

Salary and Benefits (cont.)

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, 2015, unless otherwise specified, through June 30, 2016, 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	80	3.08	160
6 -10	120	4.62	240
11-15	160	6.15	280
16+	200	7.69	320

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 2015-2016. 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%

Salary and Benefits (cont.)

3. Holidays

HOLIDAY	DAY OF THE WEEK	DATE
Labor Day	Monday	September 7, 2015
Columbus Day	Monday	October 12, 2015
Veterans Day	Wednesday	November 11, 2015
Thanksgiving Day	Thursday	November 26, 2015
Christmas Eve Holiday	Thursday	December 24, 2015
Christmas Holiday	Monday	December 28, 2015
New Year's Eve Holiday	Thursday	December 31, 2015
Martin Luther King, Jr. Day	Monday	January 18, 2016
Presidents' Day	Monday	February 15, 2016
Memorial Day	Monday	May 30, 2016
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, 2015.

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 – Effective July 1, 2015, the City will cease to pay the 8.0% employee share of contributions to the Public Employees' Retirement System. The City shall cease to report the Employer Paid Member Contributions (EPMC) to PERS as special compensation. The City shall 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 the Public Employees' Pension Reform Act of 2013 (PEPRA) AB 340 and AB 197.

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

Salary and Benefits (cont.)

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 .162 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 – All courses taken for reimbursement must be approved by the Department Head and the Personnel Officer prior to the beginning of the course. Courses eligible for reimbursement must be job related and toward a related degree. Tuition reimbursement will include any associated fees including books, permits and other required fees (excluding shipping costs) up to a maximum of \$3,000 per fiscal year based on prior approval by the Department Head and Personnel Officer. The Tuition Reimbursement program may be suspended if allocated funds are exhausted and/or if the Council chooses not to allocate the funds necessary to continue the program in any particular fiscal year due to budget constraints. (See Tuition Reimbursement Administrative Policy No: B-31)

14. Deferred Compensation – As of January 1, 2015, employees shall be eligible to transfer up to \$18,000 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 \$6,000. 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.

Salary and Benefits (cont.)

15. Short-Term Disability (STD) Insurance – Full-time employees shall contribute .65% 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.)

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:

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

For early retirees under age 65 - Payment is based on the most economical single-party rate of the HMO medical plans available.

For retirees age 65 and over – Payment is based on the Hartford Medicare Supplemental Plan or Kaiser Group Senior Advantage HMO single-party rate.

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	\$15,216.50	\$12,172.96	\$9,129.44	\$6,087.06

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

Salary and Benefits (cont.)

20. Executive Physicals – Continue to be suspended for Fiscal Year 2015-2016.

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 overtime. 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
2015-2016 TABLE OF ORGANIZATION

Effective July 4, 2015

Includes Partial Past COLA of 1.2% Plus 2015 COLA of 0.5% and 5.0% Salary Adjustment

Includes 1.0% past COLA for Executive Contracts

Number	TITLE	RANGE	SALARY	Number	TITLE	RANGE	SALARY
5	ACCOUNT CLERK	20	3271 3976	1	FINANCE SPECIALIST	35	4737 5758
7	ACCOUNT CLERK SENIOR	24	3610 4388	3	FINANCE SUPERVISOR	40	5360 6515
1	ACCOUNTANT	40	5360 6515	4	FINANCE TECHNICIAN	29	4085 4965
4	ADMINISTRATIVE ANALYST	41	5494 6678	1	FLEET SUPERVISOR	40	5360 6515
3	ADMINISTRATIVE ANALYST SENIOR	47	6371 7744	1	GAS DISTRIBUTION COORDINATOR	39	5229 6356
4	ADMINISTRATIVE SECRETARY	29	4085 4965	1	GIS ANALYST ENGINEERING/PUBLIC WORKS	41	5494 6678
1	AIRPORT DIVISION HEAD	58	8359 10161	1	GIS COORDINATOR	39	5229 6356
1	AIRPORT MAINTENANCE WORKER SENIOR	22	3436 4177	1	GIS TECHNICIAN	27	3888 4726
1	AIRPORT MAINTENANCE SUPERVISOR	37	4977 6050	1	HUMAN RESOURCES ANALYST	41	5494 6678
7	AIRPORT MAINTENANCE WORKER	18	3113 3784	1	HUMAN RESOURCES OFFICER	58	8359 10161
1	AIRPORT MAINTENANCE WORKER LEAD	28	3985 4844	1	HUMAN RESOURCES SPECIALIST	35	4737 5758
4	AIRPORT OPERATIONS OFFICER	23	3522 4281	1	HUMAN RESOURCES TECHNICIAN	29	4085 4965
1	AIRPORT OPERATIONS SUPERVISOR	37	4977 6050	1	HUMAN RESOURCES TECHNICIAN SENIOR	31	4292 5216
1	AIRPORT TECHNICIAN	29	4085 4965	2	LINE LOCATOR	25	3701 4498
2	ANIMAL CONTROL DISPATCHER	21	3353 4075	34	MAINTENANCE WORKER	18	3113 3784
3	ANIMAL CONTROL OFFICER	24	3610 4388	9	MAINTENANCE WORKER LEAD	28	3985 4844
1	ANIMAL CONTROL OFFICER LEAD	28	3985 4844	2	MAINTENANCE WORKER LEAD SENIOR	32	4399 5347
1	ASSISTANT CITY CLERK	31	4292 5216	20	MAINTENANCE WORKER SENIOR	22	3436 4177
1	ASSISTANT CITY MANAGER		15729	1	MARKETING TECHNICIAN	29	4085 4965
5	ASSISTANT ENGINEER I	41	5494 6678	1	MECHANIC	23	3522 4281
2	ASSISTANT ENGINEER II	45	6064 7371	1	MECHANIC LEAD	32	4399 5347
2	ASSOCIATE CIVIL ENGINEER	51	7032 8548	7	MECHANIC SENIOR	29	4085 4965
1	BUILDING & FIRE OFFICIAL	60	8782 10675	7	OFFICE ASSISTANT	17	3037 3692
3	BUILDING INSPECTOR	35	4737 5758	1	PARKS COORDINATOR	39	5229 6356
1	BUILDING MANAGER	49	6693 8136	2	PLAN CHECKER SENIOR	42	5631 6844
1	BUYER	33	4509 5481	2	PLANNER ASSISTANT	37	4977 6050
0	CHIEF FINANCIAL OFFICER	62	9227 11215	2	PLANNER ASSOCIATE	44	5916 7191
1	CITY CLERK	58	8359 10161	2	PLANNER SENIOR	50	6861 8339
1	CITY ENGINEER	64	9694 11783	0	PUBLIC INFORMATION OFFICER	58	8359 10161
1	CITY LIBRARIAN	40	5360 6515	1	PUBLIC WORKS & WATER DIVISION HEAD	60	8782 10675
1	CITY MANAGER		20224	3	PUBLIC WORKS INSPECTOR	35	4737 5758
1	CITY SURVEYOR	50	6861 8339	2	PUBLIC WORKS MANAGER	49	6693 8136
6	CODE ENFORCEMENT OFFICER	35	4737 5758	1	PUBLIC WORKS SPECIALIST	35	4737 5758
1	CODE ENFORCEMENT OFFICER SENIOR	42	5631 6844	2	PUBLIC WORKS SUPERVISOR	37	4977 6050
1	CODE ENFORCEMENT OFFICIAL	58	8359 10161	1	PUBLIC WORKS TECHNICIAN	29	4085 4965
1	COMMUNITY RELATIONS COORDINATOR	37	4977 6050	1	RECORDS MANAGEMENT COORDINATOR	36	4856 5902
1	COMMUNITY SERVICES TECHNICIAN	21	3353 4075	1	RECREATION MANAGER	49	6693 8136
1	CROSS CONNECTION COORDINATOR	32	4399 5347	1	RECREATION SPECIALIST	30	4187 5089
1	CROSS CONNECTION TECHNICIAN	29	4085 4965	2	RECREATION SUPERVISOR	37	4977 6050
1	CUSTOMER SERVICE REP LEAD	28	3985 4844	2	SANITATION ENFORCEMENT OFFICER	35	4737 5758
12	CUSTOMER SERVICE REPRESENTATIVE	20	3271 3976	1	SCADA COORDINATOR	42	5631 6844
1	DEPUTY CITY CLERK	27	3888 4726	12	SECRETARY	21	3353 4075
1	DEPUTY CITY MANAGER		14831	1	SURVEY TECHNICIAN	28	3985 4844
1	DIRECTOR OF COMMUNITY SERVICES		10786	4	SWEEPER OPERATOR	24	3610 4388
1	DIRECTOR OF DEVELOPMENT		12404	4	TECHNOLOGY COORDINATOR	39	5229 6356
1	DIRECTOR OF PUBLIC WORKS & WATER		13482	1	TECHNOLOGY MANAGER	50	6861 8339
1	ECONOMIC DEVELOPMENT DIVISION HEAD	58	8359 10161	1	TECHNOLOGY OFFICER	60	8782 10675
3	ECONOMIC DEVELOPMENT SPECIALIST	35	4737 5758	4	TECHNOLOGY TECHNICIAN	27	3888 4726
1	ECONOMIC DEVELOPMENT TECHNICIAN	29	4085 4965	1	TRAFFIC SIGNAL MANAGEMENT TECHNICIAN SENIOR	33	4509 5481
2	ELECTRIC DISTRIBUTION SPECIALIST	33	4509 5481	1	TRAFFIC ENGINEERING SPECIALIST	41	5494 6678
1	ELECTRICAL TECHNICIAN	33	4509 5481	1	TRAFFIC MAINTENANCE SUPERVISOR	40	5360 6515
1	ELECTRICIAN	33	4509 5481	2	TRAFFIC SIGNAL MANAGEMENT TECHNICIAN	28	3985 4844
1	EMERGENCY MANAGEMENT COORDINATOR	45	6064 7371	1	UTILITY DISTRIBUTION SUPERVISOR	37	4977 6050
1	ENGINEERING & GIS TECHNICIAN SENIOR	33	4509 5481	3	WAREHOUSE TECHNICIAN	23	3522 4281
1	ENGINEERING SPECIALIST	38	5101 6201	2	WATER CONSERVATION SPECIALIST	30	4187 5089
1	ENGINEERING TECHNICIAN	28	3985 4844	1	WATER CONSERVATION SUPERVISOR	37	4977 6050
1	ENGINEERING WORKER LEAD	28	3985 4844	2	WATER DISTRIBUTION SUPERVISOR	39	5229 6356
1	ENVIRONMENTAL PROGRAMS MANAGER	49	6693 8136	15	WATER DISTRIBUTION WORKER	19	3191 3879
4	EQUIPMENT OPERATOR	24	3610 4388	6	WATER DISTRIBUTION WORKER LEAD	28	3985 4844
2	EQUIPMENT OPERATOR SENIOR	27	3888 4726	1	WATER DISTRIBUTION WORKER LEAD SENIOR	32	4399 5347
1	EXECUTIVE ASSISTANT TO THE CITY MANAGER	37	4977 6050	6	WATER DISTRIBUTION WORKER SENIOR	23	3522 4281
1	FACILITIES COORDINATOR	39	5229 6356	2	WATER MANAGER	50	6861 8339
1	FINANCE ANALYST	47	6371 7744	1	WATER QUALITY SPECIALIST	30	4187 5089
1	FINANCE COORDINATOR	39	5229 6356	3	WATER SUPPLY OPERATOR LEAD	32	4399 5347
1	FINANCE LEAD	28	3985 4844	10	WATER SUPPLY OPERATOR SENIOR	29	4085 4965
3	FINANCE MANAGER	50	6861 8339	1	WATER SUPPLY SUPERVISOR	42	5631 6844

TABLE OF COMPENSATION - MONTHLY

Effective 7-4-15 Includes Past COLA of 1.2% Plus 2015 COLA of .5% and 5.0% Salary Adjustment

Range	Hourly	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1	13.12	2046	2148	2256	2369	2487
2	13.44	2097	2202	2312	2428	2549
3	13.78	2150	2257	2370	2488	2613
4	14.12	2203	2313	2429	2551	2678
5	14.48	2258	2371	2490	2614	2745
6	14.84	2315	2431	2552	2680	2814
7	15.21	2373	2491	2616	2747	2884
8	15.59	2432	2554	2681	2815	2956
9	15.98	2493	2617	2748	2886	3030
10	16.38	2555	2683	2817	2958	3106
11	16.79	2619	2750	2888	3032	3183
12	17.21	2685	2819	2960	3108	3263
13	17.64	2752	2889	3034	3185	3345
14	18.08	2820	2961	3110	3265	3428
15	18.53	2891	3035	3187	3347	3514
16	18.99	2963	3111	3267	3430	3602
17	19.47	3037	3189	3349	3516	3692
18	19.96	3113	3269	3432	3604	3784
19	20.46	3191	3351	3518	3694	3879
20	20.97	3271	3434	3606	3786	3976
21	21.49	3353	3520	3696	3881	4075
22	22.03	3436	3608	3789	3978	4177
23	22.58	3522	3698	3883	4078	4281
24	23.14	3610	3791	3980	4179	4388
25	23.72	3701	3886	4080	4284	4498
26	24.32	3793	3983	4182	4391	4611
27	24.92	3888	4082	4287	4501	4726
28	25.55	3985	4184	4394	4613	4844
29	26.18	4085	4289	4504	4729	4965
30	26.84	4187	4396	4616	4847	5089
31	27.51	4292	4506	4732	4968	5216
32	28.20	4399	4619	4850	5092	5347
33	28.90	4509	4734	4971	5220	5481
34	29.63	4622	4853	5095	5350	5618
35	30.37	4737	4974	5223	5484	5758
36	31.13	4856	5098	5353	5621	5902
37	31.90	4977	5226	5487	5761	6050
38	32.70	5101	5356	5624	5905	6201
39	33.52	5229	5490	5765	6053	6356
40	34.36	5360	5628	5909	6204	6515
41	35.22	5494	5768	6057	6360	6678
42	36.10	5631	5913	6208	6519	6844
43	37.00	5772	6060	6363	6682	7016
44	37.92	5916	6212	6522	6849	7191
45	38.87	6064	6367	6686	7020	7371
46	39.84	6216	6526	6853	7195	7555
47	40.84	6371	6689	7024	7375	7744
48	41.86	6530	6857	7200	7560	7938
49	42.91	6693	7028	7380	7749	8136
50	43.98	6861	7204	7564	7942	8339
51	45.08	7032	7384	7753	8141	8548
52	46.21	7208	7569	7947	8344	8762
53	47.36	7388	7758	8146	8553	8981
54	48.55	7573	7952	8349	8767	9205
55	49.76	7762	8150	8558	8986	9435
56	51.00	7956	8354	8772	9211	9671
57	52.28	8155	8563	8991	9441	9913
58	53.58	8359	8777	9216	9677	10161
59	54.92	8568	8997	9446	9919	10415
60	56.30	8782	9222	9683	10167	10675
61	57.70	9002	9452	9925	10421	10942
62	59.15	9227	9688	10173	10681	11215
63	60.63	9458	9931	10427	10948	11496
64	62.14	9694	10179	10688	11222	11783
65	63.70	9936	10433	10955	11503	12078
66	65.29	10185	10694	11229	11790	12380