

RESOLUTION NO. 181

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF RIDGECREST ADOPTING A COMPENSATION PLAN
FOR CITY EMPLOYEE POSITIONS

WHEREAS, Ordinance No. 54, adopting a Personnel System, and Resolution No. 123, adopting Personnel System Rules and Regulations for the City of Ridgecrest, provide for the adoption of a plan of compensation for City employee positions in the Competitive Service; and

WHEREAS, the City Council in Resolution No. 124 as amended by Resolution No. 145 adopted a temporary compensation plan; and

WHEREAS, the City Council desires to adopt a plan of compensation which is integrated with the Position Classification Plan so as to provide for fair and equitable compensation for equal service to the City; and

WHEREAS, an integrated Compensation Plan is necessary for the efficient and effective administration of City government within the resources available;

NOW, THEREFORE, the City Council of the City of Ridgecrest resolves:

Section 1. Resolutions numbered 124 and 145 are hereby rescinded.

Section 2. APPLICATION. Employees in the Competitive Service of the City of Ridgecrest, which service is defined by the Position Classification Plan and its amendments, and such other full-time City positions exempted from the Competitive Service by Section 6 of Ordinance No. 54 as are listed in this Resolution or its amendments, shall be compensated for service to the City according to the Plan which is herein adopted.

Section 3. COMPENSATION SCHEDULE. The basic compensation schedule shall consist of the ranges and steps listed in this section as follows:

<u>Range No.</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
1	268	281	295	310	326	342
2	281	295	310	326	342	359
3	295	310	326	342	359	377
4	310	326	342	359	377	396
5	326	342	359	377	396	416
6	342	359	377	396	416	437
7	359	377	396	416	437	459
8	377	396	416	437	459	482
9	396	416	437	459	482	506
10	416	437	459	482	506	531
11	437	459	482	506	531	558
12	459	482	506	531	558	586
13	482	506	531	558	586	615
14	506	531	558	586	615	646
15	531	558	586	615	646	678
16	558	586	615	646	678	712
17	586	615	646	678	712	748
18	615	646	678	712	748	785
19	646	678	712	748	785	824
20	678	712	748	785	824	865
21	712	748	785	824	865	908
22	748	785	824	865	908	953
23	785	824	865	908	953	1001
24	824	865	908	953	1001	1051
25	865	908	953	1001	1051	1104
26	908	953	1001	1051	1104	1159
27	953	1001	1051	1104	1159	1217
28	1001	1051	1104	1159	1217	1278

Section 4. ALLOCATION TO COMPENSATION SCHEDULE. Classes of positions in the Competitive Service and exempt positions (E) shall be allocated to ranges in the Compensation Schedule provided in Section 3 hereof, as follows:

<u>Class Number</u>	<u>Class Title</u>	<u>Range Number</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<u>Clerical, Fiscal, and Administrative</u>								
01	Clerk-Typist	6	342	359	377	395	416	437
02	Clerk-Stenographer	8	377	396	416	437	459	482
03	Steno-Secretary	12	459	482	506	531	558	586
04								
05	Assistant City Clerk	15	531	558	586	615	646	678
06								
(E)	City Administrator (City Clerk)	None	Flat rate 11,000/annum					
<u>Parks and Recreation</u>								
11								
12								
13								
14								
<u>Planning and Engineering</u>								
21								
22								
23	Planning-Engineering Ass't.	22	748	785	824	865	908	953
<u>Public Safety</u>								
31	Police Dispatcher	6	342	359	377	396	416	437
32	Police Patrolman	14	506	531	558	586	615	646
33	Police Detective	16	558	586	615	646	678	712
34	Police Sergeant	18	615	646	678	712	748	785
35								
(E)	Chief of Police	None	Flat rate 10,800/annum					
36								
37	Animal Control Officer	10	416	437	459	482	506	531
38								
39	Building Inspector	20	678	712	748	785	824	865
<u>Streets and Property Maintenance</u>								
41								
42	Street Maintenance Man	10	416	437	459	482	506	531
43								
44	Heavy Equipment Operator	14	506	531	558	586	615	646
45								
46	Public Works Foreman	18	615	646	678	712	748	785

Section 5. ALLOCATION TO STEPS. An employee whose actual monthly salary rate at the effective date of this Plan lies within the adopted salary range for his classification, as allocated in Section 4, will be allocated by the Personnel Officer to the next highest step unless otherwise instructed by the City Council. If the actual monthly salary of an employee does not fall within the range allocated to his classification in Section 4 the Personnel Officer will allocate that employee to Step A of the new range for that employee's position unless otherwise instructed by the City Council. The next step increase for each employee shall be due on the date such increase would have been due each employee under the prior temporary compensation plan. Further step increases shall be in accord with Section 6 of this Resolution.

Section 6. ADVANCEMENT WITHIN RANGES. Advancement from Step A to Step F within any range in the Compensation Schedule shall be in annual increments, except that new employees shall be advanced in accordance with the provisions of Section 12.

Section 7. ADVANCEMENT NOT AUTOMATIC. Advancement from step to step in any range shall not be automatic, but shall depend upon increased service value of an employee to the City as exemplified by the recommendation of his department head to the City Administrator, length of service, performance record, special training undertaken, or other pertinent evidence.

Section 8. ADVANCEMENT FOR OUTSTANDING PERFORMANCE. The City Administrator, upon the recommendation of a department head, may advance an employee to the next highest step within the range for 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 he is to be advanced.

Section 9. ADVANCEMENT BEYOND CLASS RANGE. No salary advancement shall be made so as to exceed the maximum step established in the Compensation Schedule, Section 3, for the class to which the employee's position is allocated.

Section 10. EFFECTIVE DATE OF ADVANCEMENT. The effective date of advancement to the next highest step shall be the first day of the pay period following the date of completion of the length of service required for advancement as specified in Sections 6 and 12 herein.

Section 11. ORIGINAL APPOINTMENTS. An employee will normally be placed in Step A of his position's class range upon original appointment, except that employees may be placed in a higher step of the same range after consideration of previous experience and qualifications and upon approval by the City Council after recommendation by the City Administrator.

Section 12. ADVANCEMENT FROM PROBATIONARY STATUS. An employee shall be immediately advanced to the next highest step of his position's class range in accordance with Section 10 if he is retained in the City service beyond his probationary period. Further advancement shall be in accordance with Sections 6 through 9 of this Resolution.

Section 13. TEMPORARY EMPLOYEES. A temporary employee filling a classified position on a temporary full or part-time basis shall be compensated at an hourly rate equivalent to one of the steps within that position's class range on the Compensation Schedule. Such rate shall be set by the City Council at the time of the appointment upon recommendation by the City Administrator.

Section 14. COMPENSATION TIME OFF FOR OVERTIME. Compensatory time off shall be granted to any employee other than the City Administrator or a department head who is required to work additional hours over and above his regularly scheduled work period. The basic work week for employees is hereby established at forty (40) hours per week.

Section 15. ACCRUAL OF COMPENSATORY TIME. Any City employee, other than the City Administrator or a department head, may accrue up to a maximum of forty (40) hours of compensatory time if such employee is required by his supervisor to work additional time over and above his regularly scheduled work period.

Section 16. ELIMINATION OF COMPENSATORY TIME ACCRUED. Such employee's supervisor shall schedule such accrued compensatory time off within ninety (90) days of its accrual.

Section 17. ACCRUAL BEYOND FORTY HOURS. In emergency cases, the City Administrator may grant in writing up to a maximum of twenty-four (24) hours additional compensatory time, provided, however, that such additional compensatory time shall also be scheduled off within ninety (90) days of its accrual.

Section 18. PAYMENT FOR OVERTIME. An employee may be paid straight time for overtime worked when it is to the convenience of the City and is approved by the City Administrator.

Section 19. PAY PERIODS. Pay periods shall be established by the City Administrator at time periods convenient for City administration provided that there be at least two pay days per month.

Section 20. NEW CLASSES. Section 4 of this Resolution shall be amended by the City Council to reflect the compensation of any new class added to the Position Classification Plan and to reflect any elimination of classes from that Plan.

Section 21. EFFECTIVE DATE. This Resolution shall become effective the first day of the pay period immediately following its adoption. For purposes of determining length of service in a pay step, all employees except probationary employees shall be deemed to be beginning their first day of service in their newly approved steps on the first day of the pay period immediately following adoption of this Resolution. Probationary employees shall complete their probationary period and be advanced as per Section 12.

Resolution No. 103

ADOPTED AND APPROVED THIS 10th day of April, 1967,
by the following vote:

AYES: Mayor Smith, Councilmen Fox, Jules, Kessler and Shacklett

NOES: None

ABSENT: None

Kenneth M. Smith
KENNETH M. SMITH
Mayor

ATTEST:

James R. Heck
JAMES R. HECK
City Clerk