) Other Public Transportation

Eligible full-time employees, as described above, who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting are eligible for monthly transit pass reimbursement up to 80% of the cost. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement.

(3) Transportation Allowance for Employees Assigned Downtown

Eligible full-time confidential/administrative employees, as described above who work in the downtown area, shall receive a \$45.00 per month transportation allowance. Part-time career confidential/administrative employees who work in the downtown area shall receive \$25.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

(4) Transportation Allowance for Employees Not Assigned Downtown

Effective September 1, 2000, eligible full-time confidential/administrative employees, as described above, who work outside of the downtown area shall receive \$15.00 per month transportation allowance. New employees hired after August 29, 2000 shall not be eligible for the allowance.

c. Expense and Subsistence Allowance

The sum of \$400 per month is established as a City expense reimbursement allowance for the City Manager for which no vouchers need be furnished. The sum of \$350 per month is established as a City expense reimbursement allowance for the City Attorney and the City Treasurer for which no vouchers need be furnished. The sum of \$100 per month is established as a City expense reimbursement allowance for the City Clerk for which no vouchers need be furnished.

4.2 SAFETY UNIFORM ALLOWANCE

- a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Police Department Unit.

- b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.
- c. The emergency communications managers, and the manager of the Police Department Records Division shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to dispatchers in the Police Department Unit.

4.3 TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$750.00 per calendar year, pursuant to the City's existing policy for such education reimbursement.

4.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed city employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after the paying department has produced documentation showing payment was made by the employee receiving the reimbursement.

4.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This action shall not apply to driver licenses.

4.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education (CEU) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

4.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient, and if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process and authorize the bilingual pay.

- b. Bilingual pay shall be paid at the rate of \$20 bi-weekly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

4.8 TECHNOLOGY ALLOWANCE

- a. Effective August 9, 2003, or as soon as practicable thereafter, Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to \$50. At the discretion of the Appointing Authority or, as delegated by the City Manager to a department head, a technology allowance may be approved for an exempt management employee in lieu of using a City-provided cellular telephone. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.
- b. Upon approval of the monthly technology allowance, the employee shall obtain, at his or her own expense and as a private individual, a personal cellular telephone and monthly cellular service contract that may be used to conduct City-related business. The employee shall publish and/or provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.
- c. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

ARTICLE 5 HOURS OF EMPLOYMENT AND OVERTIME

5.1 HOURS OF EMPLOYMENT

- a. The work period for employees shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.
- b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions.
- c. The workweek for part-time employees shall be determined by the Appointing Authority.

5.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's Voluntary Work Furlough/Reduced Workweek Program shall be applicable to unrepresented full-time career employees on the same terms as apply to represented employees. The optional benefit plan of eligible employees shall not be reduced or pro-rated by participation in such work reductions.

5.3 OVERTIME FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

- a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. The Appointing Authority may, with prior agreement of a confidential/administrative employee, establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek. In such a schedule, the overtime rate after eight (8) hours per day as set forth above shall not apply.
- c. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.
- d. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- e. The use of accrued CTO shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.
- f. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

5.4 OVERTIME FOR NON-CAREER EMPLOYEES

- a. Non-career employees who are required to work in excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek.

ARTICLE 6 MISCELLANEOUS

6.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Exempt employees shall not engage in any other employment, work, profession, business or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.

- b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.
- c. An exempt employee shall not work:
 - (1) In any employment which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
 - (2) In any employment requiring an affiliation, membership or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
 - (3) In any employment for any other municipality or political subdivision of the state or federal government (except by express permission of the City Manager).
 - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.
- e. The department head will notify each exempt employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.
- f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.
- g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

6.2 APPOINTMENTS

a. Non-Career Appointment to a Career Classification

A non-career employee appointed to a career classification may be released from his or her position at the discretion of the Appointing Authority at any time without right of appeal. Such release shall be confirmed in writing.

b. Exempt Appointments

Nothing in this Resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions that are exempt from the classified service. Exempt employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

c. Limited-Term Appointments

The City may, due to extraordinary circumstances, extend a twelve-month limited-term appointment to an additional twelve (12) months provided the City complies with the following:

- (1) The employee is not laid off after the expiration of the initial twelve-month appointment; and
- (2) The employee continues to be benefit-qualified for the duration of the extended appointment.

6.3 CITY VEHICLE RETENTION

The City Manager may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

6.4 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, giving written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

6.5 MODIFIED/ALTERNATIVE DUTY POLICY

A Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

6.6 TELECOMMUTING PROGRAM

Confidential/administrative employees may participate, at the discretion of the Appointing Authority, in the City's Telecommuting Program.

6.7 DISCOUNTED PARKING RATES

Effective July 1, 2000, discounted parking will be available to confidential/ administrative employees, on a first-come, first-serve basis, for parking spaces on the fifth and sixth floors of Lot "I" at a cost of seventy percent (70%) of the regular monthly Lot "I" rate. This provision shall remain in effect until further notice by the City.

6.8 LETTER OF REPRIMAND

- a. A letter of reprimand issued to a civil service employee on or after June 24, 1995, shall not be appealable to the Civil Service Board, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Director of Labor Relations. The Director or designee will schedule a private meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision will be rendered by the Director or designee within seven (7) calendar days of the meeting.
- b. Such letter will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.

6.9 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four (4) hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

6.10 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.

PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES

March 1, 2005

RESOLUTION NO. 2005-105
FEB 22 2005

ARTICLE 1
GENERAL ADMINISTRATIVE PROVISIONS

1.1 APPOINTING AUTHORITY

a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers and, for secretarial/clerical positions in the Mayor and Council office, the Council Operations Manager. Subject to the Rules and Regulations of the Civil Service Board, Council-adopted resolutions and administrative policy instructions, appointing authority provides for the ability to hire employees in classifications that are:

- 1) Unrepresented, (or represented);
- 2) Subject to Civil Service Rules and Regulations or exempt from such Rules;
- 3) Career or non-career; and
- 4) Exempt Management.

Subject to delegation of authority from the Mayor and City Council, the Council Operations Manager is authorized to appoint candidates who fill secretarial support positions assigned to the Mayor and Councilmember offices.

b. Consistent with the adopted City Classification Plan, appointing authority also provides for the ability to:

- 1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications, subject to the approved Budget Resolution and administrative policy;
- 2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase; and
- 3) Adjust the salary of individual exempt managers or positions, so long as the total exempt management salary budget for each department does not increase.
- 4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures, subject to the approved Budget Resolution and administrative policy.

1.2 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same rate of pay unless such rate is below the minimum of the classification salary range. This provision shall not be applicable to management employees.

1.3 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have his/her salary reduced that day due to insufficient accrued, useable leave.

1.4 CHARTER OFFICER SALARIES

The salaries for the City Manager, City Attorney, City Treasurer, and City Clerk shall be modified only by City Council action and approval.

1.5 STAFF AIDE POSITIONS

The classification of Staff Aide, Exempt Management or Staff Aide, Confidential/Administrative, may be used when a classification is needed either pending establishment of a regular classification or a position is funded for a limited time and no appropriate classification exists. A person may be appointed to such classification for a maximum period of twelve (12) months. The salary shall be established by the City Manager.

ARTICLE 2
FRINGE BENEFITS AND DEFERRED COMPENSATION

2.1 FRINGE BENEFIT PLAN

The fringe benefit plan for exempt management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	\$50,000
Charter Officers	\$100,000
City Manager	\$150,000

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

c. Health and Welfare Contribution (City Dollars)

(1) The City Manager, City Attorney, City Clerk and City Treasurer shall receive a monthly health and welfare contribution and a ten percent (10%) of base salary optional benefit plan which should be combined and shall be applied, first, to a member's retirement contribution (if any), up to the maximum of such retirement contribution and, second, the premiums for City-sponsored health and dental plans and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(2) Optional Benefit Plan

(a) Police safety management employees shall receive a monthly health and welfare contribution and a nine percent (9%) of base salary optional benefit plan, and all other miscellaneous management employees shall receive a monthly health and welfare contribution and a seven percent (7%) of base salary optional benefit plan which shall be combined and shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(b) Effective June 30, 2001, for Fire safety management employees, the City will eliminate the nine percent (9%) optional benefit and thereafter shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the management employees. Such payments shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations. In addition, Fire safety management employees shall receive a monthly health and welfare contribution, which shall be

the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

- (3) Full-time career confidential/administrative employees shall receive a monthly health and welfare contribution and a three percent (3%) of base salary optional benefit plan which shall be combined and applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, short-term disability plans, and/or supplemental life insurance (in the amount of \$30,000) and additional supplemental life insurance (in the amount of \$10,000) for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(4) Amount of Contribution

Effective March 1, 2005, the City dollars will be contributed as follows:

- (a) For full-time confidential/administrative employees, the City shall contribute \$485 for an employee who waives enrollment in City-sponsored group health insurance; \$510 for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled in with two (2) or more dependents.
- (b) For exempt management employees, the City shall contribute \$515 for an employee who waives enrollment in City-sponsored group health insurance; \$540 for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled in with two (2) or more dependents.

- (c) For Charter Officers, the City shall contribute \$570 for an employee who waives enrollment in City-sponsored group health insurance; \$595 for a single employee enrolled in City-sponsored group health insurance; \$600 for an employee enrolled with one (1) dependent; and \$790 for an employee enrolled in with two (2) or more dependents.
- (5) Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter. Employees in the classification of Police Cadet shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.
- (6) Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.
 - (a) An employee who has a domestic partner, and is registered with the City Clerk, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner coverage.
 - (b) An employee who has a domestic partner, and is registered with the Secretary of State of the State of California, may cover the domestic partner and/or the domestic partner's children as defined in paragraph (7) below, under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner and/or the domestic partner's qualifying dependent children coverage.
- (7) The definition of dependent child for purposes of health and dental insurance shall be an unmarried dependent child from birth to age 24 if the child qualifies as an exemption under Internal Revenue Service (IRS) rules and regulations. Dependent child includes a grandchild living in the employee grandparent's home, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

d. Cash-Back Limits

The cash-back of City dollars from the IRS Section 125 Plan shall be limited to career and exempt employees as follows:

- (1) For confidential/administrative employees, up to \$485 per month after retirement and IRS Section 125 benefits are deducted from that amount. Part-time employees shall be prorated.
 - (2) For management employees, up to \$500 per month after retirement and IRS Section 125 benefits are deducted from that amount.
 - (3) For Charter Officers, up to \$570 per month after retirement and IRS Section 125 benefits are deducted from that amount.
- e. Insurance Over \$50,000
- (1) Management employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary and additional supplemental life insurance in the amount of \$10,000.
 - (2) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary.
- f. The fringe benefit plan shall be applicable to full-time management and confidential/administrative employees. The fringe benefit plan, including management leave time, for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

2.2 FLEXIBLE SPENDING ACCOUNTS

The City has established the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health and dental insurance premiums; and
- b. Unreimbursed health care expenses up to \$4,800 per plan year effective each January 1; and
- c. Dependent care reimbursement.

Administrative costs shall be paid by the employees participating in (b) and (c).

2.3 DEFERRED COMPENSATION PLAN

Exempt management, and confidential/administrative employees may participate in the City's Deferred Compensation 457 Plan as long as the deferred compensation salary limit is not exceeded.

2.4 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City-paid health insurance contributions and dental insurance benefits under the following provisions:

a. Retiree Health Insurance Contribution Rates and Dental Insurance Benefits

Effective January 2002, the City will roll-in the available dental benefit to retiree health insurance and the City shall increase the total contribution to \$225 per month.

b. Employees Retiring on or After July 1, 1992

- (1) Except as provided below, to be eligible for the City contribution to health insurance and for the City-paid dental benefit for retiree only, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and be minimum age 55. Effective December 12, 2000, the minimum age shall be 50.
- (2) Employees retiring with thirty (30) or more years of service shall be eligible for the City's health insurance contribution and dental benefit effective with the date of retirement without regard to age.
- (3) The City's contribution for health insurance shall be as follows:
 - (a) Employees with a minimum of ten (10) full years of service but less than fifteen (15) full years of service shall be eligible to a maximum of fifty percent (50%) of the City's maximum health insurance contribution identified in subsection (a) above.
 - (b) Employees with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum health insurance contribution identified in subsection (a) above.
 - (c) Employees with a minimum of twenty (20) full years of service shall be eligible for up to one hundred percent (100%) of the City's maximum health insurance contribution identified in subsection (a) above.
- (4) There shall be no eligibility for the City's health insurance contribution or dental benefit if the employee elects to take a deferred retirement.
- (5) There shall be no City-paid health insurance contribution or dental benefit for retirees with less than ten (10) full years of City retirement service.

c. Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991 and who then elect to retire on or after July 1, 1992, shall be eligible for the City's health insurance contribution and dental benefit as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's health insurance contribution as identified in subsection (a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's health insurance contribution as identified in subsection (a) above.
- (3) Retirees must be at least 55 years of age. Effective December 12, 2000, retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection (b) above.

d. Industrial Disabled or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City-paid health insurance contribution and dental benefit for retirees regardless of years of service.

e. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

f. Medicare Supplement

In order to maintain eligibility for the City-paid retiree health insurance contribution, each eligible retiree shall enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

g. Limitation Clause

No employee or retiree shall have any rights provided by this Section 2.4 after June 24, 2005.

2.5 SECTION 401(A) MONEY PURCHASE PLAN

Effective January 3, 1998, the City shall establish an IRS Section 401(a) Plan, which shall be available as follows:

- a. For exempt management employees, the City will contribute four percent (4%) of salary to the 401(a) Plan and the employee shall contribute five percent (5%) of salary to the Plan. An employee may also contribute up to ten percent (10%) of additional after-tax dollars into the Plan. The vesting period for the City contribution shall be five (5) years with credit for prior continuous service. Effective January 1, 2004, the City amended this plan to eliminate the five (5) year vesting period.

- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment and such election shall be final. If the election is to enter the Plan the effective date is retroactive back to the date of employment or January 3, 1998, whichever is later.

2.6 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. Effective June 30, 2001, the City will amend its contract with the Public Employees Retirement System (PERS) for miscellaneous employees to provide for the following plan for all miscellaneous employees:

- Modified 2% at age 55
- One-year highest compensation
- 2% COLA
- 25% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

- b. Effective as soon as practicable, the City will amend its contract with the Public Employees Retirement System (PERS) for fire safety employees to provide for the following plan for fire safety management employees:

Tier I (PERS only)

- Modified 3% at age 55
- One-year highest compensation
- 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

- c. Effective as soon as practicable, the City will amend its contract with the Public Employees Retirement System (PERS) for police safety employees to provide for the following plan for police safety management employees:

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- Modified 3% at age 50
- One-year highest compensation
- 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit

2.7 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees do not accrue benefits.

2.8 POOL SAFETY CLASSIFICATIONS

Effective June 30, 2001, employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

- a. Certification Fee Reimbursements. Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to \$200 for completing their certification course work.
- b. Recruitment Incentive. Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of \$200.
- c. Retention Incentive. Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of \$400.

2.9 POLICE BACKGROUND ASSISTANT

Retention Incentive. For the classification of Police Background Assistant, a retention program is authorized. The program provides an incentive payment of up to \$1440 per calendar year as needed to attract and retain employees in this classification. The payment shall be made in to equal parts, after 450 hours and then after 900 hours of paid time actually worked during a calendar year.

2.10 LONGEVITY PAY

- a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.
- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.
- (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
- (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
- (6) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro rata basis.

- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when he/she shall receive, in the month of July first following his/her return, the pro rata portion of longevity pay from the date of return.
- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.
- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

ARTICLE 3
LEAVES

3.1 VACATION

- a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

- b. Vacation allowance administration shall be in accordance with the rules and regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances.

3.2 HOLIDAYS

a. Holiday Hours for Fire Management

- (1) Fire Battalion Chiefs and Fire Assistant Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.
- (2) Fire Assistant Chiefs not assigned to fire suppression duty shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

b. Holiday Hours for Police Captains and Police Lieutenants

Police Captains and Police Lieutenants regularly scheduled to work on a recognized holiday shall receive holiday credit for the hours worked on the holiday. Holiday credit accumulations shall be limited to a maximum carry-over of forty (40) hours from the preceding calendar year. Effective the pay period which includes January 8 of each year, earned holiday hours in excess of forty (40) shall be paid to the employee in cash at the employee's regular rate of pay for that pay period, unless an exception is authorized by the City Manager under appropriate circumstances.

c. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez' Birthday	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

d. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

<u>Number of Recognized Holidays in the Workweek</u>	<u>Minimum Number of Paid Hours in the Workweek</u>	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

e. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

f. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

g. Accrual of Leaves Over 24 Pay Periods

The accrual of leaves shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month. Leave accrual rates for each pay period in which accrual occurs shall be as specified in Section 3.2(i)(1), 3.4(a), and 3.11(a) and (b) below.

h. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

i. Floating Holidays

(1) Accrual

(a) In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of two (2) floating holidays per fiscal year on an accrual basis as follows:

(i) Each full-time career or management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. The employee shall accrue floating holiday credit for each pay period for which the employee is paid one or more hours of salary.

(ii) A part-time career or management employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = forty (40) minutes accrual; 40-63.9 hours paid = twenty (20) minutes accrual; less than 40 hours paid = 0 minutes accrual.

(b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

(a) The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.

(b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

- (c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

3.3 MANAGEMENT LEAVE TIME

- a. Management employees exempt from the provisions of the Fair Labor Standards Act shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.
- b. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro rata share of forty (40) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.
- c. Management leave time shall not accumulate from fiscal year to fiscal year. If an employee is unable to use all of his or her management leave time by the end of the pay period which is paid on the first paycheck in July, the employee shall be paid for the unused portion of such leave time at the regular rate of pay on that first paycheck.
- d. Upon separation from City service for any reason an employee shall be paid for all credited and unused management leave time at the employee's base hourly rate as of the date of separation.

3.4 SICK LEAVE

- a. A full-time employee shall accumulate sick leave credits at the rate of one day per month (4 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro rata basis.
- b. An employee in active service of the City, eligible to accumulate sick leave credits, shall in January each year receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation.

- c. Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Department of Administrative Services, Payroll Section, in writing of such election no later than January 1 of each year.
- d. Upon termination of any employee eligible to accumulate sick leave credits for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of two (2) year's service, shall be eligible for payment of any portion of accumulated sick leave credits.
- e. Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.
- f. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.
- g. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

3.5 PARENTAL LEAVE

- a. The current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the following provisions:
 - (1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.

- (2) To be eligible for the paid leave an employee hired on or before June 23, 1995 must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.
- (3) The use of parental leave must be initiated within four (4) months of childbirth or adoption.
- (4) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.
- (5) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former department and in the classification last held.
- (6) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
- (7) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.

3.6 INJURY-ON-DUTY

- a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.
- b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.

- c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

3.7 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.
- b. If a swing shift or graveyard shift employee has served in excess of one-half the scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so he/she will be excused from the shift. If the employee is in court or on jury duty less than one half the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, he/she will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

3.8 DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs and Fire Assistant Chiefs not assigned to fire suppression duty.

3.9 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from another benefit-qualified employee, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire suppression (56 hours) schedule and the non-Fire suppression (40) hours schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. A donor terminating for any reason shall be paid for pledged but unused leave time.
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.
- g. To be eligible to use donations, an employee must:
 - (1) Be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury that is estimated to last for at least thirty (30) calendar days;
 - (2) have exhausted all usable balances, including sick leave;
 - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
 - (1) All leave balances, including both donated and accrued leave, are exhausted;
 - (2) The employee returns to work at his/her normal work schedule; or

- (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.
- l. The City shall promulgate a policy and procedure to implement and administer catastrophic leave.

3.10 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION

Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:

- a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.
- b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.

3.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 3.2, each non-exempt confidential/administrative employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid one or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour accrual; 40-63.9 hours paid - 30 minutes accrual; less than 40 hours paid = 0 minutes accrual.

b. Exempt Accrual

In addition to the floating holidays specified above, each exempt confidential/administrative employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour and 20 minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid one or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour and twenty minutes accrual; 40-63.9 hours paid - forty minutes accrual; less than 40 hours paid = 0 minutes accrual.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

Personal time off shall be administered in the same manner as specified above for floating holidays, except the eight (8) hour maximum carry-over shall apply to both floating holidays and personal time off in the aggregate.

3.12 EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the pay adjustment eligibility during a rating period. Such leaves in excess of ten (10) consecutive working days, may affect eligibility during a rating period at the discretion of the Appointing Authority.

ARTICLE 4
REIMBURSEMENTS AND ALLOWANCES

4.1 REIMBURSEMENTS AND EXPENSES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) The City Manager may offer up to \$500 per month as reimbursement for the use of privately-owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business for management employees.
- (2) The City Manager shall receive \$500 monthly vehicle allowance and City-provided parking.
- (3) Exempt confidential/administrative employees are eligible for City-provided parking. With the authorization of the City Manager, other employees may receive up to \$100 per month with or without City-provided parking.

- (4) Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.
- (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time career civil service, exempt management, and exempt confidential/administrative employees who utilize SRTD for home-to-work transportation are eligible to receive an 80% City-paid SRTD monthly non-zone sticker pass. Part-time career civil service and exempt employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month.

(2) Other Public Transportation

Eligible full-time employees, as described above, who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting are eligible for monthly transit pass reimbursement up to 80% of the cost. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement.

(3) Transportation Allowance for Employees Assigned Downtown

Eligible full-time confidential/administrative employees, as described above who work in the downtown area, shall receive a \$45.00 per month transportation allowance. Part-time career confidential/administrative employees who work in the downtown area shall receive \$25.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

(4) Transportation Allowance for Employees Not Assigned Downtown

Effective September 1, 2000, eligible full-time confidential/administrative employees, as described above, who work outside of the downtown area shall receive \$15.00 per month transportation allowance. New employees hired after August 29, 2000 shall not be eligible for the allowance.

c. Expense and Subsistence Allowance

The sum of \$400 per month is established as a City expense reimbursement allowance for the City Manager for which no vouchers need be furnished. The sum of \$350 per month is established as a City expense reimbursement allowance for the City Attorney and the City Treasurer for which no vouchers need be furnished. The sum of \$100 per month is established as a City expense reimbursement allowance for the City Clerk for which no vouchers need be furnished.

4.2 SAFETY UNIFORM ALLOWANCE

- a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Police Department Unit.
- b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.
- c. The emergency communications managers, and the manager of the Police Department Records Division shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to dispatchers in the Police Department Unit.

4.3 TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$750.00 per calendar year, pursuant to the City's existing policy for such education reimbursement.

4.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed city employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after the paying department has produced documentation showing payment was made by the employee receiving the reimbursement.

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4.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This action shall not apply to driver licenses.

4.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education (CEU) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

4.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient, and if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process and authorize the bilingual pay.
- b. Bilingual pay shall be paid at the rate of \$20 bi-weekly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

4.8 TECHNOLOGY ALLOWANCE

- a. Effective August 9, 2003, or as soon as practicable thereafter, Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to \$50. At the discretion of the Appointing Authority or, as delegated by the City Manager to a department head, a technology allowance may be approved for an exempt management employee in lieu of using a City-provided cellular telephone. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.
- b. Upon approval of the monthly technology allowance, the employee shall obtain, at his or her own expense and as a private individual, a personal cellular telephone and monthly cellular service contract that may be used to conduct City-related business. The employee shall publish and/or provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.
- c. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

ARTICLE 5
HOURS OF EMPLOYMENT AND OVERTIME

5.1 HOURS OF EMPLOYMENT

- a. The work period for employees shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.
- b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions.
- c. The workweek for part-time employees shall be determined by the Appointing Authority.

5.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's Voluntary Work Furlough/Reduced Workweek Program shall be applicable to unrepresented full-time career employees on the same terms as apply to represented employees. The optional benefit plan of eligible employees shall not be reduced or pro-rated by participation in such work reductions.

5.3 OVERTIME FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

- a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. The Appointing Authority may, with prior agreement of a confidential/administrative employee, establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek. In such a schedule, the overtime rate after eight (8) hours per day as set forth above shall not apply.
- c. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.
- d. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- e. The use of accrued CTO shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

- f. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

5.4 OVERTIME FOR NON-CAREER EMPLOYEES

- a. Non-career employees who are required to work in excess of forty (40) hours per week shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek.

ARTICLE 6 MISCELLANEOUS

6.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Exempt employees shall not engage in any other employment, work, profession, business or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.
- b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.
- c. An exempt employee shall not work:
 - (1) In any employment which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
 - (2) In any employment requiring an affiliation, membership or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
 - (3) In any employment for any other municipality or political subdivision of the state or federal government (except by express permission of the City Manager).
 - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.

- e. The department head will notify each exempt employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.
- f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.
- g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

6.2 APPOINTMENTS

a. Non-Career Appointment to a Career Classification

A non-career employee appointed to a career classification may be released from his or her position at the discretion of the Appointing Authority at any time without right of appeal. Such release shall be confirmed in writing.

b. Exempt Appointments

Nothing in this Resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions that are exempt from the classified service. Exempt employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

c. Limited-Term Appointments

The City may, due to extraordinary circumstances, extend a twelve-month limited-term appointment to an additional twelve (12) months provided the City complies with the following:

- (1) The employee is not laid off after the expiration of the initial twelve-month appointment; and
- (2) The employee continues to be benefit-qualified for the duration of the extended appointment.

6.3 CITY VEHICLE RETENTION

The City Manager may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

6.4 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, giving written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:
 - (1) Lump sum payment by the employee;
 - (2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;
 - (3) A repayment schedule through payroll deduction; and/or
 - (4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

6.5 MODIFIED/ALTERNATIVE DUTY POLICY

A Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

6.6 TELECOMMUTING PROGRAM

Confidential/administrative employees may participate, at the discretion of the Appointing Authority, in the City's Telecommuting Program.

6.7 DISCOUNTED PARKING RATES

Effective July 1, 2000, discounted parking will be available to confidential/ administrative employees, on a first-come, first-serve basis, for parking spaces on the fifth and sixth floors of Lot "I" at a cost of seventy percent (70%) of the regular monthly Lot "I" rate. This provision shall remain in effect until further notice by the City.

6.8 LETTER OF REPRIMAND

- a. A letter of reprimand issued to a civil service employee on or after June 24, 1995, shall not be appealable to the Civil Service Board, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Director of Labor Relations. The Director or designee will schedule a private meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision will be rendered by the Director or designee within seven (7) calendar days of the meeting.
- b. Such letter will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.

6.9 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four (4) hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

6.10 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.

(4.1)



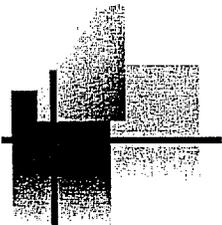
Power Point Presentation for Fringe Benefit
Changes for Unrepresented Employees

City of Sacramento City Council Meeting

FRINGE BENEFIT CHANGES FOR UNREPRESENTED EMPLOYEES February 22, 2005

RESOLUTION NO. 2005-105

FEB 22 2005



Council Agenda Item 4.1

Amends certain provisions of the Personnel Resolution covering Unrepresented Officers and Employees

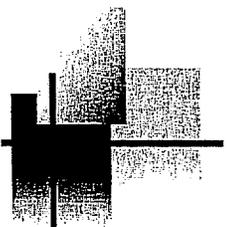
- **Fringe Pay Proposals**
- **Cash-back Proposals**
- **Domestic partnerships Requirements**

2/22/2005

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RESOLUTION NO. 2005-105

FEB 22 2005



Medical Insurance Workshop

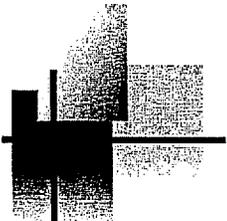
- Premium Cost (Family) in 1996: \$5,165
- Premium Cost (Family) in 2005: \$9,987

- In 2003, the total premiums equaled \$24.2M
 - City paid \$19.5M (Fringe Pay)
 - Enrollees paid \$4.7M (Out-of-pocket cost)

- By 2013, conservative projections estimate premium cost could reach \$68.6M (Actions will be taken to prevent such increases)

2/22/2005

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Guiding Principles

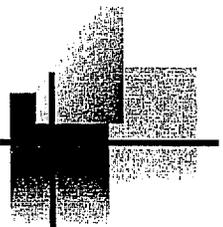
- **Take steps to ensure comprehensive health insurance coverage at rates active employees can afford**
- **Develop solutions to maintain benefit levels and affordability of retiree coverage**
- **Provide coverage to employees and help cover employees' dependents**
- **Spend health benefit dollars on healthcare insurance**

2/22/2005

RESOLUTION NO. 2005-105

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Fringe Pay Proposals

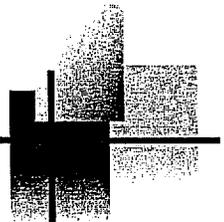
- For employees covered by the Personnel Resolution, reduce fringe pay by \$50 for those who waive health insurance and \$25 for those who enroll as employee only.
- Increase fringe pay to \$600 for employees who enroll with one dependent and to \$790 for employees who enroll two or more dependents.

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RESOLUTION NO. 2005-105

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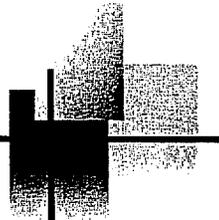
Fringe Pay Proposals

	<u>EE</u>	<u>EE+1</u>	<u>EE+2</u>
▪ Charter Officers	\$595	\$600	\$790
▪ Management	\$540	\$600	\$790
▪ Confidential	\$510	\$600	\$790

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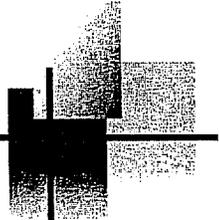
Cash-Back Proposals

	<u>2004</u>	<u>2005</u>
▪ Charter Officers	\$620	\$570
▪ Management	\$550	\$500
▪ Confidential	\$535	\$485

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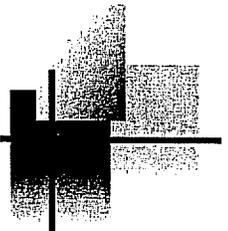
Domestic Partners under AB 205

- **Effective January 1, 2005, the bill affords domestic partners same rights, entitlements and obligations of a spouse.**
- **Personnel Resolution Amendments:**
 - **Allows children of a domestic partner to enroll in City insurance plans.**
 - **Treats premium costs consistent with Federal and State tax laws.**

2/22/2005

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Staff Recommendation

- **Approve the City Manager's February 15, 2005 Report that recommends:**
 - **Adjustments to the City's Health and Welfare contributions (fringe pay);**
 - **Adjustments to Cash-Back limits;**
 - **Revisions to the health and welfare eligibility rules regarding domestic partners; and**
 - **Amendments to the Personnel Resolution Covering Unrepresented Officers and Employees.**

2/22/2005

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RESOLUTION NO. 2005-105
FEB 22 2005