

RESOLUTION NO. 2016-3364

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. 2016-3355.

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.

<i>Position</i>	<i>Salary Range</i>	<i>Annual Rate</i>	<i>Pension</i>	<i>Other Benefits*</i>	<i>Total Compensation</i>
City Manager	\$123,600 effective July 1, 2016	\$123,600	\$19,400	\$26,800	\$169,800
Maintenance Supervisor	\$4,580 to \$5,467	\$65,604	\$10,300	\$26,000	\$101,904
Administrative Analyst	\$4,167 to \$5,172	\$54,075	\$8,500	\$11,900	\$74,475
Maintenance Worker	\$2,672 to \$3,832	\$45,984	\$7,300	\$14,300	\$67,584

*- Other Benefits include health insurance, life insurance, disability insurance, workers compensation insurance, overtime, and optional cash payout of Paid Time Off.

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, statutes, 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. PAID TIME OFF:

1. Employees accrue Paid Time Off (PTO) according to the following schedule:

Paid Time Off (PTO) Leave						
	Full Time Employees		Part Time Employees (>30 hours per week)		Part Time Employees (<29 hours per week)	
Years of Service	Monthly Accrual	Maximum Accrual (Hours)	Monthly Accrual	Maximum Accrual (Hours)	Monthly Accrual	Maximum Accrual (Hours)
0-5	13.33	400	8.67	260	6.00	104
6-10	15.33	400	8.67	260	6.00	104
11	16.00	400	8.67	260	6.00	104
12	16.67	400	8.67	260	6.00	104
13	17.33	400	8.67	260	6.00	104
14	18.00	400	8.67	260	6.00	104
15+	18.67	400	8.67	260	6.00	104

- 2. Part time employee designation from 30 hours plus versus 29 hours is based on the average hours worked in a fiscal year.
- 3. PTO shall cease accruing subsequent to reaching said maximum with further accrual occurring only upon the vacation balance falling below the maximum accumulation.
- 4. Each employee shall have the option to convert into a cash payment or deferred compensation up to 40 hours of Paid Time Off 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 29 hours per week shall observe 4 hours of holiday pay.

VI. LEAVES OF ABSENCE:

1. 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.
2. 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.
3. 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.

4. 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.
5. The City may, at the discretion of the City Manager, grant an employee a leave of absence for up to three months without pay and without benefits to the extent allowable by law. Leave without pay and without benefits is intended for unusual circumstances and approval will be evaluated based upon the impact to departmental functions and work force levels. Leave will only be granted upon complete use of Paid Time Off.

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 of specific benefit to the City, 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 a range 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 six-month probationary period in that position.

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

<u>Position</u>	<u>Hourly Range</u>	<u>Current Hourly Rate</u>	<u>Annual Rate</u>	<u>Pension</u>	<u>Other Benefits*</u>	<u>Total Compensation</u>
Finance Director^	\$60.33 to \$71.00	\$64.10	\$100,000	\$15,700	\$7,600	\$123,300
Building Inspector	\$40.00 to \$50.00	\$44.12	\$59,660	\$9,500	\$17,100	\$86,260
Executive Assistant	\$12.00 to \$20.00	\$17.50	\$24,570	\$3,900	\$3,900	\$32,370

*- Other Benefits include health insurance, disability insurance, workers compensation insurance, and optional cash payout of Paid Time Off.

^ Finance Director is a salaried, 30 hours per week (0.75 FTE), part-time employee.

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.

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 }

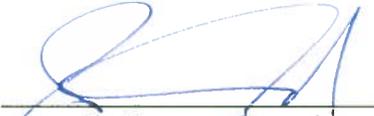
I, **Jarad L. Hildenbrand**, City Clerk of the City of Villa Park **DO HEREBY CERTIFY** that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Villa Park held on the 28th day of June, 2016 and was carried by the following roll call vote, to wit:

AYES: COUNCILMEMBERS: Barnett, Nelson, Collacott, Fascenelli, Mills

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None



Jarad L. Hildenbrand, City Clerk
City of Villa Park

