



**AGENDA ITEM**

**WRITTEN COMMUNICATIONS**

CITY COUNCIL / BOARD OF DIRECTORS

MEETING OF: July 16, 2019

*Approved  
7/16*

**SUBMITTED BY:** ADMINISTRATIVE SERVICE DEPARTMENT **DATE:** 7-8-19

GEORGE N. HARRIS II *GH*  
DEPUTY CITY MANAGER

JOSIE TREVINO *JT*  
HUMAN RESOURCES OFFICER

**ATTACHMENT:** N/A

**SUBJECT:** RESOLUTION 19-055 2019-2020 TABLE OF ORGANIZATION

**RECOMMENDATION:**

STAFF RECOMMENDS THE MAYOR AND CITY COUNCIL REVIEW AND APPROVE RESOLUTION 19-055 REVISING THE TABLE OF ORGANIZATION AND SALARY SCHEDULE, WHICH INCLUDES THE IMPLEMENTATION OF THE 40-HOUR WEEK AND CLARIFYING THE WORK SCHEDULES FOR POSITIONS INCLUDED IN THE 2019-2020 BUDGET.

**DISCUSSION:**

After discussion with department leaders, staff recommends establishing different schedules to provide flexibility for field operations that vary from City Hall operating hours. Section 21 of Resolution 19-055 details the work week for operation teams that will require a different defined workweek.

Included in section 19 of this resolution is an existing practice to compensate employees who qualify for stand-by pay. This was granted by prior City Management and staff suggests that it be approved by City Council.

We are also recommending an increase from 36 to 40 hours of compensatory time maximum accrual.

Staff is available to answer any questions.

JT

|                       |            |
|-----------------------|------------|
| <u>FINANCE REVIEW</u> |            |
| Finance Manager:      | _____      |
| Deputy CM/Treasurer:  | <u>gms</u> |

**RESOLUTION NO. 19-055**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE AMENDING THE TABLE OF ORGANIZATION, FIXING THE RATES OF COMPENSATION, AND ESTABLISHING FRINGE BENEFITS FOR EMPLOYEES OF THE CITY OF VICTORVILLE INCLUDED IN RESOLUTION NUMBER 19-042 AND SUBSEQUENT AMENDMENTS.**

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

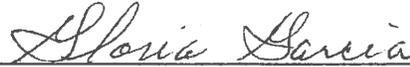
**SECTION 1. FISCAL YEAR 2019-2020 TABLE OF ORGANIZATION**

The Table of Organization for the City of Victorville is hereby revised. A total of 415 full-time 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.

Reflected in the Table of Organization, salaries have increased to reflect the cancelation of the furlough, restoring the work week from a 36-hour per week to a 40-hour week.

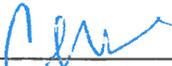
Resolution No. 19-055

PASSED, APPROVED AND ADOPTED this 16<sup>th</sup> day of JULY 2019.



\_\_\_\_\_  
MAYOR OF THE CITY OF VICTORVILLE

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY

I, CHARLENE ROBINSON, 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. 19-055 which was adopted at a meeting held on the 16<sup>th</sup> day of July 2019, by the following roll call vote, to wit:

AYES: Mayor Garcia, Mayor Pro Tem Ramirez, Councilmember Cox, Gomez and Jones

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

  
\_\_\_\_\_  
CITY CLERK



**CITY OF VICTORVILLE  
2019-2020 TABLE OF ORGANIZATION  
EFFECTIVE JULY 1, 2019**

| NO. | TITLE                                   | RANGE  | SALARY | NO.   | TITLE | RANGE                                       | SALARY |       |       |
|-----|---|--------|--------|-------|-------|---|--------|-------|-------|
| 6   | ACCOUNT CLERK                           | 20     | 3939   | 4788  | 1     | FLEET SUPERVISOR                            | 40     | 6455  | 7846  |
| 1   | ACCOUNTANT                              | 40     | 6455   | 7846  | 1     | GAS DISTRIBUTION COORDINATOR                | 39     | 6297  | 7654  |
| 5   | ADMINISTRATIVE ANALYST                  | 41     | 6616   | 8042  | 1     | GIS COORDINATOR                             | 39     | 6297  | 7654  |
| 3   | ADMINISTRATIVE SECRETARY                | 29     | 4919   | 5980  | 1     | GIS TECHNICIAN                              | 27     | 4682  | 5691  |
| 1   | AIRPORT DIRECTOR                        | 64     | 10509  | 12774 | 1     | HOMELESSNESS SOLUTIONS COORDINATOR          | 42     | 6781  | 8243  |
| 1   | AIRPORT MAINTENANCE SUPERVISOR          | 37     | 5994   | 7285  | 1     | HUMAN RESOURCES ANALYST                     | 41     | 6616  | 8042  |
| 8   | AIRPORT MAINTENANCE WORKER              | 18     | 3749   | 4557  | 1     | HUMAN RESOURCES OFFICER                     | 62     | 10003 | 12158 |
| 1   | AIRPORT OPERATIONS & FACILITIES MANAGER | 49     | 8061   | 9798  | 1     | HUMAN RESOURCES SPECIALIST                  | 35     | 5705  | 6934  |
| 3   | AIRPORT OPERATIONS OFFICER              | 23     | 4242   | 5156  | 1     | LEAD MECHANIC                               | 32     | 5298  | 6439  |
| 1   | AIRPORT OPERATIONS SUPERVISOR           | 37     | 5994   | 7285  | 2     | LINE LOCATOR                                | 25     | 4457  | 5417  |
| 1   | AIRPORT SPECIALIST                      | 35     | 5705   | 6934  | 10    | MAINTENANCE LEAD WORKER                     | 28     | 4799  | 5834  |
| 1   | ANIMAL CONTROL LEAD OFFICER             | 28     | 4799   | 5834  | 1     | MAINTENANCE SUPERVISOR                      | 39     | 6297  | 7654  |
| 4   | ANIMAL CONTROL OFFICER                  | 24     | 4348   | 5285  | 39    | MAINTENANCE WORKER                          | 18     | 3749  | 4557  |
| 1   | ASSISTANT CITY CLERK                    | 35     | 5705   | 6934  | 1     | MANAGEMENT SPECIALIST                       | 35     | 5705  | 6934  |
| 5   | ASSISTANT ENGINEER I                    | 41     | 6616   | 8042  | 3     | MANAGEMENT TECHNICIAN                       | 29     | 4919  | 5980  |
| 1   | ASSISTANT ENGINEER II                   | 45     | 7303   | 8877  | 2     | MARKETING TECHNICIAN                        | 29     | 4919  | 5980  |
| 2   | ASSISTANT PLANNER                       | 37     | 5994   | 7285  | 1     | MECHANIC                                    | 23     | 4242  | 5156  |
| 2   | ASSOCIATE CIVIL ENGINEER                | 51     | 8469   | 10294 | 8     | OFFICE ASSISTANT                            | 17     | 3658  | 4446  |
| 2   | ASSOCIATE PLANNER                       | 44     | 7125   | 8660  | 1     | PARKS SUPERVISOR                            | 39     | 6297  | 7654  |
| 3   | BATTALION CHIEF                         | BC     | 8737   | 10613 | 1     | PUBLIC INFORMATION OFFICER                  | 62     | 10003 | 12158 |
| 1   | BILLING TECHNICIAN                      | 28     | 4799   | 5834  | 1     | PUBLIC WORKS & WATER DIRECTOR               | 64     | 10509 | 12774 |
| 1   | BUILDING & FIRE OFFICIAL                | 64     | 10509  | 12774 | 4     | PUBLIC WORKS INSPECTOR                      | 35     | 5705  | 6934  |
| 3   | BUILDING INSPECTOR                      | 35     | 5705   | 6934  | 2     | PUBLIC WORKS MANAGER                        | 49     | 8061  | 9798  |
| 1   | BUILDING MANAGER                        | 49     | 8061   | 9798  | 2     | PUBLIC WORKS SUPERVISOR                     | 40     | 6455  | 7846  |
| 1   | BUYER                                   | 33     | 5430   | 6600  | 1     | PUBLIC WORKS TECHNICIAN                     | 29     | 4919  | 5980  |
| 1   | CITY CLERK                              | 64     | 10509  | 12774 | 1     | RECORDS MANAGEMENT COORDINATOR              | 36     | 5848  | 7108  |
| 5   | CITY COUNCIL MEMBER                     |        |        | 943   | 1     | RECREATION MANAGER                          | 49     | 8061  | 9798  |
| 1   | CITY ENGINEER                           | 68     | 11600  | 14100 | 2     | RECREATION SUPERVISOR                       | 37     | 5994  | 7285  |
| 1   | CITY LIBRARIAN                          | 40     | 6455   | 7846  | 1     | RECYCLING TECHNICIAN                        | 27     | 4682  | 5691  |
| 1   | CITY MANAGER                            |        |        | 20760 | 1     | SCADA COORDINATOR                           | 42     | 6781  | 8243  |
| 1   | CITY PLANNER                            | 64     | 10509  | 12774 | 15    | SECRETARY                                   | 21     | 4038  | 4908  |
| 1   | CITY SURVEYOR                           | 50     | 8262   | 10043 | 4     | SENIOR ACCOUNT CLERK                        | 24     | 4348  | 5285  |
| 1   | CODE ENFORCEMENT OFFICER I              | 30     | 5042   | 6129  | 1     | SENIOR ADMINISTRATIVE ANALYST               | 47     | 7673  | 9326  |
| 6   | CODE ENFORCEMENT OFFICER II             | 35     | 5705   | 6934  | 1     | SENIOR AIRPORT MAINT WORKER                 | 22     | 4138  | 5030  |
| 1   | CODE ENFORCEMENT OFFICIAL               | 62     | 10003  | 12158 | 2     | SENIOR CIVIL ENGINEER                       | 55     | 9348  | 11363 |
| 1   | COMMUNITY RELATIONS SPECIALIST          | 35     | 5705   | 6934  | 1     | SENIOR ENGINEERING & GIS TECHNICIAN         | 33     | 5430  | 6600  |
| 1   | COMMUNITY SERVICES COORDINATOR          | 27     | 4682   | 5691  | 2     | SENIOR EQUIPMENT OPERATOR                   | 27     | 4682  | 5691  |
| 1   | CROSS CONNECTION COORDINATOR            | 32     | 5298   | 6439  | 1     | SENIOR HUMAN RESOURCES TECHNICIAN           | 31     | 5168  | 6282  |
| 1   | CROSS CONNECTION TECHNICIAN             | 29     | 4919   | 5980  | 2     | SENIOR MAINTENANCE LEADWORKER               | 32     | 5298  | 6439  |
| 1   | CUSTOMER SERVICE LEAD REP               | 28     | 4799   | 5834  | 16    | SENIOR MAINTENANCE WORKER                   | 22     | 4138  | 5030  |
| 13  | CUSTOMER SERVICE REP                    | 20     | 3939   | 4788  | 7     | SENIOR MECHANIC                             | 29     | 4919  | 5980  |
| 1   | DEPUTY CITY CLERK                       | 27     | 4682   | 5691  | 2     | SENIOR PLAN CHECKER                         | 42     | 6781  | 8243  |
| 2   | DEPUTY CITY MANAGER                     | 75     | 13789  | 16760 | 1     | SENIOR PLANNER                              | 50     | 8262  | 10043 |
| 1   | DEVELOPMENT SPECIALIST                  | 35     | 5705   | 6934  | 2     | SENIOR TRAFFIC SIGNAL MANAGEMENT TECHNICIAN | 33     | 5430  | 6600  |
| 1   | DEVELOPMENT TECHNICIAN                  | 29     | 4919   | 5980  | 1     | SENIOR WATER DIST LEAD WORKER               | 36     | 5848  | 7108  |
| 1   | DIRECTOR OF COMMUNITY SERVICES          | 64     | 10509  | 12774 | 6     | SENIOR WATER DISTRIBUTION WORKER            | 23     | 4242  | 5156  |
| 1   | DIRECTOR OF ELECTRIC UTILITY SERVICES   | 64     | 10509  | 12774 | 1     | SENIOR WATER SUPPLY LEAD OPERATOR           | 38     | 6144  | 7468  |
| 1   | DIVISION CHIEF                          | DC     | 9878   | 12007 | 9     | SENIOR WATER SUPPLY OPERATOR                | 29     | 4919  | 5980  |
| 1   | ECONOMIC DEVELOPMENT MANAGER            | 49     | 8061   | 9798  | 1     | SIGN TECHNICIAN                             | 24     | 4348  | 5285  |
| 2   | ELECTRIC DISTRIBUTION SPECIALIST        | 33     | 5430   | 6600  | 1     | SURVEY TECHNICIAN                           | 28     | 4799  | 5834  |
| 1   | ELECTRICAL TECHNICIAN                   | 33     | 5430   | 6600  | 4     | SWEEPER OPERATOR                            | 24     | 4348  | 5285  |
| 1   | ELECTRICAL TECHNICIAN ASSISTANT         | 31     | 5168   | 6282  | 4     | TECHNOLOGY COORDINATOR                      | 39     | 6297  | 7654  |
| 1   | ELECTRICIAN                             | 33     | 5430   | 6600  | 1     | TECHNOLOGY MANAGER                          | 50     | 8262  | 10043 |
| 1   | EMERGENCY MANAGEMENT COORDINATOR        | 45     | 7303   | 8877  | 1     | TECHNOLOGY OFFICER                          | 64     | 10509 | 12774 |
| 1   | EMERGENCY MEDICAL SERVICES COORD        | EMSC   | 7528   | 9151  | 3     | TECHNOLOGY TECHNICIAN                       | 27     | 4682  | 5691  |
| 1   | ENFORCEMENT MANAGER                     | 49     | 8061   | 9798  | 1     | TRAFFIC ENGINEERING SPECIALST               | 41     | 6616  | 8042  |
| 2   | ENGINEERING LEAD WORKER                 | 28     | 4799   | 5834  | 1     | TRAFFIC MAINTENANCE SUPERVISOR              | 40     | 6455  | 7846  |
| 1   | ENGINEERING SPECIALIST                  | 38     | 6144   | 7468  | 2     | TRAFFIC SIGNAL MANAGEMENT TECHNICIAN        | 28     | 4799  | 5834  |
| 1   | ENVIRONMENTAL PROGRAMS COORDINATOR      | 43     | 6951   | 8449  | 1     | TRAINING FIRE CAPTAIN                       | TFC    | 8807  | 10812 |
| 1   | ENVIRONMENTAL PROGRAMS MANAGER          | 49     | 8061   | 9798  | 1     | UTILITY DISTRIBUTION SUPERVISOR             | 40     | 6455  | 7846  |
| 6   | EQUIPMENT OPERATOR                      | 24     | 4348   | 5285  | 1     | WAREHOUSE CLERK                             | 20     | 3939  | 4788  |
| 1   | EXECUTIVE ASSISTANT TO THE CM           | 37     | 5994   | 7285  | 2     | WAREHOUSE TECHNICIAN                        | 23     | 4242  | 5156  |
| 1   | FINANCE ANALYST                         | 47     | 7673   | 9326  | 2     | WATER CONSERVATION SPECIALIST               | 30     | 5042  | 6129  |
| 2   | FINANCE MANAGER                         | 50     | 8262   | 10043 | 1     | WATER CONSERVATION SUPERVISOR               | 37     | 5994  | 7285  |
| 2   | FINANCE SPECIALIST                      | 35     | 5705   | 6934  | 6     | WATER DISTRIBUTION LEAD WORKER              | 28     | 4799  | 5834  |
| 3   | FINANCE SUPERVISOR                      | 40     | 6455   | 7846  | 2     | WATER DISTRIBUTION SUPERVISOR               | 40     | 6455  | 7846  |
| 6   | FINANCE TECHNICIAN                      | 29     | 4919   | 5980  | 15    | WATER DISTRIBUTION WORKER                   | 19     | 3843  | 4671  |
| 15  | FIRE CAPTAIN                            | FC     | 7339   | 9010  | 2     | WATER MANAGER                               | 50     | 8262  | 10043 |
| 1   | FIRE CHIEF                              | FCHIEF | 14019  | 17040 | 1     | WATER QUALITY SPECIALIST                    | 30     | 5042  | 6129  |
| 15  | FIRE ENGINEER                           | FE     | 6197   | 7608  | 2     | WATER SUPPLY LEAD OPERATOR                  | 32     | 5298  | 6439  |
| 21  | FIREFIGHTER PARAMEDIC                   | FFPM   | 5542   | 6805  | 1     | WATER SUPPLY SUPERVISOR                     | 42     | 6781  | 8243  |

415 NUMBER OF AUTHORIZED FT POSITIONS

## TABLE OF COMPENSATION - MONTHLY RATE OF PAY

Effective 7-1-2019 Only Active Ranges Listed

| Range | STEP<br>1 | STEP<br>2 | STEP<br>3 | STEP<br>4 | STEP<br>5 |
|-------|-----------|-----------|-----------|-----------|-----------|
| 17    | 3658      | 3841      | 4033      | 4234      | 4446      |
| 18    | 3749      | 3937      | 4134      | 4340      | 4557      |
| 19    | 3843      | 4035      | 4237      | 4449      | 4671      |
| 20    | 3939      | 4136      | 4343      | 4560      | 4788      |
| 21    | 4038      | 4239      | 4451      | 4674      | 4908      |
| 22    | 4138      | 4345      | 4563      | 4791      | 5030      |
| 23    | 4242      | 4454      | 4677      | 4911      | 5156      |
| 24    | 4348      | 4565      | 4794      | 5033      | 5285      |
| 25    | 4457      | 4680      | 4914      | 5159      | 5417      |
| 27    | 4682      | 4916      | 5162      | 5420      | 5691      |
| 28    | 4799      | 5039      | 5291      | 5556      | 5834      |
| 29    | 4919      | 5165      | 5424      | 5695      | 5980      |
| 30    | 5042      | 5294      | 5559      | 5837      | 6129      |
| 31    | 5168      | 5427      | 5698      | 5983      | 6282      |
| 32    | 5298      | 5562      | 5841      | 6133      | 6439      |
| 33    | 5430      | 5702      | 5987      | 6286      | 6600      |
| 35    | 5705      | 5990      | 6290      | 6604      | 6934      |
| 36    | 5848      | 6140      | 6447      | 6769      | 7108      |
| 37    | 5994      | 6293      | 6608      | 6939      | 7285      |
| 38    | 6144      | 6451      | 6773      | 7112      | 7468      |
| 39    | 6297      | 6612      | 6943      | 7290      | 7654      |
| 40    | 6455      | 6777      | 7116      | 7472      | 7846      |
| 41    | 6616      | 6947      | 7294      | 7659      | 8042      |
| 42    | 6781      | 7120      | 7476      | 7850      | 8243      |
| 43    | 6951      | 7298      | 7663      | 8047      | 8449      |
| 44    | 7125      | 7481      | 7855      | 8248      | 8660      |
| 45    | 7303      | 7668      | 8051      | 8454      | 8877      |
| 47    | 7673      | 8056      | 8459      | 8882      | 9326      |
| 49    | 8061      | 8464      | 8887      | 9332      | 9798      |
| 50    | 8262      | 8676      | 9109      | 9565      | 10043     |
| 51    | 8469      | 8892      | 9337      | 9804      | 10294     |
| 55    | 9348      | 9816      | 10306     | 10822     | 11363     |
| 62    | 10003     | 10503     | 11028     | 11579     | 12158     |
| 64    | 10509     | 11035     | 11586     | 12166     | 12774     |
| 68    | 11600     | 12180     | 12789     | 13429     | 14100     |
| 75    | 13789     | 14478     | 15202     | 15962     | 16760     |

|        |       |       |       |       |       |
|--------|-------|-------|-------|-------|-------|
| FF     | 5542  | 5858  | 6174  | 6489  | 6805  |
| FE     | 6197  | 6550  | 6903  | 7255  | 7608  |
| FC     | 7339  | 7757  | 8175  | 8592  | 9010  |
| TFC    | 8807  | 9308  | 9809  | 10310 | 10812 |
| BC     | 8737  | 9174  | 9633  | 10114 | 10613 |
| FM     | 7166  | 7524  | 7901  | 8296  | 8710  |
| EMS    | 7528  | 7904  | 8300  | 8715  | 9151  |
| DC     | 9878  | 10372 | 10890 | 11435 | 12007 |
| FCHIEF | 14019 | 14720 | 15456 | 16229 | 17040 |

**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 are for the City of Victorville full-time employees effective July 1, 2019, unless otherwise specified, through June 30, 2020, 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 | Safety Shift Annual Vacation Hours Earned | Hours Earned Per Pay Period (26 pay periods per year) | Safety Shift Hours Earned Per Pay Period (26 pay periods per year) | Maximum Vacation Accrual Hours | Safety Shift Maximum Vacation Accrual Hours |
|-------------------------------|------------------------------|---|---|--|--------------------------------|---|
| 0-5                           | 80                           | 112                                       | 3.08  | 4.31   | 160                            | 224   |
| 6-10                          | 120                          | 168                                       | 4.62  | 6.47   | 240                            | 336   |
| 11-15                         | 160                          | 224                                       | 6.15  | 8.61   | 320                            | 448   |
| 16+                           | 200                          | 280                                       | 7.69  | 10.77  | 400                            | 560   |

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 3.7 hours per pay period for all probationary and full-time employees, for a total of 96 hours per year.

Safety Shift Personnel (56-hour per week) accrued at the rate of 4.69 hours per pay period for all probationary and full-time employees, for a total of 122 hours per year.

Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave – An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employees' regular wage rate. Accrual shall begin on the first day of employment. Accruals may be capped at 48 hours or 6 days.

Sick leave yearly payoff continues to be suspended for fiscal year 2019-2020.

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

| Day       | Date      | Holiday                     |
|-----------|-----------|-----------------------------|
| Thursday  | 4-Jul-19  | Independence Day            |
| Monday    | 2-Sep-19  | Labor Day                   |
| Monday    | 11-Nov-19 | Veterans Day                |
| Thursday  | 28-Nov-19 | Thanksgiving Day            |
| Friday    | 29-Nov-19 | Day after Thanksgiving Day  |
| Tuesday   | 24-Dec-19 | Christmas Eve Holiday       |
| Wednesday | 25-Dec-19 | Christmas Holiday           |
| Tuesday   | 31-Dec-19 | New Year's Eve Holiday      |
| Wednesday | 1-Jan-20  | New Year's Day Holiday      |
| Monday    | 20-Jan-20 | Martin Luther King, Jr. Day |
| Monday    | 17-Feb-20 | President's Day             |
| Monday    | 25-May-20 | Memorial Day                |
|           |           | 1 Floating Holiday          |

Total of 13 Holidays

**Note:** Actual holidays vary each year. Three 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, 2020.

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.

Safety Shift Personnel (56-hour per week) will be paid ten (10) hours of regular pay for each of the above holidays on the pay period in which the holiday occurs. The floating holidays will be paid during the pay period of the employee's choice.

**4. 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.)

**5. Compensatory Time** – Employees eligible for compensatory time may accrue such time, up to the limit of 40 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 employee's choice whether to receive compensatory time or overtime pay. Part-time employees and Safety Shift Personnel are not eligible for compensatory time.

**6. Retirement** – Effective July 1, 2015, the City ceased to pay the 8.0% employee share of contributions to the California Public Employees' Retirement System (CalPERS). The City ceased 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.

- Miscellaneous Classic Formula: Member formula: 2.5% @ 55 Employees pay CalPERS 8% employee contribution.
- Miscellaneous PEPRA Formula: Member formula 2.0% @ 62 Employee will pay the statutorily mandated employee contribution rate of one half of the total normal cost.
- Safety Classic Formula: Member formula: 2% @ 50 Employee pay CalPERS 9% employee contribution.
- Safety PEPRA Formula: Member formula 2.7% @ 57. Employee will pay the statutorily mandated employee contribution rate of one half of the total normal cost.

**7. Deferred Compensation** – As of January 1, 2019, employees shall be eligible to transfer up to \$19,000 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.

The following Victorville Fire Department Positions will receive employer contributions per month: Fire Chief \$800, Division Chief \$750, Battalion Chief \$750, Fire Marshal \$750, Fire Training Captain Officer \$600, Fire Captain \$600, Fire Engineer \$250.

**8. 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%  |

Retirees must have been previously enrolled in medical coverage, for twelve consecutive months, in the City's medical insurance plan at time of retirement to be eligible to receive the medical reimbursement based on the above table.

For early retirees under age 65 - Payment is based on the single-party rate of the HMO medical options available through the City's insurance plan, not to exceed \$850 per month.

For retirees age 65 and over – Payment is based on available Medicare Supplemental options single-party rate, available through the City's insurance plan, not to exceed \$850 per month.

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 in medical coverage, for twelve consecutive months, in the City's medical insurance plan at time of retirement to be eligible to receive the one time pay-off option.

Effective February 11, 2000, an employee may opt for a one time pay-off, at the time of retirement, 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   | \$16,497 | \$13,197 | \$9,897 | \$6,600 |

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

**9. 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.

**10. Fringe** – The amount of \$850 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 \$850 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. The maximum cash back benefit for employees waiving medical benefits is \$350 per month. Employees may purchase dental and vision coverage with this amount. Any remaining balance may be deposited into a 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 associated with the health care and dependent day care plans.

**11. 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.) (See Family and Medical Leave Act Policy No. B-25)

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

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

**14. 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.

**15. Short-Term Disability (STD) Insurance** – Full-time employees shall contribute .61% 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 for 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.) (See Family and Medical Leave Act Policy No. B-25).

**16. Long-Term Disability** – The City provides coverage for full-time employees after 90 days of disability. The City's premium is \$.70 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.

**17. Safety shoes** - All employees, with the exception of Safety Personnel, who are required to wear safety shoes, shall receive \$175 reimbursement per fiscal year for purchase of one pair of shoes. Exceptions are governed by Administrative Policy No.G-7.

**18. Uniforms** - Payment for non-safety 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.

The following Victorville Fire Department Positions will receive uniform allowance as follows: Division Chief,

Battalion Chief, Training Officer, Fire Captain, Fire Engineer and Firefighter/Paramedic \$58.33 per month. Fire Marshal, Fire Prevention Inspector \$37.50 per month, EMS Coordinator \$45.83 per month.

Per CalPERS PEPRA legislation passed January 1, 2013, Uniform allowance is not pensionable for PEPRA CalPERS members.

**19. Stand-by Pay** – Available to qualified full-time non-safety and non-exempt regular employees who are required to be immediately available for duty. Employees called to work while on Stand-by will be paid at a rate of \$300 per week plus their regular rate of pay for the hours actually worked, subject to FLSA overtime provisions.

**20. Tuition Reimbursement** – Available to full-time regular employees, after one year of full-time service. 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)

**21. Work Week** – Full-time non-safety employees will return to a 40-hour week schedule effective July 13, 2019. All Safety non-shift employees will work a 40-hour week schedule. Safety Shift Personnel will work on a 48/96 schedule with FLSA overtime based on actual hours worked over 212 hours in a 28 day work cycle.

**Work schedules:**

The work schedule effective July 13th, 2019 will be a 9/80 schedule, whereby all full-time employees will work 40 hours per week. The work week begins each Friday at 12:01pm and ends each Friday at 12:00pm, with the exception of certain Airport Field Operations Workers, VMUS Field Operations Workers, Community Services Park Maintenance Workers, Development Code Enforcement Officers, and Development Animal Control Officers, who will have a work week beginning each Saturday at 12:00am and ending each Friday at 11:59pm.

Overtime will be calculated for all non-exempt employees, who exceed 40 total actual hours worked over a consecutive 168 hours or 7 days (per FLSA) between these times, excluding Safety Shift Personnel.

All Safety, non-shift employees, will work a 40-hour week schedule. Safety Shift Personnel will work on a 48/96 schedule with FLSA overtime based on actual hours worked over 212 hours in a 28-day work cycle. Safety Shift Personnel's 28-day FLSA period begins on the first Saturday of each FLSA period at 12:00am and ends on the last Friday of FLSA period at 11:59pm.

For all non-exempt, employees, including Safety Shift Personnel, only hours actually worked will be counted when calculating overtime pay. Approved paid leave shall not be considered as time worked for the purpose of computing the total number of hours worked in the work period. Overtime is calculated

pursuant to federal law. (With the Council approval of this section of the Resolution, Rule IV, Section 4. Salary Administration d. Overtime 2., of the City of Victorville's Personnel Rules and Regulations, is superseded).

**22. City of Victorville Fire Department Additional Compensation – Dependent on qualifications and need of the department:**

- Hazardous Materials (Hazmat) Specialist Qualification \$100 per month:
  - Personnel with California State Fire Training Hazmat 1A-1G certification and task book completion will be entitled to \$100 per month additional pay for maintaining that specialty.
- Haz-Mat Specialist Qualifications and Designated Haz-Mat Team Member \$375 per month:
  - Personnel who are routinely and consistently exposed to toxic, radioactive, explosive or other hazardous substances or perform hazardous activities to implement health or safety procedures and possess a California State Fire Training Haz-Mat 1A-1G certification and task book completion, and assigned to the Department's Haz-Mat Response Team will be entitled to an additional \$375 per month while maintaining placement on the Team and specialty.
- Urban Search and Rescue (USAR) Specialist Qualifications \$100 per month:
  - Personnel with California State Fire Training Low-Angle Rescue, Rescue 1 and 2, Confined Space Rescue, and Water Rescue will be entitled to \$100 per month additional pay for maintaining that specialty.
- USAR Specialist Qualifications and Designated USAR Team Member \$375 per month:
  - Personnel who are routinely and consistently involved in search and rescue involving extrication and initial medical stabilization of individuals trapped in confined spaces, including transportation accidents mines and collapsed trenches. It also includes a multi-hazard discipline such as earthquakes, hurricanes, storms, floods, terrorist activities and hazardous materials. Personnel with California State Fire Training Low-Angle Rescue, Rescue 1 and 2, Confined Space Rescue, and Water Rescue, and assigned to the Department's USAR Response Team will be entitled to an additional \$375 per month while maintaining placement on the Team and specialty.
- Paramedic Pay available to Fire Captains and Fire Engineers \$200 per month:
  - Captains and Engineers who maintain the Paramedic License, and are available to function as Paramedics in case of need, will be entitled to an additional \$200 per month while license and ability are maintained.
- Fire Instructor I certification pay available to Fire Captains \$100 per month:
  - Fire Captains with California State Fire Training Fire Instructor 1 and task book completion will be entitled to \$100 per month additional pay for maintaining that specialty and being available as a lead instructor.

- Company Officer certification pay available to Fire Engineers and Fire Captains \$100 per month:
  - Engineers and Captains with California State Fire Training Company Officer 2A-E certification and task book completion will be entitled to \$100 per month additional pay for maintaining that specialty.
- Fire Apparatus Driver/Operator (with License) certification pay available to Firefighter/Paramedics \$100 per month:
  - Firefighter/Paramedics with California State Fire Training Fire Apparatus Driver/Operator 1A-B, and the appropriate California Driver's License endorsement will be entitled to \$100 per month additional pay for maintaining that specialty, and being available to operate apparatus based on Department need.
- Paramedic Preceptor pay (when supervising) available to all Fire Personnel California State Licensed Paramedics when assigned a student \$100 per month:
  - All personnel with current California Paramedic license who routinely and consistently are assigned to supervise paramedic students will be entitled to \$100 per month during the time they are assigned a student.
- Bilingual Pay (Must pass a Spanish written and oral exam) available to Fire Captains, Fire Engineers, Firefighter/Paramedics \$50 per month:
  - All personnel passing the Department's written and oral Spanish language exam will be entitled to an additional \$50 per month.
- Fair Labor Standards Act (FLSA) – Compensation paid for normal full-time work schedule including premium pay required by FLSA.