

RESOLUTION NO. 8100

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTIONS 1, 2 AND 3 OF RESOLUTION NO. 8070, ADOPTED JUNE 21, 2021

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That that portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following, "Schedule GPD" on page 2, effective the first day of the first full pay period that includes September 1, 2021:

SCHEDULE GPD					
FOR					
GENERAL EMPLOYEES (POLICE DEPARTMENT- SFPCA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
74	3685	3886	4099	4327	4562
77	3855	4067	4290	4524	4772
83	4187	4416	4660	4915	5185
88	4452	4695	4953	5225	5513
92	4706	4963	5234	5521	5823
94	4829	5076	5349	5635	5934
107	5963	6290	6636	6999	7383

SECTION 2: That effective the first day of the first full pay period that includes September 1, 2021, that that portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following, "Schedule HFE" on page 4.

SCHEDULE HFE					
FOR					
PART-TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
100	21.26	22.42	23.65	24.96	26.32
104	22.24	23.46	24.75	26.10	27.53
122	27.15	28.63	30.20	31.85	33.59

SECTION 3: That that portion of Sub-section A of Section 2 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following on pages 6 and 7, effective the first day of the first full pay period that includes September 1, 2021:

<u>CLASSIFICATION</u>	SALARY RANGE NUMBER/					
	<u>SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Community Preservation Officer	92GPD	4706	4963	5234	5521	5823
Community Service Officer	77GPD	3855	4067	4290	4524	4772
Police Desk Officer	94GPD	4829	5076	5349	5635	5934
Police Executive Assistant	88GPD	4452	4695	4953	5225	5513
Police Records Administrator	107GPD	5963	6290	6636	6999	7383
Police Records Specialist	74GPD	3685	3886	4099	4327	4562
Property Control Officer	83GPD	4187	4416	4660	4915	5185

SECTION 4: That that portion of Sub-section B of Section 2 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following on pages 8 and 9, effective the first day of the first full pay period that includes September 1, 2021:

<u>CLASSIFICATION</u>	SALARY RANGE NUMBER/					
	<u>SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Community Preservation Officer	122HFE	27.15	28.63	30.20	31.85	33.59
Community Service Officer	104 HFE	22.24	23.46	24.75	26.10	27.53
Police Records Specialist	100 HFE	21.26	22.42	23.65	24.96	26.32

SECTION 5: That that portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **adding** the following to page 2, effective the first day of the first full pay period that includes September 1, 2021:

SCHEDULE GPD						
FOR						
GENERAL EMPLOYEES (POLICE DEPARTMENT – SFPCA)						
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E	
74	3832	4041	4263	4500	4744	

**SCHEDULE GPD
FOR
GENERAL EMPLOYEES (POLICE DEPARTMENT – SFPCA)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
77	4009	4230	4462	4705	4963
83	4354	4593	4846	5112	5392
88	4630	4883	5151	5434	5734
92	4894	5162	5443	5742	6056
94	5022	5279	5563	5860	6171
107	6202	6542	6901	7279	7678

SECTION 6: That effective the first day of the first full pay period that includes September 1, 2021, that that portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **adding** the following, “Schedule HFE” to page 4.

**SCHEDULE HFE
FOR
PART-TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT (SFPCA)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
100	22.11	23.31	24.59	25.96	27.37
104	23.13	24.40	25.74	27.14	28.63
122	28.23	29.78	31.40	33.13	37.94

SECTION 7: That that portion of Sub-section A of Section 2 of Resolution 8070, adopted, June 21, 2021, as amended, be further amended by **adding** the following to pages 6 and 7, effective the first day of full pay period that includes September 1, 2021:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Community Preservation Officer	92GPD	4894	5162	5443	5742	6056
Community Service Officer	77 GPD	4009	4230	4462	4705	4963
Police Desk Officer	94 GPD	5022	5279	5563	5860	6171
Police Executive Assistant	88 GPD	4630	4883	5151	5434	5734
Police Records Administrator	107 GPD	6202	6542	6901	7279	7678

<u>CLASSIFICATION</u>	SALARY RANGE NUMBER/					
	<u>SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Police Records Specialist	74 GPD	3832	4041	4263	4500	4744
Property Control Officer	83 GPD	4354	4593	4846	5112	5392

SECTION 8: That that portion of Sub-section A of Section 2 of Resolution 8070, adopted, June 21, 2021, as amended, be further amended by **adding** the following to pages 8 and 9, effective the first day of full pay period that includes September 1, 2021:

<u>CLASSIFICATION</u>	SALARY RANGE NUMBER/					
	<u>SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Community Preservation Officer	122HFE	28.23	29.78	31.40	33.13	34.94
Community Service Officer	104HFE	23.13	24.40	25.74	27.14	28.63
Police Records Specialist	100HFE	22.11	23.31	24.59	25.96	27.37

SECTION 9: That that portion of Sub-section B of Section 3(B) of Resolution 8070, adopted June 21, 2021, as amended, be further amended by deleting Item Nos. 1 (Salary) thru 12 (Other Benefits) on pages 18 thru 23, and replacing them with the following:

(1) SALARY

The salaries shown for SFPCA unit employees reflect stipulations from the current MOU (Contract No. 2039), and include a 4.0% Cost of Living Adjustment (COLA) for Fiscal Year 2021-2022. This shall be effective the first day of the first full pay period that includes September 1, 2021, with classic CalPERS employees picking up 1.0% of the City's CalPERS contributions.

If applicable, benefits that are a percentage of base salary shall be applied to the employee's base salary only. If an employee is entitled to multiple percentage based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

(2) LONGEVITY PAY

Employees hired by the City on or before June 30, 2018 are eligible for Longevity pay under the following terms:

- A. Unit employees who have, from date of hire, completed 10 years of continuous service with the City, will receive an additional three percent (3%) above the base salary step.

- B. Unit employees who have, from date of hire, completed 20 years of continuous service with the City, will receive an additional one percent (1%) above the previous first longevity step, for a total of four percent (4%) above their base salary step.
- C. Unit employees who have, from date of hire, completed 30 years of continuous service with the City, will receive an additional one percent (1%) above the previous second longevity step, for a total of five percent (5%) above their base salary step.
- D. An employee on leave of absence without pay, or any form of leave without pay, with the exception of the federal or state medical leave and/or military leave under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and/or the California Military and Veterans Code, shall not have such leave time credited as service time for purposes of calculating the years of service.
- E. Employees whose original or rehire date is after July 1, 2018 are ineligible for Longevity Pay.

(3) BILINGUAL PAY

The City shall provide Bilingual Pay in the amount of \$100.00 per month to those unit employees that satisfy the following conditions:

- A. The employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language based on a written and/or oral testing procedure selected by the City with such testing to be conducted every five years; and
- B. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

Written Translation of City Materials: Employees who otherwise qualify for a bilingual bonus under subsections A and B above, shall receive an additional \$25 per month bilingual bonus when asked to translate City materials to Spanish for official publication.

(4) COURT APPEARANCE PAY

Any bargaining unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half (1.5) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(5) CERTIFICATION PAYS

Employees who possess any of the certificates listed below prior to September 1, 2021 shall receive the commensurate certification pay effective the first day of the pay period that includes September 1, 2021. For employees who earned any of the certificates listed below after September 1, 2021, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of the newly acquired certificate to the Personnel Division.

- A. POST Certification
 - i. Intermediate POST: Employees who hold an Intermediate POST certificate shall receive an additional 2.5% above their base salary step.
 - ii. Advanced POST: Employees who hold an Advanced POST certificate shall receive an additional 2.5% above their base salary step.
 - iii. Supervisory POST: Employees who hold a Supervisory POST certificate shall receive an additional 2.5% above their base salary step.
- B. CPR/First Aid/AED Trainer: Employees who hold a CPR/First Aid/AED Trainer certificate from the American Red Cross shall receive an additional 5% above their base salary step.
- C. CACEO: Employees who hold certification as a Certified Code Enforcement Officer through the California Association of Code Enforcement Officers shall receive an additional 5% above their base salary step.
- D. IAAP: Employees who hold certification as a Certified Administrative Professional from the International Association of Administrative Professionals shall receive an additional 5% above their base salary step.
- E. IAPE: Employees who hold certification as a Certified Property and Evidence Specialist from the International Association for Property and Evidence shall receive an additional 5% above their base salary step.
- F. CLETS: Employees who hold certification as a Certified CLETS Trainer from the California Department of Justice shall receive an additional 5% above their base salary step.
- G. ATSSA: Employees who hold certification as a Certified Traffic Control Technician from the American Traffic Safety Services Association shall receive an additional 5% above their base salary step.
- H. NENA: Employees who hold certification as a Certified Emergency Number Professional from the National Emergency Number Association shall receive an additional 5% above their base salary step.
- I. BUILDING INSPECTOR PAY: An employee assigned to serve as a Community Preservation and Building Inspector shall receive ten percent (10%) above base Community Preservation Officer pay. To serve as Community Preservation and Building Inspector, the employee must hold at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) at the time of assignment. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

(6) LEAD DESK OFFICER/DESK OFFICER TRAINER PAY

- A. Employees assigned to serve in the at-will assignment as Lead Desk Officer shall receive an additional 5% above their base salary step. If, in addition to serving in the at-will assignment as Lead Desk Officer, the employee is also responsible for training new and existing Desk Officers, or training sworn police employees with Desk Officer duties, the Lead Desk Officer shall receive a further additional five percent (5%) above their base pay for actual hours spent conducting the training.
- B. An employee assigned to serve as Desk Officer Trainer for purposes of training new and existing Desk Officers, or training sworn police employees with Desk Officer duties, shall receive an additional five percent (5%) increase in base pay for actual hours spent conducting the training. Training hours shall be documented on the employee's timesheet and included on the department payroll summary report. Training hours will be paid on a per pay period basis.
- C. The City shall report the Lead Desk Officer Assignment pay and Desk Officer Trainer pay to CalPERS as special compensation under Government Code sections 7522.04(f)(3) and 20636.


(7) OTHER BENEFITS

For other benefits applicable to SFPCA unit members, please refer to their current MOU (Contract No. 2039), which was adopted by the City Council on November 15, 2021.

SECTION 10: Except as amended herein, all other provisions of Resolution No. 8070, adopted June 21, 2021, remains unchanged and in full force and effect.

SECTION 11: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 15th day of November, 2021.



Sylvia Ballin, Mayor of the City of San Fernando, California

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8100 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 15th day of November, 2021, by the following vote of the City Council:

AYES: Rodriguez, Pacheco, Montañez, Mendoza, Ballin - 5

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 17th day of November, 2021.



Julia Fritz, City Clerk