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**Office of the
City Manager**

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Staff Report

ITEM NO. 4-3

To: Lemoore City Council
From: Jeff Laws, City Manager
Date: September 10, 2014 **Meeting Date:** September 16, 2014
Subject: Salary and Benefits for Unrepresented Management Employees;
Adoption of Resolution 2014-26

Discussion:

Council has discussed labor negotiations regarding unrepresented management employees during the Closed Session of the last two City Council Meetings. Based on direction received from Council, Resolution 2014-26 has been prepared to authorize the changes recommended by Council, as well as those benefits already in place (see attachment).

The items that changed are as follows:

Compensation: 2% increase in base salary, effective September 16, 2014

Holiday Leave: Increase of 4 hours each day on Christmas Eve and New Year's Eve (total increase in holiday leave of 8 hours)

Budget Impact:

It is estimated that this Resolution, once approved, will increase the cost to the City by approximately \$21,823 for 2014/2015.

Recommendation:

That the City Council, by motion, adopt Resolution 2014-26 Authorizing Salary and Benefits for Unrepresented Management Employees and authorize the necessary budget adjustments to accommodate its adoption.

RESOLUTION NO. 2014-26

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE
AUTHORIZING SALARY AND BENEFITS FOR
UNREPRESENTED MANAGEMENT EMPLOYEES**

At a Regular Meeting of the City Council of the City of Lemoore duly called and held on September 16, 2014 at 7:30 p.m. on said day, it was moved by Council Member _____, seconded by Council Member _____, and carried that the following Resolution be adopted.

WHEREAS, the majority of full-time employees of the City of Lemoore are organized in three formally recognized bargaining organizations. The remaining full-time employees exist as unrepresented management employees; and

WHEREAS, there is need for the City Council to clarify and update the salary and benefits for the unrepresented management employees to address the City’s budget needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lemoore as follows:

1. Compensation: Effective September 16, 2014, the unit will receive a wage adjustment of 2% to existing base salaries.

The schedule of salaries, effective September 16, 2014 will be as follows:

<u>Classification</u>	<u>Range No.</u>	<u>Monthly Amount</u>
Police Records Supervisor	330	(3,388 – 4,347)
Office Manager	330	(3,388 – 4,347)
Executive Secretary/Housing Specialist	343	(3,615 – 4,639)
Accountant	355	(3,838 – 4,925)
Administrative Analyst	379	(4,325 – 5,552)
City Clerk/Administrative Secretary	379	(4,325 – 5,552)
Superintendent	384	(4,435 – 5,692)
Project Manager	408	(5,000 – 6,416)
Police Commander	432	(5,636 – 7,234)
Parks/Recreation Director	449	(6,134 – 7,875)
Public Works/Planning Director	462	(6,546 – 8,403)
Finance Director	464	(6,611 – 8,488)
Chief of Police	477	(7,055 – 9,056)
City Manager	517	(8,615 – 11,056)

2. Out-of-Class Pay: An employee who is temporarily assigned to perform the majority of the functions of a position in a different classification for more than ten (10) consecutive business days shall receive out-of-class pay as follows:

- a. Rate of pay will be the greater of 5% above the employee's regular pay rate or the minimum (Step A) of the higher position's pay range.
- b. Employees working out-of-class pay must be assigned to do so by their supervisor.
- c. Personnel Action Forms are required in advance to document change in pay rate for the duration of assignment.
- d. Out-of-class assignments are limited to situations where there is a documented need to fill in temporarily.
- e. Under this provision, out-of-class pay will be paid retroactively beginning day 1, so long as 11 or more consecutive business days are worked.

3. Retirement:

- a. Classic Members – Employees hired prior to January 1, 2013, or those hired on or after that date that are not designated as “new members” to CalPERS by the Pension Reform Act of 2013, are eligible to participate in the CalPERS retirement system under the conditions set forth by the 2% at 55 Miscellaneous Plan for non-safety employees and the 2% at 50 Plan for safety members. The City will continue to pay 100% of the employer and employee contributions.
- b. New Members – Employees hired on or after January 1, 2013 and designated as “new members” to CalPERS are eligible to participate in the CalPERS retirement system under the conditions set forth by the 2% at 62 Miscellaneous Plan for non-safety employees and the 2% @ 57 Plan for safety employees. These employees pay the entire employee contribution rate, which is reviewed and set annually by CalPERS.

4. Health Insurance: The City contributes 70% of the least expensive health plus dental plan rates available to employees. Employees that decline all coverage will be provided an amount equal to the employee-only rate within the existing cafeteria plan.

5. State Disability Insurance: The City pays the SDI premium on behalf of the employee.

6. Holidays: The following days are designated holidays for employees:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve Day
Christmas Day	New Year's Eve Day

7. Floating Holidays: Employees shall be granted two (2) Floating Holidays per fiscal year, which may be taken at any time mutually agreeable to the employee

and supervisor. Unused time may not be carried over into the following year. Employees hired after July 1, but before December 31, will be given credit for one Floating Holiday, effective January 1. Employees hired in or after January in a fiscal year, will receive no Floating Holiday for that fiscal year, but will be credited with two (2) Floating Holidays on July 1 of the following fiscal year.

8. Sick Leave: Employees shall accrue paid sick leave at the rate of one day for each full calendar month of the employee's service, starting on the date of hire. Use of sick leave is governed by the City's Personnel System Guidelines.
9. Vacation Leave: Vacation leave is accrued monthly from the date of hire. Use of vacation leave is governed by the City's Personnel System Guidelines. The accrual schedule is shown below:

Years of Service	Days of Vacation per year	Monthly Accrual	Maximum Accrual
Up to 2 years (0 to 24 months)	11	7.33 hours	176 hours
After 2 to 4 years (25 to 48 months)	13	8.67 hours	208 hours
After 4 to 9 years (49 to 108 months)	15	10 hours	240 hours
After 9 to 14 years (109 to 168 months)	18	12 hours	288 hours
After 14 years (169 months and above)	19	12.67 hours	304 hours
After 20 years (240 months and above)	20	13.33 hours	320 hours

10. Catastrophic Leave: Catastrophic leave benefits have been established for City employees who have exhausted all accumulated vacation, sick leave and compensatory time off. Use of catastrophic leave is governed by the City's Personnel System Guidelines.
11. Education Reimbursement: Employees shall be eligible to receive up to \$1,500 per fiscal year for lower-division coursework, \$3,000 per fiscal year for upper-division coursework, or \$5,000 per fiscal year for graduate degree coursework, in accordance with the tuition reimbursement program.
12. Uniform Allowance: In accordance with Administrative Policy 2014-01, the City shall provide an annual uniform allowance to the Chief of Police and the Police Commander of \$900 and the Police Records Supervisor of \$500. Said allowance will be payable at the same time and in the same manner as it is paid to other Police Department personnel. In addition, the City will provide uniforms and the maintenance of such uniforms, up to a maximum of \$500 per year, to Superintendents who request them.

13. Deferred Compensation: The City will contribute two percent (2%) of the employee's base wage to deferred compensation. Additionally, the City will provide a dollar-for-dollar match, up to 2% of the employee's base wage, for voluntary employee contributions into the deferred compensation program, that are above and beyond the 2% contribution outlined above.

14. Life Insurance: The City provides, at no cost to the employee, a \$20,000 Life and Accidental Death and Dismemberment Insurance Plan.

PASSED AND ADOPTED by the City Council of the City of Lemoore at a regular meeting held on the 16th day of September 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

ATTEST:

APPROVED:

Mary J. Venegas, City Clerk

William M. Siegel, Jr., Mayor