RESOLUTION 85-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST ADOPTING A REVISED COMPENSATION PLAN FOR CERTAIN EMPLOYEE POSITIONS IN THE CITY OF RIDGECREST AND REPEALING RESOLUTION 85-45.

THE CITY COUNCIL OF THE CITY OF RIDGECREST RESOLVES AS FOLLOWS:

Section 1. Management and Confidential Employees excluding Department Heads.

A. SALARIES: Effective July 1, 1985, salaries for Management and Confidential Employees excluding Department Heads shall be as follows:

Position	Range No.	Rate
Administrative Aide	31X	1631/2082
Executive Secretary	31X	1631/2082
Accountant	33X	1799/2295
Senior Account Clerk	29X	1479/1889
Account Clerk	26	1248/1593
Engineering Manager	40X	2531/3232
Public Works Supervisor	39	2355/3006
Wastewater Facilities Supervisor	38X	2295/2931
Police Lieutenant	40	2473/3156
Chief Building Inspector	39X	2410/3078

B. VACATION: Employees shall be entitled to take annual vacation leave with pay as follows:

(1) 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.

(2) 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.

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

The time 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 the

succeeding year, or if the employee is determined to have a valid reason for requesting a portion of his vacation, not to exceed 3 weeks, be carried over to the next succeeding year, such vacation may be taken in part or the entire vacation may be paid for at the request of the employee and with the approval of the City Administrator.

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 holiday falls within an annual vacation leave, such holidays shall not be charged as vacation leave and the vacation leave shall be extended accordingly.

Any person who resigns or is terminated from service with the City shall receive pay for all accrued vacation.

C. HOLIDAYS: Employees shall observe the same holiday schedule as provided to employees represented by AFSCME.

D. SICK LEAVE: 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.

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.

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, disability or death 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.

E. 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 (2½%) salary increase based on Step F, after two years satisfactory service in Step F.

Step H - Two and a half percent (2½%) salary increase based on Step G, after two years satisfactory service in Step G.

Step I - Two and a half percent (2½%) salary increase based on Step H, after two years satisfactory service in Step H.

Step J - Two and a half percent (2½%) salary increase based on Step I, 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.

F. TUITION REIMBURSEMENT (Policy 79-3)

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 employee's current job classification as determined by the City Administrator.

(b) Courses or training in areas which will be of current or future benefit to the City may be authorized as determined by the City Administrator.

Authorization

(a) An eligible employee may submit a request for tuition reimbursement through his Department Head to the City Administrator for a course or training meeting the above criteria, prior to registering for said course or training.

(b) If approved by the City Administrator, and upon successful completion of the course of study with a satisfactory or better grade, the employee will be reimbursed for 100% of tuition.

(c) The employee is responsible for cost of books, mileage and any required fees. However, if the tuition for the course amounts to less than $35.00, the City will pay for tuition, books and fees in an amount not to exceed $35.00.

(d) Maximum expended per employee will be $200.00 per fiscal year.

G. OVERTIME: Those employees below the level of Division Head after having worked a forty hour work period shall be paid for overtime worked at the rate of one and one half times their hourly rate. For purposes of computation of overtime, vacation, sick leave, and holidays will be counted as time worked.

Division Heads will not be eligible for overtime compensation.

H. RETIREMENT: The City will discontinue paying the employees contribution to Social Security.

I. MEDICAL: The City will contribute $220.00 per month for medical insurance premiums.

Retirees will be allowed to remain under the City Health Plan provided such employees contribute their total premium.

J. DENTAL: The City will contribute $5.00 per family per month for dental insurance for the employee and family.

K. LIFE INSURANCE: The City will provide a Life Insurance policy of $17,000 for employees covered under this section.

Section 2. Department Heads and City Administrator. These employees are hereby recognized as the City's top management group. As such the employees are expected to accept and exercise a higher degree of responsibility than other employees and shall be compensated as follows effective July 1, 1985.

A. SALARIES:

City Administrator	4148/month
City Clerk	3232/month
Finance Director	3623/month

Community Development Director	3535/month
Public Works Director	3619/month
Chief of Police	3373/month
Parks and Recreation Director	3319/month

B. VACATION: Employees in this group shall be entitled to take annual vacation leave with pay in accordance with the Table 1 and Table 2 of this resolution.

C. HOLIDAYS: Management employees shall observe the same holiday schedule as other employees in their department.

D. SICK LEAVE: The employees in this section shall be subject to the same Sick Leave Policy as provided in Section 1. D. of this Resolution except that employees covered under this Section shall be eligible to be compensated at 75% of the value of their accumulated sick leave at time of separation from City Service and that employees covered under this section shall be eligible to be compensated for accumulated sick leave upon termination by resignation or removal after three years of continuous service.

E. LONGEVITY PAY: Employees covered under this Section shall receive longevity pay as provided in Section 1. E.

F. RETIREMENT: The City will discontinue paying the employees contribution to Social Security.

G. MEDICAL: The City will pay 100% of the medical insurance premium for employees covered under this Section.

H. DENTAL: The City will contribute $5.00 per family per month for dental insurance for the employee and family.

I. LIFE INSURANCE : The City will provide up to the I.R.S. established taxable limit or $50,000 in life insurance for employees covered under this section.

J. PHYSICAL EXAMINATION: The City will provide a group physical examination every two years for employees covered under this section.

Section 3. Other Employees:

City Treasurer	$525/month
Police Reserves	$8.15/hr
Police Matron	$4.65/hr
School Crossing Guard	$3.75/hr
Community Service Officer	$4.25/hr

Section 4. ALLOCATION TO STEPS. The Personnel Officer, on the effective date of this Resolution, shall allocate employee positions to steps within the ranges specified in this Compensation Plan.

Section 5. ADVANCEMENT WITHIN RANGES.

(a) A full-time probationary or permanent employee shall be eligible, subject to the provisions of Section 7, for advancement to the next higher step in the range assigned his/her class at any time within the first year that his supervisor and the City Administrator feel his performance has warranted it. All probationary employees shall be reviewed no later than one year after his/her hire date.

(b) A full-time permanent employee promoted to another class shall be advanced one salary step from his/her pre-promotion salary step unless the entry step in the class to which he/she is promoted is greater than five percent above his/her pre-promotion salary step, in which case he/she will be placed in the first step of the class to which he is promoted. The employee shall be eligible for subsequent salary step increases no later than one year after date of his appointment.

Section 6. 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/her department head to the City Administrator, length of service, performance record, special training undertaken, or other pertinent evidence.

Section 7. 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/she is to be advanced.

Section 8. ADVANCE 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 9. EFFECTIVE DATE OF ADVANCEMENT. The effective date of advancement to the next highest salary step shall be the first date of the pay period following the employee's review date.

Section 10. ORIGINAL APPOINTMENTS. An employee will normally be placed in Step A of his/her 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 of the City Administrator.

Section 11. TEMPORARY EMPLOYEES. A temporary employee filling a classified or exempt 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.

Section 12. 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 13. NEW CLASSES. 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 14. EFFECTIVE DATE. All sections of this Resolution shall become effective the first day of the pay period following June 30, 1985.

Section 15. REPEALS. Resolution No. 85-45 is hereby repealed.

APPROVED AND ADOPTED this 4th of December, 1985, by the following vote:

AYES: Mayor Bergens, Councilmembers Mower, Condos, and Pearson

NOES: None

ABSTAIN: None

ABSENT: Councilmember Wiknich

Anna Marie Bergens

Anna Marie Bergens, Mayor

ATTEST:

Joyce M. Taft

Joyce M. Taft, City Clerk

TABLE I

Number of Years Employed	Rate of Accrual in Hours		Hours/Years
	Pay Period #1-25	Pay Period #26	
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

Number of Years Employed	Rate of Accrual in Hours		Total Hours/Years
	Pay Period #1-25	Pay Period #26	
1-5	3	5	80
6-10	4.5	7.5	120
11-or more	6	10	160