

RESOLUTION NO. 2024-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, ADOPTING A 2024-25 SALARY RESOLUTION AND RESCINDING RESOLUTION NO. 2023-51. 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 12 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/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;
- (3) The third Monday in February, known as Presidents' Day;
- (4) The last Monday in May, known as Memorial Day;
- (5) June 19, known as Juneteenth 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.)

WCEA Members and Unrepresented Management/Confidential Employees:

A holiday is considered up to a maximum of nine (9) hours regardless of the employee's work schedule (such as 5/8, 4/10, or 2/8 + 2/12). If an employee's regular schedule is five eight-hour (a 5/8 schedule), then the employee's holiday pay shall be 8 hours. If a holiday falls under an employee's regular schedule that includes days longer than 8 hours (for example: 4/10, 9/80, or 2/12 + 2/8 schedule), then the employee shall receive 9 hours of pay on the day of the holiday. If a holiday falls under an employee's less than 9 hours workday (for example: 9/80 or 2/8 schedule), then the employee shall receive 8 hours of holiday pay. Should the employee be scheduled to work for less than 9 hours on the day of the holiday, then the employee's holiday shall be the amount of time corresponding to their regularly work hours for the day, e.g. 8 hours. A holiday in this section designated as a four (4) hour holiday shall be 4 hours.

An employee working on the date of the actual holiday as designated in 1-12 above shall be paid at the regular rate of pay for the hours worked. (Example: For a nine (9) hour holiday, a 10 hour per day employee working on December 25 shall be compensated for 10 hours at straight time, plus 9 hours of holiday straight time, plus 4 ½ hours of holiday pay at straight time, resulting in a total of 23 ½ hours of straight time pay.)

If a holiday in 1-12 above occurs on an employee's work scheduled work day and he/she given the holiday off (i.e. the employee does not work on the holiday), the employee will receive up to 9 hours of holiday pay (8 hours, if hours scheduled to work on that holiday is 8 hours; or 4 hours, if a half 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, or 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 9 hours of holiday at straight time, unless the employee's regular work schedule is exclusively 8 hour work days, in which case the employee shall receive 8 hours of holiday 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.

WPOA and WPMA Members:

A holiday is reflective of the employee’s work schedule (such as 5-8, 9-80, 4-10, or alternating patrol schedules etc.) up to a maximum of twelve and half (12.5) hours, 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 Section 2 (1-12) above, shall be compensated at the regular hourly rate of pay for the actual holiday hours worked. (Example: For a 12 ½ hour holiday, a 12 ½ hour per day employee working on December 25 shall be compensated for 12 ½ hours at straight time, which includes 12 ½ hours of holiday straight time, plus 6.25 hours of holiday straight pay, resulting in a total of 31.25 hours of straight time pay.

If an employee is not scheduled to work on a holiday in 1-12 above, and does not work, the employee receives the number of hours of holiday pay reflective of the employee’s work schedule up to 12½ hours (or 4 hours, if a ½ day holiday) at straight time.

If an employee is scheduled to work a holiday designated in 1-12 above, and in fact does not work the holiday, the employee receives 12½ (or 4) hours of holiday pay at a straight time. The employee shall elect to use accrued, unused vacation or compensatory time off leave to make up the difference, if any, between the holiday pay and the number of hours the employee was scheduled to work.

An employee is entitled to receive Holiday Pay only once for each holiday indicated in this section. For example, if a 12½ 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 25 hours of straight time per holiday, consistent with the above example.

Based on each department’s work hours and days of operation, if January 1, June 19, 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 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 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	197
Administrative Secretary	177
Assistant Planner	255
Associate Planner	274
Building Inspector I	224
Building Inspector II	243
Business License Inspector/Ombudsman	202
Business License Specialist I	138
Business License Specialist II	157
City Clerk Specialist I	168
City Clerk Specialist II	188
Civil Engineering Assistant	264
Civil Engineering Associate	283
Code Enforcement Officer I	197
Code Enforcement Officer II	216
Collection Systems CCTV Technician	229
Community Relations Worker	184
Community Services Coordinator I	189

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

Title	Schedule No.
Community Services Coordinator II	208
Community Services Officer	184
Concrete Worker Finisher	181
Crime Analysis Assistant	170
Crime Analyst	216
Customer Service Clerk	149
Customer Service Representative	179
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
GIS Technician	239
Human Resources Technician	197
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
Office Specialist III	149
Park Equipment Operator	174
Park Maintenance Worker I	140
Park Maintenance Worker II	159
Parking Enforcement Officer	155
Payroll Technician	197
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

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

Title	Schedule No.
Police Sergeant	08
Police Services Assistant I	159
Police Services Assistant II	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 Community Relations Worker	203
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	214
Senior Park Maintenance Worker	198
Senior Permit Technician	264
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	191
Senior Solid Waste Worker	203
Senior Street Maintenance Worker	201
Senior Water Treatment Plant Operator	231
Senior Water Utility Worker I	213
Senior Water Utility Worker II	232
Sewer Equipment Operator	172
Solid Waste Worker	184
Stores/Purchasing Coordinator	177
Street Maintenance Worker I	142
Street Maintenance Worker II	162
Telephone Operator/Receptionist I	124
Telephone Operator/Receptionist II	144
Warehouse Worker	142
Water Production Specialist	241
Water Treatment Plant Operator I	201
Water Treatment Plant Operator II	220
Water Utility Specialist	241
Water Utility Worker I	175
Water Utility Worker II	194

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, 2024 for all 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

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

\*All monthly rates are adjusted to the nearest whole dollar.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	2982	3129	3285	3450	3622	3803
101	2994	3144	3301	3466	3640	3822
102	3009	3160	3318	3484	3658	3841
103	3024	3175	3334	3501	3675	3859
104	3040	3192	3351	3518	3694	3879
105	3054	3207	3368	3536	3713	3899
106	3070	3224	3385	3555	3733	3919
107	3086	3240	3402	3572	3751	3938
108	3101	3256	3420	3590	3770	3958
109	3118	3274	3437	3609	3789	3978
110	3132	3290	3454	3626	3807	3998
111	3148	3305	3470	3644	3826	4018
112	3163	3321	3487	3662	3845	4037
113	3179	3338	3505	3680	3864	4057
114	3195	3355	3522	3698	3883	4078
115	3212	3372	3540	3717	3903	4099
116	3227	3388	3558	3736	3923	4119
117	3243	3405	3576	3754	3943	4140
118	3259	3423	3594	3774	3962	4161
119	3277	3441	3613	3794	3983	4182
120	3294	3458	3631	3813	4003	4203
121	3310	3476	3649	3831	4023	4223
122	3326	3492	3667	3850	4042	4244
123	3342	3509	3685	3869	4062	4265
124	3359	3527	3703	3889	4083	4287
125	3377	3545	3722	3908	4104	4309
126	3394	3563	3741	3928	4125	4331
127	3410	3581	3760	3948	4145	4352



RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
128	3427	3598	3778	3968	4166	4374
129	3443	3616	3797	3987	4187	4396
130	3462	3635	3817	4007	4208	4418
131	3479	3652	3836	4027	4229	4440
132	3496	3671	3854	4047	4249	4462
133	3513	3689	3873	4066	4270	4483
134	3531	3708	3893	4087	4292	4506
135	3548	3726	3912	4108	4314	4529
136	3567	3745	3932	4129	4336	4552
137	3585	3764	3952	4150	4358	4575
138	3603	3782	3972	4170	4378	4598
139	3620	3801	3992	4191	4400	4621
140	3638	3820	4011	4212	4422	4644
141	3656	3839	4031	4233	4444	4666
142	3674	3858	4051	4254	4466	4689
143	3692	3877	4071	4274	4489	4713
144	3712	3897	4091	4296	4512	4737
145	3730	3917	4112	4318	4534	4761
146	3749	3936	4133	4340	4557	4785
147	3768	3956	4154	4362	4580	4809
148	3787	3976	4175	4384	4603	4833
149	3805	3996	4195	4405	4626	4857
150	3824	4015	4216	4427	4649	4881
151	3842	4034	4236	4448	4671	4905
152	3862	4055	4258	4471	4695	4930
153	3881	4076	4280	4494	4718	4955
154	3901	4097	4301	4517	4742	4980
155	3921	4117	4323	4540	4766	5004
156	3942	4138	4345	4562	4790	5029
157	3961	4159	4367	4585	4814	5054
158	3980	4179	4388	4607	4837	5079
159	3999	4198	4409	4629	4861	5104
160	4020	4220	4431	4653	4886	5130
161	4040	4242	4454	4677	4911	5156
162	4061	4264	4477	4701	4936	5182
163	4082	4286	4500	4725	4961	5208
164	4102	4307	4522	4748	4985	5234
165	4123	4328	4545	4772	5010	5260
166	4141	4348	4566	4794	5035	5286
167	4162	4370	4588	4818	5060	5312
168	4184	4393	4612	4843	5086	5339
169	4205	4415	4635	4867	5111	5366
170	4227	4438	4659	4892	5137	5393
171	4248	4461	4683	4917	5163	5420
172	4269	4482	4706	4941	5189	5448
173	4289	4503	4729	4965	5214	5475

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
174	4311	4526	4753	4990	5240	5502
175	4332	4548	4776	5015	5266	5529
176	4354	4572	4801	5041	5293	5557
177	4375	4594	4824	5065	5319	5585
178	4398	4618	4848	5091	5346	5613
179	4420	4642	4873	5117	5373	5641
180	4442	4664	4897	5142	5399	5669
181	4464	4687	4921	5168	5426	5697
182	4486	4710	4945	5193	5453	5725
183	4508	4734	4971	5220	5481	5754
184	4531	4758	4996	5246	5508	5783
185	4555	4783	5022	5273	5536	5813
186	4577	4806	5046	5299	5564	5842
187	4600	4830	5071	5325	5591	5871
188	4624	4855	5097	5352	5619	5900
189	4646	4878	5122	5378	5647	5929
190	4670	4903	5148	5405	5675	5959
191	4692	4928	5174	5433	5704	5989
192	4716	4952	5200	5460	5732	6020
193	4740	4977	5226	5487	5762	6050
194	4764	5002	5252	5515	5791	6080
195	4787	5026	5278	5542	5819	6110
196	4811	5051	5304	5569	5848	6140
197	4836	5077	5331	5597	5877	6171
198	4860	5103	5358	5626	5907	6203
199	4884	5128	5385	5654	5937	6234
200	4909	5154	5412	5683	5966	6265
201	4934	5180	5439	5711	5997	6296
202	4958	5205	5465	5739	6026	6327
203	4982	5231	5493	5768	6056	6359
204	5007	5257	5520	5796	6086	6391
205	5033	5284	5548	5826	6117	6423
206	5059	5311	5576	5855	6147	6455
207	5084	5337	5605	5884	6179	6488
208	5107	5363	5632	5913	6209	6520
209	5133	5390	5660	5943	6240	6552
210	5160	5418	5689	5973	6271	6584
211	5184	5443	5716	6002	6302	6618
212	5210	5471	5745	6032	6334	6651
213	5237	5500	5774	6063	6366	6684
214	5262	5526	5802	6092	6397	6717
215	5290	5555	5832	6124	6429	6751
216	5314	5581	5859	6153	6460	6784
217	5342	5610	5891	6185	6494	6818
218	5368	5637	5919	6215	6526	6853
219	5398	5667	5950	6247	6559	6887

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
220	5423	5694	5979	6277	6592	6921
221	5451	5723	6009	6310	6625	6956
222	5478	5751	6038	6340	6657	6990
223	5504	5779	6068	6372	6690	7025
224	5533	5809	6100	6404	6725	7061
225	5560	5838	6130	6437	6758	7096
226	5587	5867	6160	6468	6791	7131
227	5615	5896	6190	6500	6826	7167
228	5643	5925	6221	6532	6859	7202
229	5671	5955	6252	6566	6894	7238
230	5700	5985	6285	6599	6928	7275
231	5728	6014	6315	6631	6963	7311
232	5757	6046	6348	6665	6998	7348
233	5786	6075	6378	6698	7032	7384
234	5814	6105	6410	6730	7067	7420
235	5844	6136	6443	6765	7103	7458
236	5874	6167	6475	6798	7139	7495
237	5902	6197	6507	6833	7174	7533
238	5932	6229	6540	6866	7209	7570
239	5960	6259	6572	6900	7246	7608
240	5991	6291	6605	6936	7282	7646
241	6022	6322	6638	6970	7318	7685
242	6051	6353	6671	7004	7355	7723
243	6083	6387	6706	7041	7392	7762
244	6111	6417	6738	7075	7429	7800
245	6141	6448	6770	7109	7465	7838
246	6171	6480	6805	7145	7503	7878
247	6204	6514	6839	7181	7540	7918
248	6235	6547	6874	7218	7578	7957
249	6266	6579	6908	7253	7616	7997
250	6296	6611	6942	7289	7653	8036
251	6329	6646	6977	7326	7692	8077
252	6360	6678	7012	7362	7730	8117
253	6391	6710	7046	7399	7769	8158
254	6424	6745	7082	7436	7808	8198
255	6456	6779	7118	7473	7847	8239
256	6488	6812	7153	7511	7886	8280
257	6521	6846	7188	7548	7926	8322
258	6553	6881	7225	7586	7965	8364
259	6585	6915	7260	7623	8005	8405
260	6619	6949	7297	7662	8044	8447
261	6651	6984	7333	7700	8085	8490
262	6686	7020	7370	7739	8126	8532
263	6718	7054	7407	7777	8166	8575
264	6751	7089	7443	7816	8207	8617
265	6785	7124	7480	7854	8247	8660

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
266	6819	7160	7518	7894	8289	8704
267	6854	7197	7557	7934	8330	8747
268	6888	7232	7594	7974	8372	8791
269	6922	7269	7632	8013	8414	8835
270	6957	7304	7669	8053	8455	8878
271	6991	7340	7707	8093	8498	8923
272	7026	7378	7747	8134	8540	8968
273	7062	7415	7785	8174	8583	9013
274	7097	7452	7824	8215	8626	9057
275	7132	7489	7863	8257	8669	9103
276	7168	7526	7903	8298	8713	9149
277	7204	7564	7942	8340	8757	9195
278	7240	7602	7982	8381	8800	9240
279	7276	7640	8022	8423	8844	9286
280	7312	7678	8062	8466	8889	9333
281	7350	7717	8103	8508	8934	9380
282	7386	7755	8143	8550	8977	9427
283	7422	7794	8184	8592	9022	9473
284	7460	7833	8225	8636	9068	9521
285	7498	7873	8267	8680	9114	9569
286	7537	7913	8309	8724	9159	9617
287	7573	7952	8349	8766	9204	9665
288	7610	7990	8390	8809	9250	9713
289	7648	8031	8432	8854	9297	9761
290	7687	8071	8475	8898	9343	9810
291	7726	8112	8518	8943	9390	9859
292	7764	8152	8559	8987	9436	9908
293	7802	8192	8602	9032	9484	9958
294	7842	8234	8646	9078	9532	10008
295	7879	8273	8687	9122	9578	10058
296	7919	8315	8731	9168	9626	10108
297	7959	8357	8776	9214	9675	10159
298	8000	8400	8820	9261	9724	10210
299	8039	8442	8864	9307	9772	10261
300	8080	8483	8908	9353	9821	10312

**SECTION 14B. POLICE STANDARD SALARY SCHEDULE.**  
 This Schedule is effective the first pay period beginning on or after July 1, 2024.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
01	7542	7932	8308	8770	9312	9908
08	9625	10,114	10,622	11,213	11,873	12,644

**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 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)	5%
B. Bicycle	5%
C. Canine (Per the November 2018 side-letter: in addition to the 4% special assignment compensation, Canine Officers will be compensated to work up to 25 hours per month during their non-regularly scheduled work hours to perform associated duties such as feeding, caring and training a City provided canine for law enforcement work. The first 11 hours will be compensated at the federal minimum wage and the remaining 14 hours will be paid at the overtime rate of 1.5 times the federal minimum wage.)	5%
D. Field Training Officer (Compensation provided in compliance with current WPOA MOU)	5%
E. Mental Evaluation Team (MET)	5%
F. School Resource Officer	5%
G. Traffic Investigators	7%
H. Whittwood	5%
I. Corporal	7%
J. Patrol Corporal	9%
K. Community Impact Team (CIT)	5%
L. Detectives	7%
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	
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%.	
N. Motorcycle Officer	5%

(Per the November 2018 side-letter: all cleaning and maintenance of motorcycles that is performed by an officer shall be performed during the officer’s regularly scheduled work hours.)

- 2. Police Sergeant Special Assignment Pay - Effective the first pay period beginning on or after July 1, 2021, when a Police Sergeant 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. Administrative Bureau	5%
B. Traffic Bureau	7%
C. Investigations Bureau (Special Teams)	7%
D. Santa Fe Springs Detective Bureau	7%

- 3. Street Maintenance - A Street Maintenance Worker 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.
- 4. Paint and Sign Truck - A Street Maintenance Worker when assigned by the Director of Public Works to schedule and coordinate the work activities for the Paint and/or Sign Truck shall be compensated at five ranges higher than their unadjusted base salary rate.
- 5. Police Dispatch Field Training - When a Police Dispatcher is assigned to train, he or she shall receive \$200 a month when actively training a new employee. The decision whether to assign a trainee to a Police Dispatcher shall be made at the discretion of the Chief of Police or his/her designee.
- 6. 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.
- 7. 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.

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, 2018, 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. The employee may elect to receive either pay or compensatory time off for such court on-call pay.

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 five (5) days without the prior approval of his/her department head and 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 (effective the first pay period on or after July 1, 2018)

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 5% higher than his/her unadjusted base salary rate for an Intermediate POST Certificate, and 11% 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 Human Resources.

Effective July 12, 2008, a Police Sergeant who possesses a Supervisory POST Certificate will be compensated at 2% higher than his/her unadjusted base salary rate (maximum 13% when combined with an Advanced POST Certificate).

Effective July 1, 2023, a Sworn Police Management employee who possesses a Management POST certificate will be compensated at 9% higher than his/her unadjusted base salary rate.

F. Education Pay for Sworn Personnel

The percentages shown below are not cumulative. For example, a unit member who possesses a Master's Degree will be entitled to a salary increase of no more than 5% of his/her unadjusted base salary rate.

1. Police Officer. Effective July 1, 2006, eligible Police Officers 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. Associate's 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 (inclusive of any pay for an AA Degree).
    - 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 (inclusive of any pay for an AA and/or BA Degree).
    - 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 Sergeant. Effective July 1, 2021, eligible Police 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. Associate's degree – 2% of the unadjusted base salary rate of Police Sergeant current pay step.
  - b. Bachelor's degree – 4% of the unadjusted base salary rate of Police Sergeant current pay step (inclusive of any pay for an AA Degree).
  - c. Master's degree – 5% of the unadjusted base salary rate of Police Sergeant current pay step (inclusive of any pay for an AA and/or BA Degree).
  - 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.
3. Police Lieutenant. Effective July 1, 2021, eligible Police Lieutenants 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 current unadjusted base salary rate of Police Lieutenant.
  - b. Master's degree – 5% of the current unadjusted base salary rate of Police Lieutenant.
  - 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.
4. Police Captain. Effective July 1, 2021, eligible Police 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 current unadjusted base salary rate of Police Captain.
  - b. Master's degree – 5% of the current unadjusted base salary rate of Police Captain.
  - 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.

- 5. 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 current unadjusted base salary rate of Chief of Police.
  - 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. Police Department Employee Uniforms

Effective July 1, 2021, 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, Sergeant, Lieutenant, Captain	Up to \$1,200
Motor Officer	Up to \$700
Designated Civilian Classified Positions	Up to \$545.42 (\$200 annually thereafter)

Designated Civilian Classified Positions

- 1. Effective July 1, 2021, Uniform Replacement Voucher up to \$250 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, 2021, the City will provide each sworn Police Officer, Sergeant, Lieutenant and Captain a separate check in December of each year in the amount of \$1,200 for his/her uniform maintenance, repair and replacement. The above amount is for City approved shirt with patches, pants, alterations and/or equipment.

If a Police Officer, Sergeant, Lieutenant or Captain’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.

H. Pager Pay/Cell Phone Allowance

- 1. 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

2. Civil Engineering Assistant/Associate(s) may be required by the Director of Public Works to carry a pager on their person during non-work hours and, in such case shall receive an additional \$50 per month or pro-rated equivalent for each day they actually carry the pager.

A non-sworn employee who receives pager pay/cell phone allowance, upon receiving a 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.

I. Bilingual Pay

1. Police Officers (effective the first pay period on or after July 1, 2021)
  - a. 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.
  - b. In addition to those that qualify for Spanish bilingual pay, up to 10 additional Police Officers or Sergeants who primarily work a patrol shift and who speak and understand a different language other than English (including American Sign), shall be compensated an additional two hundred dollars (\$200) per month. The additional Police Officers or Sergeants who receive this pay shall be selected on seniority and a first come basis. Thus, the first 10 Police Officers or Sergeants who apply for and are eligible shall be selected to receive the pay. Those eligible Police Officers or Sergeants who apply afterwards may be placed on a waiting list pending availability.
  - c. An employee shall only be eligible to receive a total of two hundred dollars (\$200) per month for bilingual pay irrespective of the number of eligible languages they speak and understand.

Any employee who receives bilingual pay pursuant to this Section I shall use their bilingual skills as needed and/or directed by a supervisor. If an employee does not use his/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/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 \$145 per month higher than their unadjusted base salary rate effective July 1, 2021.

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 16-19D 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 \$145 per month (effective 7/1/21)

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.

J. Standby Pay

1. 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.

2. Traffic Investigators, Detectives, or Supervising Sergeants shall be assigned by Chief of Police or designee to be in an available status during after-hours for standby, and after-hour emergency call outs. Officers/Sergeants assigned by Chief of Police or designee to be in an available status during non-working hours, will receive standby pay as follows: one hour at straight time pay on their regular work days, two hours of standby pay on their regular days off, and holidays (maximum total of 10 hours per week, excluding holidays).

The City may assign a Detective or Traffic Investigator to standby status 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 Officer/Sergeant will receive standby pay whether he/she works or not. An Officer/Sergeant 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.

- K. 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.
- L. Call Back After 12 Hours of Continuous Work  
A non-sworn employee in the classified service, who works more than twelve (12) consecutive hours, as a result of an emergency or unscheduled situation, shall take a minimum of a five (5) hour break at the conclusion of the emergency assignment or the supervisor's dismissal, prior to returning to work. If all or a portion of the five (5) hour break overlaps the start of the employee's next regular shift, the City will provide the employee City-paid leave, such as City Business, for that portion of the break which overlaps with the start of the employee's next regular shift. Prior to going home at the end of the emergency or unscheduled situation, the employee shall notify his/her supervisor of the time they will return for the next shift. Notwithstanding the above, in the event that the City needs the employee to return to their next regular shift, the employee shall be required to do so.
- M. 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 commensurate with their current unadjusted base salary rate.
- N. Water Certificate Pay Program  
Effective July 1, 2023, Water Division employees in the classifications indicated below who possess valid Water Certificate(s) issued by the California Department of Health Services will receive \$100 (one hundred dollars) per month above their unadjusted salary rate for each Certificate.

For those Water Division employees who possess a valid Grade 4 level treatment or distribution certificate, they will receive an additional \$100 (one hundred dollars) per month above their unadjusted salary rate for each Certificate. For those Water Division employees who possess a valid Grade 5 level treatment or distribution certificate, they will receive an additional \$100 (one hundred dollars) per month above their unadjusted salary rate for each Certificate. This additional Grade 4 and Grade 5 certificate pay shall be paid as a single lump sum on an annual basis in December.

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.

O. Cross Connection Control Specialist Certification Pay

Cross Connection Control Specialist Certificate Pay Program: Effective at the beginning of the first pay period after July 1, 2023, the City will establish a Cross Connection Control Specialist Pay Program as follows: Water Division employees who possess valid Cross Connection Control Specialist Certificate(s) will receive \$100 (one hundred dollars) per month above their unadjusted salary rate for one Certificate.

Employees are responsible to provide evidence that they possess valid and appropriate Cross Connection Control Specialist Certificate(s) as may be required by the City. Upon City verification that the employee possesses valid and appropriate Cross Connection Control Specialist Certificate(s) under this Program, the Cross Connection Control Specialist Certificate Pay will be implemented at the start of the following pay period. Should an employee's Cross Connection Control Specialist Certificate(s) no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact.

P. Commercial Driver's License Pay

Employees who possess a valid Class A California Driver's License shall receive \$100 (one hundred dollars) per month above their unadjusted salary rate.

Employees are responsible to provide evidence that they possess a valid and appropriate Class A Driver's License as may be required by the City. Upon City verification that the employee possesses a valid and appropriate Class A Driver's License under this Program, the Commercial Driver's License Pay will be implemented at the start of the following pay period. Should an employee's Class A Commercial Driver's License no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact.

Q. Building Inspection Certification Pay

Building Inspection Certification Pay Program: Effective at the beginning of the first pay period after July 1, 2023, the City will establish a Building Inspection

Certification Program as follows: Building Inspector I/II and Senior Building Inspector/Plans Checker employees who possess valid Building Inspection Certificate(s) will receive \$100 (one hundred dollars) per month above their unadjusted salary rate for one Certificate.

Employees are responsible to provide evidence that they possess valid and appropriate Building Inspection Certificates as may be required by the City. Upon City verification that the employee possesses valid and appropriate Building Inspection Certificate(s) under this Program, the Building Inspection Certificate Pay will be implemented at the start of the following pay period. Should an employee's Building Inspection Certificate(s) no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact.

R. Arborist Certification Pay

Arborist Certification Pay Program: Effective at the beginning of the first pay period after July 1, 2023, the City will establish an Arborist Program as follows: Tree Maintenance Supervisor employees who possess valid Arborist Certification will receive \$100 (one hundred dollars) per month above their unadjusted salary rate.

Employees are responsible to provide evidence that they possess valid and appropriate Arborist Certification as may be required by the City. Upon City verification that the employee possesses valid and appropriate Arborist Certificate under this Program, the Arborist Certification Pay will be implemented at the start of the following pay period. Should an employee's Arborist Certification no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact.

S. Longevity Pay

1. Sworn Police Officers, Sergeants, Lieutenants and Captains

- a. Sworn employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), or forty (40) years of service with the City of Whittier shall be eligible to receive longevity pay effective the first pay period after July 1, 2021. The longevity pay shall be an annualized amount added to the eligible employee's annual base salary that corresponds to the employee's years of service with the City as follows: 10 years - \$1,500; 15 years - \$2,500; 20 years - \$3,500; 25 years - \$4,500; 30 years - \$5,500; 35 years - \$6,500; 40 years - \$7,500.
- b. Longevity pay shall be paid to eligible, sworn Police Officers, Sergeants, Lieutenants and Captains on a biweekly basis and not as a single lump sum starting on the eligible member's anniversary date.
- c. For sworn Police Officers, Sergeants, Lieutenants and Captains employed by the City of Whittier before July 1, 2021, years of service for the purpose of eligibility for longevity pay only, includes years of service served as a Peace Officer Standards and Training (POST) certified or POST approved Peace Officer in another agency.
- d. For sworn Police Officers, Sergeants, Lieutenants and Captains hired with the City of Whittier on or after July 1, 2021, years of service with the City for the purpose of eligibility for longevity pay, does not include years of service served as a POST certified or POST approved Peace Officer in another agency.



- e. The City will report longevity pay to CalPERS as special compensation pursuant to Section 571(a)(5) of the CalPERS regulations. The City does not make any guarantees or assurance that CalPERS will determine that longevity pay is special compensation that qualifies as earnable compensation.

2. Civilian, Management, and Confidential Employees

- a. Regular Civilian, Management and Confidential employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40) years of service with the City of Whittier shall be eligible to receive longevity pay effective the first pay period after July 1, 2021. The longevity pay shall be an annualized amount added to the eligible employee’s annual base salary that corresponds to the employee’s years of service with the City as follows: 10-14 years - \$1,500; 15-19 years - \$2,500; 20-24 years - \$3,500; 25-29 years - \$4,500; 30-34 years - \$5,500; 35-39 years - \$6,500; 40 years - \$7,500.
- b. Longevity pay shall be paid to eligible WCEA members, Management and Confidential employees on a biweekly basis and not as a single lump sum starting on the eligible member’s anniversary date.
- c. For the purpose of eligibility, years of service with the City includes year of service served as a full-time employee only with the City of Whittier.
- d. The City will report longevity pay to CalPERS as special compensation pursuant to Section 571(a)(5) of the CalPERS regulations. The City does not make any guarantees or assurance that CalPERS will determine that longevity pay is special compensation that qualifies as earnable compensation.

SECTION 16. 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 Human Resources & Risk Management
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)	
Director of Community Development	
Director of Finance	

LEVEL II – SENIOR MANAGEMENT

Assistant Director of Community Development	Deputy Director of Public Works
Assistant Director of Library Services	Police Captain
City Engineer	Police Support Services Manager

LEVEL III – MIDDLE MANAGEMENT

Accountant	Library Services Manager
Accounting Manager	Management Analyst I/II
Building Services Manager/Bldg. Official	Management Assistant
Business Development Manager	Park Manager
Community Engagement Manager	Police Lieutenant

Community Services Manager  
 Development Project Manager  
 Economic Development/Housing Manager  
 Emergency/Wildlife Management Coordinator  
 Engineering Manager  
 Finance Manager  
 Fleet Manager  
 Human Resources/Risk Management Administrator  
 Information Systems Analyst  
 Information Technology Manager

Principal Planner  
 Public Information Officer  
 Public Works Manager  
 Records Manager  
 Senior Accountant  
 Senior Civil Engineer  
 Senior Information Systems Analyst  
 Senior Management Analyst  
 Senior Planner  
 Street Manager  
 Water Manager

**LEVEL IV – SUPERVISORY MANAGEMENT**

Code Enforcement Supervisor  
 Community Services Supervisor  
 Electrical Supervisor  
 Facilities Maintenance Supervisor  
 Fleet Mechanic Supervisor  
 Office Supervisor  
 Park Maintenance Supervisor  
 Payroll Supervisor  
 Police Communications Supervisor  
 Police Records Supervisor I/II

Police Sergeant  
 Revenue Collections Supervisor  
 Senior Librarian  
 Solid Waste Supervisor  
 Street Maintenance Supervisor  
 Supervising Library Assistant  
 Tree Maintenance Supervisor  
 Water Distribution Supervisor  
 Water Production Supervisor  
 Water Superintendent

SECTION 17. 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 not exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective the first pay period beginning on or after July 1, 2024 for all departments.

	<u>Monthly Salary Range</u>	
Code Enforcement Supervisor	7497	9745
Community Services Supervisor	6245	8122
Electrical Supervisor	7160	9307
Facilities Maintenance Supervisor	6599	8576
Fleet Mechanic Supervisor	6819	8864
Office Supervisor	5153	6702
Park Maintenance Supervisor	6451	8387
Payroll Supervisor	5828	7581
Police Communications Supervisor	7176	9330
Police Records Supervisor I	6244	8120
Police Records Supervisor II	6864	8924
Revenue Collections Supervisor	5828	7581
Senior Librarian	6218	8084
Solid Waste Supervisor	6588	8565

Street Maintenance Supervisor	6588	-	8565
Supervising Library Assistant	4929	-	6404
Tree Maintenance Supervisor	6451	-	8387
Water Distribution Supervisor	7316	-	9510
Water Production Supervisor	7316	-	9510
Water Superintendent	8694	-	10417

SECTION 18. 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, 2024.

	<u>Monthly Salary Range</u>
Police Captain	13,719 – 17,834
Police Lieutenant	11,846 – 15,400

SECTION 19. 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 19A. EXECUTIVE MANAGEMENT.

This schedule is effective the first pay period beginning on or after July 1, 2024 for all departments.

	<u>Monthly Salary Range</u>
Assistant City Manager	15,651 - 21,668
Chief of Police	18,517 - 23,148
City Clerk	10,822 - 17,474
City Manager	23,627 - 25,554
Council Member	393.30
Director of Community Development	15,285 - 19,106
Director of Finance	14,751 - 18,440
Director of Human Resources & Risk Management	13,727 - 17,160
Director of Library Services	13,727 - 17,160
Director of Parks, Recreation & Community Services	13,978 - 17,474
Director of Public Works	15,313 - 19,142

SECTION 19B. SENIOR MANAGEMENT.

This schedule is effective the first pay period beginning on or after July 1, 2024 for all departments. Scope of duties encompasses oversight of multiple divisions and directly supports the department Director.

	<u>Monthly Salary Range</u>
Assistant Director of Community Development	10,071 - 13,090
Assistant Director of Library Services	8839 - 11,487
City Engineer	10,071 - 13,090
Deputy Director of Public Works	10,071 - 13,090
Police Support Services Manager	10,196 - 13,258

**SECTION 19C. MANAGEMENT.**

This schedule is effective the first pay period beginning on or after July 1, 2024 for all departments. This category includes both division managers and technical managers.

	<u>Monthly Salary Range</u>
Accountant	5876 - 7642
Accounting Manager	8718 - 11,332
Building Services Manager/Building Official	9710 - 12,621
Business Development Manager	8557 - 10,401
Community Engagement Manager	7582 - 9,855
Community Services Manager	9079 - 11,805
Development Project Manager	9513 - 12,364
Economic Development/Housing Manager	9910 - 12,491
Emergency/Wildlife Management Coordinator	7751 - 10,070
Engineering Manager	7941 - 10,326
Finance Manager	8718 - 11,332
Fleet Manager	8183 - 10,635
Human Resources/Risk Management Administrator	7944 - 10,327
Information Systems Analyst	7046 - 9155
Information Technology Manager	9718 - 12,635
Library Services Manager	8416 - 10,941
Management Analyst I	6403 - 8324
Management Analyst II	7046 - 9155
Management Assistant	5847 - 7599
Park Manager	9079 - 11,805
Principal Planner	8408 - 10,935
Public Information Officer	9883 - 12,763
Public Works Manager	8821 - 11,749
Records Manager	7046 - 9155
Senior Accountant	7051 - 9155
Senior Civil Engineer	9818 - 12,763
Senior Information Systems Analyst	7751 - 10,070
Senior Management Analyst	7582 - 9855
Senior Planner	7988 - 10,388
Street Manager	8821 - 11,749
Water Manager	10,071 - 13,090

**SECTION 19D. CONFIDENTIAL.**

This schedule is effective the first pay period beginning on or after July 1, 2024 for all departments.

	<u>Monthly Salary Range</u>	
Administrative Assistant	5457	- 7095
Executive Assistant to the City Manager	6003	- 7803
Human Resources Assistant	5205	- 6769
Admin. Secretary to the Assistant City Manager	5457	- 7095
Admin. Secretary to the City Manager	6602	- 8584
Admin. Secretary to the Human Resources Director	4909	- 6335
Admin. Secretary to the Chief of Police	4909	- 6335

**SECTION 20. SEASONAL, TEMPORARY AND PART-TIME EMPLOYEES.**  
 This schedule is effective on January 1, 2024.

		<u>Hourly Rate</u>	
Administrative Intern	F/H	16.00	- 16.04
Clerical (Temporary)	F/H	17.09	- 18.84
Contract Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00	- 75.00
Human Resources Technician	F/H	19.75	- 26.85
Laborer (Temporary)	F/H	17.09	- 18.84
Library Aide	F/H	16.00	- 18.00
Library Assistant I (Temporary)	F/H	18.00	- 22.00
Library Page	F/H	16.00	- 16.00
Lifeguard I	F/H	17.64	- 19.45
Lifeguard II	F/H	19.45	- 21.44
Para-Police Reserve	F/H	20.37	- 20.37
Parking Lot Attendant (Temporary)	F/H	16.00	- 17.12
Pool Manager	F/H	23.63	- 26.06
Public Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35	- 34.16
Recreation Specialist I	F/H	16.54	- 18.23
Recreation Specialist II	F/H	18.23	- 20.10
Reference Assistant	F/H	25.00	- 30.00
Retired Annuitant Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00	- 75.00
Retired Annuitant Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35	- 34.16
Security Officer	F/H	16.00	- 16.00
Senior Lifeguard	F/H	21.44	- 23.64
Sr. Recreation Specialist I	F/H	20.10	- 22.16
Sr. Recreation Specialist II	F/H	22.16	- 24.43
Solid Waste Worker (Temporary)	F/H	16.00	- 16.00
Staff Assistant I	F/H	16.00	- 21.44
Staff Assistant II	F/H	16.00	- 30.52
Trainee (Student)	F/H	16.00	- 16.00
Trainee (Clerical)	F/H	16.00	- 16.00
Trainee (Laborer)	F/H	16.00	- 16.00
Trainee (Technical)	F/H	16.00	- 16.00

**SECTION 21. SPECIAL PAY PROVISIONS FOR CLASSIFIED AND UNCLASSIFIED POSITIONS.** Notwithstanding Section 3 INITIAL APPOINTMENT and Section 22 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/her regular duties.

**SECTION 22. 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 Human Resources 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 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 for a personal or family emergency.

**SECTION 23. 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 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 24. 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, 2024, unless otherwise specified in this Resolution.

SECTION 25. TERM. This resolution shall remain in full force and effect until modified by approval of the City Council.

SECTION 26. 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 2024-25 budget.


SECTION 27. 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 28. The City Clerk shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 11th day of June 2024.

  
\_\_\_\_\_  
JOSEPH A. VINATIERI, Mayor

ATTEST:

  
\_\_\_\_\_  
RIGOBERTO GARCIA JR., City Clerk  
(seal)

I CERTIFY THAT THE FOREGOING RESOLUTION NO. WUA-2024-04 was passed and adopted by the City Council of the City of Whittier at the regular meeting held on the 11th day of June 2024, by the following vote:

AYES: 5 Council Members: Vinatieri, Warner, Martinez, Dutra, Pacheco  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

  
\_\_\_\_\_  
RIGOBERTO GARCIA JR., City Clerk  
(seal)