

RESOLUTION NO. 2004-2769

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK REGARDING EMPLOYMENT AND SALARY RATES FOR ALL CLASSES OF EMPLOYMENT SUPERSEDING RESOLUTION NO. 2003-2686

THE CITY COUNCIL OF THE CITY OF VILLA PARK, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Superseding the previous Salary Resolution, the following semimonthly schedules are assigned to the listed classes of employment.

**CITY OF VILLA PARK
2004-05 SALARY SCHEDULE**

RGE	POSITION TITLE	SALARY STEPS				
		A	B	C	D	E
50	Maintenance I	\$1,335.75	\$1,429.26	\$1,529.31	\$1,636.36	\$1,750.90
58	Admin Secretary/Deputy City Clerk	\$1,446.43	\$1,547.68	\$1,656.02	\$1,771.94	\$1,895.98
65	Maintenance Lead Person	\$1,550.77	\$1,659.32	\$1,775.48	\$1,899.76	\$2,032.74
75	Maintenance Superintendent	\$1,713.01	\$1,832.93	\$1,961.23	\$2,098.52	\$2,245.41
80	City Accountant	\$1,800.40	\$1,926.42	\$2,061.27	\$2,205.56	\$2,359.95
160	City Manager	\$3,990.96	\$4,270.33	\$4,569.25	\$4,889.10	\$5,231.34

SECTION 2. The City of Villa Park shall continue to provide the following benefits:

I. RETIREMENT:

1. The City shall pay seven percent (7%) of the normal member contributions to the California Public Employees Retirement System as employer paid member contributions and report same percent to PERS as compensation. This benefit shall apply to all full time miscellaneous class employees.

II. INSURANCES:

Resolution No. 2004-2769

Page 2 of 14

1. The City will pay for the full cost of medical insurance for full time employees and 66 2/3 percent of their dependents as defined under the Public Employees' Medical and Hospital Care Act.
2. The City will provide a dental insurance plan. The City will contribute the full cost for a plan chosen by the City Manager that covers all full time employees and 66 2/3 percent of their dependents.
3. The City shall provide life insurance to full time employees on the basis of 100% of the employee's annual salary up to a maximum of \$50,000.
4. The City shall provide a medical insurance rebate program whereby full time employees who are currently enrolled under a medical insurance program through a spouse or other source, can exchange their City's insurance for a cash rebate. This rebate shall equal \$150 per month if one or more family members are or would be covered in the City's plan or \$75 per month if the employee is or would be covered as a single in the program.
5. In accordance with the California Labor Code, the City pays the premium for unemployment insurance for City employees.
6. Under provisions of the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. Full time employees may utilize sick leave during the period of absence due to a work-related illness or injury. However, when payment of workers' compensation benefits is received by the employee:
 - 1) He/she must endorse the check over to the City;

2) The City will convert the dollar amount of the check to sick leave hours (Total amount of check divided by hourly wage); and

3) The City will credit the employee's sick leave account by that number of hours.

Employees who do not wish to cover this period with sick leave, or who lack adequate sick leave hours, may keep the check from workers' compensation.

III. VACATION:

1. Full time employees accrue vacation according to the following schedule:

Years of Service	Annual Rate (hours)
01-05	96
06-10	120
11	128
12	136
13	144
14	152
15+	160

2. Vacation will be credited monthly on a prorated basis proportionate to a full working month. Upon termination or retirement, full time employees shall be compensated at the current pay scale for their accrued vacation to a maximum of 160 hours. No employee shall carry forward to any succeeding calendar year more than 160 hours of accrued vacation. However, after five (5) years of service, a full time employee shall be entitled to accrue up to two (2) times their annual leave. The purpose of providing vacation is to allow employees time away from the work environment so that when they return they will be fully rested and able to carry on their work assignments.

3. Hourly employees will accrue vacation time after the first six (6) months at the rate of four (4) hours per month up to a maximum of 80 hours.

IV. HOLIDAYS:

1. The City will provide employees 72 paid hours a calendar year for holidays plus 24 hours of personal leave time off for full time employees for a total of 96 hours per year. Employees who do not use the full 96 hours during when City services are closed may use any remaining hours as floating holidays. These remaining hours may be taken any time throughout the calendar year with the prior approval of their supervisor. All holiday hours must be taken during the calendar year in which they are earned and cannot be credited to the succeeding year.
2. The City will observe nine (9) fixed holidays a year during which normal City services will be closed. These include:

New Year's Day
President's Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day
Labor Day (first Monday in September)
Veteran's Day (second Monday in November)
Thanksgiving Holiday (fourth Thursday and Friday in November)
Christmas Day

3. City Services will be closed on the following Monday if any holiday should fall on a Sunday and will be closed on the preceding Friday if any holiday should fall on a Saturday.

V. LEAVES OF ABSENCE:

1. Full time employee sick leave with pay shall accrue at the rate of sixteen (16) hours per calendar quarter of service, succeeding the first such month of service, up to a maximum of sixty (60) days at an employee's regular daily pay rate.

2. Full time employees with at least five years of service, upon termination or retirement, will be compensated for all accrued sick leave prior to such action not to exceed sixty (60) days at the employee's daily pay rate.
3. Hourly employees that work at least twenty (20) hours per week for at least six (6) months per year shall receive accrued sick leave credits at the rate of eight (8) hours per calendar quarter of service up to a maximum of thirty (30) days at an employee's regular daily pay rate. Sick leave shall not be allowed for hourly employees working less than twenty (20) hours per week.
4. Bereavement leave of up to three (3) days leave with pay will be granted to full time employees in the event of the death of an immediate family member. This includes any relative by blood or marriage that is an actual member of the employee's household, and/or any parent, parent-in-law, spouse, child, brother or sister of the employee regardless of residence. Sick leave, vacation, or floating holiday hours may be applied to a bereavement period for bereaving a family member not included under the City's bereavement policy.
5. Any employee holding a full time position who is ordered to active duty in the U.S. Armed Forces shall be entitled to reinstatement with no loss of seniority rights and full reimbursement for up to 80 hours per year. Prior to use of any military leave, an official copy of military orders must be on file with the office of the City Manager.
6. Employees called to serve jury duty will be granted a leave of absence for the period of service required. Employees shall be paid the difference between his/her full salary and any payment received for such service, except travel pay for a maximum of one (1) day or one (1) trial not to exceed five (5) days.

7. A female employee will be granted maternity leave according to the provisions of disability. Also, full time employees shall be able to apply any leave time towards maternity leave in the amount of their accrued leave time. If the employee returns to her former position with the City after her leave, there is no loss of seniority. An employee may take unpaid pregnancy leave up to the length of time specified in the Family and Medical Leave policy, with the opportunity to return to her former job or a comparable position.

8. In compliance with the California Family Rights Act (CFRA) of 1991 and the Federal Family and Medical Leave Act (FMLA) of 1993 (City Policy No. 3-22), the City will provide up to 12 weeks in any 12 month period, unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the City for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted for any of the following reasons:
 - a) the birth of the employee's child and in order to care for the child;
 - b) the placement of a child with the employee for adoption or foster care;
 - c) to care for a child, spouse, or parent who has a serious health condition; or
 - d) a serious health condition that renders the employee unable to perform the essential functions of his or her position.

Full time employees on family leave may be required to utilize any accumulated paid leave hours during the leave period. For the duration of FMLA leave, the City will maintain the employee's health coverage under any group health plan. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

9. The City may, at the discretion of the City Manager, grant an employee a leave of absence for up to three months without pay. Leave without pay is intended for unusual circumstances and approval will be evaluated based upon the impact to departmental functions and work force levels. Leave without pay will only be granted upon complete use of accrued sick leave, vacation, and floating holiday hours.

VI. ADDITIONAL COMPENSATION:

1. Employees at Salary Range 75 and above are exempt from receiving overtime compensation. Employees classified as non-exempt will receive compensation for approved overtime work as follows: Hours worked by non-exempt staff in excess of 40 paid hours in a seven day work week are considered overtime. All eligible personnel shall be compensated for authorized overtime at the rate of one and one-half times his/her equivalent hourly rate of pay, or shall be allowed to accumulate one and one-half hours of compensatory time (of up to 30 hours) for each overtime hour worked. Such compensatory time, however, must be taken during the pay period in which accrued with City Manager approval.
2. Employees assigned secretarial duties at City Council, and Commission/Committee meetings after normal business hours are to be compensated at time and one-half (1.5) of their regular pay.
3. Compensation equal to a maximum of \$200 may be granted by the City Manager, with the concurrence of the Personnel Committee, to an employee or contract employee who consistently demonstrates performance above and beyond the level required for normal job performance. Said compensation shall be awarded only once to an employee or contract employee during any six-month period.

4. Employees hired after July 1, 1985 shall be given the option annually to receive on June 30 of the current fiscal year fifty 50% percent of his or her daily rate of pay for each day of sick leave accumulated by the employee to that date in excess of eighteen (18) days.

VII. MISCELLANEOUS BENEFITS:

1. Full-time employees may be allowed reimbursement for tuition and books for classes and programs approved in advance by the City Manager. The amount of reimbursement shall be limited to the prevailing cost for tuition and books at an approved institution with a cap of \$200 per fiscal year. Those staff members using tuition reimbursement funds are required to maintain full-time status with the City for a period of one-year following use of the funds. If full-time status is not maintained and the employee separates from employment voluntarily, the funds used within the last twelve months of employment shall be reimbursed upon separation.
2. A clothing allowance to be established by the City Manager will be provided to each full time regular Public Works employee due and payable the first pay period in July of each year.
3. For those employees not provided with an automobile allowance or City vehicle, the City will reimburse an employee \$0.35 per mile for authorized use of an employee's private vehicle on City business.
4. When an employee is promoted to a higher classification, the employee shall be assigned to the step in the new classification that provides an increase over the salary received immediately prior to such promotion. Promoted full time employees will be subject to a one-year probationary period.

SECTION 3. Hourly employees are to be compensated at a rate fixed on the following schedule:

Position Title	Hourly Rate
Clerk Typist	\$10.00 to \$14.00
Maintenance Worker	\$8.00 to \$12.00

The City Manager may hire, on an hourly basis, positions identified as full time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full time position.

SECTION 4. Rates of compensation as listed in this Resolution shall be effective on the pay period starting July 1, 2004.

SECTION 5. All benefits in this Resolution are subject to meet and confer guidelines and shall be reviewed annually in their entirety.

SECTION 6. Salaries for each position are based on the results of an annual salary survey. The pay range for each position is set based on a trended average of ten (10%) percent below the average salary for the comparative position based on the survey. Unless specifically authorized by the City Council, the salary range for any respective position shall not exceed ten (10%) percent below the trended average. As a result of the calculation of salaries, annual Cost of Living Adjustments shall not be considered. The consideration of added benefits beyond those established by this Resolution shall only be considered in conjunction with an increase in the trended average percentage. This Section shall not apply to the salary or benefits established for the position of City Manager.

SECTION 7. That the Villa Park City Council authorizes the City Manager to incorporate into the 2004-05 fiscal year budget sufficient funds, not to exceed amounts identified in this Resolution, to insure that the salaries and benefits shown herein are funded.

PASSED, APPROVED and ADOPTED this 22nd day of June 2004.

Patricia L. Bortle, Mayor

ATTEST:

I, George J. Rodericks, City Clerk of the City of Villa Park, do hereby certify that the foregoing Resolution was passed at a regular meeting of the City Council of the City of Villa Park held on the 22nd day of June 2004, by the following roll call vote:

AYES:

NOES:

ABSENT:

George J. Rodericks, City Clerk