

RESOLUTION NO. 8794

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, TO RESCIND RESOLUTION NO. 8710 AND ADOPT A NEW 2016-17 SALARY RESOLUTION

THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. PURPOSE. This resolution is enacted in order to create a basic compensation policy and establish a basic compensation plan for municipal employment by the City of Whittier.

SECTION 2. CLASSES OF EMPLOYMENT INCLUDED. Subject to the limitations contained in this resolution, there is hereby created a compensation plan, which shall be applied to all employees in the service of the City.

SECTION 3. INITIAL APPOINTMENT. The compensation in the case of initial appointment to any class listed in Section 13 hereof shall be at the minimum step in the range; provided that the City Manager or designee may approve a higher unadjusted base salary rate at any step within the range if he/she shall find that the person appointed thereto is reasonably entitled, because of his or her experience or ability, to a rate in any one of the steps above the minimum or that it is impracticable to obtain qualified appointees at the established minimum rate or at any one of the higher steps below the maximum. In no instance shall the unadjusted base salary rate allowed for any class be neither less than the minimum nor more than the maximum step in the salary range.

SECTION 4. NUMBER OF POSITIONS. The number of positions within each job classification of this resolution shall not exceed the number appearing in the approved budget for the current fiscal year; provided further, that no additional positions shall be created nor persons employed except upon recommendation of the City Manager and approval by the City Council.

The City Manager or designee may appoint employees in one classification to perform duties of another classification or higher classification and provide compensation in addition to salaries for such performance if such compensation does not require additional appropriations.

SECTION 5. WORKING HOURS AND WORK WEEK. All officers and employees of the City of Whittier shall work the hours and times as specified in ARTICLE X of the Personnel Rules and Regulations and current Memorandums of Understanding.

SECTION 6. OVERTIME. Overtime work and compensation therefore shall be governed and regulated in accordance with ARTICLE X, Section 12, of the Personnel Rules and Regulations and current Memorandums of Understanding.

SECTION 7. ONE POSITION. A person who holds a full-time position in the City service shall not hold any other City position whether full or part-time except upon prior written authorization of the City Manager or designee.

SECTION 8. EXPENSES. Traveling. All officers and employees who shall be obliged to travel in the performance of their duties shall receive the amount of

their expenses for transportation, meals, lodging and incidentals necessarily incurred thereby in addition to the compensation otherwise provided. No allowance shall be made for transportation between the home of any person and the place where such person is ordinarily required to report for duty. In case of any doubt as to the necessity for the incurring of any expense, the City Manager or designee shall determine whether such necessity existed and may allow, reject, or modify any claim or any item or items thereof.

Payment. All expenses shall be audited and paid, as are other claims against the City on prescribed forms to be used in making such claims. Receipts or other evidence of payment of the amounts claimed by the party entitled thereto may be required.

All persons shall be furnished with necessary supplies and quarters with and in which to carry on their business, but this shall not include living quarters or personal expenses except as herein expressly provided.

SECTION 9. CONVENTION EXPENSES. Employees will be reimbursed for convention registration fees and for transportation by the method approved by the City Manager or designee.

Members of the City Council who shall be obliged to travel for the purposes of conducting City Council business or attending conventions shall be reimbursed for registration, transportation, meals, lodging and incidentals necessarily incurred by their convention attendance; or any fixed amount previously established by official action of the City Council, in accordance with the City Council, Board and Commission reimbursement policy.

SECTION 10. HOLIDAYS. The following days shall be deemed to be holidays for the City of Whittier:

- (1) January 1, known as New Year's Day;
- (2) The third Monday in January, known as Martin Luther King, Jr.'s birthday; (holiday not provided for Police safety employees)
- (3) The third Monday in February, known as Presidents' Day;
- (4) Good Friday, the last four (4) hours of scheduled workday (holiday provided for sworn Police employees only);
- (5) The last Monday in May, known as Memorial Day;
- (6) July 4, known as Independence Day;
- (7) The first Monday in September, known as Labor Day;
- (8) November 11, known as Veterans Day;
- (9) The day in November designated as Thanksgiving Day, and the day immediately following such Thanksgiving Day;
- (10) December 24, known as Christmas Eve, the last four (4) hours of scheduled work day;
- (11) December 25, known as Christmas Day; and

- (12) December 31, known as New Year's Eve, the last four (4) hours of scheduled work day.
- (13) Floating Holiday – Civilian employees who are granted time off with pay for City designated holidays and who have completed six months of City service shall be entitled to seventeen (17) hours of Floating Holiday paid leave time that may be used in one (1) hour increments (no partial hours) during the fiscal year. Employees wishing to use Floating Holiday leave shall request the prior approval of their supervisor. Floating Holiday leave hours are not accruable and are not subject to compensation upon separation from City service. (Not provided for sworn police employees.)

A holiday is considered a maximum of eight (8) hours regardless of the employee's work schedule (such as 9-80, 4-10, etc.), unless fewer hours are indicated for a holiday in this section such as a four (4) hour holiday.

An employee working on the date of the actual holiday as designated in 1-12 above shall be paid at the regular hourly rate of pay for the hours worked. (Example: For an eight (8) hour holiday, a 10 hour per day employee working on December 25 shall be compensated for 10 hours at straight time, plus 8 hours of holiday at straight time, plus 4 hours of holiday pay at straight time, resulting in a total of 22 hours of straight time pay.)

If a holiday in 1-12 above occurs on an employee's scheduled work day and he/she is given the holiday off (i.e. the employee does not work on the holiday), the employee will receive 8 hours of holiday pay (or 4 hours, if a ½ day holiday) at straight time. The employee shall make up the difference, if any, between the number of holiday hours paid and the number of hours the employee was scheduled to work by using his/her accrued, unused vacation leave, compensatory time off leave, or the 8 hours of Personal Necessity Leave not charged to his/her accrued, unused Sick Leave.

If a holiday designated in 1-12 above is not an employee's scheduled work day and in fact does not work the holiday, the employee will receive 8 (or 4) hours of holiday pay at straight time.

If a Solid Waste employee works on the Friday preceding a holiday that falls on Saturday, or works on the Monday following a holiday that falls on Sunday, the Friday or Monday shall be considered their holiday and be compensated as provided in this section.

If a Solid Waste employee works on a holiday that actually falls on a Saturday and/or a Sunday, he/she shall be paid his/her regular hourly rate of pay for the hours worked as if it was a regular work day (i.e. a non-holiday).

An employee is entitled to receive Holiday Pay only once for each holiday indicated in this section. For example, if a 10 hour per day employee works on a Friday preceding a holiday that falls on Saturday and on the next day he/she works the actual Saturday holiday, he/she would be paid straight time for the hours worked on Friday. If an actual holiday occurs on a consecutive Saturday and Sunday, and the employee works both of those holidays, he/she would be paid a total of 22 hours at straight time per holiday consistent with the above example.

Based on each department's work hours and days of operation, if January 1, July 4, November 11, December 24, 25 or 31 fall on a Saturday or Sunday, and that day is the employee's scheduled day off from work, the affected employee may receive a different day off with pay at his/her regular hourly rate of pay in lieu of the actual holiday as follows:

<u>Actual Holiday Falls On Employee's Day Off</u>	<u>Employee Will Be Given Day Off With Pay</u>
Saturday	Preceding Friday
Sunday	Following Monday
Consecutive Friday/Saturday or Consecutive Sunday/Monday	City Manager designates day off in lieu of actual holiday.

For certain employees, if the actual holiday falls on the employee's scheduled day off from work, and the employee does not work on that day, he/she shall be paid at his/her regular hourly rate of pay in lieu of the actual holiday, or will be given a different day off with pay at his/her regular hourly rate of pay in lieu of the actual holiday as determined by his/her department head.

Closure of Certain Services Christmas through New Year's Day: City Hall and the Main and Branch Libraries will be closed for City designated holidays between Christmas and New Year's Day. During this time period, the City will continue to provide employees the option on their regular work days that are not City designated holidays to either work (as available) or take time off. Employees who choose to work on their regular work days that are not City designated holidays would be assigned by their department head to work at other City facilities open during this period (as available). Employees who choose to take time off on their regular work days that are not City designated holidays would have the option:

- a) To use their eligible accrued leave, or
- b) If they do not have eligible accrued leave, the City will advance the leave time that would be deducted from the employee's leave time they would otherwise earn in the future; or
- c) To take leave without pay.

The City Council reserves the option not to close City facilities each year in which case employees would be notified of the holiday work schedule.

SECTION 11. ALLOCATION OF CLASSES TO COMPENSATION RANGES.

The positions enumerated in the table and index in Section 13 hereof, are classified positions in the classified service of the City. The applicable schedule number for each position is set out in Arabic numerals in the column headed "Schedule No." and opposite the title of each position, and is keyed to Sections 15A and 15B of this resolution, comprising the Standard Salary Schedule. The schedule number indicates the rate or rates of compensation which are applicable to the respective positions and which are to be found in the Standard Salary Schedule.

SECTION 12. TABLE AND INDEX.

<u>Title</u>	<u>Schedule No.</u>
Account Specialist I	138
Account Specialist II	157

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Accounting Technician	176
Administrative Secretary	177
Assistant Planner	255
Associate Planner	274
Building Inspector I	224
Building Inspector II	243
Business License Inspector	202
Business License Specialist I	138
Business License Specialist II	157
Civil Engineering Assistant	264
Civil Engineering Associate	283
Code Enforcement Officer I	197
Code Enforcement Officer II	216
Community Services Coordinator I	189
Community Services Coordinator II	208
Community Services Officer	184
Concrete Worker Finisher	181
Crime Analysis Assistant	170
Crime Analyst	216
Cross Connection Specialist I	210
Cross Connection Specialist II	229
Customer Service Clerk	149
Data Processing Specialist	202
Engineering Technician I	199
Engineering Technician II	219
Equipment Operator	184
Equipment Service Worker	152
Facilities Maintenance Worker	187
Fleet Mechanic I	182
Fleet Mechanic II	200
Gas Control System Specialist	222
Information Services Technician	239
Landfill Equipment Operator	184
Landfill Gatekeeper	156
Librarian I	218
Librarian II	237
Librarian I (Grant Funded)	218
Librarian II (Grant Funded)	237
Library Assistant I	143
Library Assistant II	162
Library Assistant III	176
Maintenance Electrician	218
Meter Reader	163
Motor Sweeper Operator	182

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Office Specialist I	114
Office Specialist II	134
Office Specialist III	149
Park Equipment Operator	174
Park Maintenance Worker I	140
Park Maintenance Worker II	159
Parking Enforcement Officer	155
Permit Technician I	177
Permit Technician II	196
Police Dispatcher I	198
Police Dispatcher II	217
Police Forensic Specialist I	226
Police Forensic Specialist II	246
Police Officer	01
Police Officer Trainee	233
Police Sergeant	08
Police Services Assistant I	140
Police Services Assistant II	159
Police Services Assistant III	173
Police Services Assistant Trainee	124
Property and Evidence Technician	188
Public Works Inspector I	214
Public Works Inspector II	233
Records Specialist I	114
Records Specialist II	134
Secretary	163
Senior Accounting Technician	202
Senior Building Inspector/Plan Checker	271
Senior Code Enforcement Officer	235
Senior Engineering Technician	233
Senior Facilities Maintenance Worker	206
Senior Fleet Mechanic	219
Senior Landfill Equipment Operator	203
Senior Maintenance Electrician	237
Senior Park Equipment Operator	203
Senior Park Maintenance Worker	178
Senior Police Dispatcher	236
Senior Police Forensic Specialist	271
Senior Police Services Assistant	206
Senior Programmer Analyst	276
Senior Property and Evidence Technician	207
Senior Sewer Equipment Operator	181
Senior Solid Waste Worker	203
Senior Street Maintenance Worker	181
Senior Tree Trimmer/Climber	188
Senior Water Utility Worker	201

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Sewer Equipment Operator	162
Solid Waste Worker	184
Stores/Purchasing Coordinator	177
Street Maintenance Worker I	142
Street Maintenance Worker II	162
Street Maintenance Worker II (Y-Rated 7/1/14)	181
Telemetry/Water Technician	253
Telephone Operator/Receptionist I	124
Telephone Operator /Receptionist II	144
Tree Trimmer-Climber I	150
Tree Trimmer-Climber II	169
Warehouse Worker	142
Water Production Specialist	229
Water Treatment Plant Operator I	189
Water Treatment Plant Operator II	208
Water Utility Specialist	229
Water Utility Worker I	163
Water Utility Worker II	182

SECTION 13. BASIC COMPENSATION PLAN. The compensation in the table under the columns headed "Step 1" through "Step 6" in Section 15 hereof indicates the monthly unadjusted base salary rates applicable to positions which are on a six-step rate of compensation.

SECTION 14A. STANDARD SALARY SCHEDULE FOR CLASSIFIED NON-MANAGEMENT EMPLOYEES.

This schedule is effective on July 2, 2016 for Police Department employees and July 3, 2016 for all other departments. (However, the 1% cost offset will coincide with the implementation of the employee paying an additional 1% towards employer portion of CalPERS.)

$$\frac{\text{Monthly Rate} \times 12}{26 \text{ Pay Periods}} = \text{One 80-Hour Pay Period} \quad \frac{\text{Monthly Rate} \times 12}{2080} = \text{Hourly Rate}$$

or

$$.005769 \times \text{Monthly Rate} = \text{Hourly Rate}$$

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	2401	2521	2647	2780	2919	3065
101	2413	2534	2661	2794	2933	3080
102	2425	2547	2674	2808	2948	3095
103	2437	2559	2687	2822	2963	3111
104	2450	2572	2701	2836	2978	3126
105	2462	2585	2714	2850	2992	3142
106	2474	2598	2728	2864	3007	3158
107	2487	2611	2741	2879	3022	3174
108	2499	2624	2755	2893	3038	3189
109	2512	2637	2769	2907	3053	3205

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
110	2524	2650	2783	2922	3068	3221
111	2537	2664	2797	2937	3083	3238
112	2549	2677	2811	2951	3099	3254
113	2562	2690	2825	2966	3114	3270
114	2575	2704	2839	2981	3130	3286
115	2588	2717	2853	2996	3146	3303
116	2601	2731	2867	3011	3161	3319
117	2614	2744	2882	3026	3177	3336
118	2627	2758	2896	3041	3193	3353
119	2640	2772	2911	3056	3209	3369
120	2653	2786	2925	3071	3225	3386
121	2666	2800	2940	3087	3241	3403
122	2680	2814	2954	3102	3257	3420
123	2693	2828	2969	3118	3274	3437
124	2707	2842	2984	3133	3290	3454
125	2720	2856	2999	3149	3306	3472
126	2734	2870	3014	3165	3323	3489
127	2747	2885	3029	3180	3340	3506
128	2761	2899	3044	3196	3356	3524
129	2775	2914	3059	3212	3373	3542
130	2789	2928	3075	3228	3390	3559
131	2803	2943	3090	3245	3407	3577
132	2817	2958	3106	3261	3424	3595
133	2831	2972	3121	3277	3441	3613
134	2845	2987	3137	3293	3458	3631
135	2859	3002	3152	3310	3475	3649
136	2874	3017	3168	3327	3493	3667
137	2888	3032	3184	3343	3510	3686
138	2902	3047	3200	3360	3528	3704
139	2917	3063	3216	3377	3545	3723
140	2931	3078	3232	3394	3563	3741
141	2946	3093	3248	3411	3581	3760
142	2961	3109	3264	3428	3599	3779
143	2976	3124	3281	3445	3617	3798
144	2991	3140	3297	3462	3635	3817
145	3005	3156	3314	3479	3653	3836
146	3021	3172	3330	3497	3671	3855
147	3036	3187	3347	3514	3690	3874
148	3051	3203		3532	3708	3894
149	3066	3219	3380	3549	3727	3913
150	3081	3235	3397	3567	3745	3933
151	3097	3252	3414	3585	3764	3952
152	3112	3268	3431	3603	3783	3972
153	3128	3284	3448	3621	3802	3992

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
154	3143	3301	3466	3639	3821	4012
155	3159	3317	3483	3657	3840	4032
156	3175	3334	3500	3675	3859	4052
157	3191	3350	3518	3694	3879	4072
158	3207	3367	3536	3712	3898	4093
159	3223	3384	3553	3731	3917	4113
160	3239	3401	3571	3750	3937	4134
161	3255	3418	3589	3768	3957	4154
162	3271	3435	3607	3787	3976	4175
163	3288	3452	3625	3806	3996	4196
164	3304	3469	3643	3825	4016	4217
165	3321	3487	3661	3844	4036	4238
166	3337	3504	3679	3863	4057	4259
167	3354	3522	3698	3883	4077	4281
168	3371	3539	3716	3902	4097	4302
169	3388	3557	3735	3922	4118	4324
170	3405	3575	3754	3941	4138	4345
171	3422	3593	3772	3961	4159	4367
172	3439	3611	3791	3981	4180	4389
173	3456	3629	3810	4001	4201	4411
174	3473	3647	3829	4021	4222	4433
175	3491	3665	3848	4041	4243	4455
176	3508	3683	3868	4061	4264	4477
177	3526	3702	3887	4081	4285	4500
178	3543	3720	3906	4102	4307	4522
179	3561	3739	3926	4122	4328	4545
180	3579	3758	3946	4143	4350	4567
181	3597	3776	3965	4164	4372	4590
182	3615	3795	3985	4184	4394	4613
183	3633	3814	4005	4205	4416	4636
184	3651	3833	4025	4226	4438	4659
185	3669	3853	4045	4247	4460	4683
186	3687	3872	4065	4269	4482	4706
187	3706	3891	4086	4290	4505	4730
188	3724	3911	4106	4311	4527	4753
189	3743	3930	4127	4333	4550	4777
190	3762	3950	4147	4355	4572	4801
191	3781	3970	4168	4376	4595	4825
192	3799	3989	4189	4398	4618	4849
193	3818	4009	4210	4420	4641	4873
194	3838	4029	4231	4442	4665	4898
195	3857	4050	4252	4465	4688	4922
196	3876	4070	4273	4487	4711	4947
197	3895	4090	4295	4509	4735	4972

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
198	3915	4111	4316	4532	4759	4996
199	3934	4131	4338	4555	4782	5021
200	3954	4152	4359	4577	4806	5047
201	3974	4173	4381	4600	4830	5072
202	3994	4193	4403	4623	4854	5097
203	4014	4214	4425	4646	4879	5123
204	4034	4235	4447	4670	4903	5148
205	4054	4257	4469	4693	4928	5174
206	4074	4278	4492	4716	4952	5200
207	4095	4299	4514	4740	4977	5226
208	4115	4321	4537	4764	5002	5252
209	4136	4342	4560	4788	5027	5278
210	4156	4364	4582	4811	5052	5305
211	4177	4386	4605	4836	5077	5331
212	4198	4408	4628	4860	5103	5358
213	4219	4430	4651	4884	5128	5385
214	4240	4452	4675	4908	5154	5412
215	4261	4474	4698	4933	5180	5439
216	4283	4497	4722	4958	5206	5466
217	4304	4519	4745	4982	5232	5493
218	4326	4542	4769	5007	5258	5521
219	4347	4564	4793	5032	5284	5548
220	4369	4587	4817	5058	5310	5576
221	4391	4610	4841	5083	5337	5604
222	4413	4633	4865	5108	5364	5632
223	4435	4656	4889	5134	5390	5660
224	4457	4680	4914	5159	5417	5688
225	4479	4703	4938	5185	5444	5717
226	4502	4727	4963	5211	5472	5745
227	4524	4750	4988	5237	5499	5774
228	4547	4774	5013	5263	5527	5803
229	4569	4798	5038	5290	5554	5832
230	4592	4822	5063	5316	5582	5861
231	4615	4846	5088	5343	5610	5890
232	4638	4870	5114	5369	5638	5920
233	4662	4895	5139	5396	5666	5949
234	4685	4919	5165	5423	5694	5979
235	4708	4944	5191	5450	5723	6009
236	4732	4968	5217	5478	5752	6039
237	4755	4993	5243	5505	5780	6069
238	4779	5018	5269	5533	5809	6100
239	4803	5043	5295	5560	5838	6130
240	4827	5069	5322	5588	5867	6161
241	4851	5094	5349	5616	5897	6192

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
242	4876	5119	5375	5644	5926	6223
243	4900	5145	5402	5672	5956	6254
244	4924	5171	5429	5701	5986	6285
245	4949	5196	5456	5729	6016	6316
246	4974	5222	5484	5758	6046	6348
247	4999	5249	5511	5787	6076	6380
248	5024	5275	5539	5816	6106	6412
249	5049	5301	5566	5845	6137	6444
250	5074	5328	5594	5874	6167	6476
251	5099	5354	5622	5903	6198	6508
252	5125	5381	5650	5933	6229	6541
253	5151	5408	5678	5962	6260	6573
254	5176	5435	5707	5992	6292	6606
255	5202	5462	5735	6022	6323	6639
256	5228	5490	5764	6052	6355	6673
257	5254	5517	5793	6082	6387	6706
258	5281	5545	5822	6113	6419	6739
259	5307	5572	5851	6143	6451	6773
260	5333	5600	5880	6174	6483	6807
261	5360	5628	5910	6205	6515	6841
262	5387	5656	5939	6236	6548	6875
263	5414	5685	5969	6267	6581	6910
264	5441	5713	5999	6299	6614	6944
265	5468	5742	6029	6330	6647	6979
266	5496	5770	6059	6362	6680	7014
267	5523	5799	6089	6394	6713	7049
268	5551	5828	6120	6426	6747	7084
269	5578	5857	6150	6458	6781	7120
270	5606	5887	6181	6490	6814	7155
271	5634	5916	6212	6522	6849	7191
272	5662	5946	6243	6555	6883	7227
273	5691	5975	6274	6588	6917	7263
274	5719	6005	6305	6621	6952	7299
275	5748	6035	6337	6654	6987	7336
276	5777	6065	6369	6687	7021	7373
277	5805	6096	6400	6721	7057	7409
278	5834	6126	6432	6754	7092	7446
279	5864	6157	6465	6788	7127	7484
280	5893	6188	6497	6822	7163	7521
281	5922	6219	6529	6856	7199	7559
282	5952	6250	6562	6890	7235	7596
283	5982	6281	6595	6925	7271	7634
284	6012	6312	6628	6959	7307	7673
285	6042	6344	6661	6994	7344	7711

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
286	6072	637	6694	7029	7381	7750
287	6102	6407	6728	7064	7417	7788
288	6133	6439	6761	7100	7455	7827
289	6164	6472	6795	7135	7492	7866
290	6194	6504	6829	7171	7529	7906
291	6225	6537	6863	7207	7567	7945
292	6256	6569	6898	7243	7605	7985
293	6288	6602	6932	7279	7643	8025
294	6319	6635	6967	7315	7681	8065
295	6351	6668	7002	7352	7719	8105
296	6382	6702	7037	7389	7758	8146
297	6414	6735	7072	7425	7797	8187
298	6446	6769	7107	7463	7836	8228
299	6479	6803	7143	7500	7875	8269
300	6511	6837	7178	7537	7914	8310

SECTION 14B. POLICE STANDARD SALARY SCHEDULE.
This Schedule is effective July 2, 2016.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
01	5691	5985	6269	6618	7026	7476
08	7262	7631	8016	8460	8959	9541

SECTION 15. SPECIAL PAY PROVISIONS FOR CLASSIFIED POSITIONS. (Unless specifically authorized for employees not in classified positions.)

A. Special Assignments

1. Police Officer Special Assignment Pay - Effective July 1, 2007, when a Police Officer is assigned to a Special Assignment by the Chief of Police, he/she shall be compensated at a percentage higher than his/her unadjusted base salary rate as follows:

<u>Special Assignment</u>	<u>Compensation</u>
A. Administration (Community Relations, Personnel, Training)	4%
B. Bicycle	4%
C. Canine (Compensation is inclusive of duties performed during off-duty hours to feed, groom, care for and train police canine and maintain canine vehicle/unit.)	4%
D. Corporal	7%
E. Detectives	5%
1. Whittier Police Station	
a. Auto Theft	
b. Burglary/Commercial	
c. Burglary/Residential	
d. Domestic Violence	

- e. Forgery
- f. Homicide
- g. Robbery
- h. Sex Crimes
- i. Vice/Narcotics
- j. LA Impact
- k. TRAP

2. Santa Fe Springs Police Services Center

- F. Field Training Officer 4%
(Compensation only while assigned to and performing FTO duties.)
- G. Motorcycle Officer 5%
(Compensation is inclusive of duties performed during off-duty hours to clean and maintain City-owned motorcycle.)
- H. POP 4%
- I. SET 4%
- J. School Resource Officer 4%
- K. Traffic Investigators 4%
- L. Whittwood 4%

M. Lead Officer/Lead Detective/Santa Fe Springs Police Service Center
 A Police Officer, when assigned by the Chief of Police to serve as a Lead Officer or Lead Detective in Santa Fe Springs, shall be compensated at \$250 per month higher than his/her unadjusted base salary rate. Upon the assignment being eliminated or replaced by a Corporal, the \$250 special assignment pay will be discontinued. If the former Lead is assigned as a Corporal, he/she will receive Corporal pay of 7%.

- 2. Sewer Maintenance - A Maintenance Worker and/or Sewer Equipment Operator when assigned by the Director of Public Works to perform sewer installation/repair and/or sewer equipment operation shall be compensated at five ranges higher than their unadjusted base salary rate.
- 3. Police Supervisory Assignment - The City Manager, based on unusual circumstances usually of a long term nature, may approve special assignment pay of 5% for a Police Officer while he/she is assigned to perform the duties of a Sergeant, or for an "A" Shift Sergeant while he/she is assigned to perform the duties of a Lieutenant on "A" Shift.
- 4. Maintenance Worker - A Maintenance Worker when assigned by the Director of Public Works to schedule and coordinate the work activities for the Paint Truck and/or Sign Truck shall be compensated at five ranges higher than their unadjusted base salary rate.
- 5. Minutes Secretary - When an employee is assigned to and actually performs the duties of a Minutes Secretary (such as taking and preparing minutes of City Board or Commission meetings), which is higher level work than the employee's current classification, he/she shall be compensated at five percent (5%) higher than his/her unadjusted base salary rate.

B. Shift Differential

1. Clerical employees in the Police Department, Community Services Officers, Equipment Service Workers, Fleet Mechanics, Water Treatment Plant Operator, and Motor Sweeper Operators, assigned to shifts between 2:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate, not to exceed \$1.11 per hour.
2. Library Assistant I/II, Library Assistant III and Librarian I/II, assigned to shifts between 5:00 p.m. and 9:00 p.m., shall be compensated at ten (10) salary ranges higher than their unadjusted base salary rate not to exceed seventy-five cents (\$0.75) per hour.
3. City Employees on Special Night-Time Assignment and not on regular shift, between the hours of 11:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate.
4. Park Maintenance Worker I/II and Senior Park Maintenance Worker personnel assigned to shifts between 6:00 p.m. to 11:00 p.m. of any day, will be paid a flat \$15 per month shift differential, prorated on a semi-monthly basis for shift assignments that involve less than a full month. Employees in this classification who work on Saturday and/or Sunday shall be compensated at ten percent (10%) higher than their unadjusted base salary rate for only those hours worked on Saturday and/or Sunday.

C. Court Pay1. On Call Court Pay

City Employees subject to call by court subpoena during hours other than regularly scheduled working hours and required to standby for further call to a court proceeding, shall be paid a flat "standby" fee of \$40 or 2 hours of compensatory time per day, at the choice of the affected employee.

Effective the first pay period that begins in July 1991, employees in the classifications represented by WPOA who are on-call for court shall receive \$40 or 2 hours of compensatory time when on-call in the morning and \$40 or 2 hours of compensatory time when on-call in the afternoon (total on-call court pay \$80 or 4 hours of compensatory time per day).

On-call court during hours other than regularly scheduled working hours is not considered time worked and is not subject to overtime rules or limitations.

2. Court Pay

City Employees called to testify in court on behalf of the City during hours other than their regularly scheduled working hours will be compensated for a minimum of two hours at one and one-half times their unadjusted base salary rate. Time spent in court during regularly scheduled working hours is not classed as overtime and is compensated at the employee's unadjusted base salary rate.

D. Move-Up Pay

1. Non-sworn Classified Employees who are required to work in a higher classification shall be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head, and must serve a qualifying period of five (5) work days (including non-consecutive work days) each fiscal year. Move-up pay will be provided for a work day of at least eight (8) consecutive hours. An employee shall not be on a Move-Up assignment of more than thirty (30) days without the prior approval of his/her department head and City Controller & Director of Human Resources. Employees shall receive their unadjusted base salary rate if they use sick leave or vacation leave while on Move-Up status.
2. Unclassified Management and Confidential Employees who are required to work in a higher classification may be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head and serve a qualifying period of thirty (30) consecutive calendar days per occurrence which, if satisfied, would result in the employee receiving the Move-Up Pay retroactive to the first day worked in the higher capacity.
3. Corporal (Police Department). A Corporal assigned by the Chief of Police in a move-up capacity in the absence of a Sergeant shall be compensated at five percent (5%) Move-Up Pay above his/her unadjusted base salary rate commencing after he/she serves four (4) continuous weeks in the move-up capacity of a Sergeant.

E. POST Certification Program

A Police Officer, Police Sergeant, Police Lieutenant, or Police Captain who possesses a Peace Officers Standards and Training (POST) Certificate will be compensated for the highest POST certificate attained, at 4% higher than his/her unadjusted base salary rate for an Intermediate POST Certificate, and 9% higher than his/her unadjusted base salary rate for an Advanced POST Certificate subject to the approval of the Chief of Police and City Controller & Director of Human Resources.

Effective July 12, 2008, a Police Sergeant who possesses a POST Supervisory Certificate will be compensated at 2% higher than his/her unadjusted base salary rate (maximum 11% when combined with a POST Advanced Certificate).

F. Education Pay for Sworn Personnel

1. Police Officer and Sergeant. Effective July 1, 2006, eligible Police Officers and Sergeants shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:

- a. A.A. degree – 2% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - b. Bachelor's degree – 4% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - c. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - d. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.
2. Police Lieutenant and Captain. Effective July 1, 2006, eligible Police Lieutenants and Captains shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
- a. Bachelor's degree – 4% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - b. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - c. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.
3. Chief of Police. Effective July 1, 2006, eligible Chief of Police shall receive the following education-related compensation to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
- a. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
 - b. A degree rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.
- G. Park Tree Crew
Park Department tree crews that are required to remain at work locations during lunch periods, but not performing duties, such lunch periods will be considered as part of the normal eight-hour work shift. When such tree crew employees are required to perform normal duties during lunch periods, such time will be compensated in accordance with standard procedures for overtime, at a straight time rate.

H. Police Department Employee Uniforms

Effective February 1, 2005, all full-time sworn personnel and civilian personnel in classified positions required by the Chief of Police to wear a City approved uniform should receive the following:

Uniform Voucher Upon Appointment (City approved uniform and equipment)

Police Officer	Up to \$1,200
Motor Officer	Up to \$700
Designated Civilian Classified Positions	Up to \$400

Designated Civilian Classified Positions

1. Effective July 1, 2007, Uniform Replacement Voucher up to \$200 per year for City approved shirt with patches, pants, alterations and/or equipment.
2. Uniform Maintenance Allowance \$300 per fiscal year, paid at the end of each calendar quarter.

Sworn Police Classified Positions

Commencing in January 2005, the City will provide all employees in sworn police classified positions a Uniform replacement, repair and maintenance allowance of \$600 per year to be paid in a separate check in December of each year. The above amount is for City approved shirt with patches, pants, alterations and/or equipment.

If a Police Officer or Sergeant's uniform is not in an appropriate condition, the affected employee can be required by his/her supervisor to purchase a new uniform. This requirement is not a grievable matter.

I. Pager Pay

Police Department employees who are in the following classifications and required by the Chief of Police to carry a pager on their person during non-work hours shall be compensated at \$50 per month higher than their unadjusted base salary rate or pro-rated equivalent for each day they actually carry the pager as follows:

<u>Effective Date</u>	<u>Designated Classification</u>
July 1, 1991	Police Officer (excluding those assigned to the Patrol Division and effective November 19, 2005, excluding those assigned to Detectives)
May 1, 1992	Police Information Systems Coordinator
July 1, 1994	Canine Officer
February 1, 1996	Police Forensic Specialist I/II and Senior Police Forensic Specialist
July 1, 1998	Property and Evidence Technician

A non-sworn employee who receives pager pay, upon receiving a page message, shall telephone the paging party. The employee is not required to return to work, except as may be otherwise required under the City's policies and procedures such as in the case of an emergency or disaster in which other employees also are required to return to work.

J. Bilingual Pay

1. Police Officers

Effective July 1, 2007, Police Officers who are required by the Chief of Police to speak and understand a language other than English on a regular basis shall be compensated at \$150 per month higher than their unadjusted base salary rate. An eligible employee may apply for this pay, at any time, subject to the approval of the Chief of Police. Only those incumbents whose bilingual skills are utilized on a regular basis shall be considered.

An eligible individual seeking this pay shall first pass a competency test as determined by the City. Also, if it is determined that the employee is no longer required to use bilingual skills on a regular basis as described above, the pay may be terminated by the Chief of Police. The City may require re-certification of an employee's bilingual skills on a periodic basis as may be determined by the City.

Employees on any form of leave time in excess of 30 consecutive calendar days shall not receive bilingual pay until they return to duty, except as may be required by law.

An employee who becomes certified to receive bilingual pay shall be compensated with said pay effective the beginning of the first pay period immediately following certification.

In the event an employee is not successful in passing such competency testing to qualify for bilingual pay, said employee may re-apply for eligibility at least six (6) months after the testing.

2. Civilian Employees

Civilian employees (except those in management, confidential, part-time and temporary positions) who are required by their department head to speak and understand a language other than English on a regular basis shall be compensated at \$90 per month higher than their unadjusted base salary rate effective June 27, 1999.

Bilingual pay will be provided to at least one (1) employee per department, and division, and location (facility) and shift as may be applicable. A department head may authorize Bilingual Pay for additional employees based on his/her department's needs. Employees receiving Bilingual Pay as of February 1, 2006, shall continue to receive Bilingual Pay subject to meeting the terms and conditions for receipt of this pay.

An eligible employee may apply for bilingual pay, at any time, in writing, subject to the approval of his/her department head. Only those employees whose bilingual skills are utilized on a regular basis as an integral part of his/her job duties shall be considered. "Integral part of an employee's job duties" means an employee who assists the public on the telephone and/or in person at their assigned workplace for a majority of each workday on a regular basis. Notwithstanding the above, all employees, whether they receive Bilingual Pay or not, shall provide quality

customer service at all times, including the use of English and/or other language skills to the best of his/her ability.

If the employee is no longer required to use bilingual skills on a regular basis as described above, the pay may be discontinued by his/her department head. The decision of the department head to grant and/or discontinue the bilingual pay shall not be grievable.

An employee may be required to pass a competency test to receive and/or continue to receive Bilingual Pay as may be determined by the City. In the event an employee is not successful in passing such competency testing to qualify for bilingual pay, said employee may re-apply for eligibility at least six (6) months after the testing.

Employees on any form of leave time in excess of 30 consecutive calendar days shall not receive bilingual pay until they return to duty.

Bilingual pay shall be effective at the beginning of the first pay period immediately following the department head's approval.

3. Management and Confidential Employees

Management and Confidential employees, covered under Sections 17-20C of this resolution, who are required by their department to speak and understand Spanish on a regular basis, shall be compensated above their unadjusted base salary rate as follows:

Civilian \$90 per month
Sworn \$150 per month (effective 7/1/07)

In order for a management or confidential employee to receive bilingual pay on an initial and recurring basis, each such employee shall meet the following terms and conditions:

- a) The department head must submit a written justification to the City Manager including, but not limited to, the nature and extent/frequency the employee will use the skill, and the names of other employees on the same shift/assignment, and in the same section/division/department who are currently receiving Bilingual Pay.
- b) The employee must successfully pass a competency exam on an initial basis and thereafter periodically as determined by the City.
- c) The employee who is granted Bilingual Pay must be approved annually to continue to receive this pay, including the department head's written re-justification to be submitted to the City Manager for approval.
- d) The City can discontinue providing bilingual pay to any employee at any time and such decision shall be final.
- e) An employee off duty for more than 30 consecutive calendar days will not receive Bilingual Pay during his/her absence.

K. Standby Pay

Non-sworn employees in the classified service, assigned by their Department Head or designee to be in an available status during non-working hours, will receive standby pay as follows: Monday through Friday, two (2) hours per day at straight time; or Saturday, Sunday and Holidays, four (4) hours per day at

straight time. Standby time is not considered as time worked and is not subject to overtime rules or limitations.

The City may assign an employee to standby status whenever deemed necessary and shall provide the employee advance written notice of said assignment as soon as practical (when possible at least eight (8) hours prior to the standby period).

The employee will receive standby pay whether he/she works or not. An employee on standby status who does not report to work promptly when called will receive appropriate disciplinary action, and will not be paid for the standby duty.

Employees placed on standby duty assigned a City vehicle to drive to their residence shall do so in accordance with City procedures for use of City vehicles.

L. Emergency Call Back Pay

Employees in the classified service who are off-duty and required by the City to return to work shall report to work promptly, work as many hours as required and will receive a minimum of three (3) hours pay per occurrence. If the employee is required to return to work within the same three-hour period, he/she shall not receive additional pay until the total hours worked exceed the three-hour time period.

M. Call Back After 12 Hours of Continuous Work

A non-sworn employee in the classified service, who is working as a result of a Call Back situation and works more than 12 consecutive hours will receive an 8-hour break prior to the start of his/her next regular work shift. If a portion of the 8-hour break overlaps the start of the employee's next regular work shift, he/she has the option of returning to work at the start of his/her regular work shift or using accrued leave for that portion of the regular work shift to provide the 8-hour break. Prior to the end of the Call Back work time, the employee shall notify his/her supervisor of the time he/she will return for their next regular work shift. Notwithstanding the above, in the event the City needs the employee to return for his/her next regular work shift, the employee shall be required to do so.

N. Overtime Assignments – Police Supervisory/Management Positions

The Police Department will first offer overtime opportunities to police officers. If there are not enough police officers who sign up for each overtime assignment, the Department will provide personnel in higher ranks the option to sign up for the overtime assignment. Personnel in higher ranks who sign up for the overtime would be paid at Step 6 of Police Officer unless his/her current unadjusted base salary rate is lower than Step 6 of Police Officer, in which case they would be compensated at their current unadjusted base salary rate.

O. Water Certificate Pay Program

Effective August 9, 2009 (at the beginning of the first pay period after the approval of the WCEA MOU and Resolution No. 8224 by the City Council), the City will establish a Water Certificate Pay Program as follows. Water Division employees in the classifications indicated below who possess valid Water Certificate(s) issued by the California Department of Health Services that are above the level required in their respective City class specification, will be

compensated at \$50 (fifty dollars) per month higher than their unadjusted base salary rate for each Certificate, not to exceed two (2) such higher level Water Certificate(s) or a total of \$100 (one hundred dollars) per month. Employees can receive Water Certificate Pay for higher level Water Treatment and/or Water Distribution Certificates regardless of whether the employee is assigned to the Water Treatment Section or Water Distribution Section. An employee who receives Water Certificate Pay as provided in this section shall not receive any other pay for their Water Certificate(s). For example, an employee that receives Water Certificate Pay shall not receive Certificate Pay of \$15 (fifteen dollars) per month per the MOU between the City and WCEA for the period of 1990-91.

Employees are responsible to provide evidence that they possess valid and appropriate Water Certificates as may be required by the City. Upon City verification that the employee possesses valid and appropriate Water Certificate(s) under this Program, the Water Certificate Pay will be implemented at the start of the following pay period. Should an employee's Water Certificate(s) no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact. If the employee received Water Certificate Pay for which he/she was not eligible, the City will deduct that amount from the employee's pay check(s) and/or from payment of his/her accrued unused leave for which he/she would otherwise be eligible to receive as determined by the City.

For the purpose of this section, the Water Division classifications eligible to participate in the Water Certificate Pay Program are: Cross Connection Specialist I/II, Water Production Specialist, Water Treatment Plant Operator I/II, Water Utility Specialist, Water Utility Worker I/II, Telemetry/Water Technician, Water Distribution Supervisor, Water Production Supervisor and Water Manager.

SECTION 16. POLICE SWORN MANAGERS MERIT PAY. Effective July 12, 2008, Police Lieutenants, Captains and Chief of Police are eligible to be placed at a merit salary step of 2% (two percent) higher than their respective unadjusted base salary rate as follows. Advancement to the 2% merit step is both temporary and conditional upon achieving an overall performance evaluation rating of Exceeds Expectations or higher as determined by rules set forth by the City Manager. Sustained placement at the 2% merit step of the range is not guaranteed, but must be earned on an annual basis. If the employee does not achieve an overall performance evaluation rating of Exceeds Expectations or higher in a succeeding year, the result will be that the employee's salary is returned to his/her unadjusted base salary rate without the 2% merit step. Any such reversion shall not constitute disciplinary action or the taking of property and no administrative or judicial appeal of the reversion is provided for.

Eligibility to be placed at the 2% merit step shall include all of the following:

- Establishing specific performance goals to be accomplished within a designated time period.
- Receipt of a written performance evaluation documenting achievement of the aforementioned goals/time periods and an overall performance evaluation rating of at least "Exceeds Expectations" or higher.

- For Police Lieutenants and Captains, the recommendation of Chief of Police, review by the City Controller & Director of Human Resources and prior written approval of the City Manager. For the Chief of Police, written approval by the City Manager.
- Execution of a written acknowledgement and waiver signifying the employee's waiver of eligibility to challenge removal of the 2% merit step, whether a challenge would be pursuant to Government Code 3304(b) or any other rule, regulation, charter provision or any other claimed authority.

SECTION 17. LEVELS OF MANAGEMENT. For purposes of compensation and clarification of the management organization structure of the City of Whittier, the following will describe the four levels of management.

LEVEL I – EXECUTIVE MANAGEMENT

Assistant City Manager	Council Member (Elected)
Assistant to the City Manager	Director of Community Development
Chief of Police	Director of Library Services
City Clerk-Treasurer	Director of Parks, Recreation &
City Controller & Director of Human Resources	Community Services
City Manager (Appointed)	Director of Public Works

LEVEL II – SENIOR MANAGEMENT

Assistant City Clerk/Treasurer	Capital Projects Administrator
Assistant City Controller	Police Captain
Assistant Director of Library Services	Police Support Services Manager
Assistant Director of Public Works	

LEVEL III – MIDDLE MANAGEMENT

Accountant	Park Manager
Building Services Manager/Bldg. Official	Planning Services Manager
Business Development Manager	Police Lieutenant
Community Services Manager	Principal Accountant
Deputy City Treasurer	Principal Planner
Deputy Director of Public Works	Public Works Manager
Development Project Manager	Records Systems Manager
Fleet Manager	Risk Management Program
Human Resources Manager	Administrator
Information Systems Analyst	Senior Accountant
Information Technology/Records Manager	Senior Civil Engineer
Library Services Manager	Street Manager
Management Analyst I/II	Water Manager
Management Assistant	

LEVEL IV – SUPERVISORY MANAGEMENT

Code Enforcement Supervisor	Police Records Supervisor I/II
Community Services Supervisor	Police Sergeant
Facilities Maintenance Supervisor	Solid Waste Supervisor
Fleet Mechanic Supervisor	Street Maintenance Supervisor
Library Media Supervisor	Supervising Library Assistant
Office Supervisor	Tree Maintenance Supervisor
Park Maintenance Supervisor	Water Distribution Supervisor
Payroll Supervisor	Water Production Supervisor
Police Communications Supervisor	

SECTION 18. CIVILIAN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE. The compensation in the following schedule indicates the monthly unadjusted base salary rates applicable to civilian classified positions in the classified service of the City.

All of the civilian classified management classifications listed below are exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective on July 2, 2016 for Police Department employees and July 3, 2016 for all other departments. (However, the 1% cost offset will coincide with the implementation of the employee paying an additional 1% towards employer portion of CalPERS.)

	<u>Monthly Salary Range</u>	
Code Enforcement Supervisor	6043 -	7854
Community Services Supervisor	5033 -	6545
Facilities Maintenance Supervisor	5319 -	6911
Fleet Mechanic Supervisor	5496 -	7144
Library Media Supervisor	5012 -	6515
Office Supervisor	4154 -	5401
Park Maintenance Supervisor	5200 -	6759
Payroll Supervisor	4698 -	6109
Police Communications Supervisor	5783 -	7519
Police Records Supervisor I	5032 -	6543
Police Records Supervisor II	5532 -	7192
Solid Waste Supervisor	5309 -	6903
Street Maintenance Supervisor	5309 -	6903
Supervising Library Assistant	3972 -	5162
Tree Maintenance Supervisor	5200 -	6759
Water Distribution Supervisor	5733 -	7452
Water Production Supervisor	5733 -	7452

SECTION 19. SWORN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE. The compensation in the following schedule indicates the monthly unadjusted base salary rates applicable to police sworn classified positions in the classified service of the City.

All of the police sworn classified management classifications including Police Captain, Lieutenant and Sergeant are exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective July 2, 2016.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Police Captain	10,149 – 13,194	13,458
Police Lieutenant	8,764 – 11,393	11,621

SECTION 20. POSITIONS IN THE UNCLASSIFIED SERVICE PAID IN ACCORDANCE WITH SPECIAL PROVISIONS. The compensation in the following schedules indicates the monthly unadjusted base salary rates applicable to unclassified positions in the unclassified service of the City. Members of the unclassified service serve at the pleasure of the appointing authority. Appointments, suspensions, salary adjustments or dismissals affecting these classifications shall be made with the approval of the City Manager.

All classifications in the unclassified service are exempt from the provisions of the Fair Labor Standards Act, except employees in Seasonal, Temporary, Provisional, and Part-Time classifications.

The Management Analyst in Public Works shall receive an additional 5% in salary if assigned to supervise the Customer Service Division and administrative staff and participate in personnel matters.

SECTION 20A. EXECUTIVE MANAGEMENT.

This schedule is effective on July 2, 2016 for Police Department employees and July 3, 2016 for all other departments.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Assistant City Manager	12,260 - 15,325	
Assistant to the City Manager	7,533 - 9,417	
Chief of Police	14,220 - 17,778	18,134
City Clerk/Treasurer	9,656 - 12,071	
City Controller & Director of Human Resources	12,582 - 15,725	
City Manager	19,310 - 19,890	
Council Member	393.30	
Director of Community Development	11,974 - 14,967	
Director of Library Services	9,785 - 12,231	
Director of Parks, Recreation & Community Services	10,949 - 13,688	
Director of Public Works	11,996 - 14,994	

SECTION 20B. MANAGEMENT.

This schedule is effective on July 2, 2016 for Police Department employees and July 3, 2016 for all other departments. (However, the 1% cost offset will coincide with the implementation of the employee paying an additional 1% towards employer portion of CalPERS.)

	<u>Monthly Salary Range</u>
Accountant	4736 - 6158
Assistant City Clerk/Treasurer	7072 - 9194
Assistant City Controller	8160 - 10,605

SECTION 20B. MANAGEMENT. (continued)

	<u>Monthly Salary Range</u>	
Assistant Director of Library Services	7123	- 9259
Assistant Director of Public Works	8929	- 11,609
Building Services Manager/Building Official	7825	- 10,172
Business Development Manager	6897	- 8383
Capital Projects Administrator	10,858	- 13,572
Community Services Manager	6897	- 8966
Deputy City Treasurer	6093	- 7919
Deputy Director of Public Works	8117	- 10,551
Development Project Manager	7666	- 9965
Fleet Manager	6595	- 8571
Human Resources Manager	7026	- 9133
Information Systems Analyst	5678	- 7379
Information Technology/Records Manager	7832	- 10,182
Library Services Manager	6783	- 8818
Management Analyst I	5161	- 6709
Management Analyst II	5678	- 7379
Management Assistant	4711	- 6124
Park Manager	7317	- 9513
Planning Services Manager	7986	- 10,067
Police Support Services Manager	7986	- 10,385
Principal Accountant	6110	- 7942
Principal Planner	6777	- 8812
Public Works Manager	6902	- 8973
Records Systems Manager	6093	- 7919
Risk Management Program Administrator	5161	- 6709
Senior Accountant	5682	- 7379
Senior Civil Engineer	7911	- 10,287
Street Manager	6902	- 8973
Water Manager	8117	- 10,551

SECTION 20C. CONFIDENTIAL.

This schedule is effective on July 2, 2016 for Police Department employees and July 3, 2016 for all other departments. (However, the 1% cost offset will coincide with the implementation of the employee paying an additional 1% towards employer portion of CalPERS.)

	<u>Monthly Salary Range</u>	
Administrative Assistant	4397	5718
Executive Assistant to the City Manager	4838	- 6290
Human Resources Assistant	4195	- 5455
Admin. Secretary to the Assistant City Manager	4397	- 5718
Admin. Secretary to the City Manager	4838	- 6290
Admin. Secretary to the City Controller	3956	- 5105
Admin. Secretary to the Human Resources Director	3956	- 5105
Admin. Secretary to the Chief of Police	3956	- 5105

SECTION 21. SEASONAL, TEMPORARY AND PART-TIME EMPLOYEES.

This schedule is effective on January 1, 2016, and includes State minimum wage increase effective January 1, 2017.

		<u>Hourly Rate</u>		<u>Hourly Rate Effective 1/1/17</u>	
Administrative Intern	F/H	10.90	- 16.04	10.90	- 16.04
Clerical (Temporary)	F/H	10.00	- 16.47	10.50	- 16.47
Contract Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00	- 50.00	25.00	- 50.00
Laborer (Temporary)	F/H	10.00	- 13.96	10.50	- 13.96
Library Aide	F/H	10.00	- 10.16	10.50	- 10.50
Library Assistant I (Temporary)	F/H	12.88	- 18.91	12.88	- 18.91
Library Page	F/H	10.00	- 10.00	10.50	- 10.50
Lifeguard I	F/H	10.00	- 10.00	10.50	- 10.50
Lifeguard II	F/H	10.00	- 12.24	10.50	- 12.24
Para-Police Reserve	F/H	20.37	- 20.37	20.37	- 20.37
Parking Lot Attendant (Temporary)	F/H	11.27	- 17.12	11.27	- 17.12
Pool Manager	F/H	14.42	- 19.96	14.42	- 19.96
Public Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35	- 34.16	27.35	- 34.16
Recreation Specialist I	F/H	10.00	- 10.00	10.50	- 10.50
Recreation Specialist II	F/H	10.00	- 11.23	10.50	- 11.23
Recreation Specialist III	F/H	11.24	- 13.48	11.24	- 13.48
Reference Assistant	F/H	20.39	- 23.18	20.39	- 23.18
Retired Annuitant Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00	- 50.00	25.00	- 50.00
Retired Annuitant Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35	- 34.16	27.35	- 34.16
Security Officer	F/H	10.00	- 14.01	10.50	- 14.01
Senior Lifeguard	F/H	12.25	- 14.82	12.25	- 14.82
Sr. Recreation Specialist I	F/H	13.31	- 18.46	13.31	- 18.46
Sr. Recreation Specialist II	F/H	18.47	- 23.09	18.47	- 23.09
Solid Waste Worker (Temporary)	F/H	10.59	- 16.00	10.59	- 16.00
Staff Assistant I	F/H	12.04	- 21.44	12.04	- 21.44
Staff Assistant II	F/H	16.00	- 30.52	16.00	- 30.52
Trainee (Student)	F/H	10.00	- 10.00	10.50	- 10.50
Trainee (Clerical)	F/H	10.00	- 10.00	10.50	- 10.50
Trainee (Laborer)	F/H	10.00	- 10.00	10.50	- 10.50
Trainee (Technical)	F/H	10.00	- 15.60	10.50	- 15.60

SECTION 22. SPECIAL PAY PROVISIONS FOR UNCLASSIFIED POSITIONS. Notwithstanding Section 3 INITIAL APPOINTMENT and Section 23 SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES of the Salary Resolution, the City Manager is authorized to compensate a management employee, by administrative action, up to fifteen percent higher than his/her unadjusted base salary rate during such time as the responsibilities of a Manager of one department, due to a vacancy, are being administered by such Manager in addition to the administration of his or her regular duties.

SECTION 23. SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES. Employees in Executive Management, Management

and Confidential classifications shall have their salaries adjusted according to the following performance-based procedure:

The City Manager or designee, at least annually, will complete a written performance evaluation for each employee. For Management and Confidential classifications, utilizing salary survey comparison data, the Consumer Price Index and employee performance evaluation, the City Manager or designee and City Controller & Director of Human Resources will develop salary range adjustments for the City Council to consider in the annual Salary Resolution. For Executive Management classifications, annual performance evaluation information may be submitted to the City Council for review, and following this review, the City Council will establish the Executive Management salary ranges for adoption in the annual Salary Resolution.

After the Salary Resolution is approved and adopted by the City Council, the salary adjustments will then be implemented for applicable employees subject to the following requirements: a current job performance evaluation is on file in which the employee received an overall rating of "meets expectations" or higher, the salary adjustment shall be recommended by the department head and receive the prior approval of the City Manager or designee, and any other terms and conditions as determined by the City.

A merit incentive leave program for designated management and other positions shall also be administered by the City Manager and Mayor and Council when appropriate, within the City Council's annual budget allocation. Participation of executive management and other positions shall be authorized by the City Manager and City Manager participation shall be authorized by the Mayor with City Council review.

During the fiscal year, a management and confidential employee's salary may be adjusted when all of the following conditions are adhered to: For all department heads - City Manager approval; for all other management and confidential employees - Department Head and City Controller & Director of Human Resources approval; proposed salary adjustment falls within the salary range for the affected classification as indicated by this Salary Resolution; department budget funds are available to pay for the salary adjustment; completion of a written performance evaluation; and processing of a Personnel Action Form or alternate method as determined by the City. Variation from this procedure or compensation adjustments beyond ranges set forth in this Salary Resolution require approval of the City Council.

The City Manager may grant a leave of absence with pay of forty (40) hours for a Management or Confidential employee for exemplary job performance or a personal or family emergency.

SECTION 24. VACATION/SICK LEAVE FOR PRIOR SERVICE. Notwithstanding vacation leave benefits provided by the City, management employees with comparable prior service in local government agencies may be granted credit for part or all of such services for the purposes of vacation leave accrual and credited with accrued sick leave subject to the recommendation of the department head, review of the City Controller & Director of Human Resources and approval of the City Manager. Notwithstanding the above, other positions for which the City has difficulty in staffing may also receive vacation and/or sick leave accrual credit in the manner described above.

SECTION 25. TITLE. This resolution shall be referred to as the "Salary Resolution of the City of Whittier" and is to be effective on the first day of the payroll period in which June 30th falls, unless otherwise specified in this Resolution.

SECTION 26. TERM. This resolution shall remain in full force and effect until modified by approval of the City Council.

SECTION 27. BUDGET. Salary and benefit adjustments for all classified and exempt full-time employees, consistent with increases associated with related collective bargaining groups, have been programmed into projections and will be included in the 2016-17 budget.

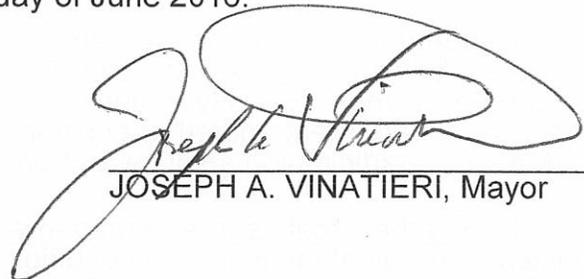
SECTION 28. CONFLICT REPEALED. All previous resolutions of the City Council, or parts thereof, which are inconsistent with this Resolution are hereby repealed, revoked and rescinded to the extent of such inconsistency.

SECTION 29. The City Clerk-Treasurer shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 28th day of June 2016.

ATTEST:


KATHRYN A. MARSHALL
City Clerk-Treasurer


JOSEPH A. VINATIERI, Mayor

CITY OF WHITTIER)
) SS
 STATE OF CALIFORNIA)

I, Kathryn A. Marshall, City Clerk-Treasurer in and for the City of Whittier, California, hereby certify that the foregoing resolution was duly introduced and adopted at a regular meeting of the City Council of said City held on the 28th day of June 2016, by the following roll call vote:

AYES: F. Dutra J. Alvarado C. Warner
 R.L. Henderson J.A. Vinatieri

NOES: None

ABSENT: None

WITNESS my hand and the official seal of the City of Whittier, California, this 30th day of June 2016.



 KATHRYN A. MARSHALL
 City Clerk-Treasurer

