



REPORT TO COUNCIL **55**

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent
June 26, 2007

Honorable Mayor and
Members of the City Council

Title: Personnel Resolution Covering Unrepresented Officers and Employees

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) approving the amended Personnel Resolution covering general administrative provisions, hours of work, and other terms and conditions of employment for unrepresented officers and employees; and 2) adopting the amended 2007-08 Salary Schedules for unrepresented exempt management and confidential/administrative employees.

Contact: Geri Hamby, Director of Human Resources, 808-7173; Tosha Cherry, Program Specialist, Human Resources, 808-5498

Presenter: N/A

Department: Human Resources

Division: HR Administration

Organization No: 1511

Description/Analysis

Issue: This City Manager's report recommends the adoption of the Personnel Resolution Covering Unrepresented Officers and Employees and the adoption of the 2007-08 salary schedules for unrepresented classifications, including exempt management and confidential/administrative employees.

The proposed 2007-08 unrepresented salary schedules are based on the findings of the 2007 market salary survey of employers that are comparable to the City of Sacramento. Each year, the Department of Human Resources conducts a market survey of salaries of classifications that are comparable to classifications in the City. This ensures that the City's unrepresented exempt management and confidential/administrative classifications remain competitive in the marketplace. The survey findings are used to establish new salary ranges for unrepresented classifications and are contained in the proposed salary schedules attached to this report.

The major items are summarized below:

1. Exhibit "A" contains a record of text changes to the City's Personnel Resolution Covering Unrepresented Officers and Employees, effective June 23, 2007. The specific changes to the Personnel Resolution are presented in two versions. The first version, Exhibit "A" beginning at page 8 depicts the changes that were made to the existing text of the Personnel Resolution. The second version, Exhibit "A1" beginning at page 45 depicts those changes as the amended text would appear in the Personnel Resolution, subject to City Council adoption.
2. Exhibit "B" contains revised salary schedules for unrepresented positions classified as exempt management, confidential/administrative, and non-career. Following Council's approval, unrepresented salary schedules will be effective retroactive to June 23, 2007, which is the beginning of the pay period. As proposed, the revised unrepresented schedules implement findings contained in the 2007 market salary survey of employers comparable to the City of Sacramento. The recommended ranges are consistent with the City's Strategic Compensation Plan, implemented by the City Council in 2002. The revised salary schedules do not result in an automatic adjustment to an individual employee's pay. The FY2007-08 budget contains a 5% allocation of labor costs for Merit Based Pay. No adjustment is made unless the employee's current salary falls below the minimum of the new salary range. Individual unrepresented employee pay adjustments are accomplished pursuant to Merit Based Pay principles and the City's Salary Administration Policy.

Policy Considerations: This report, and the proposals contained herein, promotes the City Council's intent as stated in our Strategic Plan. Specifically, the guiding principles include a commitment to attract, retain, and develop a highly qualified and diverse workforce.

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.

Commission/Committee Action: The proposed salary schedules for unrepresented classifications, prepared using the findings of the 2007 market salary survey of comparable employers, are consistent with City Council direction as adopted in the City's Strategic Compensation Plan. The Plan was forwarded to City Council through the Personnel and Public Employee (P&PE) committee.

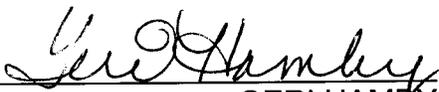
Rationale for Recommendation: Not Applicable.

Financial Considerations: The FY2007-08 budget includes the costs of the adoption of the proposed revisions to the Personnel Resolution (Exhibit "A").

Adoption of the proposed unrepresented salary schedules (Exhibit "B") will result in a minor fiscal impact created by adjusting individual salaries to the new minimum salary range. The FY2007-08 budget contains sufficient funding to cover this cost.

Emerging Small Business Development (ESBD): Not Applicable.

Respectfully Submitted by: 
TOSHA CHERRY
Program Specialist

Approved by: 
GERI HAMBY
Director of Human Resources

Recommendation Approved:

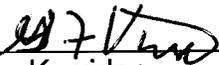
for 
Ray Kerridge
City Manager

Table of Contents:

Report	pg. 1
Attachments	
1 Background	pg. 4
2 Resolution	pg. 7
3. Exhibit A - Unrepresented Resolution with Tracked Changes	pg. 8
4. Exhibit A1 – Unrepresented Resolution	pg. 45
5. Exhibit B – 2007-08 Unrepresented Salary Schedule	pg. 82

Attachment 1 Background

In 2001, the City Council adopted a market-based compensation philosophy which was recommended by the Blue Ribbon Panel. In November 2002, the Administrative Policy Instruction 35 – Salary Administration Policy was implemented. This policy established policy and procedures for salary administration for exempt management, unrepresented confidential/administrative employees and unrepresented non-career employees. Based on survey data obtained, the City adopts competitive salary ranges with sufficient flexibility to address recruitment or retention issues. The Performance Appraisal System was approved in 2003 and was linked to Merit Based Pay in 2005.

This report recommends that the City Council approve the following recommendations for employees holding classifications covered by the Personnel Resolution Covering Unrepresented Officers and Employees:

1. Unrepresented Salary Schedules:

Pursuant to the findings of the 2007 market salary survey, the salary ranges of unrepresented classifications are adjusted as reflected in Exhibit "B." Consistent with the City's Salary Administration Policy, if current salaries of individual employees fall below the new salary range minimum, their salaries will be adjusted to equal the minimum. It is recommended that the revised salary schedules become effective retroactive to June 23, 2007.

2. Personnel Resolution:

This report also recommends the following amendments to the Personnel Resolution, Exhibit "A". Unless otherwise noted, all recommended changes will become effective retroactive to June 23, 2007, if adopted by City Council:

- a. Reorganized Articles of Resolution: Various articles and sections of the resolution have been reorganized to their appropriate sections in order to improve the flow and ease of use of the document. To make it easier to read the track change version of Exhibit A, modified sections are shaded.
- b. Effective Date References: Various sections have been modified to eliminate effective date references that are no longer accurate.
- c. Grammatical Corrections: Minor grammatical corrections have been made throughout the document.
- d. City Health and Welfare Contribution:
(1) Effective January 1, 2008, City Health and Welfare contributions specified in Section 3.1 c. (5) (a), (b) and (c) have been modified as follows:

- a. A \$50 monthly increase for an employee enrolled with one dependent.
 - b. A \$40 monthly increase for an employee enrolled with two or more dependents.
 - (2) These changes are in line with the negotiated agreements with represented units that have been previously approved.
 - (3) Language regarding employees who waive enrollment in City-sponsored group health insurance in Section 3.1 c. (5) (a), (b) and (c) has been moved to Section 3.1 (d) entitled "Cash Back Limits."
 - (4) This section has been revised to include the City's Health and Welfare contribution of \$100 per month to Sacramento City Employees Retirement System (SCERS) members in lieu of the contribution the City pays for Public Employees Retirement System (PERS) members - a contribution previously approved by Council, but omitted in the Unrepresented Resolution.
- e. Cash Back Limits: Section 3.1 (d) has been modified to reduce cash back limits by \$75 monthly. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- f. Retiree Health Benefits:
- (1) Section 4.1 (a) has been modified to reflect a \$25 monthly increase for a single retiree to \$300 and a \$40 monthly increase for a retiree with dependents to \$365.
 - (2) This revision extends the retiree benefits provisions of Section 4.1 (g) to June 23, 2008.
 - (3) These changes are in line with the negotiated agreements with represented units that have been previously approved.
- g. Police Background Assistant: The Retention Incentive Payment of up to \$1440 per calendar year in Section 6.4 has been incorporated into the hourly wage for Police Background Assistant.
- h. Sick Leave: Section 7.4(b) has been modified to include language regarding SCERS members' ability to receive payment of accumulated sick leave credits of thirty-three and one-third percent (33-1/3%) upon retirement.
- i. Parental Leave: Section 7.5 (a) (2) has been modified to clarify that eligible employees must have completed 6,240 hours and three (3) years of service.
- j. Personal Leave:
Language has been added to this section to clarify that Personal leave shall not cause overtime, nor shall it accumulate from year to year. With the exception that if an employee is unable to use all personal leave by the end of the fiscal year, the Department may approve carry-over to the next year based on operational need. These changes are in line with the negotiated agreements with represented

units that have been previously approved.

- k. Transportation and Parking Allowances: Section 8.1 has been modified as follows:
- (1) Section 8.1 (a) (4) has been modified to clarify that exempt confidential/administrative employees may be offered City-provided parking.
 - (2) Section 8.1 (b) (1) and (2) have been modified to clarify that exempt management and exempt confidential/administrative employees are eligible to receive a transportation reimbursement for utilization of public transportation or City-paid parking.
 - (3) Effective July 2007, Section 8.1 (b) (3) has been modified to reflect a \$10 monthly increase for eligible full-time and part-time career confidential/administrative employees who work in the downtown area to \$70 and \$50 respectively.
 - (4) Language has been added to Section 8.1 (c) to clarify that the employee discounted parking rate is thirty percent (30%) off the full monthly rate.

RESOLUTION NO.

Adopted by the Sacramento City Council

APPROVING THE PERSONNEL RESOLUTION COVERING UNREPRESENTED OFFICERS AND EMPLOYEES AND THE UNREPRESENTED SALARY SCHEDULES

BACKGROUND

- A. The Personnel Resolution Covering Unrepresented Officers and Employees sets forth general administrative provisions, hours of work and other terms and conditions affecting unrepresented classifications. Specific provisions of the Personnel Resolution address health and welfare contributions for unrepresented employees.
- B. The Personnel Resolution attached as Exhibit "A" has been modified to update unrepresented employee benefits. The FY2007-08 budget includes the costs of these changes.
- C. Pursuant to previous Council policy, the City conducted a 2007 annual market salary survey of unrepresented classifications. The annual salary survey ensures that salaries for unrepresented classifications remain competitive with salaries paid to comparable classifications in the marketplace.
- D. The unrepresented salary schedules attached as Exhibit "B" have been updated to reflect the results of the 2007 market salary survey and the FY2007-08 budget includes the costs of these changes.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. City Manager's report dated June 26, 2007, is approved in full.
- Section 2. The Personnel Resolution Covering Unrepresented Officers and Employees attached as Exhibit "A" is adopted effective June 23, 2007, and will supersede the provisions of Resolution No. 2006-451.
- Section 3. The Unrepresented Salary Schedules attached as Exhibit "B" is adopted effective June 23, 2007, and will supersede the provisions of Resolution No. 2006-451.
- Section 4. The City Manager is authorized to make minor changes or adjustments to Exhibits in order to correct omissions and errors.

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EXHIBIT "A"

PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES

June 23, 2007

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**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.

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1.2 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.

1.3 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.

1.4 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

For partial day absences covered by the Family and Medical Leave Act (FMLA), a salaried employee shall be charged leave for each whole hour of absence, or if there is no accrued, useable leave, that employee's pay shall be reduced in an amount equal to the employee's hourly rate of pay for each whole hour of the absence.

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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 Human Resources Director.

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1.6 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 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.

1.7 APPLICABILITY

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

**ARTICLE 2
HOURS OF EMPLOYMENT AND OVERTIME**

2.1 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.

2.2 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 prorated by participation in such work reductions.

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2.3 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.

2.4 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.

2.5 MODIFIED/ALTERNATIVE DUTY POLICY

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

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2.6 TELEWORK PROGRAM

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

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2.7 EMERGENCY RESPONSE BY FIRE MANAGEMENT

When a Fire Assistant Chief or a Fire Battalion Chief is required to respond to mutual aid, an emergency or disaster, a planned event, or a strike team, on a 24-hour basis, the employee shall receive straight time compensation for the duration of the call-up.

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2.8 BATTALION CHIEF

When a Battalion Chief is authorized to work an uncovered shift for another Battalion Chief, he/she shall be paid at his/her regular hourly rate for all hours worked on the additional shift.

**ARTICLE 3
HEALTH AND WELFARE**

3.1 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 Officer	\$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 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.

(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.

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(b) For Fire safety management employees, the City 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 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. 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) The City will contribute \$100 monthly as an add-on to the City's health and welfare contribution for Sacramento City Employees Retirement System (SCERS) members in lieu of the contribution the City pays for

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PERS members

(5) Amount of Contribution

(a) For full-time confidential/administrative employees, the City shall contribute \$490 for a single employee enrolled in City-sponsored group health insurance; ~~\$680~~ for an employee enrolled with one (1) dependent; and ~~\$880~~ for an employee enrolled with two (2) or more dependents. Effective January 1, ~~2008~~, for full-time confidential/administrative employees, the City shall contribute \$490 for a single employee enrolled in City-sponsored group health insurance; ~~\$730~~ for an employee enrolled with one (1) dependent; and ~~\$920~~ for an employee enrolled with two (2) or more dependents.

(b) For exempt management employees, the City shall contribute \$520 for a single employee enrolled in City-sponsored group health insurance; ~~\$680~~ for an employee enrolled with one (1) dependent; and ~~\$880~~ for an employee enrolled with two (2) or more dependents. Effective January 1, ~~2008~~, for full-time exempt management employees, the City shall contribute \$520 for a single employee enrolled in City-sponsored group health insurance; ~~\$730~~ for an employee enrolled with one (1) dependent; and ~~\$920~~ for an employee enrolled with two (2) or more dependents.

(c) For Charter Officers, the City shall contribute \$575 for a single employee enrolled in City-sponsored group health insurance; ~~\$680~~ for an employee enrolled with one (1) dependent; and ~~\$880~~ for an employee enrolled with two (2) or more dependents. Effective January 1, ~~2008~~, for Charter Officers, the City shall contribute \$575 for a single employee enrolled in City-sponsored group health insurance; ~~\$730~~ for an employee enrolled with one (1) dependent; and ~~\$920~~ for an employee enrolled with two (2) or more dependents.

(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.

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(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. Effective January 1, 2008, the City shall contribute \$730 for an employee enrolled with one (1) dependent; and \$920 for an employee enrolled with two (2) or more dependents.

(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

(1) The cash-back of City dollars from the IRS Section 125 Plan for employees who waive enrollment in City-sponsored group health plans shall be limited to career and exempt employees as follows:

(a) For confidential/administrative employees, up to \$325 per month Effective January 1, 2008, for confidential/administrative employees, up to \$250 per month. Part-time employees shall be prorated.

(b) For management employees, up to \$355 per month. Effective January 1, 2008, for management employees, up to \$280 per month.

(c) For Charter Officers, up to \$410 per month. Effective January 1, 2008, for Charter Officers, up to \$335 per month.

(2) Employees hired on or after October 1, 2005, the maximum cash-back shall be \$200 per month.

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

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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.

3.2 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).

3.3 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.

3.4 SECTION 401(A) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plan is available as follows:

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- 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.
- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment or during open enrollment and such election shall be final.

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3.5 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.

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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 following July shall be made on a prorata 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 prorata 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 prorata 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 following July had employment continued, shall be forfeited, and there shall be no prorata 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.

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**ARTICLE 4
RETIREMENT**

4.1 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

The City retiree health insurance contribution will be \$275 per month for the

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retiree and ~~\$325~~ for retiree with dependent(s). Effective January 1, 2008, the City retiree health insurance contribution will be \$300 per month for the retiree and ~~\$365~~ for retiree with dependent(s).

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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 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

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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 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 and dependent must 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 ~~4.1~~ after June ~~23, 2008~~.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. The City's contract with the Public Employees Retirement System (PERS) for miscellaneous employees provides the following plan for all miscellaneous employees:

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

b. The City's 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 and Tier III

- Modified 3% at age 55
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC
- Sick leave conversion to service credit

c. The City's contract with the Public Employees Retirement System (PERS) for police safety employees provides the following plan for police safety management employees:

Tier I and Tier III

- Modified 3% at age 50
- One-year highest compensation

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- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 50
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

**ARTICLE 5
CHARTER OFFICERS**

5.1 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.

5.2 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, City Treasurer and City Clerk for which no vouchers need be furnished.

**ARTICLE 6
NON-CAREER EMPLOYEES**

6.1 NON-CAREER BENEFITS

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

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

- Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution

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amount as provided for the classification of Firefighter.

- b. Employees in the classification of Police Cadet and Police Recruit shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer.
- c. 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.
- d. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.

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6.3 POOL SAFETY CLASSIFICATIONS

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.

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6.4 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 equal parts, after 450 hours and then after 900 hours of paid time actually worked during a calendar year. ¶

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ARTICLE 7 LEAVES

7.1 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	to 5 years
15 days	to 15 years
20 days	16 or more years

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- 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.

7.2 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

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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:

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(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.

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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 7.2(i)(1), 7.4(a), and 7.11(a) and (b) below.

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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:

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(i) Each full-time management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. Each full-time confidential/administrative employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. The employee

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shall accrue floating holiday credit for each pay period for which the employee is paid twenty (20) 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.

7.3 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

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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.

7.4 SICK LEAVE

- a. Accrual

- (1) 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.

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- (2) An employee in active service of the City, eligible to accumulate sick leave credits, shall in January of 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.

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

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b. Sick Leave Cash Out

Upon termination of any employee eligible to accumulate sick leave credits, with more than twenty (20) years of City service, for reasons of retirement, resignation, layoff, 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 sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death, or to apply the sick leave balance to service credit pursuant to the PERS contract with the City. Employees hired on or after January 1, 2005 shall not be eligible for payment of any portion of accumulated sick leave credits.

~~Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive payment of thirty-three and one-third percent (33-1/3%).~~

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c. Reinstatement of Sick Leave After Return From Layoff

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.

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d. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

e. 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.

7.5 PARENTAL LEAVE

a. The parental leave policy for both male and female employees is as follows:

- (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

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eligible for the four (4) weeks of City-paid parental leave.

- (2) To be eligible for the paid leave an employee must have completed at least 6,240 hours and three (3) years 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.
- (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.

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7.6 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.

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- 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, 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.

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7.7 COURT LEAVE

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- 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 non-work-related 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.
- 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.

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- 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.

7.8 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.

7.9 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.
- 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;

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- (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.

7.10 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.

7.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 7.2 (i) (1), each non-exempt confidential/administrative employee shall receive the equivalent of

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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 twenty (20) 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 (1) hour accrual; 40-63.9 hours paid = ~~thirty (30) minutes~~ accrual; less than 40 hours paid = 0 minutes accrual.

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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 (1) hour and ~~twenty (20) minutes~~ per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) 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 (1) hour and twenty (20) minutes accrual; 40-63.9 hours paid = ~~forty (40) minutes~~ accrual; less than 40 hours paid = 0 minutes accrual.

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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.

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7.12 BEREAVEMENT LEAVE

An employee may receive up to three (3) days of City-paid leave for bereavement based on the death of the employee's spouse, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

7.13 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining eligibility from the last date of FMLA leave, if applicable.
- b. To apply for a leave the employee must complete the City leave request form available from Human Resources or the department support staff. The employee must provide medical verification of the need and the duration or intermittent schedule which is anticipated, to allow for coverage.
- c. The duration of FMLA leave cannot exceed twelve weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of accrued leave at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from Human Resources.

7.14 PERSONAL LEAVE

- a. Full-time career employees who have completed ten (10) full years of service shall be credited with twenty-four (24) hours of personal leave in January of each applicable year. Part-time career employees shall be credited with a prorated amount of time based on their regular schedule.
- b. Personal leave shall be posted each year until the employee has reached fifteen (15) years of service and vacation accrual of one hundred sixty (160) hours after which time it shall no longer be posted.
- c. Use of the personal leave shall not cause overtime.
- d. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the

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next year. In all other cases, the time shall be forfeited.

**ARTICLE 8
REIMBURSEMENTS AND ALLOWANCES**

8.1 TRANSPORTATION AND PARKING ALLOWANCES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) The City Manager may offer up to \$400 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 \$400 monthly vehicle allowance and City-provided parking.
- (3) Department Directors shall receive \$400 monthly vehicle allowance and City-provided parking.
- (4) Exempt management and 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.
- (5) 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.
- (6) 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.

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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 eighty percent (80%) City-paid SRTD monthly non-zone sticker pass. Part-time career civil

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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.

Exempt management and exempt confidential/administrative employees are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking.

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(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 eighty percent (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. The amount of monthly reimbursement shall not exceed \$120.00.

Exempt management and exempt confidential/administrative employees who regularly utilize other public transportation regulated by the Public Utilities Commission are eligible to receive reimbursement of up to eighty percent (80%) of the cost in lieu of City-paid parking up to a maximum of \$120.00.

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(3) Transportation Allowance for Employees Assigned Downtown

Effective July 2007, eligible full-time confidential/administrative employees, as described above, who work in the downtown area, shall receive a \$70.00 per month transportation allowance. Part-time career confidential/ administrative employees who work in the downtown area shall receive \$50.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

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(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.

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c. Discounted Parking Rates

Discounted parking will be available to confidential/administrative employees, on a first-come, first-serve basis, for parking spaces Memorial Parking Lot at a cost of seventy percent (70%) of the regular at Memorial Parking Lot monthly rate. ~~This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.~~ This provision shall remain in effect until further notice by the City.

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d. 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.

8.2 POLICE AND FIRE 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. Civilian managers of the Police Department shall receive a uniform allowance equal to the highest uniform allowance granted to the represented employees whom they manage.

8.3 TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$1500.00 per calendar year, pursuant to the City's existing policy for such education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources.

8.4 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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8.5 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.

8.6 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.

8.7 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 twenty dollars (\$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.

8.8 TECHNOLOGY ALLOWANCE

- a. Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to one hundred dollars (\$100). 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.

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e. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

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8.9 NOTARY PAY

An employee who is required to maintain, or who obtains for City benefit a notary registration shall receive a biweekly certification pay of fifteen dollars (\$15).

ARTICLE 9 MISCELLANEOUS

9.1 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.

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- 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.

9.2 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, and give written notice to the employee.

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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 (2) 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

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the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

9.3 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.

9.4 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.

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EXHIBIT "A1"

**PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES**

June 23, 2007

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 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.

1.3 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.

1.4 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

For partial day absences covered by the Family and Medical Leave Act (FMLA), a salaried employee shall be charged leave for each whole hour of absence, or if there is no accrued, useable leave, that employee's pay shall be reduced in an amount equal to the employee's hourly rate of pay for each whole hour of the absence.

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 Human Resources Director.

1.6 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 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.

1.7 APPLICABILITY

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

ARTICLE 2 HOURS OF EMPLOYMENT AND OVERTIME

2.1 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.

2.2 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 prorated by participation in such work reductions.

2.3 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.

2.4 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.

2.5 MODIFIED/ALTERNATIVE DUTY POLICY

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

2.6 TELEWORK PROGRAM

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

2.7 EMERGENCY RESPONSE BY FIRE MANAGEMENT

When a Fire Assistant Chief or a Fire Battalion Chief is required to respond to mutual aid, an emergency or disaster, a planned event, or a strike team, on a 24-hour basis, the employee shall receive straight time compensation for the duration of the call-up.

2.8 BATTALION CHIEF

When a Battalion Chief is authorized to work an uncovered shift for another Battalion Chief, he/she shall be paid at his/her regular hourly rate for all hours worked on the additional shift.

**ARTICLE 3
HEALTH AND WELFARE**

3.1 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 Officer	\$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 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.

(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) For Fire safety management employees, the City 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 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. 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) The City will contribute \$100 monthly as an add-on to the City's health and welfare contribution for Sacramento City Employees Retirement System (SCERS) members in lieu of the contribution the City pays for

PERS members.

(5) Amount of Contribution

(a) For full-time confidential/administrative employees, the City shall contribute \$490 for a single employee enrolled in City-sponsored group health insurance; \$680 for an employee enrolled with one (1) dependent; and \$880 for an employee enrolled with two (2) or more dependents. Effective January 1, 2008, for full-time confidential/administrative employees, the City shall contribute \$490 for a single employee enrolled in City-sponsored group health insurance; \$730 for an employee enrolled with one (1) dependent; and \$920 for an employee enrolled with two (2) or more dependents.

(b) For exempt management employees, the City shall contribute \$520 for a single employee enrolled in City-sponsored group health insurance; \$680 for an employee enrolled with one (1) dependent; and \$880 for an employee enrolled with two (2) or more dependents. Effective January 1, 2008, for full-time exempt management employees, the City shall contribute \$520 for a single employee enrolled in City-sponsored group health insurance; \$730 for an employee enrolled with one (1) dependent; and \$920 for an employee enrolled with two (2) or more dependents.

(c) For Charter Officers, the City shall contribute \$575 for a single employee enrolled in City-sponsored group health insurance; \$680 for an employee enrolled with one (1) dependent; and \$880 for an employee enrolled with two (2) or more dependents. Effective January 1, 2008, for Charter Officers, the City shall contribute \$575 for a single employee enrolled in City-sponsored group health insurance; \$730 for an employee enrolled with one (1) dependent; and \$920 for an employee enrolled with two (2) or more dependents.

(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 City shall contribute \$730 for an employee enrolled with one (1) dependent; and \$920 for an employee enrolled with two (2) or more dependents.
- (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

- (1) The cash-back of City dollars from the IRS Section 125 Plan for employees who waive enrollment in City-sponsored group health plans shall be limited to career and exempt employees as follows:
 - (a) For confidential/administrative employees, up to \$325 per month Effective January 1, 2008, for confidential/administrative employees, up to \$250 per month. Part-time employees shall be prorated.
 - (b) For management employees, up to \$355 per month. Effective January 1, 2008, for management employees, up to \$280 per month.
 - (c) For Charter Officers, up to \$410 per month. Effective January 1, 2008, for Charter Officers, up to \$335 per month.
- (2) Employees hired on or after October 1, 2005, the maximum cash-back shall be \$200 per month.

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.

3.2 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).

3.3 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.

3.4 SECTION 401(A) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plan is 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.
- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment or during open enrollment and such election shall be final.

3.5 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 following July shall be made on a prorata 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 prorata 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 prorata 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 following July had employment continued, shall be forfeited, and there shall be no prorata 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 4
RETIREMENT**

4.1 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

The City retiree health insurance contribution will be \$275 per month for the

retiree and \$325 for retiree with dependent(s). Effective January 1, 2008, the City retiree health insurance contribution will be \$300 per month for the retiree and \$365 for retiree with dependent(s).

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 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 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 and dependent must 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 4.1 after June 23, 2008.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. The City's contract with the Public Employees Retirement System (PERS) for miscellaneous employees provides the following plan for all miscellaneous employees:

- Modified 2% at age 55

- One-year highest compensation
 - Up to 2% COLA
 - 25% survivor continuation
 - 50% industrial disability
 - Military service credit
 - Peace Corps service credit
 - Sick leave conversion to service credit
- b. The City's 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 and Tier III

- Modified 3% at age 55
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC
- Sick leave conversion to service credit

- c. The City's contract with the Public Employees Retirement System (PERS) for police safety employees provides the following plan for police safety management employees:

Tier I and Tier III

- Modified 3% at age 50
- One-year highest compensation
- Up to 2% COLA

- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 50
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

**ARTICLE 5
CHARTER OFFICERS**

5.1 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.

5.2 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, City Treasurer and City Clerk for which no vouchers need be furnished.

**ARTICLE 6
NON-CAREER EMPLOYEES**

6.1 NON-CAREER BENEFITS

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

6.2 CITY HEALTH AND WELFARE CONTRIBUTION

- 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.

- b. Employees in the classification of Police Cadet and Police Recruit shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer.
- c. 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.
- d. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.

6.3 POOL SAFETY CLASSIFICATIONS

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.

ARTICLE 7 LEAVES

7.1 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	to 5 years

15 days
20 days

to 15 years
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.

7.2 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 7.2(i) (1), 7.4(a), and 7.11(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 management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. Each full-time confidential/administrative 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 twenty (20) 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.

7.3 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 prorata 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.

7.4 SICK LEAVE

a. Accrual

- (1) 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 prorata basis.
- (2) An employee in active service of the City, eligible to accumulate sick leave credits, shall in January of 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.
- (3) Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Accounting Division of the Department of Finance, in writing of such election no later than January 1 of each year.

b. Sick Leave Cash Out

Upon termination of any employee eligible to accumulate sick leave credits, with more than twenty (20) years of City service, for reasons of retirement, resignation, layoff, 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 sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death, or to apply the sick leave balance to service credit pursuant to the PERS contract with the City. Employees hired on or after January 1, 2005 shall not be eligible for payment of any portion of accumulated sick leave credits.

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive payment of thirty-three and one-third percent (33-1/3%).

c. Reinstatement of Sick Leave After Return From Layoff

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.

d. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.

e. 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.

7.5 PARENTAL LEAVE

a. The parental leave policy for both male and female employees is as follows:

(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 must have completed at least 6,240 hours and three (3) years 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.

- (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.

7.6 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, 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.

7.7 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 non-work-related 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.
- 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.

7.8 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.

7.9 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.
- 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.

7.10 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.

7.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 7.2, 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 twenty (20) 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 (1) hour accrual; 40-63.9 hours paid = thirty (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 (1) hour and twenty (20) minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) 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 (1) hour and twenty (20) minutes accrual; 40-63.9 hours paid = forty (40) 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.

7.12 BEREAVEMENT LEAVE

An employee may receive up to three (3) days of City-paid leave for bereavement based on the death of the employee's spouse, parent, sibling, child, grandchild or grandparent as defined herein. The employee may use sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

7.13 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining

eligibility from the last date of FMLA leave, if applicable.

- b. To apply for a leave the employee must complete the City leave request form available from Human Resources or the department support staff. The employee must provide medical verification of the need and the duration or intermittent schedule which is anticipated, to allow for coverage.
- c. The duration of FMLA leave cannot exceed twelve weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of accrued leave at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from Human Resources.

7.14 PERSONAL LEAVE

- a. Full-time career employees who have completed ten (10) full years of service shall be credited with twenty-four (24) hours of personal leave in January of each applicable year. Part-time career employees shall be credited with a prorated amount of time based on their regular schedule.
- b. Personal leave shall be posted each year until the employee has reached fifteen (15) years of service and vacation accrual of one hundred sixty (160) hours after which time it shall no longer be posted.
- c. Use of the personal leave shall not cause overtime.
- d. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.

ARTICLE 8 REIMBURSEMENTS AND ALLOWANCES

8.1 TRANSPORTATION AND PARKING ALLOWANCES

- a. Reimbursement for Use of Privately-Owned Vehicles
 - (1) The City Manager may offer up to \$400 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 \$400 monthly vehicle allowance and City-provided parking.
- (3) Department Directors shall receive \$400 monthly vehicle allowance and City-provided parking.
- (4) Exempt management and 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.
- (5) 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.
- (6) 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 eighty percent (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.

Exempt management and exempt confidential/administrative employees are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking.

(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 eighty percent (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. The amount of monthly reimbursement shall not exceed \$120.00.

Exempt management and exempt confidential/administrative employees who regularly utilize other public transportation regulated by the Public Utilities Commission are eligible to receive reimbursement of up to eighty percent (80%) of the cost in lieu of City-paid parking up to a maximum of \$120.00.

(3) Transportation Allowance for Employees Assigned Downtown

Effective July 2007, eligible full-time confidential/administrative employees, as described above, who work in the downtown area, shall receive a \$70.00 per month transportation allowance. Part-time career confidential/ administrative employees who work in the downtown area shall receive \$50.00 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. Discounted Parking Rates

Discounted parking will be available to confidential/administrative employees, on a first-come, first-serve basis, for parking spaces Memorial Parking Lot at a cost of seventy percent (70%) of the regular at Memorial Parking Lot monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate. This provision shall remain in effect until further notice by the City.

d. 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.

8.2 POLICE AND FIRE 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. Civilian managers of the Police Department shall receive a uniform allowance equal to the highest uniform allowance granted to the represented employees whom they manage.

8.3 TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$1500.00 per calendar year, pursuant to the City's existing policy for such education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources.

8.4 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.

8.5 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.

8.6 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.

8.7 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 twenty dollars (\$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.

8.8 TECHNOLOGY ALLOWANCE

- a. Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to one-hundred dollars (\$100). 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.
- e. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

8.9 NOTARY PAY

An employee who is required to maintain, or who obtains for City benefit a notary registration shall receive a biweekly certification pay of fifteen dollars (\$15).

**ARTICLE 9
MISCELLANEOUS**

9.1 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.

9.2 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, and give 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 (2) 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.

9.3 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.

9.4 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.

Rep01—Unrepresented Salary Schedule — Exempt Management

Code	Title	Minimum	Control Point	Maximum
01700	ACCOUNTANT AUDITOR	Yearly	65,163	78,196
		Monthly	5,430	6,516
01701	ACCOUNTING MANAGER	Yearly	94,603	113,524
		Monthly	7,884	9,460
01702	ADMINISTRATIVE OFFICER	Yearly	85,375	102,450
		Monthly	7,115	8,538
01845	ANIMAL CARE SERVICES MANAGER	Yearly	100,762	120,914
		Monthly	8,397	10,076
01703	ART IN PUBLIC PLACES COORDINATOR	Yearly	76,447	91,736
		Monthly	6,371	7,645
01859	ART IN PUBLIC PLACES SPECIALIST	Yearly	69,498	83,398
		Monthly	5,792	6,950
01704	ASSISTANT CITY ATTORNEY	Yearly	133,034	159,641
		Monthly	11,086	13,303
01705	ASSISTANT CITY CLERK	Yearly	74,726	89,671
		Monthly	6,227	7,473
01706	ASSISTANT CITY MANAGER	Yearly	170,026	204,031
		Monthly	14,169	17,003
01888	ASSISTANT CITY TREASURER	Yearly	149,570	179,484
		Monthly	12,464	14,957

a Fire 56 Hours per Week

June 23, 2007

Page 1 of 16

Code	Title	Minimum	Control Point	Maximum
01846	ASSISTANT FIELD SERVICES MANAGER	Yearly 77,539 Monthly 6,462	96,924 8,077	116,309 9,692
01897	AUDITOR	Yearly 61,442 Monthly 5,120	76,803 6,400	92,164 7,680
01707	BANKING OPERATIONS ANALYST	Yearly 61,254 Monthly 5,105	76,567 6,381	91,880 7,657
01708	BUDGET MANAGER	Yearly 79,532 Monthly 6,628	99,415 8,285	119,298 9,942
01886	BUILDING SERVICES MANAGER	Yearly 60,106 Monthly 5,009	75,133 6,261	90,160 7,513
01709	BUSINESS SERVICES MANAGER	Yearly 75,682 Monthly 6,307	94,603 7,884	113,524 9,460
01710	CAREER DEVELOPMENT SPECIALIST	Yearly 52,812 Monthly 4,401	66,015 5,501	79,218 6,602
01711	CHIEF BUILDING INSPECTOR	Yearly 57,520 Monthly 4,793	71,900 5,992	86,280 7,190
01712	CHIEF BUILDING OFFICIAL	Yearly 88,139 Monthly 7,345	110,174 9,181	132,209 11,017
01713	CHIEF INFORMATION OFFICER	Yearly 104,459 Monthly 8,705	130,574 10,881	156,689 13,057
01714	CHIEF INVESTMENT OFFICER	Yearly 110,793 Monthly 9,233	138,491 11,541	166,189 13,849

□ Fire 56 Hours per Week

June 23, 2007

Page 2 of 16

Code	Title	Minimum	Control Point	Maximum
01716	CHIEF OF HOUSING AND DANGEROUS BUILDINGS	Yearly 74,638 Monthly 6,220	93,298 7,775	111,958 9,330
01717	CHIEF OF STAFF TO THE MAYOR	Yearly 73,764 Monthly 6,147	92,205 7,684	110,646 9,221
01718	CITY ATTORNEY	Yearly 149,358 Monthly 12,447	186,697 15,558	224,036 18,670
01719	CITY CLERK	Yearly 97,042 Monthly 8,087	121,302 10,109	145,562 12,130
01721	CITY MANAGER	Yearly 165,739 Monthly 13,812	207,174 17,265	248,609 20,717
01722	CITY TREASURER	Yearly 132,591 Monthly 11,049	165,739 13,812	198,887 16,574
01861	CODE ENFORCEMENT MANAGER	Yearly 74,638 Monthly 6,220	93,298 7,775	111,958 9,330
01723	CONVENTION CENTER GENERAL MANAGER	Yearly 91,924 Monthly 7,660	114,905 9,575	137,886 11,491
01725	COUNCIL OPERATIONS MANAGER	Yearly 76,496 Monthly 6,375	95,620 7,968	114,744 9,562
01727	CURATOR OF ART	Yearly 73,764 Monthly 6,147	92,205 7,684	110,646 9,221
01728	CURATOR OF EDUCATION	Yearly 68,300 Monthly 5,692	85,375 7,115	102,450 8,538

□ Fire 56 Hours per Week

June 23, 2007

Page 3 of 16

Code	Title	Minimum	Control Point	Maximum
01899	CURATOR OF HISTORY	Yearly	85,375	102,450
		Monthly	7,115	8,538
01729	DEBT ANALYST	Yearly	76,567	91,880
		Monthly	6,381	7,657
01900	DEPUTY CHIEF BUILDING OFFICIAL	Yearly	104,202	125,042
		Monthly	8,684	10,420
01730	DEPUTY CITY ATTORNEY I	Yearly	94,304	113,165
		Monthly	7,859	9,430
01731	DEPUTY CITY ATTORNEY II	Yearly	101,848	122,218
		Monthly	8,487	10,185
01889	DEPUTY CONVENTION CENTER GENERAL MANAGER	Yearly	93,282	111,938
		Monthly	7,774	9,328
01887	DEPUTY DIRECTOR OF PUBLIC SAFETY ACCOUNTABILITY	Yearly	108,141	129,769
		Monthly	9,012	10,814
01733	DEPUTY POLICE CHIEF	Yearly	135,176	162,211
		Monthly	11,265	13,518
01744	DEVELOPMENT PROJECT MANAGER	Yearly	77,107	92,528
		Monthly	6,426	7,711
01901	DIRECTOR OF NEIGHBORHOOD SERVICES	Yearly	124,858	149,830
		Monthly	10,405	12,486
01892	DIRECTOR OF CODE ENFORCEMENT	Yearly	130,574	156,689
		Monthly	10,881	13,057

a Fire 56 Hours per Week

June 23, 2007

Page 4 of 16

Code	Title	Minimum	Control Point	Maximum
01734	DIRECTOR OF CONVENTION, CULTURE AND LEISURE	Yearly 104,459	130,574	156,689
		Monthly 8,705	10,881	13,057
01879	DIRECTOR OF DEVELOPMENT SERVICES	Yearly 124,930	156,162	187,394
		Monthly 10,411	13,014	15,616
01735	DIRECTOR OF ECONOMIC DEVELOPMENT	Yearly 102,877	128,596	154,315
		Monthly 8,573	10,716	12,860
01736	DIRECTOR OF FINANCE	Yearly 113,030	141,287	169,544
		Monthly 9,419	11,774	14,129
01878	DIRECTOR OF GENERAL SERVICES	Yearly 104,459	130,574	156,689
		Monthly 8,705	10,881	13,057
01895	DIRECTOR OF GOVERNMENTAL AFFAIRS	Yearly 102,877	128,596	154,315
		Monthly 8,573	10,716	12,860
01737	DIRECTOR OF HUMAN RESOURCES	Yearly 104,767	130,959	157,151
		Monthly 8,731	10,913	13,096
01738	DIRECTOR OF LABOR RELATIONS	Yearly 98,481	123,101	147,721
		Monthly 8,207	10,258	12,310
01739	DIRECTOR OF PARKS AND RECREATION	Yearly 104,459	130,574	156,689
		Monthly 8,705	10,881	13,057
01740	DIRECTOR OF PLANNING	Yearly 117,858	147,323	176,788
		Monthly 9,822	12,277	14,732
01741	DIRECTOR OF PUBLIC SAFETY ACCOUNTABILITY	Yearly 95,164	118,955	142,746
		Monthly 7,930	9,913	11,896

□ Fire 56 Hours per Week

Code	Title	Minimum	Control Point	Maximum
01873	DIRECTOR OF TRANSPORTATION	Yearly 112,130	140,162	168,194
		Monthly 9,344	11,680	14,016
01743	DIRECTOR OF UTILITIES	Yearly 125,396	156,745	188,094
		Monthly 10,450	13,062	15,675
01724	DISTRICT DIRECTOR	Yearly 68,300	85,375	102,450
		Monthly 5,692	7,115	8,538
01745	ECONOMIC DEVELOPMENT MANAGER	Yearly 83,359	104,199	125,039
		Monthly 6,947	8,683	10,420
01746	EMERGENCY COMMUNICATIONS MANAGER	Yearly 69,875	87,344	104,813
		Monthly 5,823	7,279	8,734
01884	ENGINEERING MANAGER	Yearly 96,111	120,139	144,167
		Monthly 8,009	10,012	12,014
01809	ENVIRONMENTAL HEALTH AND SAFETY OFFICER	Yearly 64,194	80,242	96,290
		Monthly 5,350	6,687	8,024
01810	ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST	Yearly 55,015	68,769	82,523
		Monthly 4,585	5,731	6,877
01748	EQUAL EMPLOYMENT SPECIALIST	Yearly 54,224	67,780	81,336
		Monthly 4,519	5,648	6,778
01749	EVENTS SERVICES MANAGER	Yearly 69,098	86,372	103,646
		Monthly 5,758	7,198	8,637
01750	EVENTS SERVICES SUPERVISOR	Yearly 56,148	70,185	84,222
		Monthly 4,679	5,849	7,019

□ Fire 56 Hours per Week

June 23, 2007

Page 6 of 16

Code	Title	Minimum	Control Point	Maximum
01751	FACILITIES AND REAL PROPERTY SUPERINTENDENT	Yearly 76,307 Monthly 6,359	95,384 7,949	114,461 9,538
01880	FACILITIES MANAGER	Yearly 89,940 Monthly 7,495	112,425 9,369	134,910 11,243
01752	FIELD SERVICES MANAGER	Yearly 86,318 Monthly 7,193	107,897 8,991	129,476 10,790
01753	FIRE ASSISTANT CHIEF	Yearly 92,640 Monthly 7,720	115,800 9,650	138,960 11,580
01754	FIRE BATTALION CHIEF	Yearly 85,641 Monthly 7,137	107,051 8,921	128,461 10,705
01755	FIRE CHIEF	Yearly 124,118 Monthly 10,343	155,147 12,929	186,176 15,515
01756	FIRE DEPUTY CHIEF	Yearly 102,934 Monthly 8,578	128,667 10,722	154,400 12,867
01881	FLEET MANAGER	Yearly 78,022 Monthly 6,502	97,528 8,127	117,034 9,753
01758	GOLF MANAGER	Yearly 65,442 Monthly 5,454	81,802 6,817	98,162 8,180
01759	GOLF SUPERINTENDENT	Yearly 54,554 Monthly 4,546	68,193 5,683	81,832 6,819
01760	HISTORY AND SCIENCE MANAGER	Yearly 73,764 Monthly 6,147	92,205 7,684	110,646 9,221

□ Fire 56 Hours per Week

June 23, 2007

Page 7 of 16

Code	Title	Minimum	Control Point	Maximum
01851	HUMAN RESOURCES MANAGER	Yearly 74,892 Monthly 6,241	93,615 7,801	112,338 9,362
01761	INFORMATION TECHNOLOGY MANAGER	Yearly 80,782 Monthly 6,732	100,978 8,415	121,174 10,098
01868	INFORMATION TECHNOLOGY PROJECT MANAGER	Yearly 64,149 Monthly 5,346	80,186 6,682	96,223 8,019
01762	INFORMATION TECHNOLOGY SUPERVISOR	Yearly 69,727 Monthly 5,811	87,159 7,263	104,591 8,716
01763	INTEGRATED WASTE COLLECTIONS SUPERINTENDENT	Yearly 72,318 Monthly 6,027	90,398 7,533	108,478 9,040
01764	INTEGRATED WASTE GENERAL MANAGER	Yearly 87,091 Monthly 7,258	108,864 9,072	130,637 10,886
01765	INTEGRATED WASTE GENERAL SUPERVISOR	Yearly 57,794 Monthly 4,816	72,243 6,020	86,692 7,224
01766	INTEGRATED WASTE PLANNING SUPERINTENDENT	Yearly 72,318 Monthly 6,027	90,398 7,533	108,478 9,040
01866	INTERNAL AUDIT MANAGER	Yearly 79,532 Monthly 6,628	99,415 8,285	119,298 9,942
01893	INVESTMENT AND OPERATIONS MANAGER	Yearly 99,714 Monthly 8,310	124,642 10,387	149,570 12,464
01767	INVESTMENT OFFICER	Yearly 75,339 Monthly 6,278	94,174 7,848	113,009 9,417

o Fire 56 Hours per Week

June 23, 2007

Page 8 of 16

Code	Title	Minimum	Control Point	Maximum
01890	INVESTMENT OPERATIONS ANALYST	Yearly 61,254	76,567	91,880
		Monthly 5,105	6,381	7,657
01871	LABOR RELATIONS ANALYST	Yearly 56,215	70,269	84,323
		Monthly 4,685	5,856	7,027
01768	LABOR RELATIONS MANAGER	Yearly 70,269	87,836	105,403
		Monthly 5,856	7,320	8,784
01769	LABOR RELATIONS OFFICER	Yearly 61,837	77,296	92,755
		Monthly 5,153	6,441	7,730
01853	LAW OFFICE ADMINISTRATOR	Yearly 66,220	82,775	99,330
		Monthly 5,518	6,898	8,278
01770	LICENSED LAND SURVEYOR	Yearly 62,787	78,484	94,181
		Monthly 5,232	6,540	7,848
01772	MANAGEMENT ANALYST	Yearly 55,183	68,979	82,775
		Monthly 4,599	5,748	6,898
01773	MARINA MANAGER	Yearly 60,382	75,477	90,572
		Monthly 5,032	6,290	7,548
01774	MEDIA AND COMMUNICATIONS OFFICER	Yearly 69,498	86,872	104,246
		Monthly 5,792	7,239	8,687
01775	MEDIA AND COMMUNICATIONS SPECIALIST	Yearly 53,080	66,350	79,620
		Monthly 4,423	5,529	6,635
01776	METROPOLITAN ARTS MANAGER	Yearly 65,442	81,802	98,162
		Monthly 5,454	6,817	8,180

□ Fire 56 Hours per Week

June 23, 2007

Page 9 of 16

Code	Title	Minimum	Control Point	Maximum
01778	NEIGHBORHOOD SERVICES AREA MANAGER	Yearly 74,917 Monthly 6,243	93,646 7,804	112,375 9,365
01777	NEW GROWTH MANAGER	Yearly 95,253 Monthly 7,938	119,066 9,922	142,879 11,907
01802	OPERATIONS GENERAL SUPERVISOR	Yearly 67,298 Monthly 5,608	84,123 7,010	100,948 8,412
01896	OPERATIONS MANAGER	Yearly 99,714 Monthly 8,310	124,642 10,387	149,570 12,464
01780	ORGANIZATIONAL DEVELOPMENT SPECIALIST	Yearly 68,300 Monthly 5,692	85,375 7,115	102,450 8,538
01781	PARK MAINTENANCE MANAGER	Yearly 77,612 Monthly 6,468	97,015 8,085	116,418 9,702
01782	PARK MAINTENANCE SUPERINTENDENT	Yearly 66,907 Monthly 5,576	83,634 6,970	100,361 8,363
01869	PARK PLANNING, DESIGN AND DEVELOPMENT MANAGER	Yearly 79,293 Monthly 6,608	99,116 8,260	118,939 9,912
01882	PARKING MANAGER	Yearly 87,091 Monthly 7,258	108,864 9,072	130,637 10,886
01784	PERMIT SERVICES MANAGER	Yearly 57,520 Monthly 4,793	71,900 5,992	86,280 7,190
01785	PERSONNEL ANALYST	Yearly 52,812 Monthly 4,401	66,015 5,501	79,218 6,602

□ Fire 56 Hours per Week

June 23, 2007

Page 10 of 16

Code	Title	Minimum	Control Point	Maximum
01786	PLANNING MANAGER	Yearly	106,309	127,571
		Monthly	8,859	10,631
01787	PLANT SERVICES MANAGER	Yearly	113,836	136,603
		Monthly	9,486	11,384
01788	POLICE ADMINISTRATIVE MANAGER	Yearly	97,328	116,794
		Monthly	8,111	9,733
01789	POLICE CAPTAIN	Yearly	118,955	142,746
		Monthly	9,913	11,896
01790	POLICE CHIEF	Yearly	162,311	194,773
		Monthly	13,526	16,231
01870	POLICE LIEUTENANT	Yearly	108,141	129,769
		Monthly	9,012	10,814
01791	PRINCIPAL ACCOUNTANT	Yearly	81,454	97,745
		Monthly	6,788	8,145
01828	PRINCIPAL APPLICATIONS DEVELOPER	Yearly	87,159	104,591
		Monthly	7,263	8,716
01793	PRINCIPAL BUILDING INSPECTOR	Yearly	81,704	98,045
		Monthly	6,809	8,170
01872	PRINCIPAL MANAGEMENT ANALYST	Yearly	95,620	114,744
		Monthly	7,968	9,562
01795	PRINCIPAL PLANNER	Yearly	93,412	112,094
		Monthly	7,784	9,341

□ Five 56 Hours per Week

June 23, 2007

Page 11 of 16

Code	Title	Minimum	Control Point	Maximum
01796	PRINCIPAL SYSTEMS ENGINEER	Yearly	87,159	104,591
		Monthly	7,263	8,716
01797	PROCUREMENT SERVICES MANAGER	Yearly	91,520	109,824
		Monthly	7,627	9,152
01798	PROGRAM MANAGER	Yearly	92,205	110,646
		Monthly	7,684	9,221
01799	PROGRAM SPECIALIST	Yearly	85,375	102,450
		Monthly	7,115	8,538
01805	RECREATION GENERAL SUPERVISOR	Yearly	69,439	83,327
		Monthly	5,787	6,944
01803	RECREATION MANAGER	Yearly	99,247	119,096
		Monthly	8,271	9,925
01804	RECREATION SUPERINTENDENT	Yearly	75,477	90,572
		Monthly	6,290	7,548
01806	REVENUE MANAGER	Yearly	94,603	113,524
		Monthly	7,884	9,460
01864	RISK MANAGER	Yearly	104,849	125,819
		Monthly	8,737	10,485
01811	SENIOR ACCOUNTANT AUDITOR	Yearly	71,680	86,016
		Monthly	5,973	7,168
01812	SENIOR APPLICATIONS DEVELOPER	Yearly	83,298	99,958
		Monthly	6,942	8,330

a Five 56 Hours per Week

June 23, 2007

Page 12 of 16

Code	Title	Minimum	Control Point	Maximum
01813	SENIOR ARCHITECT	Yearly 70,685 Monthly 5,890	88,356 7,363	106,027 8,836
01814	SENIOR DEBT ANALYST	Yearly 70,376 Monthly 5,865	87,970 7,331	105,564 8,797
01815	SENIOR DEPUTY CITY ATTORNEY	Yearly 92,599 Monthly 7,717	115,749 9,646	138,899 11,575
01816	SENIOR DEVELOPMENT PROJECT MANAGER	Yearly 70,022 Monthly 5,835	87,527 7,294	105,032 8,753
01817	SENIOR ENGINEER	Yearly 72,290 Monthly 6,024	90,363 7,530	108,436 9,036
01867	SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER	Yearly 75,306 Monthly 6,276	94,132 7,844	112,958 9,413
01818	SENIOR INVESTMENT OFFICER	Yearly 93,066 Monthly 7,756	116,332 9,694	139,598 11,633
01819	SENIOR LANDSCAPE ARCHITECT	Yearly 71,718 Monthly 5,977	89,648 7,471	107,578 8,965
01820	SENIOR MANAGEMENT ANALYST	Yearly 68,300 Monthly 5,692	85,375 7,115	102,450 8,538
01821	SENIOR PERSONNEL ANALYST	Yearly 61,618 Monthly 5,135	77,023 6,419	92,428 7,702
01822	SENIOR PLANNER	Yearly 64,378 Monthly 5,365	80,472 6,706	96,566 8,047

□ Fire 56 Hours per Week

Code	Title	Minimum	Control Point	Maximum
01823	SENIOR SYSTEMS ENGINEER	Yearly 66,881 Monthly 5,573	83,601	100,321 8,360
01852	SPECIAL ASSISTANT TO THE CITY ATTORNEY	Yearly 47,170 Monthly 3,931	58,963 4,914	70,756 5,896
01824	SPECIAL ASSISTANT TO THE MAYOR	Yearly 72,398 Monthly 6,033	90,498 7,542	108,598 9,050
01885	SPECIAL PROJECTS ENGINEER	Yearly 72,290 Monthly 6,024	90,363 7,530	108,436 9,036
01855	SPECIAL PROJECTS MANAGER	Yearly 76,496 Monthly 6,375	95,620 7,968	114,744 9,562
01825	STAFF SERVICES ADMINISTRATOR	Yearly 47,897 Monthly 3,991	59,871 4,989	71,845 5,987
01883	STREETS MANAGER	Yearly 78,022 Monthly 6,502	97,528 8,127	117,034 9,753
01827	SUPERVISING ANIMAL CARE OFFICER	Yearly 68,667 Monthly 5,722	85,834 7,153	103,001 8,583
01829	SUPERVISING ARCHITECT	Yearly 80,323 Monthly 6,694	100,404 8,367	120,485 10,040
01830	SUPERVISING DEPUTY CITY ATTORNEY	Yearly 98,155 Monthly 8,180	122,694 10,225	147,233 12,269
01831	SUPERVISING ENGINEER	Yearly 81,450 Monthly 6,788	101,813 8,484	122,176 10,181

□ Fire 56 Hours per Week

June 23, 2007

Page 14 of 16

Code	Title	Minimum	Control Point	Maximum
01832	SUPERVISING FINANCIAL ANALYST	Yearly 73,764 Monthly 6,147	92,205 7,684	110,646 9,221
01898	SUPERVISING LANDSCAPE ARCHITECT	Yearly 78,890 Monthly 6,574	98,613 8,218	118,336 9,861
01833	SUPERVISING REAL PROPERTY AGENT	Yearly 75,504 Monthly 6,292	94,380 7,865	113,256 9,438
01834	SUPPORT SERVICES MANAGER	Yearly 73,764 Monthly 6,147	92,205 7,684	110,646 9,221
01835	TRAFFIC ENGINEER	Yearly 83,270 Monthly 6,939	104,087 8,674	124,904 10,409
01857	TRAINING SPECIALIST	Yearly 61,618 Monthly 5,135	77,023 6,419	92,428 7,702
01836	TREASURY ANALYST	Yearly 57,344 Monthly 4,779	71,680 5,973	86,016 7,168
01801	TREASURY MANAGER	Yearly 83,359 Monthly 6,947	104,199 8,683	125,039 10,420
01894	URBAN DESIGN MANAGER	Yearly 80,323 Monthly 6,694	100,404 8,367	120,485 10,040
01839	UTILITY CONSTRUCTION COORDINATOR	Yearly 68,762 Monthly 5,730	85,952 7,163	103,142 8,595
01875	VETERINARIAN	Yearly 67,159 Monthly 5,597	83,949 6,996	100,739 8,395

a Fire 56 Hours per Week

June 23, 2007

Page 15 of 16

Code	Title	Minimum	Control Point	Maximum
01840	WATER AND SEWER SUPERINTENDENT (FIELD)	Yearly	91,438	109,726
		Monthly	7,620	9,144
01841	WATER AND SEWER SUPERINTENDENT (PLANT)	Yearly	101,639	121,967
		Monthly	8,470	10,164
01843	ZOO CURATOR	Yearly	75,477	90,572
		Monthly	6,290	7,548

a Fire 56 Hours per Week

June 23, 2007

Page 16 of 16

06/14/2007 11:31:12 AM

CITY OF SACRAMENTO

GOVERNMENT HUMAN RESOURCES SYSTEM

SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

STEP 5

STEP 4

STEP 3

STEP 2

STEP 1

STEP 0

STEP C/8

STEP D/9

STEP E/10

09031/59031 REP09
ARTS AND CRAFTS
SPECIALIST

8.8299

9.2714

9.7350

10.2218

10.7329

11.2695

11.8330

12.4247

09018/59018 REP09
ASSISTANT
CARETAKER
(EXEMPT)

Daily Rates

48.29

53.12

58.43

09019/59019 REP09
ASSISTANT COOK

Daily Rates

48.29

53.12

58.43

09119/59119 REP09
ASSISTANT POOL
MANAGER

11.1610

11.7190

12.3049

12.9201

09001/59001 REP09
ASSISTANT PROCTOR

9.1016

9.5567

10.0345

10.5362

09120/59120 REP09
BUILDING
MAINTENANCE
LABORER TRAINEE

1,898.54
876.25
10.9531

09045/59045 REP09
CAMP AIDE

Daily Rates

28.70

31.57

34.73

06/14/2007 11:31:12 AM
 CODE
 TITLE

CITY OF SACRAMENTO
 SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

GOVERNMENT HUMAN RESOURCES SYSTEM

	STEP 3	STEP 4	STEP 5	STEP A/G	STEP B/7	STEP C/8	STEP D/9	STEP E/10
09022/59022 REP09 <u>CAMP RECREATION</u> <u>LEADER</u>				Daily Rates		32.95	36.25	39.88
09046/59046 REP09 <u>CARETAKER</u>				Daily Rates		78.29	86.12	94.73
09012/59012 REP09 <u>CASHIER</u> <u>(COMMUNITY</u> <u>SERVICES)</u>			7.9235	8.3197	8.7357	9.1725		9.6311
09003/59003 REP09 <u>CLERICAL</u> <u>ASSISTANT</u>	8.0886	8.4930	8.9177	9.3636	9.8318	10.3234	10.8396	11.3816
09113/59113 REP09 <u>DISPATCHER</u> <u>RECRUIT</u>								3,073.58 1,418.58 17,7322
09093/59093 REP09 <u>EVENTS CROWD</u> <u>CONTROLLER</u>			8.7130	9.1487	9.6061	10.0864	10.5907	11.1202
09067/59067 REP09 <u>EVENTS DUTY</u> <u>PERSON</u>	2,508.83 1,157.92 14.4740	2,634.27 1,215.82 15.1977	2,765.98 1,276.61 15.9576	2,904.29 1,340.44 16.7555	3,049.51 1,407.46 17.5933	3,201.99 1,477.84 18.4730	3,362.09 1,551.74 19.3967	3,530.19 1,629.32 20.3665

* Linked to Rep02 for Benefits Purposes Only

06/14/2007 11:31:12 AM

CITY OF SACRAMENTO

GOVERNMENT HUMAN RESOURCES SYSTEM

SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

CODE	TITLE	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10
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09092/59092 REP09
EVENTS USHER

8.1397 8.5467 8.9740 9.4227

05083/55083 REP09
FIRE RECRUIT

3,034.86
1,400.70
17.5088

* Linked to Rep05 for Benefits Purposes Only

09024/59024 REP09
FIRST COOK

Daily Rates 78.29 86.12 94.73

09065/59065 REP09
GOLE
MARSHAL/PLAYER
ASSISTANT

9.4007 9.8707 10.3642 10.8824 11.4265 11.9978

09005/59005 REP09
GRADUATE STUDENT
TRAINEE

12.0072 13.1210 14.2349

09094/59094 REP09
HEAD EVENTS CROWD
CONTROLLER

12.0324 12.6340 13.2657 13.9290 14.6255 15.3568

09025/59025 REP09
HOST

Daily Rates 48.29 53.12 58.43

	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10
09125/59125 REP09 <u>INSTRUCTOR</u>						27.3000	30.0300	32.7600
09049/59049 REP09	2,274.45	2,388.17	2,507.58	2,632.95	2,764.60	2,902.83	3,047.98	3,200.37
<u>LAW CLERK</u>	1,049.74	1,102.23	1,157.34	1,215.21	1,275.97	1,339.77	1,406.76	1,477.10
	13.1218	13.7779	14.4668	15.1901	15.9496	16.7471	17.5845	18.4637
09013/59013 REP09 <u>LIFEGUARD</u>			8.0014	8.4015	8.8216	9.2627	9.7258	10.2121
09061/59061 REP09 <u>MARINA AIDE</u>	9.0723	9.5259	10.0022	10.5023	11.0274	11.5788	12.1577	12.7656
09027/59027 REP09 <u>NURSE</u>								
					Daily Rates	48.29	53.12	58.43
09126/59126 REP09 <u>PILOT</u>						32.7600	35.4900	38.2200
09104/59104 REP09 <u>POLICE BACKGROUND ASSISTANT</u>								28.6849

CITY OF SACRAMENTO
 SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

GOVERNMENT HUMAN RESOURCES SYSTEM

	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10
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02035/52035 REP09
POLICE CADET

3,504.94
 1,617.66
 20,2208

* Linked to Rep02 for Benefits Purposes Only

09123/59123 REP09
POLICE RECRUIT

3,504.96
 1,617.67
 20,2209
 3,864.21
 1,783.48
 22,2935
 4,057.42
 1,872.66
 23,4082

* Linked to Rep02 for Benefits Purposes Only

09014/59014 REP09
POOL ATTENDANT

8,0616
 8,4647
 9,3323

09015/59015 REP09
POOL MANAGER

10,0378
 10,5397
 11,6200
 11,6267
 12,2010
 12,8110
 13,4516
 14,1242

09007/59007 REP09
PROCTOR

9,5266
 10,0029
 10,5030
 11,0282
 11,5796
 12,1586

09048/59048 REP09
PROGRAM DIRECTOR

Daily Rates
 78.29
 86.12
 94.73

09064/59064 REP09
PROMOTIONS
 SPECIALIST

9,0723
 9,5259
 10,0022
 10,5023
 11,0274
 11,5788
 12,1577
 12,7656

06/14/2007 11:31:12 AM
CODE
TITLE

CITY OF SACRAMENTO
SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES
GOVERNMENT HUMAN RESOURCES SYSTEM

	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10
09037/59037 REP09 <u>PUBLIC SERVICE</u> <u>AIDE</u>			7.8550	8.2478	8.6602	9.0932	9.5479	10.0253
09063/59063 REP09 <u>RELIEF CLERICAL</u> <u>ASSISTANT</u>					2,249.73 1,038.34 12.9792	2,498.81 1,153.30 14.4162	2,546.44 1,175.28 14.6910	2,800.01 1,292.31 16.1539
09115/59115 REP09 <u>RESERVE</u> <u>DISPATCHER</u>								25.2181
09006/59006 REP09 <u>RESERVE POLICE</u> <u>OFFICER I</u>						27.0000	31.0000	34.5000
09004/59004 REP09 <u>RESERVE POLICE</u> <u>OFFICER II</u>								25.0000
09002/59002 REP09 <u>RESERVE POLICE</u> <u>OFFICER III</u>								24.0000
09121/59121 REP09 <u>RESERVE POLICE</u> <u>RECORDS</u> <u>SPECIALIST</u>								17.8208

06/14/2007 11:31:12 AM
CODE
TITLE

CITY OF SACRAMENTO
GOVERNMENT HUMAN RESOURCES SYSTEM
SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

STEP 3 STEP 4 STEP 5 STEP A/6 STEP B/7 STEP C/8 STEP D/9 STEP E/10

09020/59020 REP09
RESERVE POLICE
SERGEANT

39.5000

09021/59021 REP09
RESERVE PROPERTY
ASSISTANT

18.5681

09008/59008 REP09
SCHOOL CROSSING
GUARD

8.3709

09117/59117 REP09
SECURITY OFFICER

23.8321

09016/59016 REP09
SENIOR LIFEGUARD

8.7653 9.2036 9.6638 10.1470 10.6543 11.1870 11.7464 12.3337

09108/59108 REP09
STUDENT TRAINEE
(ENGINEERING,
COMPUTER)

12.1313 13.2451 14.3590 15.4728

09009/59009 REP09
STUDENT TRAINEE
(MOST MAJORS)

9.3463 10.4601 11.5739 12.6878

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CITY OF SACRAMENTO
GOVERNMENT HUMAN RESOURCES SYSTEM

SCHEDULED MONTHLY/BI-WEEKLY/HOURLY RATES

CODE TITLE	STEP 3	STEP 4	STEP 5	STEP A/6	STEP B/7	STEP C/8	STEP D/9	STEP E/10
09071/59071 REP09 STUDENT TRAINEE (PARAMEDIC)					12.1313	13.2451	14.3590	15.4728
09010/59010 REP09 TICKET SELLER (EXEMPT / PART- TIME)	10.7269	11.2632	11.8264	12.4177	13.0386	13.6905	14.3750	15.0938
09124/59124 REP09 TUTOR						13.1040	15.2880	17.4720
09068/59068 REP09 YOUTH AIDE							7.5000	7.8750

Rep10-Unrepresented Salary Schedule — Confidential/Administrative

Code	Title	Minimum	Control Point	Maximum
10700	ADMINISTRATIVE ANALYST			
	Yearly	55,183	68,979	82,775
	Monthly	4,599	5,748	6,898
	Bi-Weekly	2,122	2,653	3,184
	Hourly (est.)	26.5303	33.1630	39.7957
10701	ADMINISTRATIVE ASSISTANT			
	Yearly	39,975	49,969	59,963
	Monthly	3,331	4,164	4,997
	Bi-Weekly	1,538	1,922	2,306
	Hourly (est.)	19.2188	24.0236	28.8284
10800	ADMINISTRATIVE ASSISTANT (CONF/EX)			
	Yearly	39,975	49,969	59,963
	Monthly	3,331	4,164	4,997
	Bi-Weekly	1,538	1,922	2,306
	Hourly (est.)	19.2188	24.0236	28.8284
10702	ADMINISTRATIVE TECHNICIAN			
	Yearly	36,326	45,408	54,490
	Monthly	3,027	3,784	4,541
	Bi-Weekly	1,397	1,746	2,096
	Hourly (est.)	17.4644	21.8308	26.1971
10807	ADMINISTRATIVE TECHNICIAN (CONF/EX)			
	Yearly	36,326	45,408	54,490
	Monthly	3,027	3,784	4,541
	Bi-Weekly	1,397	1,746	2,096
	Hourly (est.)	17.4644	21.8308	26.1971
10703	APPLICATIONS DEVELOPER			
	Yearly	57,447	71,809	86,171
	Monthly	4,787	5,984	7,181
	Bi-Weekly	2,210	2,762	3,314
	Hourly (est.)	27.6188	34.5236	41.4284

Code	Title	Minimum	Control Point	Maximum
10704	DATA SYSTEM TECHNICIAN	Yearly	59,933	71,920
		Monthly	4,994	5,993
		Bi-Weekly	2,305	2,766
		Hourly (est.)	28,8139	34,5769
10705	DEPUTY CITY CLERK	Yearly	40,543	48,652
		Monthly	3,379	4,054
		Bi-Weekly	1,559	1,871
		Hourly (est.)	19,4918	23,3904
10706	DESKTOP SUPPORT SPECIALIST	Yearly	62,155	74,586
		Monthly	5,180	6,216
		Bi-Weekly	2,391	2,869
		Hourly (est.)	29,8822	35,8587
10813	EXECUTIVE ASSISTANT (EX)	Yearly	49,969	59,963
		Monthly	4,164	4,997
		Bi-Weekly	1,922	2,306
		Hourly (est.)	24,0236	28,8284
10801	INVESTIGATOR (EX)	Yearly	61,485	73,782
		Monthly	5,124	6,149
		Bi-Weekly	2,365	2,838
		Hourly (est.)	29,5601	35,4721
10029	JUNIOR ANALYST	Yearly	57,942	69,530
		Monthly	4,829	5,794
		Bi-Weekly	2,229	2,674
		Hourly (est.)	27,8567	33,4279

Code	Title	Minimum	Control Point	Maximum	
10802	LAN ADMINISTRATOR	Yearly	49,724	62,155	74,586
		Monthly	4,144	5,180	6,216
		Bi-Weekly	1,912	2,391	2,869
		Hourly (est.)	23,9058	29,8822	35,8587
10803	LEGAL SECRETARY (EX)	Yearly	42,354	52,943	63,532
		Monthly	3,530	4,412	5,294
		Bi-Weekly	1,629	2,036	2,444
		Hourly (est.)	20,3625	25,4534	30,5442
10719	LEGAL STAFF ASSISTANT	Yearly	30,102	37,627	45,152
		Monthly	2,509	3,136	3,763
		Bi-Weekly	1,158	1,447	1,737
		Hourly (est.)	14,4721	18,0899	21,7077
10809	LEGAL STAFF ASSISTANT (EX)	Yearly	30,102	37,627	45,152
		Monthly	2,509	3,136	3,763
		Bi-Weekly	1,158	1,447	1,737
		Hourly (est.)	14,4721	18,0899	21,7077
10804	PARALEGAL (EX)	Yearly	46,743	58,429	70,115
		Monthly	3,895	4,869	5,843
		Bi-Weekly	1,798	2,247	2,697
		Hourly (est.)	22,4726	28,0909	33,7091
10707	PAYROLL TECHNICIAN	Yearly	37,800	47,250	56,700
		Monthly	3,150	3,938	4,725
		Bi-Weekly	1,454	1,817	2,181
		Hourly (est.)	18,1731	22,7163	27,2596

Code	Title	Minimum	Control Point	Maximum
10708	PERSONNEL TECHNICIAN	Yearly	53,512	64,214
		Monthly	4,459	5,351
		Bi-Weekly	2,058	2,470
		Hourly (est.)	25,7269	30,8721
10814	PERSONNEL TECHNICIAN (CONF)	Yearly	53,512	64,214
		Monthly	4,459	5,351
		Bi-Weekly	2,058	2,470
		Hourly (est.)	25,7269	30,8721
10709	PROGRAM ANALYST	Yearly	68,979	82,775
		Monthly	5,748	6,898
		Bi-Weekly	2,653	3,184
		Hourly (est.)	33,1630	39,7957
10710	PROGRAMMER	Yearly	63,192	75,830
		Monthly	5,266	6,319
		Bi-Weekly	2,430	2,917
		Hourly (est.)	30,3808	36,4567
10711	SENIOR DEPUTY CITY CLERK	Yearly	45,179	54,215
		Monthly	3,765	4,518
		Bi-Weekly	1,738	2,085
		Hourly (est.)	21,7207	26,0649
10811	SENIOR LEGAL STAFF ASSISTANT (EX)	Yearly	40,543	48,652
		Monthly	3,379	4,054
		Bi-Weekly	1,559	1,871
		Hourly (est.)	19,4918	23,3904

Code	Title	Minimum	Control Point	Maximum
10712	SENIOR STAFF ASSISTANT	Yearly	40,543	48,652
		Monthly	3,379	4,054
		Bi-Weekly	1,559	1,871
		Hourly (est.)	19,4918	23,3904
10713	STAFF ASSISTANT	Yearly	37,627	45,152
		Monthly	3,136	3,763
		Bi-Weekly	1,447	1,737
		Hourly (est.)	18,0899	21,7077
10806	STAFF ASSISTANT (EX)	Yearly	37,627	45,152
		Monthly	3,136	3,763
		Bi-Weekly	1,447	1,737
		Hourly (est.)	18,0899	21,7077
10816	SUPERVISING LEGAL SECRETARY	Yearly	59,296	71,155
		Monthly	4,941	5,930
		Bi-Weekly	2,281	2,737
		Hourly (est.)	28,5077	34,2091
10714	SYSTEMS ENGINEER	Yearly	74,644	89,573
		Monthly	6,220	7,464
		Bi-Weekly	2,871	3,445
		Hourly (est.)	35,8865	43,0639
10715	TREASURY ASSISTANT	Yearly	47,841	57,409
		Monthly	3,987	4,784
		Bi-Weekly	1,840	2,208
		Hourly (est.)	23,0005	27,6005

Code Title

10716 WORKERS' COMPENSATION CLAIMS REPRESENTATIVE

Minimum	Control Point	Maximum
Yearly	71,668	86,002
Monthly	5,972	7,167
Bi-Weekly	2,756	3,308
Hourly (est.)	34.4558	41.3471