

ORDINANCE NO. 29

AN ORDINANCE OF THE CITY OF RIDGECREST ADOPTING A BASIC COMPENSATION, VACATION, SICK LEAVE AND LEAVE OF ABSENCE PLANS.

The City Council of the City of Ridgecrest does ordain as follows:

Section 1. There is hereby adopted the basic compensation, vacation, sick leave and leave of absence plans for all employees of the City of Ridgecrest.

Section 2. Subject to the limitations contained in this ordinance there is hereby created a standard pay plan which shall apply to all employees.

Section 3. The basic compensation plan shall consist of the various schedules listed in this section. Each schedule shall consist of five steps of rates of pay.

| Schedule No. | Step 1<br>Beginning<br>Rate | Step 2<br>After 6<br>Months | Step 3<br>After 6<br>Months | Step 4<br>After 1<br>Year | Step 5<br>After 1<br>Year |
|--------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|
| 1            | \$243                       | \$255                       | \$268                       | \$281                     | \$295                     |
| 2            | 255                         | 268                         | 281                         | 295                       | 310                       |
| 3            | 268                         | 281                         | 295                         | 310                       | 326                       |
| 4            | 281                         | 295                         | 310                         | 326                       | 342                       |
| 5            | 295                         | 310                         | 326                         | 342                       | 359                       |
| 6            | 310                         | 326                         | 342                         | 359                       | 377                       |
| 7            | 326                         | 342                         | 359                         | 377                       | 396                       |
| 8            | 342                         | 359                         | 377                         | 396                       | 416                       |
| 9            | 359                         | 377                         | 396                         | 416                       | 437                       |
| 10           | 377                         | 396                         | 416                         | 437                       | 459                       |
| 11           | 396                         | 416                         | 437                         | 459                       | 482                       |
| 12           | 416                         | 437                         | 459                         | 482                       | 506                       |
| 13           | 437                         | 459                         | 482                         | 506                       | 531                       |

| Schedule No. | Step 1<br>Beginning<br>Rate | Step 2<br>After 6<br>Months | Step 3<br>After 6<br>Months | Step 4<br>After 1<br>Year | Step 5<br>After 1<br>Year |
|--------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|---------------------------|
| 14           | \$459                       | \$482                       | \$506                       | \$531                     | \$558                     |
| 15           | 482                         | 506                         | 531                         | 558                       | 586                       |
| 16           | 506                         | 531                         | 558                         | 586                       | 615                       |
| 17           | 531                         | 558                         | 586                         | 615                       | 646                       |
| 18           | 558                         | 586                         | 615                         | 646                       | 678                       |
| 19           | 586                         | 615                         | 646                         | 678                       | 712                       |
| 20           | 615                         | 646                         | 678                         | 712                       | 748                       |
| 21           | 646                         | 678                         | 712                         | 748                       | 785                       |
| 22           | 678                         | 712                         | 748                         | 785                       | 824                       |
| 23           | 712                         | 748                         | 785                         | 824                       | 865                       |
| 24           | 748                         | 785                         | 824                         | 865                       | 908                       |
| 25           | 785                         | 824                         | 865                         | 908                       | 953                       |
| 26           | 824                         | 865                         | 908                         | 953                       | 1001                      |
| 27           | 865                         | 908                         | 953                         | 1001                      | 1051                      |
| 28           | 908                         | 953                         | 1001                        | 1051                      | 1104                      |
| 29           | 953                         | 1001                        | 1051                        | 1104                      | 1159                      |
| 30           | 1001                        | 1051                        | 1104                        | 1159                      | 1217                      |

Section 4. Employees will normally be placed in Step 1 upon employment except that employees may be placed in a higher step after consideration of previous experience and qualifications and with the approval of the City Council. After the salary of an employee has been established and fixed under this plan, the employee may be advanced to the next step in his proper compensation schedule effective the first day of the month following the date of completion of the length of service required for such advancement. All employees will advance in the first three steps of this plan as outlined by length of time in Section 3 of this ordinance. Advancement to the fourth and fifth step must also comply with the time requirements of Section 3 of this ordinance, but also requires the recommendation of the employee's department head, which must be submitted to the City Administrator.

Section 5. Compensatory time off will be granted to any employee of the City of Ridgecrest who is required to work additional hours over and above his regularly scheduled work period. The basic work period for employees is hereby established at forty (40) hour per week.

Section 6. All employees shall be compensated at a monthly rate as contained in Section 3 of this ordinance. Pay periods may be established at other time intervals for administrative convenience.

Section 7. An employee may be paid straight time for overtime work, when it is to the convenience of the City and is approved by the City Administrator.

Section 8. Every person entering the City service during the calendar year shall be entitled, after having been in service continuously for one year, during the succeeding calendar year, to a prorated vacation based upon actual service with the City during his entrance calendar year as set forth in the table below. Thereafter, annual vacations shall be taken during the calendar year succeeding the year of service and shall not be cumulative except under extraordinary circumstances where a department head, in the best interests of the City, determines that an employee shall postpone the taking of any vacation due in any calendar year. Upon approval in writing by the City Administrator, the employee, shall be allowed such vacation during the succeeding calendar year.

Section 9. The earned vacation of all employees, which shall be based upon total years of service with the City, shall be as follows:

- (a) 1 to 5 years inclusive -  $5/6$  working days per month or major portion thereof.
- (b) 6 to 15 years inclusive -  $1-1/4$  working days per month or major portion thereof.
- (c) 16 years and over -  $1-2/3$  working days per month or major portion thereof.

Section 10. Persons resigning from the service of the City, who shall have been in continuous service for one year or more immediately prior to the effective date of such resignation shall be allowed termination pay in lieu of any earned vacation.

Section 11. Every person, after having been in the service of the City continuously for six months shall be allowed sick leave with full pay, computed upon a basis of one full working day allowed for each full month of service with the City.

Section 12. Sick leave shall be cumulative to a maximum of 90 days.

Section 13. Employees shall not be entitled to pay or compensatory time off for holidays occurring while the employee is on sick leave. However, if a holiday occurs while an employee is on sick leave, such holiday shall not be deducted from the employee's accumulated sick leave.

Section 14. All employees of the City shall be entitled to nine holidays per year as follows: New Year's day, Washington's Birthday, Memorial day, Independence day, Labor day, Admission day, Veterans day, Thanksgiving day, and Christmas day. Good Friday from 12 o'clock noon until 3 o'clock p.m. shall also be observed. All the above holidays are enumerated in Section 6700 of the Government Code of the State of California.

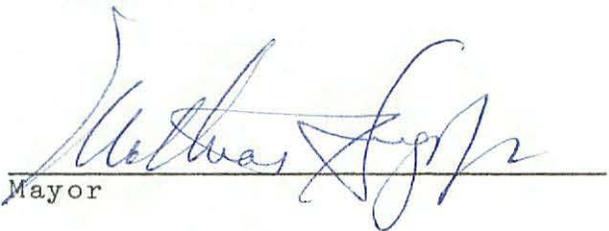
Section 15. This ordinance shall be effective 30 days after its adoption and is posted or published as required by law.

Passed and adopted by the City Council of the City of Ridgecrest this 17th day of September, 1964, by the following vote:

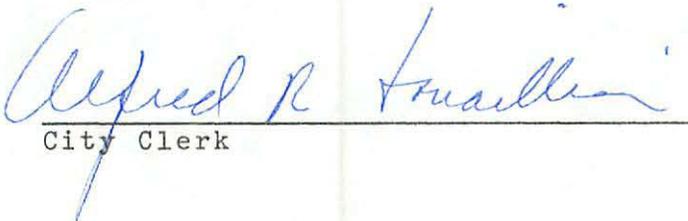
AYES: Mayor Hugo, Councilmen Gilmer, Jules, Kraus & Webb.

NOES: None

ABSENT: None

  
 \_\_\_\_\_  
 Mayor

ATTEST:

  
 \_\_\_\_\_  
 City Clerk

I hereby certify that the foregoing was duly and regularly passed by the City Council of the City of Ridgecrest at a regular meeting thereof held

\_\_\_\_\_  
 Clerk of the City of Ridgecrest