

6/27/17

RESOLUTION NO. 8877

SALARY RESOLUTION

CITY OF WHITTIER

FISCAL YEAR 2017-2018

## TABLE OF CONTENTS

	PAGE
Section 1. PURPOSE	1
Section 2. CLASSES OF EMPLOYMENT INCLUDED	1
Section 3. INITIAL APPOINTMENT	1
Section 4. NUMBER OF POSITIONS	1
Section 5. WORKING HOURS AND WORK WEEK	1
Section 6. OVERTIME	1
Section 7. ONE POSITION	1
Section 8. EXPENSES	1
Section 9. CONVENTION EXPENSES	2
Section 10. HOLIDAYS	2
Section 11. ALLOCATION OF CLASSES TO COMPENSATION RANGES	4
Section 12. TABLE AND INDEX	4
Section 13. BASIC COMPENSATION PLAN	7
Section 14. STANDARD SALARY SCHEDULE	7
A. Classified Non-Management Employees	7
B. Sworn Police Employees	12
Section 15. SPECIAL PAY PROVISIONS FOR CLASSIFIED POSITIONS	12
Section 16. POLICE SWORN MANAGERS MERIT PAY	21
Section 17. LEVELS OF MANAGEMENT	22
Section 18. CIVILIAN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE	23
Section 19. SWORN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE	23
Section 20. POSITIONS IN THE UNCLASSIFIED SERVICE PAID IN ACCORDANCE WITH SPECIAL PROVISIONS	24
A. Executive Management	24
B. Management	24
C. Confidential	25
Section 21. SEASONAL, TEMPORARY AND PART-TIME EMPLOYEES	26
Section 22. SPECIAL PAY PROVISIONS FOR UNCLASSIFIED POSITIONS	26
Section 23. SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES	26
Section 24. VACATION/SICK LEAVE FOR PRIOR SERVICE	27
Section 25. TITLE	28
Section 26. TERM	28
Section 27. BUDGET	28
Section 28. CONFLICT REPEALED	28
Section 29. CERTIFICATION	28

RESOLUTION NO. 8877

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, TO RESCIND RESOLUTION NO. 8794 AND ADOPT A NEW 2017-18 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 twenty (20) 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:

Actual Holiday Falls On Employee's Day Off

Saturday  
 Sunday  
 Consecutive Friday/Saturday or  
 Consecutive Sunday/Monday

Employee Will Be Given Day Off With Pay

Preceding Friday  
 Following 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 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.**

Title	Schedule No.
Account Specialist I	138
Account Specialist II	157
Accounting Technician	176
Administrative Secretary	177
Assistant Planner	255
Associate Planner	274

## SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
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
Collection Systems CCTV Technician	229
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
Office Specialist I	114
Office Specialist II	134

## SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
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
Sewer Equipment Operator	162



SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
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 14 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 the first pay-period beginning on or after July 1, 2017 for Police Department employees and July 2, 2017 for all other departments.

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

or

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

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	2461	2584	2714	2849	2992	3141
101	2474	2597	2727	2864	3007	3157
102	2486	2610	2741	2878	3022	3173
103	2498	2623	2755	2892	3037	3189
104	2511	2636	2768	2907	3052	3205
105	2523	2650	2782	2921	3067	3221
106	2536	2663	2796	2936	3083	3237
107	2549	2676	2810	2951	3098	3253
108	2562	2690	2824	2965	3114	3269
109	2574	2703	2838	2980	3129	3286

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
110	2587	2717	2852	2995	3145	3302
111	2600	2730	2867	3010	3160	3318
112	2613	2744	2881	3025	3176	3335
113	2626	2757	2895	3040	3192	3352
114	2639	2771	2910	3055	3208	3369
115	2653	2785	2924	3071	3224	3385
116	2666	2799	2939	3086	3240	3402
117	2679	2813	2954	3101	3256	3419
118	2692	2827	2968	3117	3273	3436
119	2706	2841	2983	3132	3289	3454
120	2719	2855	2998	3148	3306	3471
121	2733	2870	3013	3164	3322	3488
122	2747	2884	3028	3180	3339	3506
123	2760	2899	3043	3196	3355	3523
124	2774	2913	3059	3212	3372	3541
125	2788	2928	3074	3228	3389	3558
126	2802	2942	3089	3244	3406	3576
127	2816	2957	3105	3260	3423	3594
128	2830	2972	3120	3276	3440	3612
129	2844	2987	3136	3293	3457	3630
130	2859	3001	3152	3309	3475	3648
131	2873	3016	3167	3326	3492	3667
132	2887	3032	3183	3342	3509	3685
133	2902	3047	3199	3359	3527	3703
134	2916	3062	3215	3376	3545	3722
135	2931	3077	3231	3393	3562	3740
136	2945	3093	3247	3410	3580	3759
137	2960	3108	3264	3427	3598	3778
138	2975	3124	3280	3444	3616	3797
139	2990	3139	3296	3461	3634	3816
140	3005	3155	3313	3478	3652	3835
141	3020	3171	3329	3496	3671	3854
142	3035	3187	3346	3513	3689	3873
143	3050	3203	3363	3531	3707	3893
144	3065	3219	3379	3548	3726	3912
145	3081	3235	3396	3566	3745	3932
146	3096	3251	3413	3584	3763	3951
147	3112	3267	3430	3602	3782	3971
148	3127	3283	3448	3620	3801	3991
149	3143	3300	3465	3638	3820	4011

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
150	3158	3316	3482	3656	3839	4031
151	3174	3333	3500	3675	3858	4051
152	3190	3350	3517	3693	3878	4071
153	3206	3366	3535	3711	3897	4092
154	3222	3383	3552	3730	3916	4112
155	3238	3400	3570	3749	3936	4133
156	3254	3417	3588	3767	3956	4153
157	3271	3434	3606	3786	3975	4174
158	3287	3451	3624	3805	3995	4195
159	3303	3469	3642	3824	4015	4216
160	3320	3486	3660	3843	4035	4237
161	3337	3503	3679	3862	4056	4258
162	3353	3521	3697	3882	4076	4280
163	3370	3538	3715	3901	4096	4301
164	3387	3556	3734	3921	4117	4323
165	3404	3574	3753	3940	4137	4344
166	3421	3592	3771	3960	4158	4366
167	3438	3610	3790	3980	4179	4388
168	3455	3628	3809	4000	4200	4410
169	3472	3646	3828	4020	4221	4432
170	3490	3664	3847	4040	4242	4454
171	3507	3683	3867	4060	4263	4476
172	3525	3701	3886	4080	4284	4499
173	3542	3719	3905	4101	4306	4521
174	3560	3738	3925	4121	4327	4544
175	3578	3757	3945	4142	4349	4566
176	3596	3776	3964	4163	4371	4589
177	3614	3794	3984	4183	4392	4612
178	3632	3813	4004	4204	4414	4635
179	3650	3832	4024	4225	4437	4658
180	3668	3852	4044	4246	4459	4682
181	3687	3871	4064	4268	4481	4705
182	3705	3890	4085	4289	4503	4729
183	3723	3910	4105	4310	4526	4752
184	3742	3929	4126	4332	4549	4776
185	3761	3949	4146	4354	4571	4800
186	3780	3969	4167	4375	4594	4824
187	3799	3988	4188	4397	4617	4848
188	3818	4008	4209	4419	4640	4872
189	3837	4028	4230	4441	4663	4897
190	3856	4049	4251	4464	4687	4921
191	3875	4069	4272	4486	4710	4946
192	3894	4089	4294	4508	4734	4970
193	3914	4110	4315	4531	4757	4995

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
194	3933	4130	4337	4553	4781	5020
195	3953	4151	4358	4576	4805	5045
196	3973	4172	4380	4599	4829	5071
197	3993	4192	4402	4622	4853	5096
198	4013	4213	4424	4645	4878	5121
199	4033	4234	4446	4668	4902	5147
200	4053	4256	4468	4692	4926	5173
201	4073	4277	4491	4715	4951	5199
202	4094	4298	4513	4739	4976	5225
203	4114	4320	4536	4763	5001	5251
204	4135	4341	4558	4786	5026	5277
205	4155	4363	4581	4810	5051	5303
206	4176	4385	4604	4834	5076	5330
207	4197	4407	4627	4859	5101	5357
208	4218	4429	4650	4883	5127	5383
209	4239	4451	4674	4907	5153	5410
210	4260	4473	4697	4932	5178	5437
211	4282	4496	4720	4956	5204	5464
212	4303	4518	4744	4981	5230	5492
213	4324	4541	4768	5006	5256	5519
214	4346	4563	4792	5031	5283	5547
215	4368	4586	4816	5056	5309	5575
216	4390	4609	4840	5082	5336	5602
217	4412	4632	4864	5107	5362	5630
218	4434	4655	4888	5133	5389	5659
219	4456	4679	4913	5158	5416	5687
220	4478	4702	4937	5184	5443	5715
221	4500	4726	4962	5210	5470	5744
222	4523	4749	4987	5236	5498	5773
223	4546	4773	5012	5262	5525	5801
224	4568	4797	5037	5288	5553	5830
225	4591	4821	5062	5315	5581	5860
226	4614	4845	5087	5341	5609	5889
227	4637	4869	5113	5368	5637	5918
228	4660	4893	5138	5395	5665	5948
229	4684	4918	5164	5422	5693	5978
230	4707	4942	5190	5449	5722	6008
231	4731	4967	5216	5476	5750	6038
232	4754	4992	5242	5504	5779	6068
233	4778	5017	5268	5531	5808	6098
234	4802	5042	5294	5559	5837	6129
235	4826	5067	5321	5587	5866	6159
236	4850	5093	5347	5615	5895	6190
237	4874	5118	5374	5643	5925	6221

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
238	4899	5144	5401	5671	5954	6252
239	4923	5169	5428	5699	5984	6283
240	4948	5195	5455	5728	6014	6315
241	4973	5221	5482	5756	6044	6346
242	4997	5247	5510	5785	6074	6378
243	5022	5274	5537	5814	6105	6410
244	5048	5300	5565	5843	6135	6442
245	5073	5326	5593	5872	6166	6474
246	5098	5353	5621	5902	6197	6507
247	5124	5380	5649	5931	6228	6539
248	5149	5407	5677	5961	6259	6572
249	5175	5434	5705	5991	6290	6605
250	5201	5461	5734	6021	6322	6638
251	5227	5488	5763	6051	6353	6671
252	5253	5516	5791	6081	6385	6704
253	5279	5543	5820	6111	6417	6738
254	5306	5571	5849	6142	6449	6772
255	5332	5599	5879	6173	6481	6805
256	5359	5627	5908	6204	6514	6839
257	5386	5655	5938	6235	6546	6874
258	5413	5683	5967	6266	6579	6908
259	5440	5712	5997	6297	6612	6943
260	5467	5740	6027	6329	6645	6977
261	5494	5769	6057	6360	6678	7012
262	5522	5798	6088	6392	6712	7047
263	5549	5827	6118	6424	6745	7082
264	5577	5856	6149	6456	6779	7118
265	5605	5885	6179	6488	6813	7153
266	5633	5915	6210	6521	6847	7189
267	5661	5944	6241	6553	6881	7225
268	5689	5974	6273	6586	6915	7261
269	5718	6004	6304	6619	6950	7298
270	5746	6034	6335	6652	6985	7334
271	5775	6064	6367	6685	7020	7371
272	5804	6094	6399	6719	7055	7408
273	5833	6125	6431	6752	7090	7445
274	5862	6155	6463	6786	7126	7482
275	5892	6186	6495	6820	7161	7519
276	5921	6217	6528	6854	7197	7557
277	5951	6248	6561	6889	7233	7595
278	5980	6279	6593	6923	7269	7633
279	6010	6311	6626	6958	7305	7671
280	6040	6342	6659	6992	7342	7709
281	6070	6374	6693	7027	7379	7748

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
282	6101	6406	6726	7062	7416	7786
283	6131	6438	6760	7098	7453	7825
284	6162	6470	6794	7133	7490	7864
285	6193	6502	6828	7169	7527	7904
286	6224	6535	6862	7205	7565	7943
287	6255	6568	6896	7241	7603	7983
288	6286	6600	6930	7277	7641	8023
289	6318	6633	6965	7313	7679	8063
290	6349	6667	7000	7350	7717	8103
291	6381	6700	7035	7387	7756	8144
292	6413	6733	7070	7424	7795	8185
293	6445	6767	7105	7461	7834	8226
294	6477	6801	7141	7498	7873	8267
295	6510	6835	7177	7536	7912	8308
296	6542	6869	7213	7573	7952	8350
297	6575	6904	7249	7611	7992	8391
298	6608	6938	7285	7649	8032	8433
299	6641	6973	7321	7687	8072	8475
300	6674	7008	7358	7726	8112	8518

**SECTION 14B. POLICE STANDARD SALARY SCHEDULE.**

This Schedule is effective the first pay-period beginning on or after July 1, 2017.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
01	5833	6135	6426	6783	7202	7663
08	7444	7822	8216	8672	9183	9780

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

**A. Special Assignments**

- Police Officer Special Assignment Pay - Effective the first pay-period beginning on or after 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. Field Training Officer (Compensation provided in compliance with current WPOA MOU)	4%
E. Mental Evaluation Team (MET)	4%
F. School Resource Officer	4%

G. Traffic Investigators	4%
H. Whittwood	4%
I. Corporal	7%
J. Detectives	5%
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	
l. POP	
m. SET	

K. 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%.

L. Motorcycle Officer 5%

(Compensation is inclusive of duties performed during off-duty hours to clean and maintain City-owned motorcycle.)

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 Pay

1. On Call Court Pay

City Employees (non-WPOA) 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 commencing on or after July 1, 2017, when an off-duty WPOA unit employee is placed on-call for a court/DMV proceeding arising out of the employee's employment with the City, the employee shall be paid for 2.5 hours at the employee's regular rate for each morning court session and 2.5 hours for each afternoon court session that the employee is in such on-call capacity. An employee who is on call who is required to physically appear for a court/DMV proceeding shall be paid for a minimum of 3 hours or their actual time spent in court, whichever is greater, at time and one half the employee's regular rate of pay in lieu of any on-call compensation for that court session.



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 (non-WPOA) 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 Director of Administrative Services. 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 (effective the first pay-period on or after July 1, 2017)

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 4.5% higher than his/her unadjusted base salary rate for an Intermediate POST Certificate, and 9.5% higher than his/her unadjusted base salary rate for an Advanced POST Certificate subject to the approval of the Chief of Police and Director of Administrative Services.

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 11.5% 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

Effective the first pay-period on or after July 1, 2017, the City will provide all employees in sworn police classified positions a Uniform replacement, repair and maintenance allowance of \$700 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 the first pay-period on or after July 1, 2017)

A Police Officer or Sergeant who speaks and understands Spanish, or any other language designated by the Police Chief (other than English), shall be compensated an additional two hundred dollars (\$200) per month. An eligible employee may apply for this pay at any time but must pass an initial and renewal competency test administered by the City that measures if the employee is fluent at a conversational level in speaking, reading and writing that language. The skill level associated with the competency test shall not be modified during the term of this agreement.

Any employee who receives bilingual pay pursuant to this Article XI shall use their bilingual skills as needed and/or directed by a supervisor. If an employee does not use his or her bilingual skills as needed and/or directed, the Chief may revoke bilingual pay for the employee. This subsection shall not be interpreted to limit the Chief's discretion to take any other personnel action he or she deems appropriate if an employee fails to use their bilingual skills as necessary and/or directed.

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 be deemed not to be using their bilingual skills on a regular basis and shall be ineligible to receive bilingual pay until they return to duty.

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, or has his or her bilingual pay revoked by the Chief, said employee may re-apply for eligibility at least six (6) months after the testing. (1992-1993, 2004-2005)

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 \$200 per month (effective 7/1/17)

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

LEVEL II – SENIOR MANAGEMENT

Assistant City Clerk	Capital Projects Administrator
Assistant Director of Administrative Services	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
Civil Engineer	Principal Accountant
Community Services Manager	Principal Planner
Deputy Director of Public Works	Public Works Manager
Development Project Manager	Records Systems Manager
Finance Manager	Risk Management Program Administrator
Fleet Manager	Senior Accountant
Human Resources Manager	Senior Civil Engineer
Information Systems Analyst	Senior Management Analyst
Information Technology/Records Manager	



Library Services Manager  
 Management Analyst I/II  
 Management Assistant

Street Manager  
 Water Manager

LEVEL IV – SUPERVISORY MANAGEMENT

Code Enforcement Supervisor  
 Community Services Supervisor  
 Facilities Maintenance Supervisor  
 Fleet Mechanic Supervisor  
 Library Media Supervisor  
 Office Supervisor  
 Park Maintenance Supervisor  
 Payroll Supervisor  
 Police Communications Supervisor

Police Records Supervisor I/II  
 Police Sergeant  
 Solid Waste Supervisor  
 Street Maintenance Supervisor  
 Supervising Library Assistant  
 Tree Maintenance Supervisor  
 Water Distribution Supervisor  
 Water Production 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 the first pay-period beginning on or after July 1, 2017 for Police Department employees and July 2, 2017 for all other departments.

	<u>Monthly Salary Range</u>	
Code Enforcement Supervisor	6194	8050
Community Services Supervisor	5159	6709
Facilities Maintenance Supervisor	5452	7084
Fleet Mechanic Supervisor	5633	7323
Library Media Supervisor	5137	6678
Office Supervisor	4258	5536
Park Maintenance Supervisor	5330	6928
Payroll Supervisor	4815	6262
Police Communications Supervisor	5928	7707
Police Records Supervisor I	5158	6707
Police Records Supervisor II	5670	7372
Solid Waste Supervisor	5442	7076
Street Maintenance Supervisor	5442	7076
Supervising Library Assistant	4071	5291
Tree Maintenance Supervisor	5330	6928
Water Distribution Supervisor	5876	7638
Water Production Supervisor	5876	7638

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 the first pay-period beginning on or after July 1, 2017.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Police Captain	10,403 – 13,524	13,794
Police Lieutenant	8,983 – 11,678	11,912

**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.

**SECTION 20A. EXECUTIVE MANAGEMENT.**

This schedule is effective the first pay-period beginning on or after July 1, 2017 for Police Department employees and July 2, 2017 for all other departments.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Assistant City Manager	12,567 - 15,708	
Assistant to the City Manager	7,721 - 9,652	
Chief of Police	14,576 - 18,222	18,586
City Clerk *	8,690 - 10,833	
City Manager	19,310 - 19,890	
Council Member	403.13	
Director of Administrative Services	13,258 - 16,569	
Director of Community Development	12,273 - 15,341	
Director of Library Services	10,030 - 12,537	
Director of Parks, Recreation & Community Services	11,223 - 14,030	
Director of Public Works	12,296 - 15,369	

\* Incumbent at July 1, 2017 will be Y-rated at a monthly range of 9,897 - 12,373, all new hires and promotions will be placed in the new City Clerk range.

**SECTION 20B. MANAGEMENT.**

This schedule is effective the first pay-period beginning on or after July 1, 2017 for Police Department employees and July 2, 2017 for all other departments.

	<u>Monthly Salary Range</u>
Accountant	4854 - 6312
Assistant City Clerk **	6365 - 8275

Assistant Director of Administrative Services	9944	- 12,427
Assistant Director of Library Services	7301	- 9490
Assistant Director of Public Works	9152	- 11,899
Building Services Manager/Building Official	8021	- 10,426
Business Development Manager	7069	- 8593
Capital Projects Administrator	11,129	- 13,911
Community Services Manager	7069	- 9190
Civil Engineer	6724	- 8744
Deputy Director of Public Works	8320	- 10,815
Development Project Manager	7858	- 10,214
Finance Manager	7202	- 9361
Fleet Manager	6760	- 8785
Human Resources Manager	7202	- 9361
Information Systems Analyst	5820	- 7563
Information Technology/Records Manager	8028	- 10,437
Library Services Manager	6953	- 9038
Management Analyst I	5290	- 6877
Management Analyst II	5820	- 7563
Management Assistant	4829	- 6277
Park Manager	7500	- 9751
Planning Services Manager	8186	- 10,319
Police Support Services Manager	8186	- 10,645
Principal Accountant	6263	- 8141
Principal Planner	6946	- 9032
Public Works Manager	7075	- 9197
Records Systems Manager	6245	- 8117
Revenue Manager	6245	- 8117
Risk Management Program Administrator	5290	- 6877
Senior Accountant	5824	- 7563
Senior Civil Engineer	8109	- 10,544
Senior Management Analyst	6263	- 8141
Street Manager	7075	- 9197
Water Manager	8320	- 10,815

*\*\* Incumbent at July 1, 2017 will be Y-rated at a monthly range of 7,249 - 9,424, all new hires and promotions will be placed in the new Assistant City Clerk range.*

**SECTION 20C. CONFIDENTIAL.**

This schedule is effective the first pay-period beginning on or after July 1, 2017 for Police Department employees and July 2, 2017 for all other departments.

	<u>Monthly Salary Range</u>	
Administrative Assistant	4507	- 5861
Executive Assistant to the City Manager	4959	- 6447
Human Resources Assistant	4300	- 5591
Admin. Secretary to the Assistant City Manager	4507	- 5861
Admin. Secretary to the City Manager	4959	- 6447
Admin. Secretary to the City Controller	4055	- 5233
Admin. Secretary to the Human Resources Director	4055	- 5233
Admin. Secretary to the Chief of Police	4055	- 5233

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

This schedule is effective on January 1, 2017, and includes State minimum wage increase effective January 1, 2018.

		<u>Hourly Rate</u>		<u>Hourly Rate Effective 1/1/18</u>	
Administrative Intern	F/H	10.90	- 16.04	11.00	- 16.04
Clerical (Temporary)	F/H	10.50	- 16.47	11.00	- 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	10.50	- 13.96	11.00	- 13.96
Library Aide	F/H	10.50	- 10.50	11.00	- 11.00
Library Assistant I (Temporary)	F/H	12.88	- 18.91	12.88	- 18.91
Library Page	F/H	10.50	- 10.50	11.00	- 11.00
Lifeguard I	F/H	10.50	- 10.50	11.00	- 11.00
Lifeguard II	F/H	10.50	- 12.24	11.00	- 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	10.50	- 10.50	11.00	- 11.00
Recreation Specialist II	F/H	10.50	- 11.23	11.00	- 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	10.50	- 14.01	11.00	- 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	10.50	- 10.50	11.00	- 11.00
Trainee (Clerical)	F/H	10.50	- 10.50	11.00	- 11.00
Trainee (Laborer)	F/H	10.50	- 10.50	11.00	- 11.00
Trainee (Technical)	F/H	10.50	- 15.60	11.00	- 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 Director of Administrative Services may 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 may 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 Director of Administrative Services 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 Director of Administrative Services 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 pay-period beginning on or after July 1, 2017, unless otherwise specified in this Resolution.

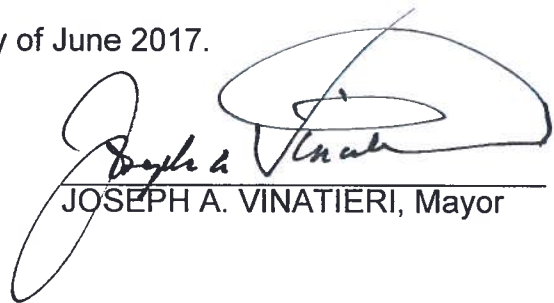
SECTION 26. TERM. This resolution shall remain in full force and effect until modified by approval of the City Council.

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 2017-18 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 27th day of June 2017.



JOSEPH A. VINATIERI, Mayor

ATTEST:



KATHRYN A. MARSHALL  
City Clerk-Treasurer