RESOLUTION No. 88-137

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIDGECREST ADOPTING A REVISED COMPENSATION PLAN FOR MID-MANAGEMENT, CONFIDENTIAL, AND OTHER EMPLOYEE POSITIONS IN THE CITY OF RIDGECREST AND REPEALING RESOLUTION 87-97.

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

SECTION 1. Salary Compensation

A.1 SALARIES: Effective June 27, 1988, Confidential employees shall be compensated as follows:

POSITION	RANGE NO.	RATE
Administrative Aide	215	1818 - 2558
Executive Secretary	215	1818 - 2558
Accountant/Computer Specialist	290	2620 - 3686
Senior Account Clerk	195	1648 - 2320
Account Clerk	160	1390 - 1955
Administrative Clerk-City Clerk/Admin.	150	1324 - 1861
Secretary-Admin. Dept.	180	1532 - 2156
Senior Secretary-Police Dept.	200	1690 - 2376

A.2 SALARIES: Effective June 27, 1988, Mid-Management shall be compensated as follows:

Engineering Manager	280	2496 - 3512
Public Works Supervisor	290	2620 - 3686
Wastewater Facilities Supervisor	285	2558 - 3600
Police Lieutenant	345	3265 - 4593
Chief Building Inspector	295	2686 - 4064

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

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.

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 requirement 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 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 RACE, except that employees covered by this section shall observe December 26, in lieu of September 9 (Admission Day) as a holiday. When December 26 falls on a non-work day, the Personnel Director will determine the day to be taken.

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.

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

Employees hired on or after October 1, 1982, and 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 one-half of the value of their accumulated sick leave at the time of termination of employment by resignation or removal from City service.

Employees hired on or after October 1, 1982, and who have 10 or more years of service, shall be entitled to accumulate for conversion purposes, a maximum of 640 hours and are entitled to a

maximum of one-half of the value of their accumulated sick leave at the termination of employment by resignation or removal from City service. Eligible employees hired before October 1, 1982, are entitled to one-half of all 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 child, 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. BEREAVEMENT LEAVE: Any mid-management or confidential employee 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 immediate family. When travel to distant locations or other circumstances requires absence in excess of three consecutive working days, the Director of Personnel may allow the use of accrued annual leave, or up to two days of accrued family sick leave to supplement the three working days provided in this Section. For the purpose of this Section, "immediate family" shall mean the husband, wife, parent, child, or an employee.

F. 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 (2-1/2%) salary increase based on Step F, after two years satisfactory service in Step F.

Step H - Two and a half percent (2-1/2%) salary increase based on Step G, after two years satisfactory service in Step G.

Step I - Two and a half percent (2-1/2%) salary increase based on Step H, after two years satisfactory service in Step H.

Step J - Two and a half percent (2-1/2%) salary increase based on Step I, after two years satisfactory service in Step I.

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.

G. TUITION REIMBURSEMENT (Policy 79-3): The purpose is to encourage employees to pursue curses 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

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

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.

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.

Maximum expended per employee will be $200.00 per fiscal year.

H. EDUCATION INCENTIVE PLAN: The City agrees to provide an Educational Incentive Plan which would reimburse tuition, text, materials, and fees for courses taken to satisfy a degree requirement for full time, permanent employees of the City who have served 5 years. A contract will be signed that the employee will not sever employment with the City for a period of 2 years after receiving the desired degree, or reimburse the City for all expenses if the employee terminates before that time. No reimbursement shall be greater than the cost of an equivalent course at a California State University; provided that such employee receives a recommendation from his/her Department Head and concurrence from the City Administrator. Only those employees with above average employment will be eligible for this benefit.

I. 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. At the option of the employee and with approval of the City Administrator, those employees may accumulate a maximum of 80 hours of compensatory time off at the rate of one and one-half times their hourly rate.

Division Heads may accumulate compensatory time earned at straight time up to a maximum of eighty hours. Any such time accrued may be taken at the employee's request with approval of the Department Head. However, Division Heads will not be paid cash in-lieu of time off.

J. RETIREMENT:

The City agrees to keep the current retirement plan in effect during the term of this Agreement, and

The City will not contribute to the employee's share of Social Security (FICA).

The City will pay one hundred percent of the employee's portion of PERS vested with the employee.

K. MEDICAL: It is mutually agreed that the employee will contribute the current amount of $6.94 per pay period for medical insurance for employees and their families. Any additional premium required will be contributed by the City.

Retirees will be allowed to remain under the City Health Plan provided such employees contribute their total premium plus 2%.

L. DENTAL: The City will contribute $10.00 per family per month for dental insurance for the employee and family.

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

Section 2. OTHER EMPLOYEES:

	HOURLY RANGE					
Police Reserves	8.84	9.28	9.75	10.23	10.74	11.28
Police Matron	5.04	5.29	5.56	5.84	6.13	6.43
School Crossing Guard	4.25	4.46	4.69	4.92	5.17	5.43
Community Service Officer	4.25	4.46	4.69	4.92	5.17	5.43

Section 3. 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 4. 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/she is promoted. The employee shall be eligible for subsequent salary step increases no later than one year after date of his appointment.

Section 5. 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 6. 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 7. ADVANCE BEYOND CLASS RANGE. No salary advancement shall be made so as to exceed the maximum step established in the Compensation Schedule, Section 1, for the class to which the employee's position is allocated.

Section 8. 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 9. 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 10. 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 11. 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 12. 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 13. EFFECTIVE DATE. All sections of this Resolution shall become effective July 1, 1988.

Section 14. REPEALS. Resolution No. 87-97.

APPROVED AND ADOPTED this 5th day of October 1988, by the following vote.

AYES: Mayor Mower, Councilmembers Bergens, Condos, Corlett, and Lilly

NOES: None

ABSTAIN: None

ABSENT: None

Michael R. Mower

Michael R. Mower, Mayor

ATTEST:

Joni E. Ridgway

Joni Ridgway, Acting 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