

RESOLUTION NO. 83- 22

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF RIDGECREST, CALIFORNIA,
ESTABLISHING CERTAIN BENEFITS FOR
CITY EMPLOYEES**

WHEREAS, The City Council of the City of Ridgecrest took action at its meeting of November 17, 1982, establishing certain employee benefits for all City employees, and

WHEREAS, in order to consolidate these benefits into one resolution it is necessary to amend sections of Resolution 123 and to rescind Resolutions 78-79, 81-58, 81-59, 82-11, and 82-12,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGECREST, CALIFORNIA, HEREBY RESOLVES THAT:

Rule XI, Sections 1, 2, and 7 of Resolution 123 is hereby amended as it pertains to vacation, sick leave and holidays; rescinds Resolutions 78-79, 81-58, 81-59, 82-11, and 82-12 and approves and adopts the following benefits and conditions of employment for the City employees:

Section 1. Annual Vacation Leave

The purpose of annual vacation leave is to enable each eligible employee annually to return to his work mentally and physically refreshed. All City employees shall be entitled to take annual vacation leave with pay except the following:

- a) Employees who have served the City less than one year.
- b) Employees who work on a temporary assignment, seasonally, or less than 1040 hours per year.
- c) Elective Officers; members of appointive boards, commissions and committees.
- d) Contractual personnel.
- e) Volunteer personnel, including Police Reserves.
- f) City Treasurer.

Commencing with the first anniversary of each eligible employee, the employee may take annual vacation leave up to the amount accumulated when the leave is initiated.

Each eligible employee, employed with the City of Ridgecrest prior to October 1, 1982, shall earn annual vacation at the rate indicated in Table 1, attached. Each eligible employee employed by the City of Ridgecrest after October 1, 1982, shall earn annual vacation at the rate indicated in Table 2, attached, earning a maximum of 160 hours per year.

Eligible employees who work less than full-time, but more than 1040 hours per year shall be credited vacation on a pro-rata basis.

Annual vacation shall be taken during the succeeding year earned and shall not be cumulative except as follows:

The times during the succeeding year at which an employee may take his vacation shall be determined by the department head with due regard for the wishes of the employee and with particular regard for the needs of the service.

If the requirements of the service are such that an employee cannot take all of his annual vacation in a particular year, such vacation may be taken in part that year and part the succeeding year, or the entire vacation may be paid for at the discretion of the appointing power.

The department head shall obtain the approval of the City Administrator in writing before deferring any employee's vacation to a succeeding year.

In the event that one or more municipal holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave, and the vacation leave shall be extended accordingly.

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

Section 2. Sick Leave

All City employees may accrue sick leave except the following:

- a) Employees who work on a temporary assignment, seasonally, or less than 1040 hours per year.

Eligible employees shall be entitled to take sick leave with pay as accrued. Sick leave shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual physical illness or disability. Sick leave shall accrue at the rate of four (4) hours per pay period for each pay period worked. Partial credit will be given for partial pay periods worked.

Eligible employees shall be able to accumulate unlimited sick leave for the purpose of actual physical illness or disability. However if employment is terminated by resignation or removal for any reason within five years of service, such accumulation is forfeited. Eligible employees hired on or after October 1, 1982, and who have five years or more of service, shall be entitled to accumulate a maximum of 320 hours, and are entitled to a maximum of one-half the value of their accumulated sick leave at time of termination of

employment by resignation or removal from City service.

Eligible employees hired by the City prior to October 1, 1982, and who have five years of service or more, shall be entitled to a maximum of one-half the value of sick leave accumulated and on record as of October 1, 1982, at time of termination of employment or removal from City service.

If the 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.

Not more than five (5) days sick leave each calendar year may be taken in case of an employee's presence being required elsewhere because of sickness or disability of members of his/her immediate family. The immediate family shall consist of the spouse, children, parents, brothers, sisters, or the spouse's father, mother, brother, or sister.

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. However, all employees receiving full salary in lieu of temporary disability payments, pursuant to Section 4850 of the Labor Code, are entitled to accumulate sick leave during such periods of disability.

Section 3. Holidays

Holidays to be observed annually by City employees, as provided for in Section 6700 of the Government Code and by adoption of this resolution are as follows:

- New Year's Day
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Admissions Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day and the Friday immediately following Thanksgiving Day
- Christmas Day
- Floating Holiday (all employees employed prior to October 1, 1982)

Every day appointed by the Mayor of the City of Ridgecrest as a public fast or holiday.

No permanent or probationary employee in the competitive service shall be required to be on duty on these holidays, unless the employee's services are needed or required in the interest of public health, safety or general welfare,

in which latter event, such employee shall be entitled to eight (8) hours compensatory time off at straight time, at such time as in the discretion of the Department Head his/her services are not needed or required, or the employee may be paid eight (8) hours straight time pay.

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the preceding Friday shall be observed. If a holiday falls on an employee's regularly scheduled time off, compensatory time off will be granted at straight time.

Employees who are employed by the City of Ridgecrest prior to October 1, 1982, are entitled to one floating holiday per calendar year, to be taken within the year accrued or forfeited.

Section 4 Longevity Pay

Eligible employees who have served the City for five (5) years and have attained the top step (F) of their salary range, may, upon a satisfactory written evaluation by their department head and approved by the City Administrator, receive longevity pay in accordance with the following schedule, using Step F as a base.

Step G - Two and a half percent ($2\frac{1}{2}\%$) salary increase based on Step F, after two years satisfactory service in Step F.

Step H - Two and a half percent ($2\frac{1}{2}\%$) salary increase based on Step F, after two years satisfactory service in Step G.

Step I - Two and a half percent ($2\frac{1}{2}\%$) salary increase based on Step F, after two years satisfactory service in Step H.

Step J - Two and a half percent ($2\frac{1}{2}\%$) salary increase based on Step F, after two years satisfactory service in Step I.

Eligible employees are those employees employed by the City prior to October 1, 1982.

Any employee receiving compensation under this Plan and transferred or promoted to a temporary position shall retain his/her longevity status during the temporary assignment.

Section 5. Medical Insurance

The City of Ridgecrest will contribute up to One Hundred and Eighty-two Dollars (\$182.00) per month per employee toward the cost of medical insurance.

Section 6. Dental Insurance

The City of Ridgecrest will contribute Five Dollars (\$5.00) per month per employee toward the cost of dental insurance.

Section 7. Compensatory Time

Compensatory time off may be granted to any employee other than the City Administrator, Department Head, Division Head or Police Lieutenant, 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.

Any City employee, other than those employees exempted above, may accrue up to a maximum of eighty (80) hours of compensatory time, if such employee is required by his supervisor to work additional time over and above his regularly scheduled work week. Compensatory time shall be accrued at 1½ times the total hours worked.

Section 8. Overtime

An employee, except those exempted in Section 7, may be paid for overtime worked at the rate of one-and-one-half times their hourly rate, after having worked a forty hour week, when it is to the convenience of the City and approved by the Department Head.

Section 9. Stand-by Time

Upon the request of the Department Head, and with the approval of the City Administrator, any employee required to be "on-call" and available for work during hours other than their normal work shift, shall be paid stand-by pay at the rate of 25¢ per hour.

Section 10. Call-Out Time

An employee who is called out for work by authorized City personnel, after normal working hours, shall be paid a minimum of three (3) hours overtime pay.

APPROVED AND ADOPTED this 2nd day of May, 1983 by the following roll call vote:

- AYES: Mayor Cheshire, Vice-Mayor Webb, Councilmembers Bergens, Rieger and Padgett
- NOES: None
- ABSENT: None
- ABSTAIN: None



 RON CHESHIRE, Mayor

ATTEST: 
 Jacqueline C. Reed, City Clerk

TABLE 1

<u>No. of Years Employed</u>	<u>Rate of Accrual in Hours</u>		<u>Total Hrs./Year</u>
	<u>Pay Per. #1-25</u>	<u>Pay Per. # 26</u>	
1-5	3	5	80
6-10	4.5	7.5	120
11-15	6	10	160
16	6	18	168
17	6	26	176
18	7	9	184
19	7	17	192
20	7	25	200
21	8	8	208

TABLE 2

<u>No. of Years Employed</u>	<u>Rate of Accrual in Hours</u>		<u>Total Hrs./Year</u>
	<u>Pay Per. #1-25</u>	<u>Pay Per. # 26</u>	
1-5	3	5	80
6-10	4.5	7.5	120
11-or more	6	10	160