



Report to the City Council
Council Meeting of September 13, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing amendment to Unrepresented Compensation Resolution to include a new compensation schedule for the Assistant Public Works Director position and for the position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions

CEQA Status: Not a CEQA Project

Prepared By: Mandy Kellogg, Administrative Services Manager 2

Kathy Robinson, Human Resources and IT Director

Approved By: Jennifer Phillips, City Manager

BACKGROUND

In September 2013, upon resignation of the Public Works Director, the City embarked on three unsuccessful recruitments for the Public Works Director. In August 2014, the position of Assistant Public Works Director became vacant. Given the challenges in finding a qualified professional for the Public Works Director position, the City chose to keep the Assistant Public Works Director position vacant while focusing on recruiting for a qualified professional engineer for the Public Works Director position. In November 2014, the vacancy for the Public Works Director was filled and the Assistant Public Works Director position remained vacant until it was eliminated with the FY 2015/16 budget process and adoption.

On November 24, 2015 City Council approved Reso 2015-145 approving the request for a Public Works Utility Manager position that would provide compliance administration and operations support for the Water and Wastewater plants. Recruitment for the position began shortly thereafter and after two recruitments a viable candidate had not been identified and the recruitment was closed.

Due to the difficulty in recruiting a candidate, an additional assessment was done to assess the needs of the Public Works Department. It was determined that reestablishing the position as an Assistant Public Works Director would closer match the needs of the department and would hopefully garner a larger candidate pool. Recruitment for the

position began in March 2016 and the position was anticipated to be filled by the beginning of the 2016/17 fiscal year, therefore funding for the position was included in the FY 2016/17 proposed and adopted budget. The recruitment for the position closed on April 15th and after a thorough review of fewer than ten applicants, a viable candidate was not identified.

In May 2016 the Human Resources Director conducted a compensation analysis of the Mid-Management and Executive staff salaries. The salaries in the surrounding Napa County cities were compared to the salaries of the City of St. Helena and the Assistant Public Works Director salary was identified as below average for the area. The salary range was amended by a 5% increase and presented to City Council with the Unrepresented Compensation Program on June 14, 2016. Per Resolution 2016-75 the request authorizing and approving revised salary schedules for Mid-Management and At-Will employees was adopted.

In June 2016 an open until filled recruitment for the Assistant Public Works Director was reopened and one applicant with a professional engineer's license was identified and interviewed for the position.

DISCUSSION

During that time staff continued comparison of the salary range of the position to include cities that are comparable in size to surrounding counties. Upon further analysis it was determined that the salary range was still below average, Attachment 2. The Assistant Public Works Director is a management level class responsible for planning and organizing the work activities of operations staff engaged in construction, repair, and maintenance work. Areas of responsibility include streets, storm drains, streetlights and signals, sidewalks, parks, trees, landscapes, facilities, and the water distribution and wastewater collection systems. In addition, the Assistant Public Works Director is the only mid-manager with the direct responsibility to act in the capacity of the Director of Public Works and City Engineer in his/her absence.

Due to the past challenges that the City has faced in recruiting for both the Public Works Director and the Assistant Public Works Director in finding a professional licensed engineer with local government experience, staff recommends that the salary be raised to at least the average salaries in the surrounding cities as identified in Attachment 2. Staff also recommends granting an additional 40 hours of executive leave for the position of Assistant Public Works Director. The additional hours will be awarded on July 31 of the calendar year and must be used by December 31 of the same calendar year or it will be forfeited. These two amendments to the Unrepresented Compensation will solidify the City's ability to offer an employment package to an Assistant Public Works and retain a professional engineer with over 15 years of local government experience.

FISCAL IMPACT

In the Adopted FY 2015/16, the Assistant Public Works Director position salary was budget at \$93,216, the offer to the candidate would be \$112,223 a difference of \$19,007. With the recent vacancies of three employees in Public Works, and two being tenured employees the difference will be covered by the salary savings of vacancies.

RECOMMENDED ACTION

Approve.

ATTACHMENTS

1. Resolution
2. Salary Comparison
3. Amendment to Unrepresented Compensation Program
4. Salary Schedule

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution authorizing amendment to Unrepresented Compensation Resolution to include a new compensation schedule for the Assistant Public Works Director position and for the position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions

RECITALS

- A. In September 2013, upon resignation of the Public Works Director, the City embarked on three unsuccessful recruitments for the Public Works Director.
- B. In August 2014, the position of Assistant Public Works Director became vacant and given the challenges in finding a qualified professional for the Public Works Director position, the City chose to keep the Assistant Public Works Director position vacant while focusing on recruiting for a qualified professional engineer for the Public Works Director position.
- C. In November 2014, the vacancy for the Public Works Director was filled and the Assistant Public Works Director position remained vacant until it was eliminated with the FY 2015/16 budget process and adoption.
- D. On November 24, 2015 City Council approved Reso 2015-145 approving the request for a Public Works Utility Manager position that would provide compliance administration and operations support for the Water and Wastewater plants.
- E. Two recruitments and a viable candidate had not been identified and the recruitment was closed.
- F. The position was reclassified and recruitment open for an Assistant Public Works Director was open March 2016 and closed on April 15; after a thorough review of fewer than ten applicants, a viable candidate was not identified.
- G. In May 2016 after a compensation analysis, the Assistant Public Works Director salary was identified as below average for the area and the salary range was amended and approved by a 5% increase by City Council on June 14, 2016, per Resolution 2016-75.
- H. In June 2016 an open until filled recruitment for the Assistant Public Works Director was reopened and one applicant with a professional engineer's license was identified and interviewed for the position.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

1. The City Council authorizes amendment to Unrepresented Compensation Resolution to include a new compensation schedule for the Assistant Public Works Director position and for the position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions.

Approved at a regular meeting of the St. Helena City Council on September 13, 2016 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Crull: _____

Councilmember Dohring: _____

Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Assistant Public Works Director Salary Comparison			
Agency	Title	Low	High
City of Petaluma	Deputy Director	112,798.40	137,113.60
	City Engineer	107,432.00	130,582.40
City of Rohnert Park	City Engineer	111,326.52	135,317.28
City of Healdsburg	Deputy Director	101,352.00	123,660.00
Town of Windsor	Deputy Director	109,643.04	136,940.64
City of Calistoga	Deputy Director	95,557.00	116,150.00
American Canyon	Deputy Director	88,440.00	132,660.00
Yountville	Assistant PW Director	87,063.00	105,826.00
City of Napa	Assistant PW Director	130,208.00	157,291.00
Average Salary:		104,868.88	130,615.66

**UNREPRESENTED COMPENSATION
PROGRAM
(Amended)**

March 8, 2016 – June 30, 2017

Approved ~~June 14~~September 13, 2016

**CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM**

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ATTACHMENT: EXHIBIT 1 SALARY SCHEDULE EFFECTIVE 1/1/16

At-will Employees
Mid-Management Employees
Confidential Employees

EXHIBIT 2 SALARY SCHEDULE EFFECTIVE 3/8/16

At-will Employees
Mid-Management Employees
Confidential Employees

SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together "Employees") as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City's administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program:

For At-will Executive Management, Mid-Management, and Confidential employees (together "Employees"), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who's effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the "Unrepresented Program." This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered:

Employees covered under this program shall include the following:

A. At-Will Executive Management

Finance Director

Fire Chief

Library Director

Planning/Community Development Director

Police Chief

Public Works Director

Recreation Director

Human Resources & Information Technology Director

B. Mid-Management

Assistant Public Works Director
Chief Building Official
Grant & Finance Manager
Library Manager Police
Lieutenant
Management Analyst
Public Works Manager
Senior Management Analyst (non-Confidential)
Senior Planner
Water Conservation Coordinator

C. Confidential

Administrative Services Manager
City Clerk

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-will Management, Mid-Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered:

The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be "At Will" employees, and shall enter into an employment contract, confirming the "At Will" status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-will Executive Management employees will be approved by the City Manager, or, in the case of the City Manager's employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-will Executive Management employees except the City Attorney.

SECTION 3: EMPLOYMEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

3.1.1 Effective on the same date as the pension cost sharing arrangement described in Sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 becomes effective pursuant to the required CalPERS contract amendment process, miscellaneous employees salary ranges shall be increased by an additional one percent (1%). This additional 1% salary range

increase is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented. The City will consider cost sharing for safety employees (Fire Chief, Police Chief, and Police Lieutenant) covered by this resolution at a future date.

3.1.2 The City recognizes that it is appropriate to provide unrepresented employees with a three percent (3%) salary increase, in addition to the one (1%) percent contained in 3.1.1. However, due to the City's current financial challenges, it is unable to provide unrepresented employees with the three percent (3%) increase at this time. The City will review whether there is adequate funding after the FY 2016-17 Budget is finalized and determine whether unrepresented employees shall receive a salary increase and the effective date of any salary increase.

3.2 Salary Schedule:

The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential:

Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay:

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members)

This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The "2% @ 55" (for miscellaneous employees) or "3% @ 50" (for safety employees) retirement programs will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this

Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members):

This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The "2% @ 60" (for miscellaneous) or "3% @ 55" (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPR Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The "2% @ 62" (for miscellaneous)

or "3% @ 57" (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the City's cost of pension benefits as permitted by Government Code Section 20516.

4.4 Cost Sharing Implementation – All Tiers:

CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City's amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for the Fire Chief at a future date.

4.5 Converting Sick Leave Balance:

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.6 Other Options Included In CalPERS Contract: Employees shall be eligible for other options included in the City's contract with CalPERS as stated in that contract, and allowed by law.

4.7 Implementation of Internal Revenue Code Section 414(h)(2):

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.8 All Provisions Subject to Requirements of Law:

The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In

implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions:

The City will pay the full cost of the employee's health insurance plan to cover both the employee and the employee's dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Life Insurance:

The City will provide term life insurance for each employee, not to exceed \$50,000.

Employees may elect to increase the value of their life insurance policy by \$20,000 at their own expense for a total policy value of \$70,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.3 Short-term Disability Insurance: The City will pay for the employee's cost to participate in the State Disability Insurance (SDI) program.

5.4 Vision Care: The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1
Martin Luther King, Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Cesar Chavez Birthday	March 31 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving

Christmas Eve Day
Christmas Day

December 24th
December 25th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 7: VACATION LEAVE

7.1 Vacation Entitlement:

Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

<u>Years of Continuous Service</u>	<u>Vacation Days Earned/Year</u>
1 – 5 years	10
6 th year	15
7 th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

7.2 Vacation Accrual:

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

7.3 Vacation Usage:

An employee may take vacation at a time approved by the employee's direct supervisor, or, in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380 hours. All employees who have accrued at least 380 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 8: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. Additionally, Aat-Wwill Eexecutive staff and the Assistant Public Works Director (a member of the Mid-Management staff) may receive up to another five (5) days Executive Leave annually at the discretion of the City Manager provided on July 1st of each year, and all hours not taken by December 31st of the same year will be lost unless an extension of time is granted by the City Manager.

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire, 40 hours additional at-will
October – December	10 hours awarded on the date of hire, 20 hours additional at-will

SECTION 9: OTHER LEAVES OF ABSENCE

9.1 Sick Leave:

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

9.2 Family Care:

Except as otherwise required by state or federal law, sick leave may be used to care for the employee's child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state or federal law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

9.3 Bereavement Leave:

Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

9.4 Industrial Accident Leave:

The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

9.5 Miscellaneous Leave With Pay:

Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

9.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:

Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

9.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

9.8 Leave of Absence Without Pay:

Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

9.9 Military Leave:

An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

10.1 Professional Seminars and Training:

To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

10.2 Professional Membership Fees:

Most At-will Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

10.3 College Tuition Reimbursement:

An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to \$1,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 11: OTHER BENEFITS

11.1 Vehicle Reimbursement:

Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance of \$100 per pay period. In addition, if travel is required by the employee in his/her personal

vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

11.2 *Deferred Compensation Plan:*

Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to \$100 per pay period to the employee's contribution into the City's deferred compensation program.

11.3 *Health Club Membership:*

The City will pay a one-time membership fee of \$25.00 towards employee enrollment in a health clubs.

11.4 *Sick Leave Payout:*

Upon separation, the City will pay out 50% of accrued sick leave. Retirees have the option of using 100% of their accrued sick leave towards health premiums.

11.5 *St. Helena Charity Based Events:*

In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of \$750.00 per calendar year.

SECTION 12: TERMINATION ALLOWANCE

12.1 *Severance Pay:*

In order to foster job security within a professional climate, At-will Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-will Management employees terminated for cause are not eligible for severance benefits.

12.2 *Allowance Schedule:*

At-will Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law.

City of St. Helena
Publicly Available Salary Schedule
FY 2016-2017

Position		Steps				
		A	B	C	D	E
<i>St. Helena Employee Association - Miscellaneous Group</i>						
Accounting Assistant I	Annual	40,667.00	42,700.00	44,835.00	47,077.00	49,431.00
Accounting & HR Assistant I ⁽⁶⁾	Monthly	3,389.00	3,558.00	3,736.00	3,923.00	4,119.00
Office Assistant 75%	Pay Period	1,694.44	1,779.17	1,868.12	1,961.53	2,059.61
Office Assistant	Hourly	19.55	20.53	21.56	22.63	23.77
Library Assistant I						
Maintenance Worker I	Annual	41,487.00	43,561.00	45,740.00	48,027.00	50,428.00
	Monthly	3,457.00	3,630.00	3,812.00	4,002.00	4,202.00
	Pay Period	1,728.63	1,815.06	1,905.81	2,001.11	2,101.16
	Hourly	19.95	20.94	21.99	23.09	24.24
Library Assistant II	Annual	42,219.00	44,330.00	46,546.00	48,873.00	51,317.00
	Monthly	3,518.00	3,694.00	3,879.00	4,073.00	4,276.00
	Pay Period	1,759.11	1,847.06	1,939.42	2,036.39	2,138.21
	Hourly	20.30	21.31	22.38	23.50	24.67
Plant Operator in Training	Annual	43,070.00	45,224.00	47,485.00	49,859.00	52,352.00
Maintenance Worker I-Water Dist.	Monthly	3,589.00	3,769.00	3,957.00	4,155.00	4,363.00
	Pay Period	1,794.60	1,884.33	1,978.55	2,077.47	2,181.35
	Hourly	20.71	21.74	22.83	23.97	25.17
Building Permit Technician I	Annual	45,959.00	48,257.00	50,670.00	53,204.00	55,864.00
Recreation Coordinator	Monthly	3,830.00	4,021.00	4,223.00	4,434.00	4,655.00
	Pay Period	1,914.97	2,010.72	2,111.25	2,216.82	2,327.66
	Hourly	22.10	23.20	24.36	25.58	26.86
Accounting Assistant II	Annual	46,887.00	49,231.00	51,692.00	54,277.00	56,991.00
Accounting & HR Assistant II ⁽⁶⁾	Monthly	3,907.00	4,103.00	4,308.00	4,523.00	4,749.00
	Pay Period	1,953.60	2,051.28	2,153.85	2,261.54	2,374.62
	Hourly	22.54	23.67	24.85	26.10	27.40
Senior Library Assistant	Annual	47,952.00	50,350.00	52,867.00	55,511.00	58,286.00
	Monthly	3,996.00	4,196.00	4,406.00	4,626.00	4,857.00
	Pay Period	1,998.00	2,097.90	2,202.80	2,312.94	2,428.58
	Hourly	23.05	24.21	25.42	26.69	28.02
Plant Operator I - Wastewater	Annual	48,676.00	51,110.00	53,665.00	56,348.00	59,166.00
Plant Operator I - Water	Monthly	4,056.00	4,259.00	4,472.00	4,696.00	4,930.00
	Pay Period	2,028.16	2,129.57	2,236.05	2,347.85	2,465.24
	Hourly	23.40	24.57	25.80	27.09	28.45
Accounting Assistant III	Annual	49,287.00	51,752.00	54,339.00	57,056.00	59,909.00
Accounting & HR Assistant III ⁽⁶⁾	Monthly	4,107.00	4,313.00	4,528.00	4,755.00	4,992.00
	Pay Period	2,053.64	2,156.32	2,264.14	2,377.34	2,496.21
	Hourly	23.70	24.88	26.13	27.43	28.80
Librarian I	Annual	49,411.00	51,881.00	54,475.00	57,199.00	60,059.00
Lib Assoc Bilingual Services	Monthly	4,118.00	4,323.00	4,540.00	4,767.00	5,005.00
	Pay Period	2,058.77	2,161.71	2,269.80	2,383.29	2,502.45
	Hourly	23.76	24.94	26.19	27.50	28.87
Administrative Assistant	Annual	49,658.00	52,141.00	54,748.00	57,485.00	60,360.00
	Monthly	4,138.00	4,345.00	4,562.00	4,790.00	5,030.00
	Pay Period	2,069.08	2,172.53	2,281.16	2,395.22	2,514.98
	Hourly	23.87	25.07	26.32	27.64	29.02
Maintenance Worker II	Annual	50,533.00	53,060.00	55,713.00	58,499.00	61,424.00
	Monthly	4,211.00	4,422.00	4,643.00	4,875.00	5,119.00
	Pay Period	2,105.56	2,210.84	2,321.38	2,437.45	2,559.32
	Hourly	24.30	25.51	26.79	28.12	29.53

Attachment 4

Position		Steps				
		A	B	C	D	E
Equipment Operator/Maint Worker III	Annual	51,041.00	53,593.00	56,272.00	59,086.00	62,040.00
	Monthly	4,253.00	4,466.00	4,689.00	4,924.00	5,170.00
	Pay Period	2,126.70	2,233.03	2,344.68	2,461.92	2,585.01
	Hourly	24.54	25.77	27.05	28.41	29.83
Building Permit Technician II	Annual	51,168.00	53,727.00	56,413.00	59,234.00	62,195.00
	Monthly	4,264.00	4,477.00	4,701.00	4,936.00	5,183.00
	Pay Period	2,132.01	2,238.61	2,350.55	2,468.07	2,591.48
	Hourly	24.60	25.83	27.12	28.48	29.90
Maintenance Lead Worker Accounting Assistant/Building Tech	Annual	51,553.00	54,131.00	56,837.00	59,679.00	62,663.00
	Monthly	4,296.00	4,511.00	4,736.00	4,973.00	5,222.00
	Pay Period	2,148.04	2,255.45	2,368.22	2,486.63	2,610.96
	Hourly	24.79	26.02	27.33	28.69	30.13
Maintenance Worker II-Water Dist.	Annual	52,593.00	55,223.00	57,984.00	60,883.00	63,927.00
	Monthly	4,383.00	4,602.00	4,832.00	5,074.00	5,327.00
	Pay Period	2,191.38	2,300.95	2,416.00	2,536.80	2,663.64
	Hourly	25.29	26.55	27.88	29.27	30.73
Plant Operator II - WW Plant Operator II - Water Maintenance Lead Worker-Water Dist.	Annual	53,654.00	56,337.00	59,154.00	62,112.00	65,217.00
	Monthly	4,471.00	4,695.00	4,929.00	5,176.00	5,435.00
	Pay Period	2,235.60	2,347.38	2,464.74	2,587.98	2,717.38
	Hourly	25.80	27.09	28.44	29.86	31.35
Librarian II	Annual	53,923.00	56,619.00	59,450.00	62,423.00	65,544.00
	Monthly	4,494.00	4,718.00	4,954.00	5,202.00	5,462.00
	Pay Period	2,246.79	2,359.13	2,477.08	2,600.94	2,730.98
	Hourly	25.92	27.22	28.58	30.01	31.51
Project Coordinator/Admin Asst. Building Permit Technician III	Annual	54,737.00	57,474.00	60,347.00	63,365.00	66,533.00
	Monthly	4,561.00	4,789.00	5,029.00	5,280.00	5,544.00
	Pay Period	2,280.70	2,394.74	2,514.47	2,640.20	2,772.21
	Hourly	26.32	27.63	29.01	30.46	31.99
Plant Operator III - Water	Annual	54,874.00	57,617.00	60,498.00	63,523.00	66,699.00
	Monthly	4,573.00	4,801.00	5,042.00	5,294.00	5,558.00
	Pay Period	2,286.40	2,400.72	2,520.76	2,646.80	2,779.14
	Hourly	26.38	27.70	29.09	30.54	32.07
Recreation Supervisor	Annual	55,148.00	57,906.00	60,801.00	63,841.00	67,033.00
	Monthly	4,596.00	4,825.00	5,067.00	5,320.00	5,586.00
	Pay Period	2,297.85	2,412.74	2,533.38	2,660.05	2,793.05
	Hourly	26.51	27.84	29.23	30.69	32.23
Accounting Technician	Annual	55,563.00	58,341.00	61,258.00	64,321.00	67,537.00
	Monthly	4,630.00	4,862.00	5,105.00	5,360.00	5,628.00
	Pay Period	2,315.13	2,430.88	2,552.43	2,680.05	2,814.05
	Hourly	26.71	28.05	29.45	30.92	32.47
Senior Librarian	Annual	56,121.00	58,927.00	61,873.00	64,967.00	68,215.00
	Monthly	4,677.00	4,911.00	5,156.00	5,414.00	5,685.00
	Pay Period	2,338.36	2,455.28	2,578.05	2,706.95	2,842.30
	Hourly	26.98	28.33	29.75	31.23	32.80
Equipment Mechanic	Annual	56,826.00	59,667.00	62,650.00	65,783.00	69,072.00
	Monthly	4,735.00	4,972.00	5,221.00	5,482.00	5,756.00
	Pay Period	2,367.74	2,488.13	2,610.43	2,740.96	2,878.00
	Hourly	27.32	28.69	30.12	31.63	33.21
Plant Operator III - Water & WW Building Technician III/Office Manager	Annual	60,789.00	63,828.00	67,020.00	70,371.00	73,889.00
	Monthly	5,066.00	5,319.00	5,585.00	5,864.00	6,157.00
	Pay Period	2,532.87	2,659.51	2,792.49	2,932.11	3,078.72
	Hourly	29.23	30.69	32.22	33.83	35.52

Position		Steps				
		A	B	C	D	E
Jr. Engineer	Annual	63,266.00	66,430.00	69,751.00	73,239.00	76,901.00
Assistant Planner	Monthly	5,272.00	5,536.00	5,813.00	6,103.00	6,408.00
HR Manager / Acctg Technician II	Pay Period	2,636.10	2,767.91	2,906.30	3,051.62	3,204.20
	Hourly	30.42	31.94	33.53	35.21	36.97
Public Works Supervisor	Annual	64,704.00	67,940.00	71,336.00	74,903.00	78,648.00
	Monthly	5,392.00	5,662.00	5,945.00	6,242.00	6,554.00
	Pay Period	2,696.01	2,830.81	2,972.35	3,120.97	3,277.02
	Hourly	31.11	32.66	34.30	36.01	37.81
Public Works Supervisor-Parks	Annual	68,018.00	71,418.00	74,989.00	78,739.00	82,676.00
	Monthly	5,668.00	5,952.00	6,249.00	6,562.00	6,890.00
	Pay Period	2,834.06	2,975.77	3,124.55	3,280.78	3,444.82
	Hourly	32.70	34.34	36.05	37.86	39.75
Associate Planner*	Annual	68,188.00	71,597.00	75,177.00	78,936.00	82,882.00
	Monthly	5,682.00	5,966.00	6,265.00	6,578.00	6,907.00
	Pay Period	2,841.15	2,983.21	3,132.37	3,288.98	3,453.43
	Hourly	32.78	34.42	36.14	37.95	39.85
Chief Plant Operator - Water	Annual	70,613.00	74,144.00	77,851.00	81,744.00	85,831.00
Chief Plant Operator - Wastewater	Monthly	5,884.00	6,179.00	6,488.00	6,812.00	7,153.00
Chief Water Distribution Operator	Pay Period	2,942.22	3,089.33	3,243.80	3,405.99	3,576.29
	Hourly	33.95	35.65	37.43	39.30	41.27

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

- 5 years - 2.5% of base salary
- 10 years - 5.0% of base salary
- 15 years - 7.5% of base salary
- 20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

(3) Standby Pay - Shall be paid at a rate of \$75.00 per weekend to those employees in the Public Works Department who are required to be on Standby on weekends (3:30 p.m. Friday to 7:00 a.m. Monday), \$75.00 per week for those employees who are required to Standby for the week (Monday - Friday) and \$75.00 for those employees who are required to Standby on holidays (3:30 p.m. to 7:00 a.m. of the next regular work day).

(4) Certification Pay - \$50.00 per month for each governmental certificate or licensing as follow

- "Operator Cross-certification" (Class I or above) for employees assigned to the Water Treatment Plant or Waste Water Treatment Plant, enabling those employees to perform duties at the other plant
- A necessary pesticide certificate, for Public Works employees responsible for pesticide applications programs for the city
- Certification for back-flow prevention devices for Public Works employees
- Playground Inspection Certification for employees working in the Parks Division
- Arborist Certificate for employees working in the Parks Division

(5) Uniform Allowance - The city will provide uniforms to employees in the following Public Works positions: Public Works Supervisor, Maintenance Worker I, Maintenance Worker II, Maintenance Lead Worker, Chief Water Distribution Operator, Plant Operator in Training, Plant Operator I, Planter Operator II, Planter Operator III, Chief Operator. The City will provide and pay for cleaning services for the uniforms of employees. These costs will be reported each pay period as follows:

- Employees assigned to Water Distribution and Public Works - \$35.49 per pay period
- Employees assigned to Parks-Trees-Buildings - \$33.06 per pay period
- Employees assigned to the Wastewater Treatment Plant (Chief Plant Operator and Plant Operator II) - \$9.29 per pay period
- Employees assigned to the Wastewater Treatment Plant (Plant Operator III) - \$5.79 per pay period
- Employees assigned to the Water Treatment Plant - \$11.49 per pay period

(6) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

Police Officers Association

Dispatcher	Annual	50,035.00	52,537.00	55,164.00	57,922.00	60,818.00
	Monthly	4,170.00	4,378.00	4,597.00	4,827.00	5,068.00
	Pay Period	2,084.79	2,189.03	2,298.48	2,413.41	2,534.08
	Hourly	24.06	25.26	26.52	27.85	29.24
Police Officer	Annual	58,358.00	61,276.00	64,340.00	67,557.00	70,935.00
	Monthly	4,863.00	5,106.00	5,362.00	5,630.00	5,911.00
	Pay Period	2,431.58	2,553.16	2,680.82	2,814.86	2,955.61
	Hourly	28.06	29.46	30.93	32.48	34.10
Corporal	Annual	63,088.00	66,242.00	69,554.00	73,032.00	76,683.00
	Monthly	5,257.00	5,520.00	5,796.00	6,086.00	6,390.00
	Pay Period	2,628.67	2,760.08	2,898.09	3,042.99	3,195.14
	Hourly	30.33	31.85	33.44	35.10	36.87
Sergeant	Annual	69,554.00	73,032.00	76,683.00	80,518.00	84,544.00
	Monthly	5,796.00	6,086.00	6,390.00	6,710.00	7,045.00
	Pay Period	2,898.09	3,042.99	3,195.14	3,354.90	3,522.65
	Hourly	33.44	35.10	36.87	38.71	40.65

(1) Longevity Pay - Employees are eligible to receive longevity based on continuous years of employment according to the dates and rates below:

- 5 years - 2.5% of base salary
- 10 years - 5.0% of base salary
- 15 years - 7.5% of base salary
- 20 years - 10% of base salary

(2) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees determined to be able to communicate in Spanish at a level adequate for law enforcement purposes will receive incentive pay of an additional \$150.00 per month.

(3) POST Certificates - Additional monthly salary compensation shall be received by an employee attaining certificates, as follows:

- POST Intermediate Certificate - \$100.00
- POST Advanced Certificate - \$200.00
- POST Records Supervisor Certificate - \$100.00

(4) Special Assignment Pay:

- Motorcycle Officer, Range Master or Reserve Coordinator - \$100.00 per month
- Field Training Officers or Communication Training Officers - 7% of their daily salary, per day, while assigned to the trainee
- Records Coordinator - 5% of regular salary
- Investigator Position - 2 1/2% of base salary
- Police Service Dog Handler - \$228.13 per pay period

(5) Holiday Accrual - Full-time employees will accrue 3.833 hours per pay period, which will be paid out twice a year (in June and December) at the employee's current hourly rate.

(6) Uniform Allowance - Employees shall receive an annual uniform allowance as follows:

- Sworn Personnel - \$750.00
- Dispatch and CSO Personnel - \$750.00
- Motorcycle Officers - 1 pair of Police motorcycle boots, 2 pairs of Police motorcycle pants, 1 Police motorcycle leather jacket, 2 sets of riding gloves (1 cold weather and 1 warm set) and Protective eyeglasses (not to exceed \$150.00)
- Bicycle Patrol - Gloves, Helmet, Padded Shorts, Padded Pants, Protective Eyeglasses, Pedal Retention Devices, and Inclement Weather Clothing

City of St. Helena
Publicly Available Salary Schedule
FY 2016-2017⁽¹⁾

Position		Steps				
		A	B	C	D	E
<u>Mid-Management Exempt</u>						
Assistant Public Works Director	Annual	104,272.00	109,486.00	114,960.00	120,708.00	126,743.00
	Monthly	8,689.00	9,124.00	9,580.00	10,059.00	10,562.00
	Pay Period	4,345.00	4,562.00	4,790.00	5,029.00	5,281.00
	Hourly	50.13	52.64	55.27	58.03	60.93
Chief Building Official	Annual	91,659.00	96,242.00	101,054.00	106,107.00	111,411.00
	Monthly	7,638.00	8,020.00	8,421.00	8,842.00	9,284.00
	Pay Period	3,819.00	4,010.00	4,211.00	4,421.00	4,642.00
	Hourly	44.07	46.27	48.58	51.01	53.56
Grants and Finance Manager Public Works Project Manager Senior Management Analyst Water Conservation Coordinator	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
Library Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Lieutenant	Annual	87,504.00	91,880.00	96,473.00	101,297.00	106,362.00
	Monthly	7,292.00	7,657.00	8,040.00	8,442.00	8,864.00
	Pay Period	3,646.00	3,828.00	4,020.00	4,221.00	4,432.00
	Hourly	42.07	44.18	46.38	48.70	51.14
Management Analyst Public Works Maintenance Manager	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,358.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Senior Planner	Annual	84,867.00	89,110.00	93,566.00	98,245.00	103,156.00
	Monthly	7,072.00	7,426.00	7,797.00	8,187.00	8,596.00
	Pay Period	3,536.00	3,713.00	3,898.00	4,094.00	4,298.00
	Hourly	40.80	42.84	44.98	47.23	49.59
<u>Confidential Positions</u>						
Administrative Services Manager ⁽⁴⁾	Annual	92,217.00	96,828.00	101,669.00	106,753.00	112,090.00
	Monthly	7,685.00	8,069.00	8,472.00	8,896.00	9,341.00
	Pay Period	3,842.00	4,034.00	4,236.00	4,448.00	4,670.00
	Hourly	44.34	46.55	48.88	51.32	53.89
<u>Executive Management</u>						
City Manager ⁽²⁾	Annual					189,880.00
	Monthly					15,823.00
	Pay Period					7,912.00
	Hourly					91.29
City Clerk	Annual	95,524.00	100,300.00	105,315.00	110,581.00	116,110.00
	Monthly	7,960.00	83.58	8,776.00	9,215.00	9,676.00
	Pay Period	3,980.00	4,179.00	4,388.00	4,608.00	4,838.00
	Hourly	45.93	48.23	50.64	53.17	55.83
Fire Chief ⁽²⁾⁽³⁾	Annual					31,000.00
Finance Director	Annual	109,066.00	114,519.00	120,245.00	126,258.00	132,571.00
	Monthly	9,089.00	9,543.00	10,020.00	10,521.00	11,048.00
	Pay Period	4,544.00	4,772.00	5,010.00	5,261.00	5,524.00
	Hourly	52.44	55.06	57.81	60.70	63.74

Attachment 4

Position		Steps				
		A	B	C	D	E
Human Resources/IT Director	Annual	109,066.00	114,519.00	120,245.00	126,258.00	132,571.00
	Monthly	9,089.00	9,543.00	10,020.00	10,521.00	11,048.00
	Pay Period	4,544.00	4,772.00	5,010.00	5,261.00	5,524.00
	Hourly	52.44	55.06	57.81	60.70	63.74
Library Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Planning/Community Services Director	Annual	127,394.00	133,764.00	140,452.00	147,474.00	154,848.00
	Monthly	10,616.00	11,147.00	11,704.00	12,290.00	12,904.00
	Pay Period	5,308.00	5,573.00	5,852.00	6,145.00	6,452.00
	Hourly	61.25	64.31	67.52	70.90	74.45
Police Chief	Annual	132,528.00	139,154.00	146,112.00	153,417.00	161,088.00
	Monthly	11,044.00	11,596.00	12,176.00	12,785.00	13,424.00
	Pay Period	5,522.00	5,798.00	6,088.00	6,392.00	6,712.00
	Hourly	63.71	66.90	70.25	73.76	77.45
Public Works Director	Annual	139,596.00	146,576.00	153,905.00	161,600.00	169,680.00
	Monthly	11,633.00	12,215.00	12,825.00	13,467.00	14,140.00
	Pay Period	5,817.00	6,107.00	6,413.00	6,733.00	7,070.00
	Hourly	67.11	70.47	73.99	77.69	81.58
Recreation Director	Annual	104,272.00	109,486.00	114,960.00	120,708.00	126,743.00
	Monthly	8,689.00	9,124.00	9,580.00	10,059.00	10,562.00
	Pay Period	4,345.00	4,562.00	4,790.00	5,029.00	5,281.00
	Hourly	50.13	52.64	55.27	58.03	60.93

(1) Mid-Management, Confidential and Executive salary ranges include a 1% salary increase that is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented.

(2) Positions do not have a pay range

(3) 1% Increase was not applied to Safety Fire Position: Fire Chief

(4) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(5) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

Position		Steps				
		A	B	C	D	E
<u>Part-time Positions</u>						
Casual Worker I	Hourly	10.00	10.51	11.03	11.58	12.16
Casual Worker II	Hourly	12.78	13.43	14.10	14.79	15.54
Casual Worker III	Hourly	16.31	17.14	17.99	18.88	19.83
Casual Worker IV	Hourly	20.80	21.86	22.95	24.09	25.30
Casual Worker V	Hourly	26.54	27.90	29.28	30.73	32.27
Firefighter ⁽¹⁾⁽²⁾⁽³⁾	Hourly					25.00
Fire Marshal ⁽¹⁾	Hourly					45.00
<u>Elected Positions</u>						
Mayor ⁽¹⁾	Annual					3,600.00
Vice Mayor ⁽¹⁾						
Council Member ⁽¹⁾						
Planning Chairperson ⁽¹⁾	Annual					1,200.00
Planning Vice Chairperson ⁽¹⁾						
Planning Commissioner ⁽¹⁾						

(1) Positions do not have a pay range

(2) Standby Pay - Shall be paid at a rate of \$50.00 per 24 hour period

(3) Classification Pay - Additional monthly salary compensation shall be received as follows.

1st and 2nd Assistant Chief Classification - \$315.00

Captain Classification - \$210.00

Engineer Classification - \$105.00

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