

RESOLUTION NO. 16-14

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL APPROVING
BY REFERENCE AND AUTHORIZING EXECUTION OF
COMPENSATION PLAN WITH THE CONFIDENTIAL GROUP OF
EMPLOYEES**

The City Council of the City of Ridgecrest, California, hereby approves by reference and authorizes the City Manager to execute a compensation plan between the City of Ridgecrest and the Confidential Group of Employees for the term March 1, 2016 through June 30, 2017 effective March 2, 2016.

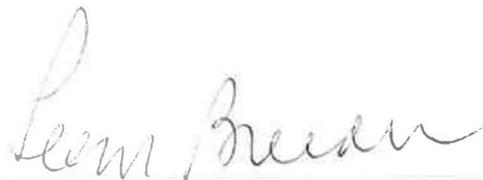
APPROVED AND ADOPTED this 2nd day of March 2016, by the following vote:

AYES: Mayor Breeden, Council Members Sanders, Acton, Thomas, and Mower

NOES: None

ABSENT: None

ABSTAIN: None



Peggy Breeden, Mayor

ATTEST:



Rachel J. Ford, CMC
City Clerk

City of Ridgecrest



Confidential Group Compensation Plan

March 2016 to June 30, 2017

**FY2016-
FY2017**

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**CONFIDENTIAL AGREEMENT
 July 1, 2015 – June 30, 2017**

I. SALARY SCHEDULE

(a) Confidential employees shall be compensated in accordance with the published Salary Schedule. Available to view on the city’s website.

(b) Position List

POSITION TITLE	GRADE	POSITION TITLE	GRADE
ACCOUNT CLERK I	467	ACCOUNT CLERK II	468
ACCOUNTANT I - ACCT/TRAINING	555	ACCOUNTANT	559
ACCOUNTING TECHNICIAN	535	ADMINISTRATIVE AIDE - FINANCE	570
ADMINISTRATIVE ANALYST I	663	ADMINISTRATIVE ANALYST II	664
ADMINISTRATIVE ASSISTANT - FINANCE	557	ADMINISTRATIVE ASSISTANT - HR	557
ADMINISTRATIVE ASSISTANT – PUBLIC RELATIONS	535	ADMINISTRATIVE ASSISTANT - RM	555
ADMINISTRATIVE CLERK I	550	ADMINISTRATIVE CLERK II	551
ADMINISTRATIVE SECRETARY-CONF	200	COLLECTIONS OFFICER	520
CULTURAL AFFAIRS COORD II	539	DEPUTY CITY CLERK	557
EXECUTIVE SECRETARY	523	HUMAN RESOURCES ADMINISTRATOR	680
HUMAN RESOURCES ASSISTANT	555	INFORMATION SYSTEMS SPECIALIST	625
INFORMATION SYSTEMS TECHNICIAN	535	JUNIOR ACCOUNTANT	555
PAYROLL TECHNICIAN I	590	PAYROLL TECHNICIAN II	591
PERSONNEL ANALYST	680	SECRETARY CONFIDENTIAL	480
SENIOR SECRETARY POLICE	508	SENIOR BUS DRIVER/DISPATCHER	181
SYSTEMS ANALYST	680	WIA GRANT PROGRAM COORD.	797

II. HEALTH BENEFITS

The City will contribute to the cafeteria program (IRC 125) for each employee as follows:

Placement in Tier is determined upon enrollment in City sponsored major medical/dental plan (PERChoice, PERSCare or PERSSelect or current dental plan) does not include Vision plans.				
Placement in Tier 2 is determined by enrollment by employee in any City offered medical or dental plan				
	No Med	Emp.	Emp. + 1	Emp. + 2+
Monthly	\$450	\$575	\$738	\$936

The employee through authorized payroll deduction shall contribute any additional required premium. All or any unused portions of the contribution to employee per month may be cashed out by the employee to be used at their will.

III. SCHEDULING

The department head, with the approval of the City Manager, retains the right to make assignments and scheduling decisions, including the right to change the starting and ending times of employees' shifts, based upon the needs of the department and the community. As such, the Department Head will be responsible for all decisions concerning staffing levels and the specific hours of individual shifts as well as special assignments.

IV. HOLIDAYS

Confidential employees will observe the following holidays. However, if a holiday falls on a Friday, the holiday will be observed the preceding regular scheduled workday. The Liberal City Holiday after Thanksgiving and Christmas may be taken as a Liberal Holiday the week of or the week immediately following the actual Holiday Date.

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Liberal City Holiday (the day after Thanksgiving)
Christmas Day
Liberal City Holiday (the day after Christmas)
24 Floating Holiday Hours
Any holiday proclaimed by the Mayor

The City of Ridgecrest will provide all full time employees floating holidays that are accrued based on hours paid and can be used when employees have a need to be off work for any reason. On July 1, 2016, all current full time employees will receive a one-time advance of 24 hours of floating holidays. Full time employees hired on or after July 1, 2016 will receive a one-time advance of 24 hours of floating holiday. In addition, employees will accrue floating holiday hours at the rate of 0.01154 hour per one hour paid with a maximum of .923 hour per pay period or 24 hours per year.

Employees may carry over unused FLOATING HOLIDAYS from one fiscal year to the next with a maximum of 48 hours. At any time, employees can only have a maximum of 48 hours in the bank and accrual will start again once their accrued balance drop below the cap.

All FLOATING HOLIDAYS must be scheduled in advance and approved by the supervisor except in cases of sudden illness or emergency. Floating holiday hours may be used in combination with other accrued leave hours such vacation leave, sick leave, comp time and admin leave in order to get a full day's worth of paid time off. Any employees who separate from the City service shall receive pay for all unused accrued floating holiday.

V. VACATION TIME

The purpose of annual vacation leave is to enable each eligible employee annually to return to work mentally and physically refreshed. All employees covered by this agreement shall be entitled to take annual vacation leave with pay, except employees who have served the City less than six months, or who are not eligible.

Commencing with the successful completion of six months of service, the employee may take annual vacation leave up to the amount accumulated when the leave is initiated. Each eligible employee employed by the City of Ridgecrest shall accrue annual vacation at the rate indicated in Exhibit "A" attached, earning a maximum of 200 hours per year.

No employee shall accrue more than twice his/her annual vacation leave accrual rate; at which time accrual shall cease until unused vacation accrual is below the maximum accrual.

Any person who separates from City service shall receive pay for all unused, accrued vacation.

VI. SICK LEAVE

As per the Personnel Rules & Personnel Policies

Employees shall be able to accumulate all earned sick leave for the purpose of actual physical illness or disability.

Employees who have five years or more of service, depending on his/her years of service, shall be entitled to accumulate for conversion purposes, between 320 to 960 hours and are entitled to 75% of the value of this accumulated sick leave at the time of termination of employment by resignation or removal from City service. Employees with less than five years of service are not eligible for sick leave conversion.

Employees who have five years or more of service, shall be entitled to accumulate for conversion purposes, a maximum of 320 hours, and are entitled to 75% of the value of this accumulated sick leave at the time of termination of employment by resignation or removal from City service.

Employees who have ten years or more of service, shall be entitled to accumulate for conversion purposes, a maximum of 640 hours, and are entitled to 75% of the value of this accumulated sick leave at the time of termination of employment by resignation or removal from City service.

Employees who have fifteen years or more of service, shall be entitled to accumulate for conversion purposes, a maximum of 960 hours, and are entitled to 75% of the value of this accumulated sick leave at the time of termination of employment by resignation or removal from City service.

If an employee is absent on sick leave, he/she shall notify his/her immediate supervisor or the personnel officer prior to the time set for beginning his/her daily duties. The employee may be required to file a physician's certificate with his/her Department Head.

Accrued sick leave may be taken in case of an employee's presence being required elsewhere because of sickness, disability or death of a members of his/her immediate family in a calendar year. The City agrees to follow applicable laws pertaining to the use of sick leave for family medical leave.

An employee receiving temporary disability payments under the Worker's Compensation Laws may use accumulated sick leave in order to continue to maintain his/her regular income.

VII. BEREAVEMENT LEAVE

Any employee covered under the terms of this agreement may be allowed to be absent from duty for up to three consecutive working days without loss of pay because of the death of a member of his/her immediate family per occurrence. When circumstances requires absence in excess of three consecutive working days, the City Manager may allow the use of accrued annual leave, or accrued family sick leave to supplement the three working days provided in this section. For the purpose of this section, "immediate family" shall include the spouse or registered domestic partner, child (including step-children), parents (including step-parents and parents-in-law), siblings (including step-siblings and siblings-in-law), grandparents (including grand parents-in-law), and other cohabitants living full-time in the same household as the member as a family unit.

VIII. WORKERS COMPENSATION

In the event of an industrial injury to a Confidential member, the City will make employee whole for lost wages not paid by workers compensation up to the first 24 hours per accepted claim.

IX. RETIREMENT

The City agrees to provide all eligible members who are considered “classic members” based on PEPRA rules with a retirement plan with the benefit factor of 2.7% at 55 thru CalPERS. For members who fall under the “new member” classification of PEPRA, the City agrees to provide them with a retirement plan with the benefit factor of 2% at 62.

The members of this group thru payroll deduction agree to pay the required employee contribution rates. Those rates are: 8% for “classic” members of this group and 6.25% for the “new” members.

The city will pay the actuarially determined minimum employer contribution rates for both member classifications. For fiscal year 2016, the miscellaneous employee classification rate is 10.958% for classic members and 6.237% for new members.

X. ANNUAL EVALUATIONS & PERFORMANCE PLANS

As per the Personnel Rules & Personnel Policies

In conjunction with the annual evaluating process, the supervisor and employee will share responsibility to create a Performance Plan. This Plan is a written document to define several goals for the employee to work on during the prospective year. The Plan has the flexibility to be changed when circumstance arise that may affect the ability of the employee to accomplish the stated goals, but any changes shall be approved by the Department Head after consultation with the employee and supervisor. The employee’s success with the performance Plan will be one element of consideration by the supervisor when completing the annual evaluation.

The City Manager, upon the recommendation of a Department Head, may advance an employee to the next highest step within the range of the employee’s class as a reward for outstanding performance but only after the employee has served a minimum of three months in the step from which the employee is to be advanced. No salary advancement shall be made so as to exceed the maximum step established in the compensation schedule for the class to which the employee’s position is allocated.

XI. OUT OF CLASS TEMPORARY APPOINTMENT

The Department Head, with approval of the City Manager, retains the right to temporarily assign an employee to an acting position within the department. The City reserves the right, within its sole discretion, to assign employees within this unit to work outside of their regular classification. The employee shall meet all eligibility requirements for the position. An employee who has been temporarily appointed to an out of class temporary position in a higher classification for a period of over forty (40) consecutive hours shall be compensated, beginning at the 1st hour, with a 5% pay increase, in recognition of extra duties performed.

XII. TUITION REIMBURSEMENT

The purpose is to encourage employees to pursue courses of study or technical training that will enable them to become more proficient in their jobs.

Eligibility – All permanent, full-time employees.

Applicability

- (a) The course or training must be directly applicable to the member's current job classification or related to a position to which the member might reasonably aspire within CITY's organizational structure, including management positions, as determined by the City Manager.
- (b) All coursework must be completed during non-working hours at no additional cost to CITY.

Authorization

- (a) An eligible member participating in the reimbursement program must submit a request and receive the corresponding approval for tuition/fee reimbursement from the City Manager via the member's Department Head for a course or training meeting the above criteria, prior to registering for the course or training.
- (b) All degree coursework must be from an educational institution currently accredited by an accrediting organization recognized by the secretary of the U.S. Department of Education.
- (c) If approved by the City Manager, and upon successful completion of the course of study with a satisfactory or better grade (e.g. letter grade of C or better on a scale of A-F, grade of pass on a scale of pass-fail), the member will be reimbursed for 100% of tuition/fee and/or books up to the maximum authorized amount.

(d) The member is responsible for the cost of all books, tuition, fees, and related charges in excess of the reimbursement limit.

(e) The maximum annual reimbursement per member for approved coursework shall be \$500 and may be allocated to the specific cost areas listed in the tuition reimbursement request approved by the City Manager and as budget is available.

XIII. EDUCATION INCENTIVE PAY

The purpose of the Educational Incentive Bonus Plan is to encourage full-time employees to improve themselves through education and training on their off time and thus increase their value to the City of Ridgecrest and at the same time improve their ability to promote and efficiency in their chosen career within the City.

To be eligible to participate in the Bonus Plan, a member must comply with the following requirement:

- (a) Be a full-time permanent member of City staff and have passed the probationary period.
- (b) Indicate their desire, in writing, to participate in the Education Incentive Bonus Plan. This request shall be to the City Manager, via the Department Head.
- (c) All time spent on class work shall have been on off-duty time and shall not entailed any cost to the City.
- (d) Schedule of Compensation:
 - 1. 5% of salary for any employee acquiring an A.A., or any certificate deemed by the City Manager as pertinent/beneficial to the City of Ridgecrest. Must be at no cost to the City.
 - 2. 5% of salary for any employee acquiring a relevant B.S., B.A., M.S., M.A. Must be at no cost to the City.
 - 3. 2.5% of salary for proficiency in a foreign language. The language course/s must be at no cost to the City. That language must be in demand within the community and employees must pass language proficiency test administered by the personnel director. The City Manager shall solely determine whether a language is in demand within the community.
 - 4. Total Education Incentive Bonus shall not exceed 10%.

It is understood by the Confidential Group if the job description held by that employee requires one of the above as of this date, then that employee shall not be eligible for the Education Incentive Plan.

XIV. USE OF KERR MCGEE CENTER FACILITIES

Employees of the Confidential Group and their immediate families (spouse, registered domestic partner, and dependent children) shall be permitted to use the Kerr McGee physical activity facility at no charge, providing that said activity is not being directed by an instructor for which a special fee is being charged of others. They may also use Pinney Pool free of charge.

XV. EFFECTIVE DATE

This Agreement becomes effective upon adoption by the City Council.

XVI. REPEALS

All previous compensation plans for Confidential Group employees are hereby repealed.

THIS COMPENSATION PLAN WAS ADOPTED by the City Council of the City of Ridgecrest, California at their regular meeting on March 2, 2016.

Dennis Speer
City Manager

EXHIBIT "A"

**VACATION SCHEDULE
CONFIDENTIAL EMPLOYEES**

0-4	3.08	80
5-9	4.62	120
10 - 14	6.16	160
15+ years	7.70	200