

RESOLUTION NO. 2020-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, ADOPTING THE FISCAL YEAR 2020-21 SALARY RESOLUTION AND RESCINDING RESOLUTION NO. 2019-35

THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

SECTION 1. PURPOSE. This resolution is enacted in order to create a basic compensation policy and establish a basic compensation plan for municipal employment by the City of Whittier.

SECTION 2. CLASSES OF EMPLOYMENT INCLUDED. Subject to the limitations contained in this resolution, there is hereby created a compensation plan, which shall be applied to all employees in the service of the City.

SECTION 3. INITIAL APPOINTMENT. The compensation in the case of initial appointment to any class listed in Section 13 hereof shall be at the minimum step in the range; provided that the City Manager or designee may approve a higher unadjusted base salary rate at any step within the range if he/she shall find that the person appointed thereto is reasonably entitled, because of his or her experience or ability, to a rate in any one of the steps above the minimum or that it is impracticable to obtain qualified appointees at the established minimum rate or at any one of the higher steps below the maximum. In no instance shall the unadjusted base salary rate allowed for any class be neither less than the minimum nor more than the maximum step in the salary range.

SECTION 4. NUMBER OF POSITIONS. The number of positions within each job classification of this resolution shall not exceed the number appearing in the approved budget for the current fiscal year; provided further, that no additional positions shall be created nor persons employed except upon recommendation of the City Manager and approval by the City Council.

The City Manager or designee may appoint employees in one classification to perform duties of another classification or higher classification and provide compensation in addition to salaries for such performance if such compensation does not require additional appropriations.

SECTION 5. WORKING HOURS AND WORK WEEK. All officers and employees of the City of Whittier shall work the hours and times as specified in ARTICLE X of the Personnel Rules and Regulations and current Memorandums of Understanding.

SECTION 6. OVERTIME. Overtime work and compensation therefore shall be governed and regulated in accordance with ARTICLE X, Section 12, of the Personnel Rules and Regulations and current Memorandums of Understanding.

SECTION 7. ONE POSITION. A person who holds a full-time position in the City service shall not hold any other City position whether full or part-time except upon prior written authorization of the City Manager or designee.

**SECTION 8. EXPENSES. Traveling.** All officers and employees who shall be obliged to travel in the performance of their duties shall receive the amount of their expenses for transportation, meals, lodging and incidentals necessarily incurred thereby in addition to the compensation otherwise provided. No allowance shall be made for transportation between the home of any person and the place where such person is ordinarily required to report for duty. In case of any doubt as to the necessity for the incurring of any expense, the City Manager or designee shall determine whether such necessity existed and may allow, reject, or modify any claim or any item or items thereof.

**Payment.** All expenses shall be audited and paid, as are other claims against the City on prescribed forms to be used in making such claims. Receipts or other evidence of payment of the amounts claimed by the party entitled thereto may be required.

All persons shall be furnished with necessary supplies and quarters with and in which to carry on their business, but this shall not include living quarters or personal expenses except as herein expressly provided.

**SECTION 9. CONVENTION EXPENSES.** Employees will be reimbursed for convention registration fees and for transportation by the method approved by the City Manager or designee.

Members of the City Council who shall be obliged to travel for the purposes of conducting City Council business or attending conventions shall be reimbursed for registration, transportation, meals, lodging and incidentals necessarily incurred by their convention attendance; or any fixed amount previously established by official action of the City Council, in accordance with the City Council, Board and Commission reimbursement policy.

**SECTION 10. HOLIDAYS.** The following days shall be deemed to be holidays for the City of Whittier:

- (1) January 1, known as New Year's Day;
- (2) The third Monday in January, known as Martin Luther King, Jr.'s birthday; (holiday not provided for Police safety employees)
- (3) The third Monday in February, known as Presidents' Day;
- (4) Good Friday, the last four (4) hours of scheduled workday (holiday provided for sworn Police employees only);
- (5) The last Monday in May, known as Memorial Day;
- (6) July 4, known as Independence Day;
- (7) The first Monday in September, known as Labor Day;
- (8) November 11, known as Veterans Day;
- (9) The day in November designated as Thanksgiving Day, and the day immediately following such Thanksgiving Day;
- (10) December 24, known as Christmas Eve, the last four (4) hours of scheduled work day;
- (11) December 25, known as Christmas Day; and
- (12) December 31, known as New Year's Eve, the last four (4) hours of scheduled work day.

- (13) Floating Holiday – Civilian employees who are granted time off with pay for City designated holidays and who have completed six months of City service shall be entitled to twenty (20) hours of Floating Holiday paid leave time that may be used in one (1) hour increments (no partial hours) during the fiscal year. Employees wishing to use Floating Holiday leave shall request the prior approval of their supervisor. Floating Holiday leave hours are not accruable and are not subject to compensation upon separation from City service. (Not provided for sworn police employees.)

A holiday is considered a maximum of eight (8) hours regardless of the employee's work schedule (such as 9-80, 4-10, etc.), unless fewer hours are indicated for a holiday in this section such as a four (4) hour holiday.

An employee working on the date of the actual holiday as designated in 1-12 above shall be paid at the regular hourly rate of pay for the hours worked. (Example: For an eight (8) hour holiday, a 10 hour per day employee working on December 25 shall be compensated for 10 hours at straight time, plus 8 hours of holiday at straight time, plus 4 hours of holiday pay at straight time, resulting in a total of 22 hours of straight time pay.)

If a holiday in 1-12 above occurs on an employee's scheduled work day and he/she is given the holiday off (i.e. the employee does not work on the holiday), the employee will receive 8 hours of holiday pay (or 4 hours, if a ½ day holiday) at straight time. The employee shall make up the difference, if any, between the number of holiday hours paid and the number of hours the employee was scheduled to work by using his/her accrued, unused vacation leave, compensatory time off leave, or the 8 hours of Personal Necessity Leave not charged to his/her accrued, unused Sick Leave.

If a holiday designated in 1-12 above is not an employee's scheduled work day and in fact does not work the holiday, the employee will receive 8 (or 4) hours of holiday pay at straight time.

If a Solid Waste employee works on the Friday preceding a holiday that falls on Saturday, or works on the Monday following a holiday that falls on Sunday, the Friday or Monday shall be considered their holiday and be compensated as provided in this section.

If a Solid Waste employee works on a holiday that actually falls on a Saturday and/or a Sunday, he/she shall be paid his/her regular hourly rate of pay for the hours worked as if it was a regular work day (i.e. a non-holiday).

An employee is entitled to receive Holiday Pay only once for each holiday indicated in this section. For example, if a 10 hour per day employee works on a Friday preceding a holiday that falls on Saturday and on the next day he/she works the actual Saturday holiday, he/she would be paid straight time for the hours worked on Friday. If an actual holiday occurs on a consecutive Saturday and Sunday, and the employee works both of those holidays, he/she would be paid a total of 22 hours at straight time per holiday consistent with the above example.

Based on each department's work hours and days of operation, if January 1, July 4, November 11, December 24, 25 or 31 fall on a Saturday or Sunday, and that day is the employee's scheduled day off from work, the affected employee may receive a different day off with pay at his/her regular hourly rate of pay in lieu of the actual holiday as follows:

Actual Holiday Falls On Employee's Day Off

Saturday  
 Sunday  
 Consecutive Friday/Saturday or  
 Consecutive Sunday/Monday

Employee Will Be Given Day Off With Pay

Preceding Friday  
 Following Monday  
 City Manager designates day off  
 in lieu of actual holiday.

For certain employees, if the actual holiday falls on the employee's scheduled day off from work, and the employee does not work on that day, he/she shall be paid at his/her regular hourly rate of pay in lieu of the actual holiday, or will be given a different day off with pay at his/her regular hourly rate of pay in lieu of the actual holiday as determined by his/her department head.

Closure of Certain Services Christmas through New Year's Day: City Hall and the Main and Branch Libraries will be closed for City designated holidays between Christmas and New Year's Day. During this time period, the City will continue to provide employees the option on their regular work days that are not City designated holidays to either work (as available) or take time off. Employees who choose to work on their regular work days that are not City designated holidays would be assigned by their department head to work at other City facilities open during this period (as available). Employees who choose to take time off on their regular work days that are not City designated holidays would have the option:

- a) To use their eligible accrued leave, or
- b) If they do not have eligible accrued leave, the City will advance the leave time that would be deducted from the employee's leave time they would otherwise earn in the future; or
- c) To take leave without pay.

The City Council reserves the option not to close City facilities each year in which case employees would be notified of the holiday work schedule.

**SECTION 11. ALLOCATION OF CLASSES TO COMPENSATION RANGES.**  
 The positions enumerated in the table and index in Section 13 hereof, are classified positions in the classified service of the City. The applicable schedule number for each position is set out in Arabic numerals in the column headed "Schedule No." and opposite the title of each position of this resolution, comprising the Standard Salary Schedule. The schedule number indicates the rate or rates of compensation which are applicable to the respective positions and which are to be found in the Standard Salary Schedule.

**SECTION 12. TABLE AND INDEX.**

Title	Schedule No.
Account Specialist I	138
Account Specialist II	157
Accounting Technician	176
Administrative Secretary	177
Assistant Planner	255
Associate Planner	274

## SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Building Inspector I	224
Building Inspector II	243
Business License Inspector	202
Business License Specialist I	138
Business License Specialist II	157
City Clerk Specialist	168
Civil Engineering Assistant	264
Civil Engineering Associate	283
Code Enforcement Officer I	197
Code Enforcement Officer II	216
Collection Systems CCTV Technician	229
Community Services Coordinator I	189
Community Services Coordinator II	208
Community Services Officer	184
Crime Analysis Assistant	170
Crime Analyst	216
Cross Connection Specialist I	210
Cross Connection Specialist II	229
Customer Service Clerk	149
Data Processing Specialist	202
Engineering Technician I	199
Engineering Technician II	219
Equipment Operator	184
Equipment Service Worker	152
Facilities Maintenance Worker	187
Fleet Mechanic I	182
Fleet Mechanic II	200
Gas Control System Specialist	222
Information Services Technician	239
Landfill Equipment Operator	184
Landfill Gatekeeper	156
Librarian I	218
Librarian II	237
Librarian I (Grant Funded)	218
Librarian II (Grant Funded)	237
Library Assistant I	143
Library Assistant II	162
Library Assistant III	176
Maintenance Electrician	218
Meter Reader	163
Motor Sweeper Operator	182
Office Specialist I	114
Office Specialist II	134

## SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Office Specialist III	149
Park Equipment Operator	174
Park Maintenance Worker I	140
Park Maintenance Worker II	159
Parking Enforcement Officer	155
Permit Technician I	177
Permit Technician II	196
Police Dispatcher I	198
Police Dispatcher II	217
Police Forensic Specialist I	226
Police Forensic Specialist II	246
Police Officer	01
Police Officer Trainee	233
Police Sergeant	08
Police Services Assistant I	140
Police Services Assistant II	159
Police Services Assistant III	173
Police Services Assistant Trainee	124
Property and Evidence Technician	188
Public Works Inspector I	214
Public Works Inspector II	233
Records Specialist I	114
Records Specialist II	134
Secretary	163
Senior Accounting Technician	202
Senior Building Inspector/Plan Checker	271
Senior Code Enforcement Officer	235
Senior Engineering Technician	233
Senior Facilities Maintenance Worker	206
Senior Fleet Mechanic	219
Senior Landfill Equipment Operator	203
Senior Maintenance Electrician	237
Senior Park Equipment Operator	203
Senior Park Maintenance Worker	178
Senior Police Dispatcher	236
Senior Police Forensic Specialist	271
Senior Police Services Assistant	206
Senior Programmer Analyst	276
Senior Property and Evidence Technician	207
Senior Sewer Equipment Operator	181
Senior Solid Waste Worker	203
Senior Street Maintenance Worker	181
Senior Tree Trimmer/Climber	188
Senior Water Utility Worker	201
Sewer Equipment Operator	162

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Solid Waste Worker	184
Stores/Purchasing Coordinator	177
Street Maintenance Worker I	142
Street Maintenance Worker II	162
Telemetry/Water Technician	253
Telephone Operator/Receptionist I	124
Telephone Operator /Receptionist II	144
Tree Trimmer-Climber I	150
Tree Trimmer-Climber II	169
Warehouse Worker	142
Water Production Specialist	229
Water Treatment Plant Operator I	189
Water Treatment Plant Operator II	208
Water Utility Specialist	229
Water Utility Worker I	163
Water Utility Worker II	182

SECTION 13. BASIC COMPENSATION PLAN. The compensation in the table under the columns headed "Step 1" through "Step 6" in Section 14 hereof indicates the monthly unadjusted base salary rates applicable to positions which are on a six-step rate of compensation.

SECTION 14A. STANDARD SALARY SCHEDULE FOR CLASSIFIED NON-MANAGEMENT EMPLOYEES.

This schedule is effective the first pay period beginning on or after July 1, 2018 for all departments.

$$\frac{\text{Monthly Rate} \times 12}{26 \text{ Pay Periods}} = \text{One 80-Hour Pay Period} \quad \frac{\text{Monthly Rate} \times 12}{2080} = \text{Hourly Rate}$$

or

$$.005769 \times \text{Monthly Rate} = \text{Hourly Rate}$$

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	2523	2649	2782	2920	3067	3220
101	2536	2662	2795	2936	3082	3236
102	2548	2675	2810	2950	3098	3252
103	2560	2689	2824	2964	3113	3269
104	2574	2702	2837	2980	3128	3285
105	2586	2716	2852	2994	3144	3302
106	2599	2730	2866	3009	3160	3318
107	2613	2743	2880	3025	3175	3334
108	2626	2757	2895	3039	3192	3351
109	2638	2771	2909	3055	3207	3368

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
110	2652	2785	2923	3070	3224	3385
111	2665	2798	2939	3085	3239	3401
112	2678	2813	2953	3101	3255	3418
113	2692	2826	2967	3116	3272	3436
114	2705	2840	2983	3131	3288	3453
115	2719	2855	2997	3148	3305	3470
116	2733	2869	3012	3163	3321	3487
117	2746	2883	3028	3179	3337	3504
118	2759	2898	3042	3195	3355	3522
119	2774	2912	3058	3210	3371	3540
120	2787	2926	3073	3227	3389	3558
121	2801	2942	3088	3243	3405	3575
122	2816	2956	3104	3260	3422	3594
123	2829	2971	3119	3276	3439	3611
124	2843	2986	3135	3292	3456	3630
125	2858	3001	3151	3309	3474	3647
126	2872	3016	3166	3325	3491	3665
127	2886	3031	3183	3342	3509	3684
128	2901	3046	3198	3358	3526	3702
129	2915	3062	3214	3375	3543	3721
130	2930	3076	3231	3392	3562	3739
131	2945	3091	3246	3409	3579	3759
132	2959	3108	3263	3426	3597	3777
133	2975	3123	3279	3443	3615	3796
134	2989	3139	3295	3460	3634	3815
135	3004	3154	3312	3478	3651	3834
136	3019	3170	3328	3495	3670	3853
137	3034	3186	3346	3513	3688	3872
138	3049	3202	3362	3530	3706	3892
139	3065	3217	3378	3548	3725	3911
140	3080	3234	3396	3565	3743	3931
141	3096	3250	3412	3583	3763	3950
142	3111	3267	3430	3601	3781	3970
143	3126	3283	3447	3619	3800	3990
144	3142	3299	3463	3637	3819	4010
145	3158	3316	3481	3655	3839	4030
146	3173	3332	3498	3674	3857	4050
147	3190	3349	3516	3692	3877	4070
148	3205	3365	3534	3711	3896	4091
149	3222	3383	3552	3729	3916	4111

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
150	3237	3399	3569	3747	3935	4132
151	3253	3416	3588	3767	3954	4152
152	3270	3434	3605	3785	3975	4173
153	3286	3450	3623	3804	3994	4194
154	3303	3468	3641	3823	4014	4215
155	3319	3485	3659	3843	4034	4236
156	3335	3502	3678	3861	4055	4257
157	3353	3520	3696	3881	4074	4278
158	3369	3537	3715	3900	4095	4300
159	3386	3556	3733	3920	4115	4321
160	3403	3573	3752	3939	4136	4343
161	3420	3591	3771	3959	4157	4364
162	3437	3609	3789	3979	4178	4387
163	3454	3626	3808	3999	4198	4409
164	3472	3645	3827	4019	4220	4431
165	3489	3663	3847	4039	4240	4453
166	3507	3682	3865	4059	4262	4475
167	3524	3700	3885	4080	4283	4498
168	3541	3719	3904	4100	4305	4520
169	3559	3737	3924	4121	4327	4543
170	3577	3756	3943	4141	4348	4565
171	3595	3775	3964	4162	4370	4588
172	3613	3794	3983	4182	4391	4611
173	3631	3812	4003	4204	4414	4634
174	3649	3831	4023	4224	4435	4658
175	3667	3851	4044	4246	4458	4680
176	3686	3870	4063	4267	4480	4704
177	3704	3889	4084	4288	4502	4727
178	3723	3908	4104	4309	4524	4751
179	3741	3928	4125	4331	4548	4774
180	3760	3948	4145	4352	4570	4799
181	3779	3968	4166	4375	4593	4823
182	3798	3987	4187	4396	4616	4847
183	3816	4008	4208	4418	4639	4871
184	3836	4027	4229	4440	4663	4895
185	3855	4048	4250	4463	4685	4920
186	3875	4068	4271	4484	4709	4945
187	3894	4088	4293	4507	4732	4969
188	3913	4108	4314	4529	4756	4994
189	3933	4129	4336	4552	4780	5019
190	3952	4150	4357	4576	4804	5044
191	3972	4171	4379	4598	4828	5070
192	3991	4191	4401	4621	4852	5094
193	4012	4213	4423	4644	4876	5120

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
194	4031	4233	4445	4667	4901	5146
195	4052	4255	4467	4690	4925	5171
196	4072	4276	4490	4714	4950	5198
197	4093	4297	4512	4738	4974	5223
198	4113	4318	4535	4761	5000	5249
199	4134	4340	4557	4785	5025	5276
200	4154	4362	4580	4809	5049	5302
201	4175	4384	4603	4833	5075	5329
202	4196	4405	4626	4857	5100	5356
203	4217	4428	4649	4882	5126	5382
204	4238	4450	4672	4906	5152	5409
205	4259	4472	4696	4930	5177	5436
206	4280	4495	4719	4955	5203	5463
207	4302	4517	4743	4980	5229	5491
208	4323	4540	4766	5005	5255	5518
209	4345	4562	4791	5030	5282	5545
210	4367	4585	4814	5055	5307	5573
211	4389	4608	4838	5080	5334	5601
212	4411	4631	4863	5106	5361	5629
213	4432	4655	4887	5131	5387	5657
214	4455	4677	4912	5157	5415	5686
215	4477	4701	4936	5182	5442	5714
216	4500	4724	4961	5209	5469	5742
217	4522	4748	4986	5235	5496	5771
218	4545	4771	5010	5261	5524	5800
219	4567	4796	5036	5287	5551	5829
220	4590	4820	5060	5314	5579	5858
221	4613	4844	5086	5340	5607	5888
222	4636	4868	5112	5367	5635	5917
223	4660	4892	5137	5394	5663	5946
224	4682	4917	5163	5420	5692	5976
225	4706	4942	5189	5448	5721	6007
226	4729	4966	5214	5475	5749	6036
227	4753	4991	5241	5502	5778	6066
228	4777	5015	5266	5530	5807	6097
229	4801	5041	5293	5558	5835	6127
230	4825	5066	5320	5585	5865	6158
231	4849	5091	5346	5613	5894	6189
232	4873	5117	5373	5642	5923	6220
233	4897	5142	5400	5669	5953	6250
234	4922	5168	5426	5698	5983	6282
235	4947	5194	5454	5727	6013	6313
236	4971	5220	5481	5755	6042	6345
237	4996	5246	5508	5784	6073	6377

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
238	5021	5273	5536	5813	6103	6408
239	5046	5298	5564	5841	6134	6440
240	5072	5325	5591	5871	6164	6473
241	5097	5352	5619	5900	6195	6505
242	5122	5378	5648	5930	6226	6537
243	5148	5406	5675	5959	6258	6570
244	5174	5433	5704	5989	6288	6603
245	5200	5459	5733	6019	6320	6636
246	5225	5487	5762	6050	6352	6670
247	5252	5515	5790	6079	6384	6702
248	5278	5542	5819	6110	6415	6736
249	5304	5570	5848	6141	6447	6770
250	5331	5598	5877	6172	6480	6804
251	5358	5625	5907	6202	6512	6838
252	5384	5654	5936	6233	6545	6872
253	5411	5682	5966	6264	6577	6906
254	5439	5710	5995	6296	6610	6941
255	5465	5739	6026	6327	6643	6975
256	5493	5768	6056	6359	6677	7010
257	5521	5796	6086	6391	6710	7046
258	5548	5825	6116	6423	6743	7081
259	5576	5855	6147	6454	6777	7117
260	5604	5884	6178	6487	6811	7151
261	5631	5913	6208	6519	6845	7187
262	5660	5943	6240	6552	6880	7223
263	5688	5973	6271	6585	6914	7259
264	5716	6002	6303	6617	6948	7296
265	5745	6032	6333	6650	6983	7332
266	5774	6063	6365	6684	7018	7369
267	5803	6093	6397	6717	7053	7406
268	5831	6123	6430	6751	7088	7443
269	5861	6154	6462	6784	7124	7480
270	5890	6185	6493	6818	7160	7517
271	5919	6216	6526	6852	7196	7555
272	5949	6246	6559	6887	7231	7593
273	5979	6278	6592	6921	7267	7631
274	6009	6309	6625	6956	7304	7669
275	6039	6341	6657	6991	7340	7707
276	6069	6372	6691	7025	7377	7746
277	6100	6404	6725	7061	7414	7785
278	6130	6436	6758	7096	7451	7824
279	6160	6469	6792	7132	7488	7863
280	6191	6501	6825	7167	7526	7902
281	6222	6533	6860	7203	7563	7942

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
282	6254	6566	6894	7239	7601	7981
283	6284	6599	6929	7275	7639	8021
284	6316	6632	6964	7311	7677	8061
285	6348	6665	6999	7348	7715	8102
286	6380	6698	7034	7385	7754	8142
287	6411	6732	7068	7422	7793	8183
288	6443	6765	7103	7459	7832	8224
289	6476	6799	7139	7496	7871	8265
290	6508	6834	7175	7534	7910	8306
291	6541	6868	7211	7572	7950	8348
292	6573	6901	7247	7610	7990	8390
293	6606	6936	7283	7648	8030	8432
294	6639	6971	7320	7685	8070	8474
295	6673	7006	7356	7724	8110	8516
296	6706	7041	7393	7762	8151	8559
297	6739	7077	7430	7801	8192	8601
298	6773	7111	7467	7840	8233	8644
299	6807	7147	7504	7879	8274	8687
300	6841	7183	7542	7919	8315	8731

**SECTION 14B. POLICE STANDARD SALARY SCHEDULE.**

This Schedule is effective the first pay period beginning on or after July 1, 2019.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
01	5979	6288	6587	6953	7382	7855
08	7630	8018	8421	8889	9413	10,024

**SECTION 15. SPECIAL PAY PROVISIONS FOR CLASSIFIED POSITIONS.** (Unless specifically authorized for employees not in classified positions.)

**A. Special Assignments**

- Police Officer Special Assignment Pay - Effective the first pay period beginning on or after July 1, 2007, when a Police Officer is assigned to a Special Assignment by the Chief of Police, he/she shall be compensated at a percentage higher than his/her unadjusted base salary rate as follows:

<u>Special Assignment</u>	<u>Compensation</u>
A. Administration (Community Relations, Personnel, Training)	4%
B. Bicycle	4%
C. Canine (Per the November 2018 side-letter: in addition to the 4% special assignment compensation, Canine Officers will be compensated to work up to 25 hours per month during their non-regularly scheduled work hours to perform associated duties such as feeding, caring and training a City provided canine for law enforcement work. The first 11 hours will be compensated at the federal minimum wage and the remaining 14 hours will paid at the overtime rate of 1.5 times the federal minimum wage.)	4%
D. Field Training Officer	4%

(Compensation provided in compliance with current WPOA MOU)

- |  |    |
|--|----|
| E. Mental Evaluation Team (MET)  | 4% |
| F. School Resource Officer   | 4% |
| G. Traffic Investigators   | 4% |
| H. Whittwood   | 4% |
| I. Corporal  | 7% |
| J. Detectives  | 5% |
| a. Auto Theft  |    |
| b. Burglary/Commercial   |    |
| c. Burglary/Residential  |    |
| d. Domestic Violence   |    |
| e. Forgery   |    |
| f. Homicide  |    |
| g. Robbery   |    |
| h. Sex Crimes  |    |
| i. Vice/Narcotics  |    |
| j. LA Impact   |    |
| k. TRAP  |    |
| l. POP   |    |
| m. SET   |    |
| K. Lead Officer/Lead Detective/Santa Fe Springs Police Service Center  |    |
| A Police Officer, when assigned by the Chief of Police to serve as a Lead Officer or Lead Detective in Santa Fe Springs, shall be compensated at \$250 per month higher than his/her unadjusted base salary rate. Upon the assignment being eliminated or replaced by a Corporal, the \$250 special assignment pay will be discontinued. If the former Lead is assigned as a Corporal, he/she will receive Corporal pay of 7%. |    |
| L. Motorcycle Officer  | 5% |
| (Per the November 2018 side-letter: all cleaning and maintenance of motorcycles that is performed by an officer shall be performed during the officer's regularly scheduled work hours.)   |    |
| M. Community Impact Team (CIT)   | 4% |
2. Sewer Maintenance - A Maintenance Worker and/or Sewer Equipment Operator when assigned by the Director of Public Works to perform sewer installation/repair and/or sewer equipment operation shall be compensated at five ranges higher than their unadjusted base salary rate.
  3. Police Supervisory Assignment - The City Manager, based on unusual circumstances usually of a long term nature, may approve special assignment pay of 5% for a Police Officer while he/she is assigned to perform the duties of a Sergeant, or for an "A" Shift Sergeant while he/she is assigned to perform the duties of a Lieutenant on "A" Shift.
  4. Maintenance Worker - A Maintenance Worker when assigned by the Director of Public Works to schedule and coordinate the work activities for the Paint Truck and/or Sign Truck shall be compensated at five ranges higher than their unadjusted base salary rate.
  5. Minutes Secretary - When an employee is assigned to and actually performs the duties of a Minutes Secretary (such as taking and preparing

minutes of City Board or Commission meetings), which is higher level work than the employee's current classification, he/she shall be compensated at five percent (5%) higher than his/her unadjusted base salary rate.

B. Shift Differential

1. Clerical employees in the Police Department, Community Services Officers, Equipment Service Workers, Fleet Mechanics, Water Treatment Plant Operator, and Motor Sweeper Operators, assigned to shifts between 2:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate, not to exceed \$1.11 per hour.
2. Library Assistant I/II, Library Assistant III and Librarian I/II, assigned to shifts between 5:00 p.m. and 9:00 p.m., shall be compensated at ten (10) salary ranges higher than their unadjusted base salary rate not to exceed seventy-five cents (\$0.75) per hour.
3. City Employees on Special Night-Time Assignment and not on regular shift, between the hours of 11:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate.
4. Park Maintenance Worker I/II and Senior Park Maintenance Worker personnel assigned to shifts between 6:00 p.m. to 11:00 p.m. of any day, will be paid a flat \$15 per month shift differential, prorated on a semi-monthly basis for shift assignments that involve less than a full month. Employees in this classification who work on Saturday and/or Sunday shall be compensated at ten percent (10%) higher than their unadjusted base salary rate for only those hours worked on Saturday and/or Sunday.

C. Court Pay

1. On Call Court Pay

City Employees (non-WPOA) subject to call by court subpoena during hours other than regularly scheduled working hours and required to standby for further call to a court proceeding, shall be paid a flat "standby" fee of \$40 or 2 hours of compensatory time per day, at the choice of the affected employee.

Effective the first pay period commencing on or after July 1, 2018, when an off-duty WPOA unit employee is placed on-call for a court/DMV proceeding arising out of the employee's employment with the City, the employee shall be paid for 2.5 hours at the employee's regular rate for each morning court session and 2.5 hours for each afternoon court session that the employee is in such on-call capacity. An employee who is on call who is required to physically appear for a court/DMV proceeding shall be paid for a minimum of 3 hours or their actual time spent in court, whichever is greater, at time and one half the employee's regular rate of pay in lieu of any on-call compensation for that court session.

On-call court during hours other than regularly scheduled working hours is not considered time worked and is not subject to overtime rules or limitations.

2. Court Pay

City Employees (non-WPOA) called to testify in court on behalf of the City during hours other than their regularly scheduled working hours will be compensated for a minimum of two hours at one and one-half times their unadjusted base salary rate. Time spent in court during regularly scheduled working hours is not classed as overtime and is compensated at the employee's unadjusted base salary rate.

D. Move-Up Pay

1. Non-sworn Classified Employees who are required to work in a higher classification shall be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head, and must serve a qualifying period of five (5) work days (including non-consecutive work days) each fiscal year. Move-up pay will be provided for a work day of at least eight (8) consecutive hours. An employee shall not be on a Move-Up assignment of more than thirty (30) days without the prior approval of his/her department head and Director of Administrative Services. Employees shall receive their unadjusted base salary rate if they use sick leave or vacation leave while on Move-Up status.
2. Unclassified Management and Confidential Employees who are required to work in a higher classification may be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head and serve a qualifying period of thirty (30) consecutive calendar days per occurrence which, if satisfied, would result in the employee receiving the Move-Up Pay retroactive to the first day worked in the higher capacity.
3. Corporal (Police Department). A Corporal assigned by the Chief of Police in a move-up capacity in the absence of a Sergeant shall be compensated at five percent (5%) Move-Up Pay above his/her unadjusted base salary rate commencing after he/she serves four (4) continuous weeks in the move-up capacity of a Sergeant.

E. POST Certification Program (effective the first pay period on or after July 1, 2018)

A Police Officer, Police Sergeant, Police Lieutenant, or Police Captain who possesses a Peace Officers Standards and Training (POST) Certificate will be compensated for the highest POST certificate attained, at 5% higher than his/her unadjusted base salary rate for an Intermediate POST Certificate, and 10% higher than his/her unadjusted base salary rate for an Advanced POST Certificate subject to the approval of the Chief of Police and Director of Administrative Services. Effective July 12, 2008, a Police Sergeant who possesses a POST Supervisory Certificate will be compensated at 2% higher than his/her unadjusted base salary rate (maximum 12% when combined with a POST Advanced Certificate).

F. Education Pay for Sworn Personnel

1. Police Officer and Sergeant. Effective July 1, 2006, eligible Police Officers and Sergeants shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
  - a. A.A. degree – 2% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - b. Bachelor's degree – 4% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - c. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - d. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.
  
2. Police Lieutenant and Captain. Effective July 1, 2006, eligible Police Lieutenants and Captains shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
  - a. Bachelor's degree – 4% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - b. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - c. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.
  
3. Chief of Police. Effective July 1, 2006, eligible Chief of Police shall receive the following education-related compensation to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
  - a. Master's degree – 5% of the unadjusted base salary rate of a Police Officer, Step 6, regardless of the classification of the eligible employee.
  - b. A degree rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.

G. Park Tree Crew

Park Department tree crews that are required to remain at work locations during lunch periods, but not performing duties, such lunch periods will be considered as part of the normal eight-hour work shift. When such tree crew employees are required to perform normal duties during lunch periods, such time will be

compensated in accordance with standard procedures for overtime, at a straight time rate.

H. Police Department Employee Uniforms

Effective February 1, 2005, all full-time sworn personnel and civilian personnel in classified positions required by the Chief of Police to wear a City approved uniform should receive the following:

Uniform Voucher Upon Appointment (City approved uniform and equipment)

Police Officer	Up to \$1,200
Motor Officer	Up to \$700
Designated Civilian Classified Positions	Up to \$400 (\$200 annually thereafter)

Designated Civilian Classified Positions

1. Effective July 1, 2007, Uniform Replacement Voucher up to \$200 per year for City approved shirt with patches, pants, alterations and/or equipment.
2. Uniform Maintenance Allowance \$300 per calendar year, paid at the end of each calendar quarter.

Sworn Police Classified Positions

Effective the first pay period on or after July 1, 2018, the City will provide all employees in sworn police classified positions a Uniform replacement, repair and maintenance allowance of \$700 per year to be paid in a separate check in December of each year. The above amount is for City approved shirt with patches, pants, alterations and/or equipment.

If a Police Officer or Sergeant's uniform is not in an appropriate condition, the affected employee can be required by his/her supervisor to purchase a new uniform. This requirement is not a grievable matter.

I. Pager Pay

Police Department employees who are in the following classifications and required by the Chief of Police to carry a pager on their person during non-work hours shall be compensated at \$50 per month higher than their unadjusted base salary rate or pro-rated equivalent for each day they actually carry the pager as follows:

<u>Effective Date</u>	<u>Designated Classification</u>
July 1, 1991	Police Officer (excluding those assigned to the Patrol Division and effective November 19, 2005, excluding those assigned to Detectives)
May 1, 1992	Police Information Systems Coordinator
July 1, 1994	Canine Officer
February 1, 1996	Police Forensic Specialist I/II and Senior Police Forensic Specialist
July 1, 1998	Property and Evidence Technician

A non-sworn employee who receives pager pay, upon receiving a page message, shall telephone the paging party. The employee is not required to return to work, except as may be otherwise required under the City's policies and procedures such as in the case of an emergency or disaster in which other employees also are required to return to work.

J. Bilingual Pay

1. Police Officers (effective the first pay period on or after July 1, 2018)

A Police Officer or Sergeant who speaks and understands Spanish, or any other language designated by the Police Chief (other than English), shall be compensated an additional two hundred dollars (\$200) per month. An eligible employee may apply for this pay at any time but must pass an initial and renewal competency test administered by the City that measures if the employee is fluent at a conversational level in speaking, reading and writing that language. The skill level associated with the competency test shall not be modified during the term of this agreement.

Any employee who receives bilingual pay pursuant to this Article XI shall use their bilingual skills as needed and/or directed by a supervisor. If an employee does not use his or her bilingual skills as needed and/or directed, the Chief may revoke bilingual pay for the employee. This subsection shall not be interpreted to limit the Chief's discretion to take any other personnel action he or she deems appropriate if an employee fails to use their bilingual skills as necessary and/or directed.

The City may require re-certification of an employee's bilingual skills on a periodic basis as may be determined by the City.

Employees on any form of leave time in excess of 30 consecutive calendar days shall be deemed not to be using their bilingual skills on a regular basis and shall be ineligible to receive bilingual pay until they return to duty.

An employee, who becomes certified to receive bilingual pay, shall be compensated with said pay effective the beginning of the first pay period immediately following certification.

In the event an employee is not successful in passing such competency testing to qualify for bilingual pay, or has his or her bilingual pay revoked by the Chief, said employee may re-apply for eligibility at least six (6) months after the testing. (1992-1993, 2004-2005)

2. Civilian Employees

Civilian employees (except those in management, confidential, part-time and temporary positions) who are required by their department head to speak and understand a language other than English on a regular basis shall be compensated at \$90 per month higher than their unadjusted base salary rate effective June 27, 1999.

Bilingual pay will be provided to at least one (1) employee per department, and division, and location (facility) and shift as may be applicable. A department head may authorize Bilingual Pay for additional employees based on his/her department's needs. Employees receiving Bilingual Pay as of February 1, 2006, shall continue to receive Bilingual Pay subject to meeting the terms and conditions for receipt of this pay.

An eligible employee may apply for bilingual pay, at any time, in writing, subject to the approval of his/her department head. Only those employees whose bilingual skills are utilized on a regular basis as an integral part of his/her job duties shall be considered. "Integral part of an employee's job duties" means an employee who assists the public on the telephone and/or in person at their assigned workplace for a majority of each workday on a regular basis. Notwithstanding the above, all employees, whether they receive Bilingual Pay or not, shall provide quality customer service at all

times, including the use of English and/or other language skills to the best of his/her ability.

If the employee is no longer required to use bilingual skills on a regular basis as described above, the pay may be discontinued by his/her department head. The decision of the department head to grant and/or discontinue the bilingual pay shall not be grievable.

An employee may be required to pass a competency test to receive and/or continue to receive Bilingual Pay as may be determined by the City. In the event an employee is not successful in passing such competency testing to qualify for bilingual pay, said employee may re-apply for eligibility at least six (6) months after the testing.

Employees on any form of leave time in excess of 30 consecutive calendar days shall not receive bilingual pay until they return to duty.

Bilingual pay shall be effective at the beginning of the first pay period immediately following the department head's approval.

3. Management and Confidential Employees

Management and Confidential employees, covered under Sections 17-20C of this resolution, who are required by their department to speak and understand Spanish on a regular basis, shall be compensated above their unadjusted base salary rate as follows:

Civilian \$90 per month  
Sworn \$200 per month (effective 7/1/17)

In order for a management or confidential employee to receive bilingual pay on an initial and recurring basis, each such employee shall meet the following terms and conditions:

- a) The department head must submit a written justification to the City Manager including, but not limited to, the nature and extent/frequency the employee will use the skill, and the names of other employees on the same shift/assignment, and in the same section/division/department who are currently receiving Bilingual Pay.
- b) The employee must successfully pass a competency exam on an initial basis and thereafter periodically as determined by the City.
- c) The employee who is granted Bilingual Pay must be approved annually to continue to receive this pay, including the department head's written re-justification to be submitted to the City Manager for approval.
- d) The City can discontinue providing bilingual pay to any employee at any time and such decision shall be final.
- e) An employee off duty for more than 30 consecutive calendar days will not receive Bilingual Pay during his/her absence.

K. Standby Pay

Non-sworn employees in the classified service, assigned by their Department Head or designee to be in an available status during non-working hours, will receive standby pay as follows: Monday through Friday, two (2) hours per day at straight time; or Saturday, Sunday and Holidays, four (4) hours per day at straight time. Standby time is not considered as time worked and is not subject to overtime rules or limitations.

The City may assign an employee to standby status whenever deemed necessary and shall provide the employee advance written notice of said assignment as soon as practical (when possible at least eight (8) hours prior to the standby period).

The employee will receive standby pay whether he/she works or not. An employee on standby status who does not report to work promptly when called will receive appropriate disciplinary action, and will not be paid for the standby duty.

Employees placed on standby duty assigned a City vehicle to drive to their residence shall do so in accordance with City procedures for use of City vehicles.

L. Emergency Call Back Pay

Employees in the classified service who are off-duty and required by the City to return to work shall report to work promptly, work as many hours as required and will receive a minimum of three (3) hours pay per occurrence. If the employee is required to return to work within the same three-hour period, he/she shall not receive additional pay until the total hours worked exceed the three-hour time period.

M. Call Back After 12 Hours of Continuous Work

A non-sworn employee in the classified service, who is working as a result of a Call Back situation and works more than 12 consecutive hours will receive an 8-hour break prior to the start of his/her next regular work shift. If a portion of the 8-hour break overlaps the start of the employee's next regular work shift, he/she has the option of returning to work at the start of his/her regular work shift or using accrued leave for that portion of the regular work shift to provide the 8-hour break. Prior to the end of the Call Back work time, the employee shall notify his/her supervisor of the time he/she will return for their next regular work shift. Notwithstanding the above, in the event the City needs the employee to return for his/her next regular work shift, the employee shall be required to do so.

N. Overtime Assignments – Police Supervisory/Management Positions

The Police Department will first offer overtime opportunities to police officers. If there are not enough police officers who sign up for each overtime assignment, the Department will provide personnel in higher ranks the option to sign up for the overtime assignment. Personnel in higher ranks who sign up for the overtime would be paid at Step 6 of Police Officer unless his/her current unadjusted base salary rate is lower than Step 6 of Police Officer, in which case they would be compensated at their current unadjusted base salary rate.

O. Water Certificate Pay Program

Effective August 9, 2009 (at the beginning of the first pay period after the approval of the WCEA MOU and Resolution No. 8224 by the City Council), the City will establish a Water Certificate Pay Program as follows. Water Division employees in the classifications indicated below who possess valid Water Certificate(s) issued by the California Department of Health Services that are above the level required in their respective City class specification, will be compensated at \$50 (fifty dollars) per month higher than their unadjusted base salary rate for each Certificate, not to exceed two (2) such higher level Water Certificate(s) or a total of \$100 (one

hundred dollars) per month. Employees can receive Water Certificate Pay for higher level Water Treatment and/or Water Distribution Certificates regardless of whether the employee is assigned to the Water Treatment Section or Water Distribution Section. An employee who receives Water Certificate Pay as provided in this section shall not receive any other pay for their Water Certificate(s). For example, an employee that receives Water Certificate Pay shall not receive Certificate Pay of \$15 (fifteen dollars) per month per the MOU between the City and WCEA for the period of 1990-91.

Employees are responsible to provide evidence that they possess valid and appropriate Water Certificates as may be required by the City. Upon City verification that the employee possesses valid and appropriate Water Certificate(s) under this Program, the Water Certificate Pay will be implemented at the start of the following pay period. Should an employee's Water Certificate(s) no longer be valid, the employee shall immediately inform their Manager and Department Head in writing of that fact. If the employee received Water Certificate Pay for which he/she was not eligible, the City will deduct that amount from the employee's pay check(s) and/or from payment of his/her accrued unused leave for which he/she would otherwise be eligible to receive as determined by the City.

For the purpose of this section, the Water Division classifications eligible to participate in the Water Certificate Pay Program are: Cross Connection Specialist I/II, Water Production Specialist, Water Treatment Plant Operator I/II, Water Utility Specialist, Water Utility Worker I/II, Telemetry/Water Technician, Water Distribution Supervisor, Water Production Supervisor and Water Manager.

**SECTION 16. POLICE SWORN MANAGERS MERIT PAY.** Effective July 12, 2008, Police Lieutenants, Captains and Chief of Police are eligible to be placed at a merit salary step of 2% (two percent) higher than their respective unadjusted base salary rate as follows. Advancement to the 2% merit step is both temporary and conditional upon achieving an overall performance evaluation rating of Exceeds Expectations or higher as determined by rules set forth by the City Manager. Sustained placement at the 2% merit step of the range is not guaranteed, but must be earned on an annual basis. If the employee does not achieve an overall performance evaluation rating of Exceeds Expectations or higher in a succeeding year, the result will be that the employee's salary is returned to his/her unadjusted base salary rate without the 2% merit step. Any such reversion shall not constitute disciplinary action or the taking of property and no administrative or judicial appeal of the reversion is provided for.

Eligibility to be placed at the 2% merit step shall include all of the following:

- Establishing specific performance goals to be accomplished within a designated time period.
- Receipt of a written performance evaluation documenting achievement of the aforementioned goals/time periods and an overall performance evaluation rating of at least "Exceeds Expectations" or higher.
- For Police Lieutenants and Captains, the recommendation of Chief of Police, review by the Director of Administrative Services and prior written approval of the City Manager. For the Chief of Police, written approval by the City Manager.

- Execution of a written acknowledgement and waiver signifying the employee’s waiver of eligibility to challenge removal of the 2% merit step, whether a challenge would be pursuant to Government Code 3304(b) or any other rule, regulation, charter provision or any other claimed authority.

SECTION 17. LEVELS OF MANAGEMENT. For purposes of compensation and clarification of the management organization structure of the City of Whittier, the following will describe the four levels of management.

LEVEL I – EXECUTIVE MANAGEMENT

Assistant City Manager	Director of Administrative Services
Assistant to the City Manager	Director of Community Development
Chief of Police	Director of Library Services
City Clerk	Director of Parks, Recreation & Community Services
City Manager (Appointed)	Director of Public Works
Council Member (Elected)	

LEVEL II – SENIOR MANAGEMENT

Assistant City Clerk	Capital Projects Administrator
Assistant Director of Administrative Services	Police Captain
Assistant Director of Library Services	Police Support Services Manager
Assistant Director of Public Works	

LEVEL III – MIDDLE MANAGEMENT

Accountant	Park Manager
Building Services Manager/Bldg. Official	Planning Services Manager
Business Development Manager	Police Lieutenant
Civil Engineer	Principal Accountant
Community Services Manager	Principal Planner
Deputy Director of Public Works	Public Works Manager
Development Project Manager	Records Systems Manager
Finance Manager	Revenue Manager
Fleet Manager	Senior Accountant
Human Resources/Risk Manager	Senior Civil Engineer
Information Systems Analyst	Senior Management Analyst
Information Technology/Records Manager	Senior Planner
Library Services Manager	Street Manager
Management Analyst I/II	Water Manager
Management Assistant	

LEVEL IV – SUPERVISORY MANAGEMENT

Code Enforcement Supervisor	Police Records Supervisor I/II
Community Services Supervisor	Police Sergeant
Facilities Maintenance Supervisor	Solid Waste Supervisor
Fleet Mechanic Supervisor	Street Maintenance Supervisor
Library Media Supervisor	Supervising Library Assistant
Office Supervisor	Tree Maintenance Supervisor
Park Maintenance Supervisor	Water Distribution Supervisor

Payroll Supervisor  
 Police Communications Supervisor

Water Production Supervisor

**SECTION 18. CIVILIAN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE.** The compensation in the following schedule indicates the monthly unadjusted base salary rates applicable to civilian classified positions in the classified service of the City.

All of the civilian classified management classifications listed below are exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective the first pay period beginning on or after July 1, 2018 for all departments.

	<u>Monthly Salary Range</u>	
Code Enforcement Supervisor	6349	8251
Community Services Supervisor	5288	6877
Facilities Maintenance Supervisor	5588	7261
Fleet Mechanic Supervisor	5774	7506
Library Media Supervisor	5265	6845
Office Supervisor	4364	5674
Park Maintenance Supervisor	5463	7101
Payroll Supervisor	4935	6419
Police Communications Supervisor	6076	7900
Police Records Supervisor I	5287	6875
Police Records Supervisor II	5812	7556
Solid Waste Supervisor	5578	7253
Street Maintenance Supervisor	5578	7253
Supervising Library Assistant	4173	5423
Tree Maintenance Supervisor	5463	7101
Water Distribution Supervisor	6023	7829
Water Production Supervisor	6023	7829

**SECTION 19. SWORN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE.** The compensation in the following schedule indicates the monthly unadjusted base salary rates applicable to police sworn classified positions in the classified service of the City.

All of the police sworn classified management classifications including Police Captain, Lieutenant and Sergeant are exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective the first pay period beginning on or after July 1, 2018.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Police Captain	10,663 – 13,862	14,139
Police Lieutenant	9,208 – 11,970	12,209

**SECTION 20. POSITIONS IN THE UNCLASSIFIED SERVICE PAID IN ACCORDANCE WITH SPECIAL PROVISIONS.** The compensation in the following schedules indicates the monthly unadjusted base salary rates applicable to unclassified positions in the unclassified service of the City. Members of the unclassified service serve at the pleasure of the appointing authority. Appointments, suspensions, salary

adjustments or dismissals affecting these classifications shall be made with the approval of the City Manager.

All classifications in the unclassified service are exempt from the provisions of the Fair Labor Standards Act, except employees in Seasonal, Temporary, Provisional, and Part-Time classifications.

**SECTION 20A. EXECUTIVE MANAGEMENT.**

This schedule is effective the first pay period beginning on or after July 1, 2020 all departments.

	<u>Monthly Salary Range</u>	<u>2% Merit</u>
Assistant City Manager	12,881 - 16,101	
Assistant to the City Manager	7,914 - 9,893	
Chief of Police	14,940 - 18,678	19,052
City Clerk	8,907 - 11,548	
City Manager	20,417 - 21,390	
Council Member	393.30	
Director of Administrative Services	13,589 - 16,983	
Director of Community Development	12,580 - 15,725	
Director of Library Services	10,281 - 12,850	
Director of Parks, Recreation & Community Services	11,504 - 14,381	
Director of Public Works	12,603 - 15,753	

**SECTION 20B. SENIOR MANAGEMENT.**

This schedule is effective the first pay period beginning on or after July 1, 2018 for all departments. Scope of duties encompasses oversight of multiple divisions and directly supports the department Director.

	<u>Monthly Salary Range</u>
Assistant City Clerk	6524 - 8482
Assistant Director of Administrative Services	10,193 - 12,738
Assistant Director of Library Services	7484 - 9727
Assistant Director of Public Works	9381 - 12,196
Capital Projects Administrator	11,407 - 14,259
Police Support Services Manager	8391 - 10,911

**SECTION 20C. MANAGEMENT.**

This schedule is effective the first pay period beginning on or after July 1, 2019 for all departments. This category includes both division managers and technical managers.

	<u>Monthly Salary Range</u>
Accountant	4975 - 6470
Building Services Manager/Building Official	8222 - 10,687
Business Development Manager	7246 - 8808
Civil Engineer	6724 - 8744
Community Services Manager	7246 - 9420
Deputy Director of Public Works	8528 - 11,085
Development Project Manager	8054 - 10,469
Finance Manager	7382 - 9595
Fleet Manager	6929 - 9005
Human Resources/Risk Manager	8229 - 10,698

	<u>Monthly Salary Range</u>
Information Systems Analyst	5966 - 7752
Information Technology/Records Manager	8229 - 10,698
Library Services Manager	7127 - 9264
Management Analyst I	5422 - 7049
Management Analyst II	5966 - 7752
Management Assistant	4950 - 6434
Park Manager	7688 - 9995
Planning Services Manager	8391 - 10,577
Principal Accountant	6420 - 8345
Principal Planner	7120 - 9258
Public Works Manager	7252 - 9427
Records Systems Manager	6401 - 8320
Revenue Manager	6401 - 8320
Senior Accountant	5970 - 7752
Senior Civil Engineer	8312 - 10,808
Senior Management Analyst	6420 - 8345
Senior Planner	6764 - 8795
Street Manager	7252 - 9427
Water Manager	8528 - 11,085

**SECTION 20D. CONFIDENTIAL.**

This schedule is effective the first pay period beginning on or after July 1, 2018 for all departments.

	<u>Monthly Salary Range</u>
Administrative Assistant	4620 - 6008
Executive Assistant to the City Manager	5083 - 6608
Human Resources Assistant	4408 - 5731
Admin. Secretary to the Assistant City Manager	4620 - 6008
Admin. Secretary to the City Manager	5083 - 6608
Admin. Secretary to the City Controller	4156 - 5364
Admin. Secretary to the Human Resources Director	4156 - 5364
Admin. Secretary to the Chief of Police	4156 - 5364

**SECTION 21. SEASONAL, TEMPORARY AND PART-TIME EMPLOYEES.**

This schedule is effective on January 1, 2020, and includes State minimum wage increase effective January 1, 2021.

		<u>Hourly Rate</u>	<u>Hourly Rate Effective 1/1/21</u>
Administrative Intern	F/H	13.00 - 16.04	14.00 - 16.04
Clerical (Temporary)	F/H	13.00 - 16.47	14.00 - 16.47
Contract Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00 - 75.00	25.00 - 75.00
Laborer (Temporary)	F/H	13.00 - 13.96	14.00 - 14.00
Library Aide	F/H	13.00 - 13.00	14.00 - 14.00
Library Assistant I (Temporary)	F/H	13.00 - 18.91	14.00 - 18.91
Library Page	F/H	13.00 - 13.00	14.00 - 14.00
Lifeguard I	F/H	13.00 - 13.00	14.00 - 14.00
Lifeguard II	F/H	13.00 - 13.00	14.00 - 14.00
Para-Police Reserve	F/H	20.37 - 20.37	20.37 - 20.37
Parking Lot Attendant (Temporary)	F/H	13.00 - 17.12	14.00 - 17.12

		Hourly Rate	Hourly Rate Effective 1/1/21
Pool Manager	F/H	14.42 - 19.96	14.42 - 19.96
Public Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35 - 34.16	27.35 - 34.16
Recreation Specialist I	F/H	13.00 - 13.00	14.00 - 14.00
Recreation Specialist II	F/H	13.00 - 13.00	14.00 - 14.00
Recreation Specialist III	F/H	13.00 - 13.48	14.00 - 14.00
Reference Assistant	F/H	20.39 - 23.18	20.39 - 23.18
Retired Annuitant Manager (not to exceed 960 hrs/fiscal year)	F/H	25.00 - 75.00	25.00 - 75.00
Retired Annuitant Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H	27.35 - 34.16	27.35 - 34.16
Security Officer	F/H	13.00 - 14.01	14.00 - 14.01
Senior Lifeguard	F/H	13.00 - 14.82	14.00 - 14.82
Sr. Recreation Specialist I	F/H	13.31 - 18.46	14.00 - 18.46
Sr. Recreation Specialist II	F/H	18.47 - 23.09	18.47 - 23.09
Solid Waste Worker (Temporary)	F/H	13.00 - 16.00	14.00 - 16.00
Staff Assistant I	F/H	13.00 - 21.44	14.00 - 21.44
Staff Assistant II	F/H	16.00 - 30.52	16.00 - 30.52
Trainee (Student)	F/H	13.00 - 13.00	14.00 - 14.00
Trainee (Clerical)	F/H	13.00 - 13.00	14.00 - 14.00
Trainee (Laborer)	F/H	13.00 - 13.00	14.00 - 14.00
Trainee (Technical)	F/H	13.00 - 15.60	14.00 - 15.60

SECTION 22. SPECIAL PAY PROVISIONS FOR UNCLASSIFIED POSITIONS. Notwithstanding Section 3 INITIAL APPOINTMENT and Section 23 SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES of the Salary Resolution, the City Manager is authorized to compensate a management employee, by administrative action, up to fifteen percent higher than his/her unadjusted base salary rate during such time as the responsibilities of a Manager of one department, due to a vacancy, are being administered by such Manager in addition to the administration of his or her regular duties.

SECTION 23. SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES. Employees in Executive Management, Management and Confidential classifications shall have their salaries adjusted according to the following performance-based procedure:

The City Manager or designee, at least annually, will complete a written performance evaluation for each employee. For Management and Confidential classifications, utilizing salary survey comparison data, the Consumer Price Index and employee performance evaluation, the City Manager or designee and Director of Administrative Services may develop salary range adjustments for the City Council to consider in the annual Salary Resolution. For Executive Management classifications, annual performance evaluation information may be submitted to the City Council for review, and following this review, the City Council may establish the Executive Management salary ranges for adoption in the annual Salary Resolution.

After the Salary Resolution is approved and adopted by the City Council, the salary adjustments will then be implemented for applicable employees subject to the following requirements: a current job performance evaluation is on file in which the employee received an overall rating of "meets expectations" or higher, the salary adjustment shall be recommended by the department head and receive the prior approval of the City Manager or designee, and any other terms and conditions as determined by the City.

A merit incentive leave program for designated management and other positions shall also be administered by the City Manager and Mayor and Council when appropriate, within the City Council's annual budget allocation. Participation of executive management and other positions shall be authorized by the City Manager and City Manager participation shall be authorized by the Mayor with City Council review.

During the fiscal year, a management and confidential employee's salary may be adjusted when all of the following conditions are adhered to: For all department heads - City Manager approval; for all other management and confidential employees - Department Head and Director of Administrative Services approval; proposed salary adjustment falls within the salary range for the affected classification as indicated by this Salary Resolution; department budget funds are available to pay for the salary adjustment; completion of a written performance evaluation; and processing of a Personnel Action Form or alternate method as determined by the City. Variation from this procedure or compensation adjustments beyond ranges set forth in this Salary Resolution require approval of the City Council.

The City Manager may grant a leave of absence with pay of forty (40) hours for a Management or Confidential employee for exemplary job performance or a personal or family emergency.

**SECTION 24. VACATION/SICK LEAVE FOR PRIOR SERVICE.** Notwithstanding vacation leave benefits provided by the City, management employees with comparable prior service in local government agencies may be granted credit for part or all of such services for the purposes of vacation leave accrual and credited with accrued sick leave subject to the recommendation of the department head, review of the Director of Administrative Services and approval of the City Manager. Notwithstanding the above, other positions for which the City has difficulty in staffing may also receive vacation and/or sick leave accrual credit in the manner described above.

**SECTION 25. TITLE.** This resolution shall be referred to as the "Salary Resolution of the City of Whittier" and is to be effective on the first pay period beginning on or after July 1, 2020, unless otherwise specified in this Resolution.

**SECTION 26. TERM.** This resolution shall remain in full force and effect until modified by approval of the City Council.

**SECTION 27. BUDGET.** Salary and benefit adjustments for all classified and exempt full-time employees, consistent with increases associated with related collective bargaining groups, have been programmed into projections and will be included in the 2020-21 budget.

**SECTION 28. CONFLICT REPEALED.** All previous resolutions of the City Council, or parts thereof, which are inconsistent with this Resolution are hereby repealed, revoked and rescinded to the extent of such inconsistency.

SECTION 29. The City Clerk shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 23rd day of June 2020.

  
JOSEPH A. VINATIERI, Mayor

ATTEST:

  
RIGOBERTO GARCIA JR., City Clerk  
(seal)

I CERTIFY THAT THE FOREGOING RESOLUTION NO. 2020-41 was passed and adopted by the City Council of the City of Whittier at the regular meeting held on the 23rd day of June 2020, by the following vote:

AYES: 5 Council Members: Vinatieri, Bouchot, Warner, Martinez, Dutra  
NOES: 0  
ABSTAIN: 0  
ABSENT: 0

  
RIGOBERTO GARCIA JR., City Clerk  
(seal)