



City of Villa Park
17855 Santiago Boulevard
Villa Park, California 92861
(714) 998-1500

Human Resources Committee Agenda Wednesday, May 10, 2016 5:30 p.m.

The Human Resources Committee of the City of Villa Park welcomes you to this meeting. We encourage your participation. This agenda contains a brief description of each item to be considered.

If you wish to speak on an item contained on the agenda, please approach the podium at the time the item is being considered. Upon recognition by the Chair, state your name and address for the record prior to providing your comments. Speakers will be limited to a time period set by the presiding officer. All supporting information is available for public review in the City Hall offices.

Please Note: In compliance with the Americans with Disabilities Act, the City of Villa Park will make every reasonable attempt to accommodate attendees or participants at this meeting who need special assistance beyond what is normally provided. Please contact the City Hall at (714) 998-1500 at least 48 hours prior to this meeting to inform us of particular needs and to determine if accommodation is feasible. Please advise us at the time of your call if special assistance is required to attend or participate in meetings on a regular basis.

ORDER OF BUSINESS

1. Call To Order
2. Roll Call

Diana Fascenelli, Chair
Councilmember Bill Nelson
3. Public Comment
4. Review and Discuss March 30, 2016 minutes.
5. Discussion on Vision Plan.
6. Discuss status on State Disability Insurance application.
7. Discussion of updated Salary Resolution.
8. Adjourn



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HUMAN RESOURCE MEETING

Minutes - Regular Meeting

March 30, 2016

1. CALL TO ORDER

The meeting was called to order at 8:59 AM by Chair Fascenelli.

2. ROLL CALL

The following members and attendees were present:

Diana Fascenelli, Chair
Bill Nelson, Councilmember
Michelle Danaher, Finance Director
Jarad Hildenbrand, City Manager

The following members and attendees were absent:
None

3. PUBLIC COMMENT

No public comment.

4. DISCUSSION ITEMS

a) Review and Approval of February 17, 2016 minutes.

Councilmember Nelson moved the minutes for approval, seconded by Chair Fascenelli.

b) Discussion of Accrued Leave Policy and update of Salary Resolution.

City Manager discussed the revisions made and discussion ensued with HR Committee. The HR Committee recommended staff to come back to the HR Committee during the budget process and present the following revisions:

- a) *In Section 1, revise Finance Director's position to reflect a monthly range of \$7,843 to \$9,230.*
- b) *In Section 2, I, 3, further elaborate on the PEPRA retirement formula and member contribution rate.*
- c) *In Section 2, III remove the word "Cafeteria".*
- d) *In Section 2, III, 1 and 2, eliminate the sentence about employees hired after July 1, 2008 to only pay 33% of insurance.*
- e) *In Section 2, III, 4, revise wording for health rebate to equal lowest basic monthly rate of health plan premium instead of \$500.*
- f) *In Section 2, III, 5, revise wording to be clearer that the city participates as a reimbursable employer regarding unemployment.*
- g) *In Section 2, III, 6, confer with City Attorney that wording is proper.*
- h) *Directed staff to look into offering a vision plan to employees. Staff is obtaining quotes.*

- i) In Section 2, IV, 5, revise wording to simply limit payout of 40 hours a year of vacation.*
- j) In Section 2, VI, add "SICK PAY &" to title.*
- k) In Section 2, VI, 1, add wording for employees hired after July 1, 2016 a max accrual for each employee type (ie. 80 hours, 60 hours and 40 hours).*
- l) Pitch an idea and plan to hire an Assistant to the City Manager.*
- m) Pitch an idea and plan to adjust the Executive Assistant's salary or change the title.*

Councilmember Fascenelli moved, seconded by Chair Nelson. Motion carried.

- c) Discussion of Assistant to the City Manager Position and Finance Director Position.*

Staff presented a salary range for the Assistant to the City Manager in the Salary Resolution, and both Committee members concurred.

Staff presented a salaried position for the Finance Director. Councilmember Nelson requested a salary range instead of a negotiated dollar amount (see notes above). Both Committee members concurred.

5. ADJOURNMENT

The meeting was adjourned at 10:15 AM.

VSP

	Plan A	Plan B	Plan C
Eye Exam	12 months	12 months	12 months
Materials	24 months	12 months	12 months
Frame	24 months	24 months	12 months
Frame allowance	\$130	\$130	\$130
Contact Lens allowance	\$130	\$130	\$130

Blue Shield

	Enhanced	Preferred	Ultimate
Eye Exam	12 months	12 months	12 months
Materials	24 months	12 months	12 months
Frame	24 months	24 months	12 months
Frame allowance	\$150	\$150	\$150
Contact Lens allowance	\$120	\$120	\$120

Monthly Costs

	Employee Only	Employee + One	Employee + Children	Employee + Family
Plan B Copay \$10/\$25	\$ 10.17	\$ 17.44	\$ 17.81	\$ 28.71
Plan C Copay \$10/\$25	\$ 12.53	\$ 21.47	\$ 21.92	\$ 35.34
Estimated plans	1	2	3	
Plan B Preferred	\$ 10.17	\$ 34.88	\$ 86.13	\$ 131.18
Plan B Ultimate	\$ 12.53	\$ 42.94	\$ 106.02	\$ 161.49
Total Annual Cost				
Plan B Preferred	\$ 11.40	\$ 21.50	\$ 19.80	\$ 28.00
Plan B Ultimate	\$ 16.60	\$ 31.50	\$ 29.00	\$ 41.00
Plan C Preferred	\$ 11.40	\$ 21.50	\$ 19.80	\$ 28.00
Plan C Ultimate	\$ 16.60	\$ 31.50	\$ 29.00	\$ 41.00
Total Annual Cost				
Plan C Preferred	\$ 11.40	\$ 43.00	\$ 84.00	\$ 138.40
Plan C Ultimate	\$ 16.60	\$ 63.00	\$ 123.00	\$ 202.60
Total Annual Cost				
Plan C Preferred	\$ 11.40	\$ 43.00	\$ 84.00	\$ 138.40
Plan C Ultimate	\$ 16.60	\$ 63.00	\$ 123.00	\$ 202.60

VSP CHEAPER EXCEPT FOR FAMILY RATE

Employee Only	Employee + One	Employee + Children	Employee + Family
\$ (1.23)	\$ (4.06)	\$ (1.99)	\$ 0.71

VSP CHEAPER EXCEPT FOR FAMILY RATE

Employee Only	Employee + One	Employee + Children	Employee + Family
\$ (4.07)	\$ (10.03)	\$ (7.08)	\$ (5.66)

Staff recommends VSP Plan C, as it is approximately \$500 cheaper than Blue Shield, and has a higher contact lens allowance (which the majority of staff have, versus glasses).

RESOLUTION NO. 2016-~~3355~~

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK ESTABLISHING SALARY AND BENEFIT RATES FOR ALL CLASSES OF EMPLOYMENT AND SUPERSEDING RESOLUTION NO. 2015-3328.

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 salary ranges are assigned to each position in the City.

<i>Position</i>	<i>Salary Range</i>	<i>Annual Rate</i>	<i>Pension</i>	<i>Other Benefits</i>	<i>Total Compensation</i>
City Manager	Determined by contract	\$123,600	\$18,200	\$24,600	\$166,400
Finance Director	\$7,843 to \$9,230	\$100,000	\$14,700	\$4,700	\$119,400
Assistant to the City Manager	\$6,817 to \$8,286	\$81,804	\$7,400	\$16,000	\$105,204
Maintenance Supervisor	\$4,580 to \$5,467	\$65,604	\$9,700	\$16,900	\$92,204
Administrative Analyst	\$4,167 to \$5,172	\$54,075	\$8,000	\$11,000	\$73,075
Maintenance Worker	\$2,672 to \$3,832	\$45,984	\$6,900	\$12,300	\$65,184

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

I. RETIREMENT:

- The City shall provide all miscellaneous employees described as "classic members" by the Public Employees' Pension Reform Act of 2013 – PEPRA with the retirement program known as two percent at fifty-five (2% at 55) which is based on the retirement formula as set forth in the California Public Employees Retirement System (PERS).
- All classic members shall pay to PERS as part of the required member retirement contribution seven percent (7%) of pensionable income.
- New employees hired after January 1, 2013, and are new to PERS, or have had a six (6) month or more break in PERS service, are subject to all laws, statues, rules and regulations of PEPRA. The new member retirement formula is two percent at sixty-two (2% @ 62). All new members shall pay to PERS as part of the required member retirement contribution at least fifty percent (50%) of the normal cost of the retirement contribution rate, or the current contribute rate of similarly situated employees, whichever is higher.

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II. MEDICAL INSURANCE:

The City shall pay the minimum required monthly contribution for medical insurance for active employees as required by the Public Employees' Medical and Hospital Care Act. To the extent required by state law, the City shall also contribute this amount for retirees.

III. BENEFITS:

1. In addition to the contribution noted in Section 2, Part I (1) above, the City will pay up to the full cost medical insurance for current full-time employees and 66 percent of their family members. For purposes of this section, the term "family members" are dependents of the employee who meet the eligibility requirements for coverage under the respective plan and are enrolled by the employee.
2. The City will provide a dental and vision insurance plan. The City will contribute the full cost for a plan chosen by the City Manager that covers all current full-time employees and 66 percent of their family members.
3. The City shall provide all employees with California State Disability Insurance, and pay the cost for this benefit.
4. The City shall provide life insurance to full-time employees in the amount of \$50,000. The City Manager shall be provided life insurance on the basis of 100% of his/her annual salary up to a maximum of \$100,000, provided that any amount over \$50,000 is reported as compensation as required by accounting standards. The City may participate in an alternative insurance plan paid for entirely by employees for additional benefits to include life, vision, or additional supplemental coverage.
5. 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 the lowest basic monthly rate of a health plan premium if the employee would be covered as "Employee Only" (i.e. a single in the program).
6. In accordance with the California Labor Code, the City participates as a reimbursable employer with the California Employment Development Department. As such, the City reimburses its unemployment account only after funds are withdrawn to pay a qualified claim.
7. 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:

- a) He/she must endorse the check over to the City;

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<u>Position</u>	<u>Monthly Range</u>	<u>Current Rate</u>
Maintenance Worker	\$2,672 to \$3,832	\$ 3,832
Maintenance Supervisor	\$4,580 to \$5,467	\$ 5,467
Administrative Analyst	\$4,167 to \$5,172	\$ 4,506

Assistant to the City Manager	\$6,817 to \$8,286	\$ 6,817	
Finance Director	\$7,843 to \$9,230	\$8,333	\$
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City Manager	Determined by contract	\$10,300	

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- b) The City will convert the dollar amount of the check to sick leave hours (total amount of check divided by hourly wage); and
- c) 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.

IV. VACATION:

- 1. Employees accrue vacation according to the following schedule:

Years of Service	Full Time	Part Time More Than 30 Hours	Part Time Less Than 30 Hours
01-05	96	72	48
06-10	120	90	60
11	128	96	64
12	136	102	68
13	144	108	72
14	152	114	76
15+	160	120	80

- 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 prior to such action to a maximum of 160 hours. However, for employees hired prior to July 1, 2016, after ten (10) 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. Vacation shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.
- 3. Each part-time employee who is regularly scheduled to work more than 30 hours per week shall accrue vacation at three-quarters the formula set forth in section "1" above. Upon termination or retirement, part-time employees (more than 30 hours per week) shall be compensated at the current pay scale for their accrued vacation prior to such action to a maximum of 120 hours. Vacation shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.
- 4. Each part-time employee who is regularly scheduled to work less than 30 hours per week shall accrue vacation at one-half the formula set forth in section "1" above. Upon termination or retirement, part-time employees (less than 30 hours per week) shall be compensated at the current pay scale for their accrued vacation prior to such action to a maximum of 80 hours. Vacation shall cease accruing subsequent to

reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.

5. In lieu of time off with pay, each employee shall have the option to convert into a cash payment or deferred compensation up to 40 hours of vacation once per fiscal year. The value of each hour of conversion is at the employee's current base hourly rate of pay. The employee shall give the City Manager or designee two weeks advance notice of their decision to exercise such option.

V. HOLIDAYS:

1. For pay purposes, the following holidays are recognized as municipal holidays for employees. Said employees shall receive these holidays off with pay:
 1. New Year's Day (January 1)
 2. Martin Luther King Jr. Day (third Monday in January)
 3. Presidents' Day (third Monday in February)
 4. Memorial Day (last Monday in May)
 5. Independence Day (July 4)
 6. Labor Day (first Monday in September)
 7. Veteran's Day (November 11)
 8. Thanksgiving Day (fourth Thursday in November)
 9. The Friday after Thanksgiving
 10. Christmas Eve (December 24)
 11. Christmas Day (December 25)
 12. New Year's Eve (December 31)
2. Holidays which fall on Sunday shall be observed on the following Monday, and those falling on Saturday shall be observed the preceding Friday.
3. Part-time/hourly employees shall have the holiday paid as time off with a prorated amount of hours, respectively for the holidays listed above if it is a regularly scheduled work day. Employees who are regularly scheduled to work more than 30 hours per week shall observe 6 hours of holiday pay and employees who are regularly scheduled to work less than 30 hours per week shall observe 4 hours of holiday pay.

VI. SICK PAY & LEAVES OF ABSENCE:

1. Full-time employee sick leave with pay shall accrue a total of sixty-four (64) hours a fiscal year. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", the employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of five (5) hours per month for the remaining eight months, up to a maximum of sixty (60) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of

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80 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

Each part-time employee who is regularly scheduled to work more than 30 hours per week shall accrue a total of forty-eight (48) hours a fiscal year of sick leave. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", this employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of four (4) hours per month for the last six (6) months of the fiscal year, up to a maximum of forty-five (45) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of 60 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

Each part-time employee who is regularly scheduled to work less than 30 hours per week shall accrue a total of thirty-two (32) hours a fiscal year of sick leave. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", this employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of two (2) hours per month for the last four (4) months of the fiscal year, up to a maximum of thirty (30) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of 40 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

2. Upon termination or retirement, employees will be compensated for all accrued sick leave.
3. In all employment cases of accrual, an employee shall be entitled to use accrued paid sick leave beginning on the 90th day of employment, after which the employee may use paid sick days as they are accrued.
4. Sick leave shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the sick balance falling below the maximum accumulation.
5. 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.
6. 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.

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7. 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) day not to exceed five (5) days.
8. In compliance with the California Family Rights Act (CFRA) of 1991 and the Federal Family and Medical Leave Act (FMLA) of 1993, 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, in accordance with the City's Operations and Personnel Procedures Manual.
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.

VIII. OVERTIME:

1. Employees designated as exempt are exempt from receiving overtime compensation.
2. 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.

IX. 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 \$1,000 per semester. 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 deducted from the employee's final payout upon separation.

2. Regular Public Works employees will be reimbursed for work clothing and/or work boots, in an amount not to exceed \$250 per employee per fiscal year, upon the presentation of receipts and approval of the City Manager.
3. For those employees not provided with an automobile allowance or City vehicle, the City will reimburse an employee at the current IRS rate per mile for authorized use of an employee's private vehicle on City business.
4. The City may provide City Manager, Maintenance Supervisor and Building Inspector with a City paid cellular telephone. Personal calls and texts within the basic plan level are considered additional income per IRS rulings and added to calendar year W-2 forms.
5. 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, part-time employees are to be compensated at a rate fixed on the following schedule:

<i>Position</i>	<i>Hourly Range</i>	<i>Current Hourly Rate</i>	<i>Annual Rate</i>	<i>Pension</i>	<i>Other Benefits</i>	<i>Total Compensation</i>
Building Inspector	\$40.00 to \$50.00	\$45.00	\$60,840	\$9,000	\$16,300	\$86,140
Executive Assistant	\$12.00 to \$20.00	\$17.50	\$24,570	\$3,700	\$2,900	\$31,170

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. In addition, with Human Resources Committee concurrence, the City Manager may hire, on an hourly basis, positions identified as part-time to cover positions not listed in the salary resolution as a means to provide necessary City services.

SECTION 4. Rates of compensation as listed in this Resolution shall be effective on the pay period starting July 1, 2016.

SECTION 5. All benefits in this Resolution shall be reviewed annually in their entirety.

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PASSED AND ADOPTED by the City Council of the City of Villa Park at a regular meeting of the City Council held on the 28th day of June, 2016.

Greg Mills, Mayor
City of Villa Park

ATTEST:

Jarad L. Hildenbrand, City Clerk
City of Villa Park

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS
CITY OF VILLA PARK }

I, **Jarad L. Hildenbrand**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 28th day of June, 2016 and was carried by the following roll call vote, to wit:

- AYES: COUNCILMEMBERS:
- NOES: COUNCILMEMBERS:
- ABSENT: COUNCILMEMBERS:
- ABSTAIN: COUNCILMEMBERS:

Jarad L. Hildenbrand, City Clerk
City of Villa Park

RESOLUTION NO. 2016-3355

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VILLA PARK
ESTABLISHING SALARY AND BENEFIT RATES FOR ALL CLASSES
OF EMPLOYMENT AND SUPERSEDING RESOLUTION NO. 2015-3328.**

**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 salary ranges are assigned to each position in the City.

<i>Position</i>	<i>Salary Range</i>	<i>Annual Rate</i>	<i>Pension</i>	<i>Other Benefits</i>	<i>Total Compensation</i>
City Manager	Determined by contract	\$123,600	\$18,200	\$24,600	\$166,400
Finance Director	\$7,843 to \$9,230	\$100,000	\$14,700	\$4,700	\$119,400
Assistant to the City Manager	\$6,817 to \$8,286	\$81,804	\$7,400	\$16,000	\$105,204
Maintenance Supervisor	\$4,580 to \$5,467	\$65,604	\$9,700	\$16,900	\$92,204
Administrative Analyst	\$4,167 to \$5,172	\$54,075	\$8,000	\$11,000	\$73,075
Maintenance Worker	\$2,672 to \$3,832	\$45,984	\$6,900	\$12,300	\$65,184

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

I. RETIREMENT:

1. The City shall provide all miscellaneous employees described as "classic members" by the Public Employees' Pension Reform Act of 2013 – PEPRA with the retirement program known as two percent at fifty-five (2% at 55) which is based on the retirement formula as set forth in the California Public Employees Retirement System (PERS).
2. All classic members shall pay to PERS as part of the required member retirement contribution seven percent (7%) of pensionable income.
3. New employees hired after January 1, 2013, and are new to PERS, or have had a six (6) month or more break in PERS service, are subject to all laws, statues, rules and regulations of PEPRA. The new member retirement formula is two percent at sixty-two (2% @ 62). All new members shall pay to PERS as part of the required member retirement contribution at least fifty percent (50%) of the normal cost of the retirement contribution rate, or the current contribute rate of similarly situated employees, whichever is higher.

II. MEDICAL INSURANCE:

The City shall pay the minimum required monthly contribution for medical insurance for active employees as required by the Public Employees' Medical and Hospital Care Act. To the extent required by state law, the City shall also contribute this amount for retirees.

III. BENEFITS:

1. In addition to the contribution noted in Section 2, Part I (1) above, the City will pay up to the full cost medical insurance for current full-time employees and 66 percent of their family members. For purposes of this section, the term "family members" are dependents of the employee who meet the eligibility requirements for coverage under the respective plan and are enrolled by the employee. .
2. The City will provide a dental and vision insurance plan. The City will contribute the full cost for a plan chosen by the City Manager that covers all current full-time employees and 66 percent of their family members.
3. The City shall provide all employees with California State Disability Insurance, and pay the cost for this benefit.
4. The City shall provide life insurance to full-time employees in the amount of \$50,000. The City Manager shall be provided life insurance on the basis of 100% of his/her annual salary up to a maximum of \$100,000, provided that any amount over \$50,000 is reported as compensation as required by accounting standards. The City may participate in an alternative insurance plan paid for entirely by employees for additional benefits to include life, vision, or additional supplemental coverage.
5. 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 the lowest basic monthly rate of a health plan premium if the employee would be covered as "Employee Only" (i.e. a single in the program).
6. In accordance with the California Labor Code, the City participates as a reimbursable employer with the California Employment Development Department. As such, the City reimburses its unemployment account only after funds are withdrawn to pay a qualified claim.
7. 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:
 - a) He/she must endorse the check over to the City;

- b) The City will convert the dollar amount of the check to sick leave hours (total amount of check divided by hourly wage); and
- c) 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.

IV. VACATION:

- 1. Employees accrue vacation according to the following schedule:

Years of Service	Full Time	Part Time More Than 30 Hours	Part Time Less Than 30 Hours
01-05	96	72	48
06-10	120	90	60
11	128	96	64
12	136	102	68
13	144	108	72
14	152	114	76
15+	160	120	80

- 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 prior to such action to a maximum of 160 hours. However, for employees hired prior to July 1, 2016, after ten (10) 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. Vacation shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.
- 3. Each part-time employee who is regularly scheduled to work more than 30 hours per week shall accrue vacation at three-quarters the formula set forth in section "1" above. Upon termination or retirement, part-time employees (more than 30 hours per week) shall be compensated at the current pay scale for their accrued vacation prior to such action to a maximum of 120 hours. Vacation shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.
- 4. Each part-time employee who is regularly scheduled to work less than 30 hours per week shall accrue vacation at one-half the formula set forth in section "1" above. Upon termination or retirement, part-time employees (less than 30 hours per week) shall be compensated at the current pay scale for their accrued vacation prior to such action to a maximum of 80 hours. Vacation shall cease accruing subsequent to

reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.

5. In lieu of time off with pay, each employee shall have the option to convert into a cash payment or deferred compensation up to 40 hours of vacation once per fiscal year. The value of each hour of conversion is at the employee's current base hourly rate of pay. The employee shall give the City Manager or designee two weeks advance notice of their decision to exercise such option.

V. HOLIDAYS:

1. For pay purposes, the following holidays are recognized as municipal holidays for employees. Said employees shall receive these holidays off with pay:
 1. New Year's Day (January 1)
 2. Martin Luther King Jr. Day (third Monday in January)
 3. Presidents' Day (third Monday in February)
 4. Memorial Day (last Monday in May)
 5. Independence Day (July 4)
 6. Labor Day (first Monday in September)
 7. Veteran's Day (November 11)
 8. Thanksgiving Day (fourth Thursday in November)
 9. The Friday after Thanksgiving
 10. Christmas Eve (December 24)
 11. Christmas Day (December 25)
 12. New Year's Eve (December 31)
2. Holidays which fall on Sunday shall be observed on the following Monday, and those falling on Saturday shall be observed the preceding Friday.
3. Part-time/hourly employees shall have the holiday paid as time off with a prorated amount of hours, respectively for the holidays listed above if it is a regularly scheduled work day. Employees who are regularly scheduled to work more than 30 hours per week shall observe 6 hours of holiday pay and employees who are regularly scheduled to work less than 30 hours per week shall observe 4 hours of holiday pay.

VI. SICK PAY & LEAVES OF ABSENCE:

1. Full-time employee sick leave with pay shall accrue a total of sixty-four (64) hours a fiscal year. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", the employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of five (5) hours per month for the remaining eight months, up to a maximum of sixty (60) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of

80 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

Each part-time employee who is regularly scheduled to work more than 30 hours per week shall accrue a total of forty-eight (48) hours a fiscal year of sick leave. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", this employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of four (4) hours per month for the last six (6) months of the fiscal year, up to a maximum of forty-five (45) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of 60 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

Each part-time employee who is regularly scheduled to work less than 30 hours per week shall accrue a total of thirty-two (32) hours a fiscal year of sick leave. In order to be in compliance with the "Healthy Workplace, Health Families Act of 2014 Labor Code Section 245", this employee shall accrue at the rate of six (6) hours per month for the first four months of the fiscal year and at the rate of two (2) hours per month for the last four (4) months of the fiscal year, up to a maximum of thirty (30) days. For employees hired after July 1, 2016, employee shall accrue up to a maximum of 40 hours. Accrual shall cease subsequent to reaching said maximum with further accrual occurring only upon the balance falling below the maximum accumulation.

2. Upon termination or retirement, employees will be compensated for all accrued sick leave.
3. In all employment cases of accrual, an employee shall be entitled to use accrued paid sick leave beginning on the 90th day of employment, after which the employee may use paid sick days as they are accrued.
4. Sick leave shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the sick balance falling below the maximum accumulation.
5. 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.
6. 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.

7. 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.
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2. 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.

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<i>Position</i>	<i>Hourly Range</i>	<i>Current Hourly Rate</i>	<i>Annual Rate</i>	<i>Pension</i>	<i>Other Benefits</i>	<i>Total Compensation</i>
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SECTION 4. Rates of compensation as listed in this Resolution shall be effective on the pay period starting July 1, 2016.

SECTION 5. All benefits in this Resolution shall be reviewed annually in their entirety.

PASSED AND ADOPTED by the City Council of the City of Villa Park at a regular meeting of the City Council held on the 28th day of June, 2016.

Greg Mills, Mayor
City of Villa Park

ATTEST:

Jarad L. Hildenbrand, City Clerk
City of Villa Park

STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS
CITY OF VILLA PARK }

I, **Jarad L. Hildenbrand**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 28th day of June, 2016 and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Jarad L. Hildenbrand, City Clerk
City of Villa Park