

RESOLUTION NO. 14-043

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 13-035 AND SUBSEQUENT AMENDMENTS.

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

SECTION 1. FISCAL YEAR 2014-2015 TABLE OF ORGANIZATION

The Table of Organization for the City of Victorville is hereby revised. A total of 338 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 resolution.

Effective, July 5, 2014, reflected in the Table of Organization is a Cost of Living Adjustment (COLA) of 1% for all non-contract employees.

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, 2014, unless otherwise specified, through June 30, 2015, shall be:

- 1. Annual Vacation Leave** - 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	Annual Vacation Hours Earned	Hours Earned Per Pay Period (26 pay periods per year)	Maximum Vacation Accrual Hours
0-5	87	3.35	160
6-10	127	4.88	240
11-15	167	6.42	280
16-20	207	7.96	320
21+	247	9.50	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. Sick leave yearly payoff continues to be suspended for fiscal year 2014-2015. 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**

<u>Holiday</u>	<u>Day of the Week</u>	<u>Date</u>
Labor Day	Monday	September 1, 2014
Veterans Day	Tuesday	November 11, 2014
Thanksgiving Day	Thursday	November 27, 2014
Christmas Eve Holiday	Wednesday	December 24, 2014
Christmas Holiday	Thursday	December 25, 2014
New Year's Eve Holiday	Wednesday	December 31, 2014
New Year's Holiday	Thursday	January 1, 2015
Martin Luther King, Jr. Day	Monday	January 19, 2015
Presidents' Day	Monday	February 16, 2015
Memorial Day	Monday	May 25, 2015
2 Floating Holidays		

Total of 12 holidays

Note: Actual holidays vary each year. Two days in December are designated as permanent Cost of Living Adjustment (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, 2014.

Floating Holidays may be taken in conjunction with another holiday, vacation or sick leave day. No partial holiday may be taken. Floating Holidays 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 \$750 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 \$750 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 \$250 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 2014-2015.

14. Deferred Compensation – As of January 1, 2014, 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 .68% 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 \$.780 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 HMO medical plan selected, 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	\$14,962.14	\$11,969.48	\$8,976.83	\$5,985.31

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

20. Executive Physicals - Suspended for Fiscal Year 2014-2015.

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.

22. 36-Hour Week – Employees continue to be furloughed 10% of their work time, resulting in a loss of 10% of their compensation.

CITY OF VICTORVILLE
2014-2015 TABLE OF ORGANIZATION
 Effective July 5, 2014
 Includes a Cost of Living Adjustment (COLA) of 1%

Number	TITLE	RANGE	SALARY	Number	TITLE	RANGE	SALARY
4	ACCOUNT CLERK	20	3055 3722	1	MAINTENANCE SUPERVISOR - PARKS	37	4649 5664
2	ACCOUNTANT	40	5006 6099	5	MAINTENANCE WORKER I - AIR	15	2700 3290
12	ADMINISTRATIVE OPERATIONS ASSISTANT	21	3131 3815	10	MAINTENANCE WORKER I - CS	15	2700 3290
3	ADMINISTRATIVE SECRETARY	29	3815 4649	1	MAINTENANCE WORKER I - ENG	15	2700 3290
1	AIRPORT FIELD SUPERVISOR	35	4425 5391	20	MAINTENANCE WORKER I - PW	15	2700 3290
4	AIRPORT OPERATIONS OFFICER	23	3290 4008	4	MAINTENANCE WORKER II - CS	18	2908 3543
1	AIRPORT OPERATIONS SUPERVISOR	37	4649 5664	4	MAINTENANCE WORKER II - ENG	18	2908 3543
3	AIRPORT WORKER II	18	2908 3543	8	MAINTENANCE WORKER II - PW	18	2908 3543
1	AIRPORT WORKER III	21	3131 3815	1	MAINTENANCE WORKER III - CS	21	3131 3815
1	ANIMAL CONTROL LEAD OFFICER	26	3543 4317	1	MAINTENANCE WORKER III - ENG	21	3131 3815
2	ANIMAL CONTROL OFFICER I	15	2700 3290	5	MAINTENANCE WORKER III - PW	21	3131 3815
1	ANIMAL CONTROL OFFICER II	21	3131 3815	1	MAINTENANCE WORKER IV - PW	23	3290 4008
1	ASSISTANT AIRPORT DIRECTOR	55	7250 8834	1	MANAGEMENT ANALYST	41	5131 6252
1	ASSISTANT CITY MANAGER		14583	2	MANAGEMENT SPECIALIST	35	4425 5391
1	ASSISTANT DIRECTOR OF PUBLIC WORKS	55	7250 8834	14	MANAGEMENT TECHNICIAN	29	3815 4649
1	ASSISTANT DIRECTOR OF WATER	55	7250 8834	1	MARKETING COORDINATOR	38	4765 5805
2	ASSISTANT ENGINEER	45	5664 6901	2	MECHANIC I	23	3290 4008
2	ASSISTANT PLANNER	37	4649 5664	7	MECHANIC II	29	3815 4649
2	ASSOCIATE CIVIL ENGINEER	51	6568 8003	1	METER SERVICE SUPERVISOR	37	4649 5664
2	ASSOCIATE PLANNER	44	5526 6733	1	PERSONNEL OFFICER	55	7250 8834
1	BILLING COORDINATOR	26	3543 4317	3	PLANT OPERATOR - MUS	33	4211 5131
3	BUILDING INSPECTOR I	35	4425 5391	1	PROJECT COORDINATOR	45	5664 6901
1	BUILDING OFFICIAL	55	7250 8834	1	PUBLIC INFORMATION CLERK	17	2837 3456
1	BUYER	33	4211 5131	3	PUBLIC WORKS INSPECTOR	35	4425 5391
1	CHIEF FINANCIAL OFFICER	59	8003 9751	2	PUBLIC WORKS MANAGER	48	6099 7431
1	CITY CLERK	55	7250 8834	2	PUBLIC WORKS SUPERVISOR	37	4649 5664
1	CITY ENGINEER	59	8003 9751	1	PUBLIC WORKS SUPERVISOR FLEET	37	4649 5664
1	CITY MANAGER		18750	1	PURCHASING MANAGER	48	6099 7431
4	CLERK TYPIST	15	2700 3290	2	PURCHASING TECHNICIAN	29	3815 4649
1	CODE ENFORCEMENT MANAGER	48	6099 7431	1	RECORDS MANAGEMENT CLERK	15	2700 3290
6	CODE ENFORCEMENT OFFICER	35	4425 5391	1	RECORDS MANAGEMENT COORDINATOR	36	4535 5526
2	CODE ENFORCEMENT OFFICER - SOLID WASTE	35	4425 5391	1	RECREATION COORDINATOR	27	3631 4425
1	CROSS CONECTION COORDINATOR	30	3911 4765	1	RECREATION SERVICES MANAGER	48	6099 7431
1	CROSS CONNECTION TECHNICIAN	28	3722 4535	2	RECREATION SUPERVISOR	37	4649 5664
12	CUSTOMER SERVICE REPRESENTATIVE	16	2768 3372	1	SCADA COORDINATOR	39	4884 5951
1	CUSTOMER SERVICE SUPERVISOR	37	4649 5664	4	SECRETARY I	21	3131 3815
1	DEPUTY CITY MANAGER		12500	1	SECRETARY II	25	3456 4211
1	DIRECTOR OF COMMUNITY SERVICES		10000	6	SENIOR ACCOUNT CLERK	24	3372 4109
1	DIRECTOR OF DEVELOPMENT	59	8003 9751	1	SENIOR CODE ENFORCEMENT OFFICER	42	5259 6408
1	DIRECTOR OF PUBLIC WORKS & WATER		12500	2	SENIOR MANAGEMENT ANALYST	47	5951 7250
1	ELECTRICAL TECHNICIAN	33	4211 5131	3	SENIOR PLAN CHECKER	42	5259 6408
1	ELECTRICIAN	33	4211 5131	2	SENIOR PLANNER	50	6408 7808
1	ENGINEERING AIDE I	26	3543 4317	2	SIGNAL TECHNICIAN I	26	3543 4317
2	ENGINEERING AIDE III	32	4109 5006	1	SIGNAL TECHNICIAN II	30	3911 4765
1	ENGINEERING AIDE IV GIS	38	4765 5805	1	SOLID WASTE MANAGER	48	6099 7431
2	EQUIPMENT OPERATOR	25	3456 4211	1	SURVEY TECHNICIAN II	28	3722 4535
2	EXECUTIVE ASSISTANT	29	3815 4649	1	SURVEYOR	48	6099 7431
1	FINANCE COORDINATOR	39	4884 5951	4	SWEEPER OPERATOR	23	3290 4008
2	FINANCE MANAGER	48	6099 7431	1	TRAFFIC SIGNAL MAINTENANCE SUPERVISOR	37	4649 5664
1	FINANCE SUPERVISOR	37	4649 5664	1	UTILITY MAINTENANCE SPECIALIST	33	4211 5131
1	HOUSING MANAGER	48	6099 7431	2	WAREHOUSE TECHNICIAN I	18	2908 3543
1	HUMAN RESOURCES ANALYST	41	5131 6252	1	WAREHOUSE TECHNICIAN II	23	3290 4008
1	HUMAN RESOURCES CLERK III	31	4008 4884	1	WATER CONSERVATION SPECIALIST I	26	3543 4317
1	HUMAN RESOURCES SPECIALIST	35	4425 5391	1	WATER CONSERVATION SPECIALIST II	30	3911 4765
5	INFORMATION TECHNOLOGY COORDINATOR	39	4884 5951	1	WATER CONSERVATION SUPERVISOR	37	4649 5664
1	INFORMATION TECHNOLOGY MANAGER - APP	48	6099 7431	1	WATER DISTRIBUTION MANAGER	48	6099 7431
4	INFORMATION TECHNOLOGY TECHNICIAN	25	3456 4211	1	WATER FIELD ASSISTANT SUPERVISOR	32	4109 5006
3	JUNIOR ACCOUNT CLERK	16	2768 3372	4	WATER FIELD LEADWORKER	26	3543 4317
5	JUNIOR ENGINEER	41	5131 6252	1	WATER FIELD SUPERVISOR	37	4649 5664
1	LEAD CUSTOMER SERVICE REPRESENTATIVE	26	3543 4317	15	WATER FIELD WORKER I	18	2908 3543
2	LEAD METER SERVICE OPERATOR	26	3543 4317	6	WATER FIELD WORKER II	23	3290 4008
1	LEADWORKER - AIR	26	3543 4317	1	WATER QUALITY SPECIALIST	30	3911 4765
5	LEADWORKER - CS	26	3543 4317	1	WATER SUPPLY ASSISTANT SUPERVISOR	35	4425 5391
1	LEADWORKER - ENG	26	3543 4317	1	WATER SUPPLY COORDINATOR	40	5006 6099
5	LEADWORKER - PW	26	3543 4317	1	WATER SUPPLY LEAD OPERATOR	29	3815 4649
1	LIBRARIAN	37	4649 5664	1	WATER SUPPLY MANAGER	48	6099 7431
2	LINE LOCATOR I	25	3456 4211	3	WATER SUPPLY OPERATOR I	21	3131 3815
1	MAINTENANCE SUPERVISOR	37	4649 5664	8	WATER SUPPLY OPERATOR II	27	3631 4425

338 Number of Positions

TABLE OF COMPENSATION **EFFECTIVE 7/05/14 Includes 1% COLA**

Range	Hourly	A	A1	B	B1	C	C1	D	D1	E
		1	2	3	4	5	6	7	8	9
1	12.25	1911	1959	2008	2058	2109	2162	2216	2272	2328
2	12.56	1959	2008	2058	2109	2162	2216	2272	2328	2387
3	12.87	2008	2058	2109	2162	2216	2272	2328	2387	2446
4	13.19	2058	2109	2162	2216	2272	2328	2387	2446	2507
5	13.52	2109	2162	2216	2272	2328	2387	2446	2507	2570
6	13.86	2162	2216	2272	2328	2387	2446	2507	2570	2634
7	14.21	2216	2272	2328	2387	2446	2507	2570	2634	2700
8	14.56	2272	2328	2387	2446	2507	2570	2634	2700	2768
9	14.93	2328	2387	2446	2507	2570	2634	2700	2768	2837
10	15.30	2387	2446	2507	2570	2634	2700	2768	2837	2908
11	15.68	2446	2507	2570	2634	2700	2768	2837	2908	2981
12	16.07	2507	2570	2634	2700	2768	2837	2908	2981	3055
13	16.47	2570	2634	2700	2768	2837	2908	2981	3055	3131
14	16.89	2634	2700	2768	2837	2908	2981	3055	3131	3210
15	17.31	2700	2768	2837	2908	2981	3055	3131	3210	3290
16	17.74	2768	2837	2908	2981	3055	3131	3210	3290	3372
17	18.19	2837	2908	2981	3055	3131	3210	3290	3372	3456
18	18.64	2908	2981	3055	3131	3210	3290	3372	3456	3543
19	19.11	2981	3055	3131	3210	3290	3372	3456	3543	3631
20	19.58	3055	3131	3210	3290	3372	3456	3543	3631	3722
21	20.07	3131	3210	3290	3372	3456	3543	3631	3722	3815
22	20.57	3210	3290	3372	3456	3543	3631	3722	3815	3911
23	21.09	3290	3372	3456	3543	3631	3722	3815	3911	4008
24	21.62	3372	3456	3543	3631	3722	3815	3911	4008	4109
25	22.16	3456	3543	3631	3722	3815	3911	4008	4109	4211
26	22.71	3543	3631	3722	3815	3911	4008	4109	4211	4317
27	23.28	3631	3722	3815	3911	4008	4109	4211	4317	4425
28	23.86	3722	3815	3911	4008	4109	4211	4317	4425	4535
29	24.46	3815	3911	4008	4109	4211	4317	4425	4535	4649
30	25.07	3911	4008	4109	4211	4317	4425	4535	4649	4765
31	25.70	4008	4109	4211	4317	4425	4535	4649	4765	4884
32	26.34	4109	4211	4317	4425	4535	4649	4765	4884	5006
33	27.00	4211	4317	4425	4535	4649	4765	4884	5006	5131
34	27.67	4317	4425	4535	4649	4765	4884	5006	5131	5259
35	28.36	4425	4535	4649	4765	4884	5006	5131	5259	5391
36	29.07	4535	4649	4765	4884	5006	5131	5259	5391	5526
37	29.80	4649	4765	4884	5006	5131	5259	5391	5526	5664
38	30.54	4765	4884	5006	5131	5259	5391	5526	5664	5805
39	31.31	4884	5006	5131	5259	5391	5526	5664	5805	5951
40	32.09	5006	5131	5259	5391	5526	5664	5805	5951	6099
41	32.89	5131	5259	5391	5526	5664	5805	5951	6099	6252
42	33.71	5259	5391	5526	5664	5805	5951	6099	6252	6408
43	34.56	5391	5526	5664	5805	5951	6099	6252	6408	6568
44	35.42	5526	5664	5805	5951	6099	6252	6408	6568	6733
45	36.31	5664	5805	5951	6099	6252	6408	6568	6733	6901
46	37.21	5805	5951	6099	6252	6408	6568	6733	6901	7073
47	38.14	5951	6099	6252	6408	6568	6733	6901	7073	7250
48	39.10	6099	6252	6408	6568	6733	6901	7073	7250	7431
49	40.08	6252	6408	6568	6733	6901	7073	7250	7431	7617
50	41.08	6408	6568	6733	6901	7073	7250	7431	7617	7808
51	42.10	6568	6733	6901	7073	7250	7431	7617	7808	8003
52	43.16	6733	6901	7073	7250	7431	7617	7808	8003	8203
53	44.24	6901	7073	7250	7431	7617	7808	8003	8203	8408
54	45.34	7073	7250	7431	7617	7808	8003	8203	8408	8618
55	46.48	7250	7431	7617	7808	8003	8203	8408	8618	8834
56	47.64	7431	7617	7808	8003	8203	8408	8618	8834	9054
57	48.83	7617	7808	8003	8203	8408	8618	8834	9054	9281
58	50.05	7808	8003	8203	8408	8618	8834	9054	9281	9513
59	51.30	8003	8203	8408	8618	8834	9054	9281	9513	9751
60	52.58	8203	8408	8618	8834	9054	9281	9513	9751	9994
61	53.90	8408	8618	8834	9054	9281	9513	9751	9994	10244
62	55.24	8618	8834	9054	9281	9513	9751	9994	10244	10500
63	56.63	8834	9054	9281	9513	9751	9994	10244	10500	10763
64	58.04	9054	9281	9513	9751	9994	10244	10500	10763	11032
65	59.49	9281	9513	9751	9994	10244	10500	10763	11032	11308
66	60.98	9513	9751	9994	10244	10500	10763	11032	11308	11591