



AGENDA ITEM

WRITTEN COMMUNICATIONS

CITY COUNCIL / BOARD OF DIRECTORS

MEETING OF: June 16, 2020

SUBMITTED BY: JOSIE TREVINO 
HUMAN RESOURCES OFFICER

DATE: 6/8/20

ATTACHMENT:

- 1) CHANGES TO THE TABLE OF ORGANIZATION
- 2) BENEFITS RESOLUTION NO. 20-051 AND TABLE OF ORGANIZATION
- 3) PART-TIME TABLE OF COMPENSATION

SUBJECT: BENEFITS RESOLUTION NO. 20-051 AND TABLE OF ORGANIZATION

RECOMMENDATION:

That the City Council adopt Benefits Resolution 20-051, revising the Table of Organization and Compensation Schedule, effective July 1, 2020.

FISCAL IMPACT: The fiscal impact associated with the employee salary schedule and benefits are included in the FY 20-21 annual budget.

DISCUSSION:

With the financial uncertainty facing the nation due to the Coronavirus, the City of Victorville is not immune to the possibility of the negative economic impact our city will face in the next fiscal year. Even though layoffs or furloughs are not being recommended, we have carefully analyzed every position in the city and deleted a net of four positions. Ten positions were added, fourteen were deleted and we had five range changes. The total authorized full-time positions decreased from 424 to 420 positions to mitigate the negative economic impact related to the pandemic, a Cost of Living Adjustment (COLA) and medical benefit enhancement previously contemplated for FY 20-21 were eliminated, representing approximately \$2.3 million in salary savings.

During Fiscal Year 2009-2010, after the recession, we had 394 full-time regular positions not including the Fire Department. Today we have 361 full-time regular

positions, plus 59 in the Fire Department for a total of 420 full-time positions. Throughout recent years, we have been operating conservatively and in a fiscally responsible manner. This has allowed us to increase our reserves and be prepared for circumstances such as the COVID-19 pandemic.

Those employees, that were with us through the recession, understand that we have to adjust to changing economic conditions. This means that there will be times when the annual Cost of Living Adjustment (COLA) will not be provided. This year's (COLA) is 2.3%. It is based on the March-to-March Consumer Price Index (CPI) Riverside-San Bernardino-Ontario CA. Additionally, City Management had planned to consider an increase to the Fringe amount provided to our employees for Medical Insurance, but unfortunately, the prudent thing to do at this time of uncertainty is forgo that.

There were several laws that had to be amended to address the impact of the COVID-19 pandemic, including how employers would deal with employees who did not have sick leave on the books. The Federal Government implemented the Families First Coronavirus Response Act (FFCRA), which requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020 and they consist of 80 hours for full-time employees and 56 hours for part-time employees.

Accordingly, we have been extremely flexible with employees requesting this time off to take care of themselves, a family member or to take care of their children if their schools were closed.

Several employees have already used this time, but we also have employees who have continued to work non-stop during these difficult times and we would like to convert those unused sick hours to allow time off for those employees to get a well-deserved rest. This is the Sick Leave Conversion program included in the Resolution.

Sections 2.6 Retirement, 2.8 Retirement Medical Coverage, 2.10 Fringe and 2.14 Life insurance Benefits of this Resolution, include language providing greater clarity of the benefits which have been available and are provided to the City of Victorville City Council Members. It has been a long standing past practice to provide Council Members CalPERS membership options, fringe and Life Insurance. Council Members, if they meet all the requirements from CalPERS and the City, are eligible to retire as Retirees of the City of Victorville. Retirees including Council Members are also entitled to receive Medical Coverage depending on the years of service, starting at 25% of the individual HMO premium, after completing 8 years of service. Council Members also receive the same amount of fringe as our full-time employees, which is \$850 per month, if they enroll in Medical Insurance. If Medical Insurance is waived, they receive \$350 per month. In addition, a maximum of \$10,000 life insurance policy is paid by the City for Council Members.

Staff is requesting your favorable consideration on this item and is available for any

questions that you may have.

JT

<u>FINANCE USE ONLY</u>	
<u>Additional Appropriation:</u>	<u>Additional Revenue:</u>
Yes <input type="checkbox"/> \$ _____	Yes <input type="checkbox"/> \$ _____
No <input type="checkbox"/>	No <input type="checkbox"/>
Finance Analyst: _____	
Deputy CM/Treasurer: _____	

ATTACHMENT 1

**CITY OF VICTORVILLE
CHANGES TO THE TABLE OF ORGANIZATION
FISCAL YEAR 2020-2021**

ADMINISTRATIVE SERVICES DEPARTMENT

DELETED:

(1) FINANCE MANAGER, RANGE 50

ADDED:

(1) DIRECTOR OF FINANCE, RANGE 68

(1) FINANCE ANALYST, RANGE 47

RANGE CHANGE:

HUMAN RESOURCES OFFICER FROM RANGE 62 TO 64

CITY MANAGER DEPARTMENT

DELETED:

(1) RECORDS MANAGEMENT COORDINATOR, RANGE 36

(1) MANAGEMENT SPECIALIST, RANGE 35

ADDED:

(1) DEPUTY CITY CLERK, RANGE 27

(1) MANAGEMENT TECHNICIAN, RANGE 29

RANGE CHANGE:

PUBLIC INFORMATION OFFICER FROM RANGE 62 TO 64

COMMUNITY SERVICES DEPARTMENT

DELETED:

(1) DIRECTOR OF COMMUNITY SERVICES, RANGE 64

ADDED:

(1) LIBRARY COORDINATOR, RANGE 27

RANGE CHANGE:

MAINTENANCE SUPERVISOR FROM RANGE 39 TO 40

PARKS SUPERVISOR FROM RANGE 39 TO 40

TOTAL DELETED - 14

TOTAL ADDED - 10

RANGE CHANGES 5

DEVELOPMENT DEPARTMENT

DELETED:

(1) ASSISTANT PLANNER, RANGE 37

(1) ASSOCIATE PLANNER, RANGE 44

ADDED:

(1) SENIOR PLANNER, RANGE 50

(1) PERMIT TECHNICIAN, RANGE 29

RANGE CHANGE:

CODE ENFORCEMENT OFFICIAL FROM RANGE 62 TO RANGE 64

ECONOMIC DEVELOPMENT - AIRPORT DEPARTMENT

DELETED:

(1) AIRPORT OPERATIONS SUPERVISOR, RANGE 37

(1) SENIOR AIRPORT MAINTENANCE WORKER, RANGE 22

ADDED:

(1) AIRPORT MAINTENANCE WORKER, RANGE 18

(1) AIRPORT OPERATIONS OFFICER, RANGE 23

ENGINEERING DEPARTMENT

DELETED:

(1) SENIOR MAINTENANCE WORKER, RANGE 22

PUBLIC WORKS - WATER DEPARTMENT

DELETED:

(1) SECRETARY, RANGE 21

(1) SENIOR WATER SUPPLY OPERATOR, RANGE 29

(1) MAINTENANCE WORKER, RANGE 18

(1) SENIOR MAINTENANCE WORKER, RANGE 22

VICTORVILLE MUNICIPAL UTILITIES SERVICES (VMUS)

DELETED:

(1) MANAGEMENT TECHNICIAN, RANGE 29

ADDED:

(1) MANAGEMENT SPECIALIST, RANGE 35

Resolution No. 20-051

PASSED, APPROVED AND ADOPTED this 23rd day of JUNE 2020.



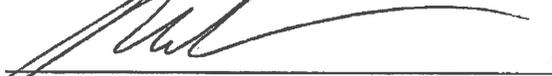
MAYOR OF THE CITY OF VICTORVILLE

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. 20-051 which was adopted at an adjourned regular meeting held on the 23rd day of JUNE 2020, by the following roll call vote, to wit:

AYES: Mayor Garcia, Councilmembers Cox, Jones and Ramirez

NOES: Councilmember Gomez

ABSENT: None

ABSTAIN: None



CITY CLERK

ATTACHMENT 2

RESOLUTION NO. 20-051

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 20-002 AND SUBSEQUENT AMENDMENTS.

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

SECTION 1. FISCAL YEAR 2020-2021 TABLE OF ORGANIZATION

The Table of Organization for the City of Victorville is hereby revised. A total of 420 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.

The Cost of Living Adjustment (COLA) of 2.3% based on the March to March Consumer Price Index (CPI) Riverside-San Bernardino-Ontario CA, will not be provided to City employees this fiscal year.



CITY OF VICTORVILLE
FISCAL YEAR 2020-2021 TABLE OF ORGANIZATION
 Revised and adopted by the City of Victorville Council as of 7/1/2020

NO.	POSITION	RANGE	SALARY	NO.	POSITION	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	64	10509 12774
1	AIRPORT OPERATIONS & FACILITIES MANAGER	49	8061 9798	1	HUMAN RESOURCES SPECIALIST	35	5705 6934
4	AIRPORT OPERATIONS OFFICER	23	4242 5156	1	LEAD MECHANIC	32	5298 6439
1	AIRPORT SPECIALIST	35	5705 6934	2	LIBRARY COORDINATOR	27	4682 5691
1	ANIMAL CONTROL COMMUNITY OUTREACH OFFICER	35	5705 6934	2	LINE LOCATOR	25	4457 5417
1	ANIMAL CONTROL LEAD OFFICER	28	4799 5834	9	MAINTENANCE LEAD WORKER	28	4799 5834
1	ANIMAL CARE & CONTROL MANAGER	49	8061 9798	1	MAINTENANCE SUPERVISOR	40	6455 7846
3	ANIMAL CONTROL OFFICER	24	4348 5285	40	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	4	MANAGEMENT TECHNICIAN	29	4919 5980
1	ASSISTANT ENGINEER II	45	7303 8877	2	MARKETING TECHNICIAN	29	4919 5980
1	ASSISTANT PLANNER	37	5994 7285	2	MECHANIC	23	4242 5156
2	ASSOCIATE CIVIL ENGINEER	51	8469 10294	7	OFFICE ASSISTANT	17	3658 4446
1	ASSOCIATE PLANNER	44	7125 8660	1	PARKS SUPERVISOR	40	6455 7846
3	BATTALION CHIEF	BC	8807 10812	1	PERMIT TECHNICIAN	29	4919 5980
1	BILLING TECHNICIAN	28	4799 5834	1	PUBLIC INFORMATION OFFICER	64	10509 12774
1	BUDGET OFFICER	62	10003 12158	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	RECREATION & LIBRARY MANAGER	49	8061 9798
5	CITY COUNCIL MEMBER		943	2	RECREATION SUPERVISOR	37	5994 7285
1	CITY ENGINEER	68	11600 14100	1	RECYCLING TECHNICIAN	27	4682 5691
1	CITY LIBRARIAN	40	6455 7846	1	SCADA COORDINATOR	42	6781 8243
1	CITY MANAGER		20760	14	SECRETARY	21	4038 4908
1	CITY PLANNER	64	10509 12774	4	SENIOR ACCOUNT CLERK	24	4348 5285
1	CITY SURVEYOR	50	8262 10043	1	SENIOR ADMINISTRATIVE ANALYST	47	7673 9326
1	CODE ENFORCEMENT OFFICER I	30	5042 6129	1	SENIOR AIRPORT MAINTENANCE LEADWORKER	32	5298 6439
6	CODE ENFORCEMENT OFFICER II	35	5705 6934	2	SENIOR CIVIL ENGINEER	55	9348 11363
1	CODE ENFORCEMENT OFFICIAL	64	10509 12774	1	SENIOR ENGINEERING & GIS TECHNICIAN	33	5430 6600
1	COMMUNITY RELATIONS SPECIALIST	35	5705 6934	2	SENIOR EQUIPMENT OPERATOR	27	4682 5691
1	COMMUNITY SERVICES COORDINATOR	27	4682 5691	1	SENIOR HUMAN RESOURCES TECHNICIAN	31	5168 6282
1	CROSS CONNECTION COORDINATOR	32	5298 6439	2	SENIOR MAINTENANCE LEADWORKER	32	5298 6439
1	CROSS CONNECTION TECHNICIAN	29	4919 5980	14	SENIOR MAINTENANCE WORKER	22	4138 5030
1	CUSTOMER SERVICE LEAD REPRESENTATIVE	28	4799 5834	8	SENIOR MECHANIC	29	4919 5980
14	CUSTOMER SERVICE REPRESENTATIVE	20	3939 4788	2	SENIOR PLAN CHECKER	42	6781 8243
2	DEPUTY CITY CLERK	27	4682 5691	2	SENIOR PLANNER	50	8262 10043
2	DEPUTY CITY MANAGER	75	13789 16760	2	SENIOR TRAFFIC SIGNAL MAINT TECHNICIAN	33	5430 6600
1	DEVELOPMENT SPECIALIST	35	5705 6934	1	SENIOR WATER DISTRIBUTION LEAD WORKER	36	5848 7108
1	DEVELOPMENT TECHNICIAN	29	4919 5980	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	DIRECTOR OF FINANCE	68	11600 14100	8	SENIOR WATER SUPPLY OPERATOR	29	4919 5980
2	DIVISION CHIEF	DC	9878 12007	1	SIGN TECHNICIAN	24	4348 5285
1	ECONOMIC DEVELOPMENT MANAGER	49	8061 9798	1	SURVEY TECHNICIAN	28	4799 5834
1	ECONOMIC DEVELOPMENT TECHNICIAN	27	4682 5691	4	SWEEPER OPERATOR	24	4348 5285
2	ELECTRIC DISTRIBUTION SPECIALIST	33	5430 6600	4	TECHNOLOGY COORDINATOR	39	6297 7654
1	ELECTRICAL TECHNICIAN	33	5430 6600	1	TECHNOLOGY MANAGER	50	8262 10043
1	ELECTRICAL TECHNICIAN ASSISTANT	31	5168 6282	1	TECHNOLOGY OFFICER	64	10509 12774
1	ELECTRICIAN	33	5430 6600	3	TECHNOLOGY TECHNICIAN	27	4682 5691
1	EMERGENCY MANAGEMENT COORDINATOR	45	7303 8877	1	TRAFFIC ENGINEERING SPECIALST	41	6616 8042
1	EMERGENCY MEDICAL SERVICES COORDINATOR	EMSC	7528 9151	1	TRAFFIC MAINTENANCE SUPERVISOR	40	6455 7846
2	ENGINEERING LEAD WORKER	28	4799 5834	2	TRAFFIC SIGNAL MAINTENANCE TECHNICIAN	28	4799 5834
1	ENGINEERING SPECIALIST	38	6144 7468	1	UTILITY DISTRIBUTION SUPERVISOR	40	6455 7846
1	ENVIRONMENTAL PROGRAMS COORDINATOR	43	6951 8449	3	VEHICLE SERVICE WORKER	18	3749 4557
1	ENVIRONMENTAL PROGRAMS MANAGER	49	8061 9798	1	WAREHOUSE CLERK	20	3939 4788
6	EQUIPMENT OPERATOR	24	4348 5285	2	WAREHOUSE TECHNICIAN	23	4242 5156
1	EXECUTIVE ASSISTANT TO THE CITY MANAGER	37	5994 7285	2	WATER CONSERVATION SPECIALIST	30	5042 6129
2	FINANCE ANALYST	47	7673 9326	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		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

420 NUMBER OF AUTHORIZED FT POSITIONS

CITY OF VICTORVILLE

FISCAL YEAR 2020-2021 TABLE OF COMPENSATION - MONTHLY RATE OF PAY

Revised and adopted by the City of Victorville Council as of 7/1/2020

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 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
76	14134	14840	15582	16361	17179

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

Active Ranges based on the Table of Organization

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, 2020, unless otherwise specified, through June 30, 2021, 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.

Families First Coronavirus Response Act (FFCRA) Sick Leave Conversion:

The Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. Full-time employees were provided two weeks (80 hours) and part-time employees were provided a two-week equivalent (56 hours) of COVID-19 related sick leave.

Contingent that FFCRA is not extended, effective January 1, 2021, any hours not used by the employee will be available from January 1, 2021 to June 30, 2021, to take as paid time off. These hours are not subject for a payout, and shall be scheduled with the employee's supervisor or Department Head, taking into consideration the request of the employee and the work demands of the department. Approval by the Department Head prior to taking this time off is required.

Sick leave yearly payoff continues to be suspended for fiscal year 2020-2021.

Upon completion of five (5) years of continuous service, sick leave payout upon separation of service or 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
Friday	3-Jul-20	Independence Day
Monday	7-Sep-20	Labor Day
Wednesday	11-Nov-20	Veterans Day
Thursday	26-Nov-20	Thanksgiving Day
Friday	27-Nov-20	Day after Thanksgiving Day
Thursday	24-Dec-20	Christmas Eve Holiday
Friday	25-Dec-20	Christmas Holiday
Thursday	31-Dec-20	New Year's Eve Holiday
Friday	1-Jan-21	New Year's Day Holiday
Monday	18-Jan-21	Martin Luther King, Jr. Day
Monday	15-Feb-21	President's Day
Monday	31-May-21	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, 2021.

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.

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 holiday 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 and Council Members 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. Council Members have the option to elect membership into CalPERS.

- 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, 2020, full-time employees shall be eligible to transfer up to \$19,500 of annual salary per year into a City-approved Deferred Compensation Plan; full-time employees 50 years of age and above are allowed a catch up provision of \$6,500. An additional standard provision is available to full-time 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 – City employees and Council Members who meet CalPERS's requirements and retire simultaneously with the City of Victorville are considered City retirees.

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 and Council Members. 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 and Council Members waiving medical benefits is \$350 per month. Employees and Council Members 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. For Full-time employees, the benefit is one times annual salary, to a maximum of \$250,000. A maximum of \$10,000 life insurance policy is paid by the City for Council Members.

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 work a 40-hour week schedule. 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 Library Staff, Airport Field Operations Workers, VMUS Field Operations Workers, Community Services Park Maintenance Workers, Development Code Enforcement Officers, Engineering Traffic Field Workers 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.

Battalion Chiefs who work a shift or part of a shift that requires work hours beyond standard hours in a given pay period, and excluding hours worked as a result of a shift trade, will be compensated for extra hours worked at a straight time hourly rate.

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.
- Fire Captains Working Out of Classification - Fire Captains Working out of Class up as Battalion Chief shall earn one half hour pay for every four hours worked. To be eligible to work, as a Battalion Chief the employee must meet the minimum standards required for the role as determined by the Fire Chief.

ATTACHMENT 3



CITY OF VICTORVILLE
FISCAL YEAR 2020-2021 PART-TIME TABLE OF COMPENSATION
Revised and adopted by the City of Victorville Council as of 7/1/2020

Title	Salary Range	Current Hourly Rate	Hourly Rate Effective January 1, 2021
Aquatic Aide	M	\$13.00	\$14.00
Recreation Leader I	M	\$13.00	\$14.00
Lifeguard	1	\$14.25	\$15.25
Senior Recreation Leader	1	\$14.25	\$15.25
Senior Lifeguard	2	\$15.50	\$16.50
Administrative Intern	2	\$15.50	\$16.50
Library Aide	2	\$15.50	\$16.50
Recreation Specialist	3	\$17.00	\$18.00
Pool Manager	3	\$17.00	\$18.00
Library Clerk	4	\$20.25	\$20.25
Office Aide	4	\$20.25	\$20.25
Maintenance Aide	5	\$21.50	\$21.50
Vehicle Service Worker	5	\$21.50	\$21.50
Library Technician	6	\$23.25	\$23.25
Engineering Intern	6	\$23.25	\$23.25

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