

03-56

**A COMPENSATION PLAN FOR MID-MANAGEMENT AND  
CONFIDENTIAL EMPLOYEE POSITIONS IN THE CITY OF  
RIDGECREST FOR THE FISCAL YEAR 2003-2004**

**THE COMPENSATION PLAN PROVIDES** as follows:

**Section 1. SALARIES**

- (a) A two percent (2%) base salary adjustment shall be implemented in the first payroll period following adoption of this plan retroactive to July 1, 2003 as reflected in (b) below.
- (b) Mid-Management and Confidential employees shall be compensated as follows:

<b>Mid-Management – as of July 1, 2003</b>			
<b>POSITION</b>	<b>Grade</b>	<b>Step 1 - Step 11 PER MONTH</b>	
Assistant Director Public Works	630	4396.75	6342.72
Assistant Finance Director	630	4396.75	6342.72
Chief Plant Operator	593	3672.49	5303.50
Economic Development Project Manager	630	4396.75	6342.72
Family Resource Center Facilitator	509	2554.76	4359.89
Information Systems Specialist	630	4396.75	6342.72
Parks Maintenance Supervisor	555	3051.44	4399.01
Police Lieutenant	653	4921.40	7106.85
Public Works Supervisor	598	3761.05	5431.44
Recreation Supervisor	598	3761.05	5431.44
Transit Supervisor	555	3051.44	4399.01
<b>Confidential – as of July 1, 2003</b>			
<b>POSITION</b>	<b>Grade</b>	<b>Step 1 – Step 11 PER MONTH</b>	
Account Clerk II	468	1995.36	2882.46
Accountant	598	3761.05	5431.44
Accounting Technician	570	3279.85	4732.51
Chief Deputy City Clerk	535	2765.75	3990.69
Executive Secretary	523	2740.72	3957.08
Family Resource Center Family Advocate	466	1762.70	3005.60
Human Resources Assistant	555	3051.44	4399.01
Information Systems Technician	600	3438.00	4961.41
Secretary - Confidential	488	2198.72	3177.06
Senior Secretary - Police	508	2426.03	3501.40
WIA Grant Program Coordinator	797	1949.95	2747.63

**Section 2. SOCIAL SECURITY PICK UP**

The City will pay both the employer and employee contributions to Social Security.

**Section 3. HEALTH BENEFITS**

The City will contribute to the cafeteria program (IRC 125) for each employee as follows:

Placement in Tier is determined upon enrollment in City sponsored major medical plan (PERSCheck, PERSCare) Effective July 1, 2003, placement in Tier 2 is determined by enrollment by employee in any City offered medical, dental, or disability plan on July 1, 2003					
		Tier 1	Tier 2	Tier 3	Tier 4
		No Med	Emp.	Emp. +1	Emp. +2+
Available 7/1/03	Monthly	\$450	\$575	\$605	\$787
Effective 1/1/04 (paid 12/1/03)	Monthly	\$450	\$575	\$672	\$862

The employee through authorized payroll deduction shall contribute any additional required premium. All or any unused portions of the contribution to employee per month may be cashed out by the employee to be used at their will.

**Section 4. SCHEDULING**

The department head, with the approval of the City Manager, retains the right to make assignments and scheduling decisions, including the right to change the starting and ending times of employees' shifts, based upon the needs of the department and the community. As such, the Department Head will be responsible for all decisions concerning staffing levels and the specific hours of individual shifts as well as special assignments.

City employees will work 8 - 9-hour days, 1 - 8-hour day and have one day off, in a 2-week period. Every other Monday, City Hall will be closed. On the opposite Monday, employees will work 8 hours. However, the City Manager reserves the right to make schedule changes when necessary.

**Section 5. HOLIDAYS**

Mid-Management and Confidential Employees will observe the following holidays. However, if a holiday falls on a flex Monday, then the holiday will be observed the following Monday. When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the proceeding Friday shall be observed.

Not all employees covered by this Resolution are on the same working schedule. The City Manager has the right to modify the schedule in order to carry out the intent of this resolution and to treat all employees fairly.

New Years Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day and the day after  
Christmas and the day after  
Floating Holiday  
Any holiday proclaimed by the Mayor as a result of Council action.

Mid-management and Confidential employees are entitled to take one floating holiday per calendar year. The floating holiday must be taken as a day off in the year it is earned and does not accrue from year to year.

**Section 6. ADMINISTRATIVE LEAVE – MID MANAGEMENT ONLY**

Employees serving in Mid-Management positions as listed in Section 1 are considered a part of the management team and salaried employees. As such, these employees are not eligible to receive overtime or compensatory time. In recognition of the additional hours they may serve above and beyond their regularly scheduled hours, the City will provide five (5) work shifts of paid Administrative Leave. This leave may be taken in the year it is earned and does not accrue from year to year. Administrative leave may not be cashed out at termination or retirement.

During emergency situations special compensation may be provided to Mid Management employees at the discretion of City Manager and upon recommendation of the Department Head.

**Section 7. VACATION TIME**

Vacation leave shall be accrued at the rate shown in "Exhibit A" attached. No employee shall accrue more than twice his/her annual vacation leave accrual rate; at which time accrual shall cease until unused vacation accrual is below the maximum accrual.

Any person who separates from City service shall receive pay for all accrued vacation.

**Section 8. 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 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 75% 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 75% 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 75% of all their accumulated sick leave at the time of termination of employment 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 50% of the calendar year accrual 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 in a calendar year. 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.

**Section 9. BEREAVEMENT LEAVE**

Any employee covered under the terms of this contract 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, grandparent, child, sibling, step child, or spouse's immediate family.

**Section 10. RETIREMENT**

The City agrees to keep the current retirement plan in effect during the term of this agreement, and eligible members shall be provided the 2% at 55 years.

The City agrees to pay for all employees of this bargaining unit, both the employee and employer contributions to CalPERS

**Section 11. ANNUAL EVALUATIONS & PERFORMANCE PLANS**

Each employee will be evaluated annually on his or her anniversary date. Any resulting change in pay will take effect on their anniversary date. 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 annual evaluation. Employees must receive a rating of "Satisfactory" or better on their evaluation to receive an annual, longevity or merit salary increase.

In conjunction with the annual evaluating process, the supervisor and employee will share responsibility to create a Performance Plan. This Plan is a written document to define several goals for the employee to work on during the prospective year. The Plan has the flexibility to be changed when circumstance arise that may affect the ability of the employee to accomplish the stated goals, but any changes shall be approved by the department head after consultation with the employee and supervisor. The employee's success with the performance Plan will be one element of consideration by the supervisor when completing the annual evaluation.

The City Manager, upon the recommendation of a Department Head, may advance an employee to the next highest step within the range of 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 the employee is to be advanced. No salary advancement shall be made so as to exceed the maximum step established in the compensation schedule for the class to which the employee's position is allocated.

Notwithstanding the above, parties to this Agreement have waived the Step Advancement Pay Program during the term of this Agreement. Evaluations shall be provided, however, as described above.

**Section 12. OUT OF CLASS TEMPORARY APPOINTMENT**

The department head, with approval of the City Manager, retains the right to temporarily assign an employee to an acting position within the department. The City reserves the right, within its sole discretion, to assign employees within this unit to work outside of their regular classification. The employee shall meet all eligibility requirements for the position. An employee who has been temporarily appointed to an out of class temporary position in a higher classification for a period of over forty (40) consecutive hours shall be compensated, beginning at the 1st hour, with a 5% pay increase, in recognition of extra duties performed.

**Section 13. OVERTIME**

Confidential employees may receive overtime pay only if the employee received authorization from his/her supervisor prior to working the overtime. Employees who work authorized overtime shall be paid at the rate of one-and-one-half times the regular rate of pay for hours worked in excess of forty (40) hours during the work period. Hours worked is defined as any paid time, including regular hours worked, compensatory time, vacation, sick leave or floating holiday. However, overtime will not be paid on the same day that paid leave time is taken.

The employee, however, may elect to receive compensatory time off in lieu of overtime pay. Said compensatory time shall be accrued at the rate of time and one-half of the

time worked up to a maximum of eighty (80) hours, and may be taken upon approval by the Department Head with due regard for the wishes of the employee.

**Section 14. LONGEVITY PAY**

Employees who have served the City for five (5) years and have attained the top step (6) of their salary range, shall upon a satisfactory written evaluation by their Department Head and approved by the City Manager, receive longevity pay in accordance with the following schedule, using Step 6 as a base and dateline:

- Step 7            Two and one half- percent (2-1/2%) salary increase after one year satisfactory service in Step 6.
- Step 8            Two and one half- percent (2-1/2%) salary increase after one year satisfactory service in Step 7.
- Step 9            Two and one half- percent (2-1/2%) salary increase after one year satisfactory service in Step 8.
- Step 10           Two and one half- percent (2-1/2%) salary increase after one year satisfactory service in Step 9.
- Step 11           Two and one half- percent (2-1/2%) salary increase after one year satisfactory service in Step 10.

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.

However, eligibility for longevity increases in accord with city policies and practices shall terminate at the close of business on June 30, 2004

Notwithstanding the above, parties to this Agreement have waived the Step Advancement Pay Program during the term of this Agreement. Evaluations shall be provided, however, as described above.

**Section 15. TUITION REIMBURSEMENT**

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 or related to a position to which the employee might reasonably aspire within the cities organizational structure, as determined by the City Manager.
- (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 Manager

**Authorization**

- (a) An eligible employee may submit a request for tuition/fee reimbursement through his Department Head to the City Manager for a course or training, meeting the above criteria, prior to registering for said course or training.
- (b) If approved by the City Manager, and upon successful completion of the course of study with a satisfactory or better grade, the employee will be reimbursed for 100% of tuition/fee.
- (c) The employee is responsible for cost of books, mileage and any required fees. However, if the tuition/fee for the course amounts to less than \$150.00, the City will pay for tuition/fee, books and fees in an amount not to exceed \$150.00 in the fiscal year for any one semester.
- (d) Maximum expended per employee will be \$300.00 per fiscal year.

**Section 16. USE OF KERR MCGEE CENTER FACILITIES**

Employees of the bargaining unit and their immediate families (spouse and dependent children) shall be permitted to use the Kerr McGee physical activity facility at no charge, providing that said activity is not being directed by an instructor for which a special fee is being charged of others. They may also use Pinney Pool free of charge.

**Section 17. SUBSEQUENT EVENTS**

The City agrees to investigate the feasibility of implementing a vacation leave sharing plan.

**Section 18. EFFECTIVE DATE**

This Agreement becomes effective upon adoption by the City Council retroactive to July 1, 2003, unless otherwise stated.

**Section 19. REPEALS**

All previous compensation plans for Mid Management and Confidential Employees are hereby repealed.

**THIS COMPENSATION PLAN WAS ADOPTED** by the City Council of the City of Ridgecrest, California at their regular meeting \_\_\_\_\_, 2003.

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Harvey M. Rose, City Manager/City Clerk

EXHIBIT "A"

VACATION SCHEDULE  
MID MANAGEMENT & CONFIDENTIAL EMPLOYEES  
HIRED ON OR PRIOR TO OCTOBER 1, 1982

<u>NO. OF YEARS EMPLOYED</u>	<u>RATE OF ACCRUAL IN HOURS</u>	<u>HOURS/YEAR</u>
0 - 4	3.08	80
5 - 9	4.62	120
10 - 14	6.16	160
15	6.47	168
16	6.77	176
17	7.08	184
18	7.39	192
19	7.70	200
20+	8.00	208

VACATION SCHEDULE  
MID MANAGEMENT & CONFIDENTIAL EMPLOYEES  
HIRED ON OR AFTER OCTOBER 1, 1982

0-4	3.08	80
5-9	4.62	120
10+	6.16	160