RESOLUTION NO. 13-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE REVISING THE TABLE OF ORGANIZATION, FIXING THE RATES OF COMPENSATION, AND ESTABLISHING FRINGE BENEFITS FOR EMPLOYEES OF THE CITY OF VICTORVILLE AND SUPERSEDING RESOLUTION NUMBER 12-061 AND SUBSEQUENT AMENDMENTS.

THE CITY COUNCIL OF THE CITY OF VICTORVILLE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. FISCAL YEAR 2013-2014 TABLE OF ORGANIZATION

The Table of Organization for the City of Victorville is hereby revised. A total of 332 positions shown on such Table of Organization are authorized to be filled in accordance with the Personnel Ordinance of the City of Victorville.

The salaries and compensation of officers and employees of the City of Victorville shall be established as provided in said Personnel Ordinance for the salary ranges to which each position is assigned by this Benefit Resolution for Fiscal Year 2013-2014.

SECTION 2. FRINGE BENEFITS. The following is provided as an overview and should not be considered as a complete description of benefits. The fringe benefits for the City of Victorville full-time employees effective July 1, 2013, unless otherwise specified, through June 30, 2014, shall be:

1. **Annual Vacation Leaves** - All full-time employees shall earn annual vacation credits accrued bi-weekly in the beginning of the years listed below and are authorized to accumulate vacation leave credits as follows:

Years of Full-Time Employment	Months of Full-time Employment	Annual Vacation Hours Earned	Hours Earned Per Pay Period (26 pay periods per year)	Maximum Vacation Accrual Hours
0-5	0-59	87	3.35	160
6-10	60-119	127	4.88	240
11-15	120-179	167	6.42	280
16-20	180-239	207	7.96	320
21+	240+	247	9.5	360

Full-time employees are eligible to use annual leave time as it accrues. Effective January 1, 2012, accruals will be earned every pay period. (See City of Victorville Personnel Rules, Rule X, Sections 1 and 2.)

2. Sick Leave – Accrued at the rate of 3.35 hours per pay period for all probationary and full-time employees, for a total of 87 hours per year. Effective January 1, 2012, accruals will be earned every pay period. Upon completion of five (5) years of continuous service, sick leave payout upon termination is calculated according to the following formula, pursuant to Resolution 09-103:

Sick Leave Accrued as of Date of Termination	Cash Payment of hours of Accrued Sick Leave
240 hours or less	35%
241 to 320 hours	40%
321 to 400 hours	45%
401 to 480 hours	50%
481 to 560 hours	55%
561 to 640 hours	60%
641 to 720 hours	65%
721 to 800 hours	70%
801 to 880 hours	75%
881 to 960 hours	80%
961 to 1,040 hours	85%
1,041 to 1,120 hours	90%
1,121 to 1,200 hours	95%
1,201 hours and above	100%

3. Holidays

Holiday	Day of the Week	Date
Independence Day	Thursday	July 4, 2013
Labor Day	Monday	September 2, 2013
Veterans Day	Monday	November 11, 2013
Thanksgiving Day	Thursday	November 28, 2013
Christmas Eve Holiday	Tuesday	December 24, 2013
Christmas Holiday	Wednesday	December 25, 2013
New Year's Eve Holiday	Tuesday	December 31, 2013
New Year's Holiday	Wednesday	January 1, 2014
Martin Luther King, Jr. Day	Monday	January 20, 2014
Presidents' Day	Monday	February 17, 2014
Memorial Day	Monday	May 26, 2014
1 Floating Holiday		

Total of 12 holidays

Note: Actual holidays vary each year. Two days in December are designated as permanent COLA reduction days and applied to the December holiday schedule. Actual COLA reduction days taken are based on individual department needs, and must be taken within 30 days. Days off during the December holidays shall not be prorated for any employee hired after January 1, 2013. During the last fiscal year, an additional holiday was approved by City Council to honor Veterans Day on November 11, 2012.

Floating Holiday may be taken in conjunction with another holiday, vacation or sick leave day. No partial holiday may be taken. Floating Holiday may be taken after six months of service.

4. **Stability Pay** – Canceled

5. **Executive Leave** – Provided to Department Heads, Assistant Department Heads, and other designated staff, based on the City Manager's evaluation of the amount of time worked. Advance written approval by the City Manager is required. (See Administrative Policy D-1.)

6. **Retirement** – The City's payment of the employee's share of contributions to the Public Employees' Retirement System is 8% for full-time miscellaneous employees hired before January 1, 2013. The City shall report the Employer Paid Member Contributions (EPMC) to PERS as special compensation, pursuant to Government Code Section 20636(c)(4), for all full-time employees hired prior to January 1, 2013. The City shall also participate in the CalPERS replacement benefit plan or equivalent. The City provides all full-time employees 4th level 1959 Survivor's Benefits. For full-time employees hired on or after January 1, 2013, CalPERS contributions will be implemented according to AB340.

7. **Fringe** - The amount of $650 per month is provided by the City for health, dental, and vision coverage for all full-time employees. Married couples who are both full-time employees with the City may utilize the full fringe of $650 each for family medical, dental and vision. If eligible family members are enrolled, they must be enrolled in the same coverage as elected by the employee. Employees are not required to have dependents covered, unless ordered by the courts. The maximum cash back benefit for employees waiving medical benefits is $200 per month. Employees may purchase dental and vision coverage with this amount. Any remaining balance may be deposited into a deferred compensation account, flexible spending account, or included as taxable income on their paychecks. Flexible spending accounts are provided for pre-tax deposits to cover expenses for health care and/or dependent day care. The City is responsible for the monthly administrative fee.

8. **Life insurance** - Group term life insurance and accidental death and dismemberment insurance is paid by the City at the rate of .179 per thousand dollars of base salary and is rounded to the nearest $1,000. The benefit is one times annual salary, to a maximum of $250,000.

9. **Safety shoes** - All employees who are required to wear safety shoes shall receive $100 reimbursement per fiscal year for purchase of one pair of shoes. Exceptions are governed by Administrative Policy No. G-7.

10. **Workers' Compensation Program** – Insurance provided by the City for work-related injuries occurring to the employee during the course of employment.(See City of Victorville Personnel Rules, Rule X, Section 4.)

11. **Unemployment Insurance** – May provide income for the employee if laid off or involuntarily terminated for reasons other than misconduct.

12. **Uniforms** - Payment for uniform service shall not exceed $174 per year per employee for those employees required to wear uniforms. Reimbursement to Victorville Municipal Utilities Service employees who maintain their own uniforms, due to specialized uniforms and handling, shall not exceed $300 per year.

13. **Tuition Reimbursement** –Suspended for Fiscal Year 2013-2014.

14. Deferred Compensation – As of January 1, 2013, employees shall be eligible to transfer up to $17,500 of annual salary per year into a City-approved Deferred Compensation Plan; employees 50 years of age and above are allowed a catch up provision of $5,500. An additional standard provision is available to employees who are planning on retiring within three years. Under this provision funds not utilized may be contributed the year prior to retirement. Deferred Compensation funds may be accessed through a loan program. A 401(a) Defined Contribution Plan is available for new full-time employees who may elect an employee contribution, under Section 401(a) of the Internal Revenue Code. The plan document allows a 60 day period for the individuals to make an election from the initial date of hire. Pursuant to Federal Regulations, effective December 31, 2009, existing full-time employees may not enroll or modify an existing 401(a) plan.

15. Short-Term Disability (STD) Insurance – Full-time employees shall contribute .59% per $100 of monthly salary. Employee premiums are post-tax; therefore, benefits will not be taxed upon receipt of payment. Employees may be eligible to receive disability payments after 7 days of missed work, and benefits shall continue up through 13 weeks for a qualifying illness or injury. STD pays 60% of employees' weekly base pay, with a minimum of $50 per week, up to a maximum of $1,600 per week. Part-time employees are not eligible. (See City of Victorville Personnel Rules, Rule X, Section 12.) Employees, who no longer have sick leave available, will be required to utilize compensatory time, then vacation time.

16. Medicare - Employees hired after April 1, 1986, shall contribute 1.45% of their base salary as a matching share of contribution to provide Medicare coverage, available upon retirement, based on Social Security Administration guidelines.

17. Employee Assistance Program – The City provides for a confidential counseling program for employees and eligible dependents.

18. Long-Term Disability – The City provides coverage for full-time employees after 90 days of disability. The City's premium is $.680 per $100 of monthly salary and covers 66.67% of employees' monthly salary. Minimum of $50 per month to a maximum of $5,000 per month.

19. Retirement Medical Coverage - The City shall be responsible for retirees' (beginning with eight years of service) medical insurance premium as follows:

(Based on the Aetna HMO medical plan, single-party rate for early retirees under age 65 and The Hartford Medicare Supplemental Plan or Kaiser Group Senior Advantage HMO single-party rate for retirees age 65 and over):

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%

Retirees age 65 and over must be enrolled with Medicare Part A (Hospital) and Part B (Medical) in order to be eligible for a retiree medical plan offered through the City. Retirees may continue dental and vision insurance coverage at their own expense. Retirees must have been previously enrolled, for the prior fiscal year, in the City's medical insurance at time of retirement to be eligible to continue the coverage after retirement.

Effective February 11, 2000, a qualified retired employee may opt for a one-time pay-off in lieu of monthly medical retirement benefits. This shall be paid on a pro-rated basis, contingent upon years of service described in the chart below.

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%
Pay-off Amount	$14,814.00	$11,850.97	$8,887.95	$5,926.05

These amounts may change annually, based on the CPI applied to the City employees' wages.

20. Executive Physicals - Suspended for Fiscal Year 2013-2014.

21. Compensatory Time – Employees eligible for compensatory time may accrue such time, up to the limit of 36 hours for full-time employees. Compensatory time may not be earned until 40 hours have been worked in a workweek. Compensatory time earned after 40 hours in a workweek are earned at time and one-half rates. Compensatory time must be used within six months from the date of accrual. It is the employees' choice whether to receive compensatory time or over-time. Part-time employees are not eligible for compensatory time.

Resolution No. 13-035

PASSED, APPROVED AND ADOPTED this 18th day of JUNE 2013.

MAYOR OF THE CITY OF VICTORVILLE

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

I, CAROLEE BATES, City Clerk of the City of Victorville and ex-officio Clerk to the City Council of said City, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 13-035 which was adopted at a meeting held on the 18th day of June 2013, by the following roll call vote, to wit:

AYES: Councilmembers Cox, Garcia, Kennedy, McEachron and Valles

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

CITY CLERK

CITY OF VICTORVILLE

2013-2014 TABLE OF ORGANIZATION

Effective July 1, 2013

Number	TITLE	RANGE	SALARY		Number	TITLE	RANGE	SALARY	
3	ACCOUNT CLERK	20	3023	3682	5	MAINTENANCE WORKER I AIR	15	2673	3258
2	ACCOUNTANT	40	4959	6042	9	MAINTENANCE WORKER I CS	15	2673	3258
10	ADMINISTRATIVE OPERATIONS ASSISTANT	21	3099	3776	20	MAINTENANCE WORKER I PW	15	2673	3258
4	ADMINISTRATIVE SECRETARY	29	3779	4605	3	MAINTENANCE WORKER II CS	18	2878	3507
1	AIRPORT FIELD SUPERVISOR	35	4383	5339	4	MAINTENANCE WORKER II ENG	18	2878	3507
0	AIRPORT MAINTENANCE SPECIALIST	33	4172	5083	8	MAINTENANCE WORKER II PW	18	2878	3507
1	AIRPORT MANAGER	48	6044	7365	1	MAINTENANCE WORKER III ENG	21	3099	3776
3	AIRPORT OPERATIONS OFFICER	23	3257	3968	1	MAINTENANCE WORKER III/CS	21	3099	3776
4	AIRPORT WORKER II	18	2878	3507	5	MAINTENANCE WORKER III/PW	21	3099	3776
1	AIRPORT WORKER III	21	3099	3776	1	MAINTENANCE WORKER IV/PW	23	3257	3968
1	ANIMAL CONTROL LEAD OFFICER	26	3509	4275	1	MANAGEMENT ANALYST	41	5084	6194
2	ANIMAL CONTROL OFFICER I	15	2673	3258	4	MANAGEMENT SPECIALIST	35	4383	5339
1	ANIMAL CONTROL OFFICER II	21	3099	3776	14	MANAGEMENT TECHNICIAN	29	3779	4605
1	ASSISTANT CITY MANAGER		13750	14583	1	MARKETING COORDINATOR	38	4720	5752
1	ASSISTANT DIRECTOR OF PUBLIC WORKS	55	7184	8752	2	MECHANIC I	23	3257	3968
1	ASSISTANT DIRECTOR OF WATER	55	7184	8752	7	MECHANIC II	29	3779	4605
2	ASSISTANT ENGINEER	45	5611	6838	1	METER SERVICE SUPERVISOR	37	4604	5609
2	ASSISTANT PLANNER	37	4604	5609	1	NETWORK COORDINATOR	39	4838	5895
2	ASSOCIATE CIVIL ENGINEER	51	6509	7930	1	PERSONNEL OFFICER	55	7184	8752
2	ASSOCIATE PLANNER	44	5475	6671	0	PLAN CHECKER	35	4383	5339
2	BILLING COORDINATOR	26	3509	4275	3	PLANT OPERATOR - MUS	33	4172	5083
2	BUILDING INSPECTOR I	35	4383	5339	1	PROJECT COORDINATOR	45	5611	6838
1	BUILDING OFFICIAL	55	7184	8752	1	PUBLIC INFORMATION CLERK	17	2808	3421
1	BUYER	33	4172	5083	0	PUBLIC INFORMATION COORDINATOR	38	4720	5752
1	CHIEF FINANCIAL OFFICER	59	7930	9661	3	PUBLIC WORKS INSPECTOR	35	4383	5339
1	CITY CLERK	55	7184	8752	2	PUBLIC WORKS MANAGER	48	6044	7365
1	CITY ENGINEER	59	7930	9661	2	PUBLIC WORKS SUPERVISOR	37	4604	5609
1	CITY MANAGER			18750	1	PUBLIC WORKS SUPERVISOR FLEET	37	4604	5609
1	CITY PLANNER	59	7930	9661	1	PURCHASING MANAGER	48	6044	7365
5	CLERK TYPIST	15	2673	3258	2	PURCHASING TECHNICIAN	29	3779	4605
1	CODE ENFORCEMENT MANAGER	48	6044	7365	1	RECORDS MANAGEMENT CLERK	15	2673	3258
7	CODE ENFORCEMENT OFFICER	35	4383	5339	1	RECORDS MANAGEMENT COORDINATOR	36	4492	5472
2	CODE ENFORCEMENT OFFICER - SOLID WASTE	35	4383	5339	1	RECREATION COORDINATOR	27	3598	4384
1	CROSS CONECTION COORDINATOR	30	3873	4719	1	RECREATION SERVICES MANAGER	48	6044	7365
11	CUSTOMER SERVICE REPRESENTATIVE	16	2739	3336	2	RECREATION SUPERVISOR	37	4604	5609
1	CUSTOMER SERVICE SUPERVISOR	37	4604	5609	1	SCADA COORDINATOR	39	4838	5895
0	DEPUTY CITY MANAGER				4	SECRETARY I	21	3099	3776
1	DIRECTOR OF COMMUNITY SERVICES	66	9427	11486	1	SECRETARY II	25	3424	4171
1	DIRECTOR OF DEVELOPMENT			12500	6	SENIOR ACCOUNT CLERK	24	3339	4069
1	DIRECTOR OF PUBLIC WORKS & WATER			12500	1	SENIOR BUILDING INSPECTOR	42	5212	6350
1	ECONOMIC DEVELOPMENT ADMINISTRATOR	59	7930	9661	1	SENIOR MANAGEMENT ANALYST	47	5896	7184
1	ELECTRICAL TECHNICIAN	33	4172	5083	3	SENIOR PLAN CHECKER	42	5212	6350
1	ELECTRICIAN	33	4172	5083	2	SENIOR PLANNER	50	6349	7737
1	ENGINEERING AIDE I	26	3509	4275	1	SIGNAL TECHNICIAN I	26	3509	4275
2	ENGINEERING AIDE III	32	4070	4958	1	SIGNAL TECHNICIAN II	30	3873	4719
1	ENGINEERING AIDE IV GIS	38	4720	5752	1	SOLID WASTE MANAGER	48	6044	7365
2	EQUIPMENT OPERATOR	25	3424	4171	1	SURVEY TECHNICIAN II	28	3686	4492
1	EXECUTIVE ASSISTANT	29	3779	4605	1	SURVEYOR	48	6044	7365
2	FINANCE MANAGER	48	6044	7365	4	SWEEPER OPERATOR	23	3257	3968
1	FINANCE SUPERVISOR	37	4604	5609	1	TRAFFIC SIGNAL MAINTENANCE SUPERVISOR	37	4604	5609
1	HOUSING MANAGER	48	6044	7365	1	UTILITY MAINTENANCE SPECIALIST	33	4172	5083
1	HUMAN RESOURCES ANALYST	41	5084	6194	2	WAREHOUSE TECHNICIAN I	18	2878	3507
1	HUMAN RESOURCES CLERK I	20	3023	3682	1	WAREHOUSE TECHNICIAN II	23	3257	3968
1	HUMAN RESOURCES CLERK III	31	3970	4837	1	WATER CONSERVATION SPECIALIST I	26	3509	4275
1	HUMAN RESOURCES COORDINATOR	39	4838	5895	1	WATER CONSERVATION SPECIALIST II	30	3873	4719
5	INFORMATION TECHNOLOGY COORDINATOR	39	4838	5895	1	WATER CONSERVATION SUPERVISOR	37	4604	5609
1	INFORMATION TECHNOLOGY MANAGER - APP	48	6044	7365	1	WATER DISTRIBUTION MANAGER	48	6044	7365
2	INFORMATION TECHNOLOGY TECHNICIAN	25	3424	4171	1	WATER FIELD ASSISTANT SUPERVISOR	32	4070	4958
4	JUNIOR ACCOUNT CLERK	16	2739	3336	4	WATER FIELD LEADWORKER	26	3509	4275
5	JUNIOR ENGINEER	41	5084	6194	1	WATER FIELD SUPERVISOR	37	4604	5609
2	LEAD CUSTOMER SERVICE REPRESENTATIVE	26	3509	4275	15	WATER FIELD WORKER I	18	2878	3507
2	LEAD METER SERVICE OPERATOR	26	3509	4275	5	WATER FIELD WORKER II	23	3257	3968
1	LEADWORKER/AIR	26	3509	4275	1	WATER QUALITY SPECIALIST	30	3873	4719
5	LEADWORKER/CS	26	3509	4275	1	WATER SUPPLY ASSISTANT SUPERVISOR	35	4383	5339
6	LEADWORKER/PW	26	3509	4275	1	WATER SUPPLY COORDINATOR	40	4959	6042
1	LIBRARIAN	37	4604	5609	1	WATER SUPPLY LEAD OPERATOR	29	3779	4605
2	LINE LOCATOR I	25	3424	4171	1	WATER SUPPLY MANAGER	48	6044	7365
1	MAINTENANCE SUPERVISOR	37	4604	5609	3	WATER SUPPLY OPERATOR I	21	3099	3776
1	MAINTENANCE SUPERVISOR - PARKS	37	4604	5609	8	WATER SUPPLY OPERATOR II	27	3598	4384

332 Number of Positions