RESOLUTION NO. 2014-3285

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. 2013-3259.

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 full time position in the City.

Position	Monthly Range	Current Rate
Maintenance Worker	$2,672 to $3,832	$ 3,648
Maintenance Supervisor	$4,580 to $5,428	$ 5,307
Management Analyst	$3,754 to $5,136	$ 3,754
City Manager	Determined by contract	$10,000

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

I. RETIREMENT:

1. The City shall pay one percent (1%) 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 miscellaneous class employees. City employees shall pay six percent (6%) of the normal member contributions. Beginning in FY 2011-12, employees contribute an additional 1% of pay each fiscal year, until employees are paying the full 7% normal member contribution.

II. MEDICAL INSURANCE:

1. 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. CAFETERIA BENEFITS:

1. In addition to the contribution noted in Section 2, Part I (1) above, the City will pay up to the full cost of health maintenance organization (HMO) medical insurance for current full time employees and 66 percent of their family members. For purposes of this section, the term "family members" are dependants of the employee who meet the eligibility requirements for coverage under the HMO plan and are enrolled

by the employee. Effective July 1, 2008, the City will pay for the full cost of HMO medical insurance for full time employees hired after this date and 33 percent of their family members. For employees that select an insurance plan that exceeds the highest HMO plan, the City will contribute the amount equal to the highest HMO plan for the employee, and for their family members in the percentages outlined above; the employee shall pay the difference.

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 current full time employees and 66 percent of their family members. Effective July 1, 2008, the City will pay for the full cost of dental insurance for full time employees hired after this date and 33 percent of their family members.

3. 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.

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 $500 per month if one or more family members are or would be covered in the City's plan or $400 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. 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.

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:

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

Years of Service	Annual Rate (hours)
0-05	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 prior to such action 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 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.

3. Hourly employees averaging fewer than 20 hours per week 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. Hourly employees averaging greater than 20 hours per week shall accrue vacation at a rate of 6 hours per month up to a maximum of 80 hours.

V. HOLIDAYS:

1. The City will provide employees 112 paid hours a calendar year for holidays. All holiday hours must be taken during the calendar year in which they are earned and cannot be credited to the succeeding year. Hourly employees shall be eligible for holiday pay at a rate of 6 hours per holiday provided that the employee has worked at least 8 hours during the pay period encompassing the holiday and the employee averages a minimum of 20 hours per week. Hourly employees are not eligible for personal leave time.

2. The City will observe ten (10) paid holidays, totaling 112 hours, in FY 2014-15. These include:

    1. Independence Day (Friday, July 4)
    2. Labor Day (Monday, September 1)
    3. Columbus Day (Monday, October 13)
    4. Veterans Day (Tuesday, November 11)
    5. Thanksgiving Holiday (Thursday, Nov. 27 and Friday, Nov. 28)
    6. Christmas Day (Thursday, Dec. 25 and Friday, Dec. 26)
    7. New Year's Day (Thursday, Jan. 1 and Friday, Jan. 2)
    8. Birth of MLK, Jr. (Monday, January 19)
    9. Washington's Birthday (Monday, February 16)
    10. Memorial Day (Monday, May 25)

3. City Hall will close at noon on Wednesday, December 24 and Wednesday, December 31.

VI. 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. Upon termination or retirement, full time employees will be compensated for all accrued sick leave prior to such action not to exceed twenty-eight (28) 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. 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 Policy Number C-25 of the City's Operations and Personnel Procedures Manual.

8. 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.

6. Effective July 1, 2014, Management Analysts hired after this date are eligible for longevity pay upon continuous length of service with the City. Eligible analysts may receive an annual base rate pay increase subject to satisfactory performance and the approval of the City Manager, who in his/her discretion~~ary~~ may provide base pay rate increases in the amount up to ~~in~~ the following increments:

   - After 2 years: up to 5%
   - After 4 years: up to 10%
   - After 6 years: up to 10%
   - After 10 years: up to 5%

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

Position Title	Hourly Rate	Current Rate
Finance Director	$50.25 to $65.25	$57.61
Building Inspector	$40.00 to $50.00	$41.20
Executive Assistant	$12.00 to $20.00	$16.00
Management Intern	$11.00	$11.00

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. 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, 2014.

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 24th day of June, 2014.

Richard Barnett, 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 24th day of June, 2014 and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS: Reese, Mills, Panek, Fascenelli, Barnett

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

Jarad L. Hildenbrand, City Clerk
City of Villa Park