

**RESOLUTION NO. 8316**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A SALARY PLAN FOR CERTAIN ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES OF THE CITY OF SAN FERNANDO AND REPEALING RESOLUTION NO. 8244 ADOPTED JUNE 20, 2023, AND ALL RESOLUTIONS AMENDATORY THEREOF AND ALL MOTIONS OR ACTIONS OF THE CITY COUNCIL IN CONFLICT HERewith**

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

**SECTION 1:** The following schedules are hereby adopted as the salary range and step schedules for non- elective officers and employees of the City of San Fernando:

- **SCHEDULE “C”:** FOR CONFIDENTIAL EMPLOYEES (UNREPRESENTED)
- **SCHEDULE “DH”:** FOR DEPARTMENT HEADS (UNREPRESENTED)
- **SCHEDULE “G”:** FOR GENERAL - SAN FERNANDO PUBLIC EMPLOYEES’ ASSOCIATION (SFPEA)
- **SCHEDULE “GPD”:** FOR GENERAL - SAN FERNANDO POLICE CIVILIANS’ ASSOCIATION (SFPCA)
- **SCHEDULE “H”:** FOR HOURLY EMPLOYEES - SAN FERNANDO PART-TIME EMPLOYEES’ BARGAINING UNIT (SFPEBU)
- **SCHEDULE “HFE”:** FOR HOURLY FULL-TIME EQUIVALENT - SAN FERNANDO PART-TIME EMPLOYEES’ BARGAINING UNIT (SFPEBU)
- **SCHEDULE “HG”:** FOR HOURLY EMPLOYEES ABOVE MINIMUM WAGE - SAN FERNANDO PART-TIME EMPLOYEES’ BARGAINING UNIT (SFPEBU)
- **SCHEDULE “M”:** FOR MANAGEMENT EMPLOYEES - SAN FERNANDO MANAGEMENT GROUP (SFMG)
- **SCHEDULE “MP”:** FOR SWORN - SAN FERNANDO POLICE OFFICERS’ ASSOCIATION MANAGEMENT UNIT (SFPOA-PMU)
- **SCHEDULE “P”:** FOR SWORN - SAN FERNANDO POLICE OFFICERS’ ASSOCIATION (SFPOA)
- **SCHEDULE “PFE”:** FOR HOURLY FULL-TIME EQUIVALENT – POLICE SERVICE EMPLOYEES

**(Details of the respective schedules are on pages 2 through 7)**

**SCHEDULE C  
FOR  
CONFIDENTIAL EMPLOYEES (UNREPRESENTED)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
68	4785	5026	5274	5538	5814
69	4904	5146	5405	5675	5959
70	5026	5278	5542	5817	6108
71	5151	5408	5678	5962	6261
72	5285	5553	5829	6122	6429
73	5419	5692	5977	6275	6587
74	5556	5834	6125	6432	6753
75	5695	5981	6277	6590	6922
76	5836	6129	6436	6757	7094
77	5975	6273	6588	6917	7262
78	6127	6433	6757	7095	7447
79	6283	6597	6928	7275	7638

**SCHEDULE DH  
FOR  
DEPARTMENT HEADS (UNREPRESENTED)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
74	9770	10395	10914	11461	12035
75	11441	12013	12614	13244	13907
76	11956	12554	13182	13841	14533
77	12138	12746	13387	14059	14764
78	13019	13670	14353	15071	15825
79	13595	14274	14987	15737	16525
80	14003	14702	15438	16209	17020
81	14352	15070	15824	16615	17446
82	14712	15447	16220	17031	17883
83	15421	16192	17003	17853	18745
84	16132	16938	17785	18674	19608
85	16536	17362	18230	19141	20098

**SCHEDULE G  
FOR  
GENERAL EMPLOYEES (SFPEA)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
56	3088	3257	3437	3626	3825
65	4063	4287	4523	4772	5035
66	4144	4351	4569	4798	5062
67	4233	4468	4711	4972	5246
68	4297	4534	4788	5047	5325
69	4353	4595	4845	5112	5391
70	4446	4695	4949	5221	5612
71	4470	4703	4975	5247	5537
72	4600	4853	5117	5400	5695
73	4698	4950	5224	5510	5814
74	4743	5001	5276	5567	5873
75	4788	5055	5330	5623	5931
76	4885	5147	5432	5732	6047
77	4982	5257	5545	5850	6170
78	5009	5281	5572	5877	6202
79	5114	5393	5690	6005	6335
80	5190	5474	5776	6094	6430
81	5268	5558	5862	6185	6525
82	5346	5640	5952	6277	6622
83	5426	5724	6038	6371	6722
84	5483	5784	6103	6438	6791
85	5584	5891	6215	6557	6917
86	5669	5981	6310	6657	7023
87	5762	6079	6414	6766	7139
88	5847	6168	6509	6865	7242
89	5935	6260	6605	6970	7352
90	6023	6354	6704	7072	7461
91	6114	6451	6806	7180	7573
92	6207	6548	6908	7287	7690
93	6300	6646	7012	7398	7802
94	6396	6749	7119	7510	7926
95	6490	6846	7221	7620	8036
96	6587	6947	7329	7734	8160
97	6688	7054	7442	7854	8285
98	6789	7162	7555	7968	8408
99	6889	7268	7666	8091	8535
100	6993	7380	7783	8210	8662
101	7097	7487	7899	8334	8790

**SCHEDULE G  
FOR  
GENERAL EMPLOYEES (SFPEA)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
102	7201	7598	8016	8457	8923
103	7309	7711	8139	8584	9056
104	7421	7826	8260	8712	9193
105	7533	7945	8383	8842	9330
106	7645	8066	8509	8977	9471
107	7759	8187	8637	9112	9613
108	7876	8310	8766	9249	9759
109	7996	8434	8898	9388	9904
110	8115	8561	9032	9530	10054
111	8237	8690	9168	9672	10204
112	8361	8820	9305	9818	10357
113	8485	8952	9444	9963	10512
114	8613	9083	9585	10110	10668
115	8742	9220	9729	10262	10830
116	8873	9358	9875	10415	10990
117	9006	9498	10024	10573	11156
118	9142	9641	10174	10732	11324
119	9279	9785	10326	10892	11493

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

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
74	4105	4329	4567	4820	5082
77	4294	4531	4779	5040	5317
83	4664	4920	5191	5475	5776
88	4959	5230	5518	5821	6142
92	5243	5529	5831	6151	6487
94	5380	5655	5960	6277	6611
107	6644	7008	7392	7797	8225

**SCHEDULE H  
FOR  
PART-TIME HOURLY EMPLOYEES- MINIMUM WAGE (SFPEBU)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
44	16.00	16.68	17.38	18.13	18.91
45	16.28	16.99	17.77	18.57	19.41
47	16.77	17.50	18.27	19.07	19.89
52	17.57	18.33	19.12	19.95	20.83
71	21.08	22.07	23.15	24.25	25.39

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

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
62	17.13	18.07	19.07	20.12	21.22
100	23.68	24.98	26.35	27.81	29.32
104	24.77	26.14	27.57	29.08	30.68
114	27.36	28.85	30.44	32.12	33.88
122	30.25	31.90	33.64	35.49	37.43

**SCHEDULE HG  
FOR  
PART TIME HOURLY EMPLOYEES – GENERAL ABOVE MINIMUM WAGE (SFPEBU)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
62	17.20	18.03	19.02	20.07	21.15
71	20.42	21.38	22.43	23.49	24.60

**SCHEDULE M  
FOR  
MANAGEMENT EMPLOYEES (SFMG)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
55	6546	6872	7219	7581	7960
56	6689	7025	7376	7744	8131
57	6837	7179	7539	7913	8313
58	6988	7335	7702	8088	8493
59	7127	7483	7856	8249	8660
60	7305	7671	8055	8456	8882
61	7488	7863	8253	8668	9102
62	7675	8059	8464	8885	9329
63	7867	8261	8675	9107	9563
64	8062	8465	8887	9333	9800
65	8264	8676	9110	9567	10046
66	8470	8894	9337	9803	10296
67	8682	9115	9572	10051	10553
68	8856	9299	9765	10250	10764
69	9120	9574	10054	10557	11085
70	9395	9995	10494	11020	11572
71	9677	10160	10666	11200	11762
72	10006	10507	11032	11585	12164
73	10336	10853	11396	11966	12563
74	10671	11206	11766	12354	12973
75	10895	11440	12013	12612	13244
76	11276	11839	12431	13054	13705
77	11671	12256	12872	13518	14196
78	12067	12673	13310	13978	14680
79	12490	13114	13769	14458	15179
80	12902	13547	14227	14936	15683
81	13328	13994	14697	15429	16201
82	13768	14456	15182	15939	16736

**SCHEDULE MP  
FOR  
SWORN POLICE MANAGEMENT (SFPOA-PMU)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
75	12696	13331	13998	14698	15433

**SCHEDULE P  
FOR  
SWORN POLICE EMPLOYEES (SFPOA)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>73</b>	<b>7424</b>	<b>7830</b>	<b>8266</b>	<b>8713</b>	<b>9198</b>
<b>95</b>	<b>9227</b>	<b>9735</b>	<b>10272</b>	<b>10837</b>	<b>11436</b>

**SCHEDULE PFE  
FOR  
HOURLY POLICE SERVICE EMPLOYEES - FULL TIME EQUIVALENT  
(UNREPRESENTED)**

<b>SALARY RANGE NUMBER</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>140</b>	<b>42.83</b>	<b>45.17</b>	<b>47.69</b>	<b>50.27</b>	<b>53.07</b>

**SECTION 2: ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES**

The following non-elective officers and employees of the City of San Fernando shall be paid for their services to the City the compensation as hereinafter set forth.

**(A) SALARY RANGE NUMBER AND SCHEDULES ASSIGNED** – Non-elected officers and employees set forth in this subsection (a) shall be paid the salary and wages for the classification assigned at the range and step of the applicable salary schedule.

<b>CLASSIFICATION</b>	<b>SALARY RANGE NUMBER/ SCHEDULE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Accounting Assistant	<b>68G</b>	<b>4297</b>	<b>4534</b>	<b>4788</b>	<b>5047</b>	<b>5325</b>
Accounting Technician	<b>73G</b>	<b>4698</b>	<b>4950</b>	<b>5224</b>	<b>5510</b>	<b>5814</b>
Administrative Assistant	<b>74G</b>	<b>4743</b>	<b>5001</b>	<b>5276</b>	<b>5567</b>	<b>5873</b>
Assistant Planner	<b>88G</b>	<b>5847</b>	<b>6168</b>	<b>6509</b>	<b>6865</b>	<b>7242</b>
Assistant to the City Manager	<b>70M</b>	<b>9395</b>	<b>9995</b>	<b>10494</b>	<b>11020</b>	<b>11572</b>
Associate Planner	<b>96G</b>	<b>6587</b>	<b>6947</b>	<b>7329</b>	<b>7734</b>	<b>8160</b>
City Clerk	<b>74DH</b>	<b>9770</b>	<b>10395</b>	<b>10914</b>	<b>11461</b>	<b>12035</b>

CLASSIFICATION	SALARY RANGE NUMBER/SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Electrician	<b>79G</b>	<b>5114</b>	<b>5393</b>	<b>5690</b>	<b>6005</b>	<b>6335</b>
City Manager	<b>FLAT RATE</b>	<b>20638.07</b>				
City Mechanic	<b>79G</b>	<b>5114</b>	<b>5393</b>	<b>5690</b>	<b>6005</b>	<b>6335</b>
Civil Engineering Assistant II	<b>104G</b>	<b>7421</b>	<b>7826</b>	<b>8260</b>	<b>8712</b>	<b>9193</b>
Community Development Technician	<b>80G</b>	<b>5190</b>	<b>5474</b>	<b>5776</b>	<b>6094</b>	<b>6430</b>
Community Preservation Officer	<b>92GPD</b>	<b>5243</b>	<b>5529</b>	<b>5831</b>	<b>6151</b>	<b>6487</b>
Community Service Officer	<b>77GPD</b>	<b>4294</b>	<b>4531</b>	<b>4779</b>	<b>5040</b>	<b>5317</b>
Cross Connection Specialist	<b>83G</b>	<b>5426</b>	<b>5724</b>	<b>6038</b>	<b>6371</b>	<b>6722</b>
Deputy City Clerk/ Management Analyst	<b>62M</b>	<b>7675</b>	<b>8059</b>	<b>8464</b>	<b>8885</b>	<b>9329</b>
Deputy City Manager/ Economic Development	<b>83DH</b>	<b>15421</b>	<b>16192</b>	<b>17003</b>	<b>17853</b>	<b>18745</b>
Director of Community Development	<b>79DH</b>	<b>13595</b>	<b>14274</b>	<b>14987</b>	<b>15737</b>	<b>16525</b>
Director of Finance	<b>79DH</b>	<b>13595</b>	<b>14274</b>	<b>14987</b>	<b>15737</b>	<b>16525</b>
Director of Public Works	<b>82DH</b>	<b>14712</b>	<b>15447</b>	<b>16220</b>	<b>17031</b>	<b>17883</b>
Director of Recreation and Community Services	<b>77DH</b>	<b>12138</b>	<b>12746</b>	<b>13387</b>	<b>14059</b>	<b>14764</b>
Executive Assistant	<b>78G</b>	<b>5009</b>	<b>5281</b>	<b>5572</b>	<b>5877</b>	<b>6202</b>
Executive Assistant to the City Manager	<b>79C</b>	<b>6283</b>	<b>6597</b>	<b>6928</b>	<b>7275</b>	<b>7638</b>
Housing Coordinator	<b>103G</b>	<b>7309</b>	<b>7711</b>	<b>8139</b>	<b>8584</b>	<b>9056</b>
Information Technology System Administrator	<b>70M</b>	<b>9395</b>	<b>9995</b>	<b>10494</b>	<b>11020</b>	<b>11572</b>
Management Analyst	<b>62M</b>	<b>7675</b>	<b>8059</b>	<b>8464</b>	<b>8885</b>	<b>9329</b>
Office Clerk	<b>56G</b>	<b>3088</b>	<b>3257</b>	<b>3437</b>	<b>3626</b>	<b>3825</b>
Payroll Technician	<b>73C</b>	<b>5419</b>	<b>5692</b>	<b>5977</b>	<b>6275</b>	<b>6587</b>



CLASSIFICATION	SALARY RANGE NUMBER/SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Personnel Assistant	<b>68C</b>	<b>4785</b>	<b>5026</b>	<b>5274</b>	<b>5538</b>	<b>5814</b>
Personnel Manager	<b>77M</b>	<b>11671</b>	<b>12256</b>	<b>12872</b>	<b>13518</b>	<b>14196</b>
Personnel Technician	<b>73C</b>	<b>5419</b>	<b>5692</b>	<b>5977</b>	<b>6275</b>	<b>6587</b>
Police Cadet	<b>73P</b>	<b>7424</b>	<b>7830</b>	<b>8266</b>	<b>8713</b>	<b>9198</b>
Police Chief	<b>84DH</b>	<b>16132</b>	<b>16938</b>	<b>17785</b>	<b>18674</b>	<b>19608</b>
Police Commander	<b>75MP</b>	<b>12696</b>	<b>13331</b>	<b>13998</b>	<b>14698</b>	<b>15433</b>
Police Desk Officer	<b>94GPD</b>	<b>5380</b>	<b>5655</b>	<b>5960</b>	<b>6277</b>	<b>6611</b>
Police Executive Assistant	<b>88GPD</b>	<b>4959</b>	<b>5230</b>	<b>5518</b>	<b>5821</b>	<b>6142</b>
Police Officer	<b>73P</b>	<b>7424</b>	<b>7830</b>	<b>8266</b>	<b>8713</b>	<b>9198</b>
Police Records Administrator	<b>107GPD</b>	<b>6644</b>	<b>7008</b>	<b>7392</b>	<b>7797</b>	<b>8225</b>
Police Records Specialist	<b>74GPD</b>	<b>4105</b>	<b>4329</b>	<b>4567</b>	<b>4820</b>	<b>5082</b>
Police Sergeant	<b>95P</b>	<b>9227</b>	<b>9735</b>	<b>10272</b>	<b>10837</b>	<b>11436</b>
Program Specialist	<b>69G</b>	<b>4353</b>	<b>4595</b>	<b>4845</b>	<b>5112</b>	<b>5391</b>
Property Control Officer	<b>83GPD</b>	<b>4664</b>	<b>4920</b>	<b>5191</b>	<b>5475</b>	<b>5776</b>
Public Works Maintenance Worker	<b>67G</b>	<b>4233</b>	<b>4468</b>	<b>4711</b>	<b>4972</b>	<b>5246</b>
Public Works Operations Manager	<b>76M</b>	<b>11276</b>	<b>11839</b>	<b>12431</b>	<b>13054</b>	<b>13705</b>
Public Works Superintendent	<b>109G</b>	<b>7996</b>	<b>8434</b>	<b>8898</b>	<b>9388</b>	<b>9904</b>
Public Works Supervisor	<b>91G</b>	<b>6114</b>	<b>6451</b>	<b>6806</b>	<b>7180</b>	<b>7573</b>
Public Works Technician	<b>80G</b>	<b>5190</b>	<b>5474</b>	<b>5776</b>	<b>6094</b>	<b>6430</b>
Recreation & Community Services Coordinator	<b>75G</b>	<b>4788</b>	<b>5055</b>	<b>5330</b>	<b>5623</b>	<b>5931</b>
Recreation & Community Services Supervisor	<b>88G</b>	<b>5847</b>	<b>6168</b>	<b>6509</b>	<b>6865</b>	<b>7242</b>
Senior Accountant	<b>70M</b>	<b>9395</b>	<b>9995</b>	<b>10494</b>	<b>11020</b>	<b>11572</b>

CLASSIFICATION	SALARY RANGE NUMBER/SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Senior Maintenance Worker	<b>77G</b>	<b>4982</b>	<b>5257</b>	<b>5545</b>	<b>5850</b>	<b>6170</b>
Senior Park Maintenance Specialist	<b>77G</b>	<b>4982</b>	<b>5257</b>	<b>5545</b>	<b>5850</b>	<b>6170</b>
Senior Tree Care Specialist	<b>77G</b>	<b>4982</b>	<b>5257</b>	<b>5545</b>	<b>5850</b>	<b>6170</b>
Senior Sewer Worker	<b>82G</b>	<b>5346</b>	<b>5640</b>	<b>5952</b>	<b>6277</b>	<b>6622</b>
Senior Water System Operator	<b>84G</b>	<b>5483</b>	<b>5784</b>	<b>6103</b>	<b>6438</b>	<b>6791</b>
Senior Water Worker	<b>81G</b>	<b>5268</b>	<b>5558</b>	<b>5862</b>	<b>6185</b>	<b>6525</b>
Sewer Worker	<b>71G</b>	<b>4470</b>	<b>4714</b>	<b>4975</b>	<b>5247</b>	<b>5537</b>
Social Services Coordinator	<b>75G</b>	<b>4788</b>	<b>5055</b>	<b>5330</b>	<b>5623</b>	<b>5931</b>
Treasurer Assistant	<b>70G</b>	<b>4446</b>	<b>4695</b>	<b>4949</b>	<b>5221</b>	<b>5508</b>
Water Operations Manager	<b>76M</b>	<b>11276</b>	<b>11839</b>	<b>12431</b>	<b>13054</b>	<b>13705</b>
Water Superintendent	<b>113G</b>	<b>8485</b>	<b>8952</b>	<b>9444</b>	<b>9963</b>	<b>10512</b>
Water System Supervisor	<b>95G</b>	<b>6490</b>	<b>6846</b>	<b>7221</b>	<b>7620</b>	<b>8036</b>
Water Worker I	<b>72G</b>	<b>4600</b>	<b>4853</b>	<b>5117</b>	<b>5400</b>	<b>5695</b>
Water Worker II	<b>76G</b>	<b>4885</b>	<b>5147</b>	<b>5432</b>	<b>5732</b>	<b>6047</b>

**(B) SEASONAL AND HOURLY POSITIONS** – Seasonal employees and employees hired on an hourly basis shall be paid hourly rates for assigned classifications as follows:

CLASSIFICATION	SALARY RANGE NUMBER/SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Assistant	<b>114HFE</b>	<b>27.36</b>	<b>28.85</b>	<b>30.44</b>	<b>32.12</b>	<b>33.88</b>
City Maintenance Helper	<b>62HG</b>	<b>17.20</b>	<b>18.03</b>	<b>19.02</b>	<b>20.07</b>	<b>21.15</b>
Community Preservation Officer	<b>122HFE</b>	<b>30.25</b>	<b>31.90</b>	<b>33.64</b>	<b>35.49</b>	<b>37.43</b>
Community Service Officer	<b>104HFE</b>	<b>24.77</b>	<b>26.14</b>	<b>27.57</b>	<b>29.08</b>	<b>30.68</b>

CLASSIFICATION	SALARY RANGE NUMBER/SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Crossing Guard	44H	16.00	16.68	17.38	18.13	18.91
Day Camp Counselor	44H	16.00	16.68	17.38	18.13	18.91
Junior Cadet	45H	16.28	16.99	17.77	18.57	19.41
Management Intern	71HG	20.42	21.38	22.43	23.49	24.60
Office Clerk	62HFE	17.13	18.07	19.07	20.12	21.22
Police Cadet	140PFE	42.83	45.17	47.69	50.27	53.07
Police Reserve Officer	140PFE	42.83	45.17	47.69	50.27	53.07
Police Records Specialist	100HFE	23.68	24.98	26.35	27.81	29.32
Pool Attendant/ Cashier	44H	16.00	16.68	17.38	18.13	18.91
Public Works Maintenance Helper	62HG	17.20	18.03	19.02	20.07	21.15
Recreation Leader I	44H	16.00	16.68	17.38	18.13	18.91
Recreation Leader II	47H	16.77	17.50	18.27	19.07	19.89
Recreation Leader III	71H	21.08	22.07	23.15	24.25	25.39
Senior Day Camp Counselor	52H	17.57	18.33	19.12	19.95	20.83

**(C) COMPENSATION FOR COMMISSIONS, BOARDS, COMMITTEE MEMBERS, AND COUNCIL LIAISON**

The members of the following commissions, boards, and committees, as well as City Council Liaison, who are not employees of the City, shall be paid the amount hereinafter specified for each meeting.

<u>COMMISSION/COMMITTEE/LIAISON</u>	<u>COMPENSATION PER MEETING ATTENDED (NOT TO EXCEED ONE MEETING PER MONTH)</u>
Disaster Council	\$100.00
Education Commission	\$100.00
Planning and Preservation Commission	\$100.00
Parks, Wellness, and Recreation Commission	\$100.00
Transportation and Safety Commission	\$100.00
Greater LA County Vector Control District Council Liaison	\$150.00
Metropolitan Water District (MWD) Representative	\$250.00

**(D) COMPENSATION FOR COUNCIL MEMBERS**

The members of the City Council shall be paid compensation in the amount of \$580.00 per month.

For other benefits applicable to Council members, please refer to Section 3(l) below.

**SECTION 3: ADDITIONAL COMPENSATION AND BENEFITS**

The following elective and non-elective officers, as well as employees shall be paid compensation in addition to the basic salary set forth in Section 2 as follows:

**A. GENERAL AND CONFIDENTIAL EMPLOYEES**

Salaries and benefits listed here apply to full-time employees assigned to **Schedule G** for General Employees (SFPEA), and to unrepresented full-time Confidential Employees assigned to **Schedule C**.

**(1) SALARY**

The salary ranges shown under **Schedule G** are consistent with the following provisions negotiated in Contract No. 2145, Article 6.01, and extended to **Schedule C**:

- A. Effective the first full pay period that includes July 1, 2024, unit members shall receive a base salary increase of four percent (4%).

In computing benefits that are a percentage of base salary (e.g., Longevity, Special Assignment Pay, etc.), each benefit is calculated independently over the base salary of each respective employee.

**(2) LONGEVITY PAY**

- A. The City shall pay unit employees that have completed 10 years of continuous service with the City, an additional 3% above the base salary step.
- B. The City shall pay unit employees that have completed 20 years of continuous service with the City, an additional 1% above the previous first longevity step, for a total of 4% above their base salary.
- C. The City shall pay unit employees that have completed 30 years of continuous service with the City, an additional 1% above the previous second longevity step, for a total of 5% above their base salary.
- D. An employee on leave of absence without pay or any form of leave without pay, with the exception of Federal or State family 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.

**(3) BILINGUAL BONUS**

A monthly bilingual bonus shall be paid to those unit employees that qualify in accordance with the following conditions:

**A. Field Employees: \$50 per month provided:**

- i. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on a bi-annual oral testing procedure selected by the City;
- ii. 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.

**B. Counter Employees: \$100 per month provided:**

- i. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on a bi-annual oral testing procedure selected by the City.
- ii. The employee is employed in a job classification whose primary duties require the employee to communicate with members of the public.

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

D. Grandfather Provision: Any field employee who has received bilingual pay of \$100 per month on a continuous basis since July 1, 2017 will receive the bilingual bonus in accordance with provisions set forth in subsection B above.

**(4) OVERTIME**

Non-exempt employees who work under the regular 7:30 a.m. - 5:30 p.m., 8 a.m. – 5:00 p.m., Monday–Friday schedule, must be paid overtime or granted compensatory time off (CTO) at the employee’s request, for all hours worked over forty (40) hours in a seven- day work period. Non-exempt employees who are under the 9/80 or other flex work schedule shall have a designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off at the employee’s request. The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1.5) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, employees will be based upon actual hours worked, which shall include vacation, holiday, and sick time.

Overtime will be equitably distributed amongst qualified employees within their department and classification. The City will develop a form which will be provided to the employee who is offered the overtime and which allows the employee to indicate by his/her signature in what manner they want the overtime to be compensated (i.e. monetarily or through CTO).

The rate at which Contract (i.e., MOU) Overtime is calculated shall not include the City's Cafeteria Plan Allowance, the opt-out allowance, or any cash back an employee may receive from the Cafeteria Plan Allowance as set forth in applicable section of the SFPEA MOU, by choosing benefits that cost less than the Allowance.

**(5) COMPENSATORY TIME OFF (CTO)**

Unit employees may accrue a maximum of 100 CTO hours. CTO hours in excess of 100 hours must be paid at the rate of one and one-half (1.5) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the approval of the employee's immediate supervisor or their designee. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the Department operations or impose an unreasonable burden on the Department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

**(6) COURT APPEARANCE PAY**

Any unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half (1½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

**(7) SHIFT DIFFERENTIAL PAY**

The City pays, in addition to base salary, an additional ninety dollars (\$90) per month to unit members required to work swing shift, and one hundred and twenty dollars (\$120) per month to unit members required to work graveyard shift.

When an employee is assigned to a specific shift eligible for shift differential pay, the employee will be paid the shift differential rate for that shift. In the event an employee works a different shift to fill in for sick leave, vacation, etc., employee will be paid at the rate for his/her assigned shift.

**(8) STAND-BY PAY**

All employees who are assigned to mandatory stand-by on the weekends and holidays shall be paid stand-by pay at the rate of \$1.50 per hour during the period when they are required to stand-by.

Employees assigned to mandatory stand-by must:

- A. Provide a phone number at which they can be contacted if a stand-by phone is not issued.
- B. Report to work within 1 hour of being contacted.
- C. Not be under the influence of alcohol, unlawful substances, or prescribed drugs that may impair their ability to perform duties.

*At no point shall more than three (3) employees be on stand-by from all the divisions combined (including Water, Street and Tree, and Facilities).*

**(9) SPECIAL PROJECTS BONUS PAY**

Employees in Public Works when assigned to the Special Projects Squad shall receive \$5.00 per hour for each hour over their base salary worked on designated special projects. Special Projects pay will not be paid in addition to Inspector pay. No more than three (3) persons will be authorized to receive Special Projects pay for any project; a fourth employee may be assigned to the Special Projects crew at the discretion of the Director of Public Works or their designee.

A "special project" shall be any new project work approved by the Director of Public Works which meets the following first criterion and at least one or more of the remaining criteria:

- A. Nature of Work: Special projects shall typically be one time, unique construction projects, and does not include on-going routine maintenance duties or deferred maintenance duties.
- B. Short Deadline: Work that would normally be performed as contractual services, but due to an immediate deadline, cannot reasonably be procured in a timely manner by the informal or formal City procurement process.
- C. Unique Knowledge/Skills: Work that would normally be performed as contractual services, but may be performed more efficiently or effectively by Public Works employees due to their unique knowledge of the project and/or work conditions, or due to special skills.
- D. Demonstrated Cost Savings: Work that would normally be performed by contractual services, but when assigned to Public Works employees can be performed more efficiently or effectively resulting in demonstrated project cost savings.

**(10) WEEKEND BONUS PAY**

The City shall provide weekend bonus pay to any employees assigned to rotating weekend work assignments. Employees who request to work the weekend shall not be eligible for Weekend Bonus Pay.

Any eligible employee that is required and scheduled to perform Weekend Shift duties will be compensated at the rate of an additional \$2.50 per hour over his or her base salary, for those hours spent on weekend assignment. To be eligible for Weekend Bonus Pay, the staff member must be regularly assigned and scheduled to work a weekend.

Compensation for weekend shift shall be the employee's base salary plus the weekend bonus pay for hours worked on weekends. Weekend Bonus Pay shall not be included in the determination of Overtime premium rate or comp time. It shall not be combined with other established premium compensation such as stand-by pay, or any other shift pay.

**(11) INSPECTOR DUTY PAY**

The City agrees to continue the specialized inspector pay provisions consistent with agreed upon procedures including but not limited to requiring approval by the Department Head and providing for no more than one (1) inspector per project except by official exemption.

Any eligible Public Works field/building maintenance and/or utility employee who is required and scheduled to perform Inspector duties, which are outside of the duties provided in their class specification, will be compensated at the rate of an additional \$6.00 per hour over his or her base salary, for those hours actually spent on inspection.

To be eligible for Inspector Duty Pay, the employee must be certified and be on a Certification List created by the appropriate Department Head. An employee qualifies as "certified" for purposes of Inspector Duty Pay if they have (1) received state or local certification in the inspection subject, or in a related field, and/or (2) received and successfully completed City-sponsored trainings in the inspection subject or in a related field.

**(12) CALL BACK**

Any employee called back to work other than as continuation (immediately preceding or following) of his/her regular established work schedule shall be compensated at the rate of pay equal to one and one-half (1.5) times his/her regular hourly pay. The minimum period to be compensated for any such "callback" time shall be two (2) hours.

**(13) WORKING OUT OF CLASS**

An employee assigned by his or her Department Head, with City Manager approval, to perform duties outside of his or her job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary. This five percent working out of class pay shall continue until such time that the Department Head determines that the duties are no longer necessary or the position is reclassified.



**(14) ACTING OUT OF CLASS**

An employee assigned by his or her Department Head, with City Manager approval to perform duties of a higher level position or to act in a higher capacity outside of their own classification shall be paid at the rate of five percent (5%) higher than their current BASE salary, retroactive to the first day of the assignment, effective the fifth consecutive business day of working in that higher level assignment. If that assignment lasts longer than ten (10) consecutive work days, then the employee shall be paid at Step A of the higher classification or five percent (5%), whichever is higher, effective after the tenth consecutive business day of working in that higher level assignment.

In the event the employee is promoted to the higher level position, and has completed at least six (6) consecutive months in the higher level position to which they were promoted, and has received a satisfactory evaluation within 30 days prior to their promotion, the probation period shall be waived. All consecutive time worked of more than six consecutive months in that higher level position shall be considered time served in the position for seniority as it relates to bumping rights.

No employee shall be assigned to an acting out of class assignment for more than 960 hours per fiscal year during an active recruitment for the vacant position. An employee that exceeds 960 hours when there is no active recruitment, shall be moved to the next salary step after six (6) consecutive months in the acting position, provided they received a satisfactory evaluation.

The City shall ensure that anyone assigned to act in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

**(15) EDUCATION INCENTIVE PAY**

Employees who possess a Bachelor degree in a related field from an accredited educational institution shall receive two-percent (2%) above their base salary step effective the first day of the full pay period following the date they submit proof of their degree to the Personnel Division. Employees who possess a Master's degree in a related field from an accredited educational institution shall receive an additional two-percent (2%) above their base salary step effective the first day of the full pay period following the date they submit proof of their degree to the Personnel Division. The employee is not eligible for Education Incentive Pay that for a degree or certificate that is specified as a minimum qualification for their job classification.

**(16) OTHER COMPENSATION**

The City will provide Certification/License Pay as follows:

- i. Commercial Driver's License (CDL): Five percent (5%) of base rate of pay for a Class B, an additional two percent (2%) of base rate of pay for a Class A. Maximum of seven percent (7%) for CDL Certification pay if an employee possesses a Class A.

- ii. International Municipal Signal Association (IMSA) 1, 2, & 3: Two and one-half percent (2.5%) of base rate of pay for Grade 1, with an additional one percent (1%) of base rate of pay for each additional grade. The Public Works Superintendent classification is required to hold a Grade 1 Certification, therefore, is only eligible for Grades 2 and 3 Certification pay.
- iii. California Water Environment Association (CWEA) Grades 1-4 for sewer collection systems: Two and one-half percent (2.5%) of base rate of pay for Grade 1, with an additional one percent (1%) of base rate of pay for each additional grade. The Public Works Superintendent and Public Works Supervisor classifications are required to hold a Grade 1 certification, therefore, are only eligible for Grades 2, 3, and 4 Certification pay.
- iv. Engineer in Training (EIT): Five percent (5%) of base rate of pay.
- v. Qualified Applicator Certification (QAC license) to inspect/monitor contractor compliance: Two and one-half percent (2.5%) of base rate of pay. This pay shall be in- lieu of "Inspector Pay."
- vi. ISA Aerial Lift/OSHA Aerial & Scissor Lift Certification and Training: Two and one-half percent (2.5%) of base rate of pay.
- vii. International Society of Arboriculture (ISA) Certified Arborist: Five percent (5%) of base rate of pay.
- viii. To qualify for any of the Certification/License Pays identified in subsections (A)-(G), the employee must hold a position in Public Works, such as: Public Works Superintendent, Public Works Supervisor, Public Works Senior Maintenance Worker, Public Works Maintenance Worker, Civil Engineering Assistant II, Water Superintendent, Water System Supervisor, Senior Water Worker, Water Worker I/II, Senior Water System Operator or Cross Connection Specialist, or equivalent, and any new non-clerical job classifications added to the Public Works Department. The employee is not eligible for a Certificate/License Pay that is specified as a minimum qualification for the job classification. In the event a unit member is reclassified at a future date to any of these job classifications they shall get the benefit of subsection (A)-(G) above.
- ix. American Water Works Association (AWWA) Backflow Prevention Tester and Cross-Connection Control Program Specialist: Two and one-half percent (2.5%) for each certification. This Certification/License Pay is only applicable to unit members assigned to the Water Worker I/II and Senior Water Worker classifications.
- x. California State Water Resources Control Board, Water Distribution System Operator Grade D-III: Two and one-half percent (2.5%) of base rate of pay. This Certification/License Pay is only applicable to unit members assigned to the Water Worker I/II and Senior Water Worker classifications.

- xi. California State Water Resources Control Board, Water Treatment Operator Grade T- II and T-III: Two and one-half percent (2.5%) per certification. This

Certification/License Pay is only applicable to unit members assigned to the Water Worker I/II and Senior Water Worker classifications.

- xii. CPR/First Aid Trainer: Five percent (5%) of base rate of pay. This Certification/License Pay is only applicable to unit members in classifications assigned to Recreation & Community Services.

- xiii. Global Identification System (GIS) Certification: Five percent (5%) of base rate of pay. This Certification pay is available to all unit members.

- xiv. Employees will be ineligible for any of the Certification/License Pays listed in subsections (A)-(G) and (I) to (M) upon expiration/termination of the license or certificate.

- xv. Employees receiving any Certification/License Pay set forth in Section 11.12 of this MOU shall not be entitled to Out-of-Class Pay when performing duties authorized by their Certification/License.

## **(17) HOLIDAY LEAVE**

Employees who are required to work on a holiday shall receive holiday compensation at the rate of time and one-half (1 1/2) times their base salary rate of pay in addition to their regular rate of pay for all hours worked.

Each unit employee shall be entitled to the following holidays with pay:

New Year's Day

Martin Luther King, Jr.

Day Presidents' Day

Cesar Chavez Birthday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Float day (Each July 1, employees will accrue a Floating holiday; if not used within 12 months of receipt of the holiday, the Floating holiday is lost).

**(18) OTHER BENEFITS**

For other benefits such as uniform allowance, tuition and mileage reimbursements, sick and vacation leave, bereavement, catastrophic leave, Workers' Compensation, medical, dental, vision insurance, and retirement, and so on, that apply to **Schedule G**; please refer to their last MOU (Contract No. 2145).

**B. NON-SWORN GENERAL EMPLOYEES**

Salaries and benefits listed here apply to full-time, non-sworn general employees (i.e., San Fernando Police Civilians' Association (SFPCA) members) assigned to **Schedule GPD**, and reflect stipulations in their last MOU (Contract No. 2039).

**(1) SALARY**

The salaries shown for SFPCA unit employees reflect stipulations from the last negotiated MOU (Contract No. 2039), which expires June 30, 2024. Therefore, there is zero Cost of Living Adjustment (COLA) pending conclusion of negotiations.

If applicable, benefits that are a percentage of base salary will 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. Upon completion of 10 years of continuous service from date of hire, an additional 3% above the base salary step for each eligible employee.
- B. Upon completion of 20 years of continuous service from date of hire, an additional 1% above the previous first longevity step, for a total of 4% above the base salary step of each eligible employee.
- C. Upon completion of 30 years of continuous service from date of hire, an additional 1% above the previous second longevity step, for a total of 5% above the base salary step of each eligible employee.

An employee on leave of absence without pay or any form of leave without pay, with the exception of Federal or State family 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.

Employees whose original or rehire date is after July 1, 2018 are ineligible for Longevity pay.

**(3) BILINGUAL PAY**

A bonus of \$100.00 per month shall be paid to those unit employees that qualify in accordance with the following conditions:

- A. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on written and/or oral testing procedure selected by the City with such testing to be conducted every five years;
- 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.
- C. Written Translation of City Materials: Employees who otherwise qualify for a bilingual bonus under subsection 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) OVERTIME**

Non-exempt employees who work under the regular 8a.m. – 5:00 p.m., Monday–Friday schedule, must be paid overtime or granted compensatory time off (CTO) at the employee's request as defined in Article 9, section 9.02 for all hours worked over forty (40) hours in a seven (7) day work period.

Non-exempt employees who are under the 9/80 or other flex work schedule shall have a designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off at the employee's request as defined in Article 9, section 9.02. The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1.5) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, employees will be based upon actual hours worked.

Overtime will be equitably distributed amongst qualified employees on a rotational basis. Overtime worked cannot interfere with an employee's assigned work schedule, which would allow seven and one-half (7 ½) hours between assigned work shifts (e.g. an employee cannot work a twelve-hour shift followed by an overtime shift or more than four hours; and then work his/her assigned shift consecutively as this would leave less than seven and one-half hours of rest time between assigned shifts).

Overtime offered to bargaining unit employees shall be posted to give members ample time to sign up for the overtime. A senior unit member may bump a junior member, as long as it does not interfere with the senior member's assigned work shift schedule. If a bargaining unit member calls out sick, overtime (if needed to cover the shift) will be offered on a seniority basis to cover the employee that has called out for his/her work shift (as long as overtime does not interfere with unit member's assigned shifts).

**(5) COMPENSATORY TIME OFF (CTO)**

The maximum number of CTO hours any non-exempt, non-sworn employee may accrue is 100 hours. CTO hours in excess of 100 hours must be paid at the rate of one and one-half (1.5) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the approval of the employee's Department Head. An employee who has requested the use of CTO is permitted to use such time "within a reasonable period" after making the request, unless it is determined that the employee's request would "unduly disrupt" the Department operations or impose an unreasonable burden on the Department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

**(6) CALL BACK**

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be compensated as follows:

- A. When the employee is required to physically report for duty, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of three (3) hours compensation for any such "callback."
- B. When the employee is required to perform work by phone or computer, the employee shall receive 1.5 times his/her regular rate of pay for the actual time worked, with a minimum of one hour. Telephone calls/computer/emails under 15 minutes per day shall be deemed *de minimus*, and employees shall receive no call back or compensation for such work.

**(7) HOLIDAY LEAVE**

Each unit employee shall be entitled to the following holidays with pay (8 hours per holiday):

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Cesar Chavez Birthday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

Floating Holiday (Floating holiday hours are credited each July 1<sup>st</sup> and must be used before June 30<sup>th</sup>. Unused floating holiday hours are not to be carried forward.

Employees that work a 5/8 or 9/80 schedule who are required to work on a holiday shall receive holiday compensation at the rate of time and one-half (1-1/2) times their normal rate of pay in addition to pay for all hours worked.

Employees that work a modified 3/12 work week shall be granted the same holidays as above and shall accrue 104 hours of Holiday leave per year, and shall be credited with 52 hours of Holiday leave each January 1<sup>st</sup>, and an additional 52 hours of Holiday leave each July 1<sup>st</sup>. Employees on the 3/12 work week shall schedule holiday leave in accordance with Police Departmental procedures.

Employees on the 3/12 work week will only be permitted to carry over 104 hours of accrued but unused holiday leave from one calendar year to the next. Employees on the 3/12 work week who, as of January 1<sup>st</sup>, have not lowered their accrued Holiday leave to 104 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 104-hour cap. At that time, the employee will receive his/her full 52-hour allotment for that half year. Upon employee's separation from the City, any unused holiday leave shall be compensated at his/her regular rate of pay.

#### **(8) UNIFORM ALLOWANCE**

The City shall provide uniforms and/or equipment, as well as provide allowances as follows:

- A. Except for the Community Preservation Officer, unit members will receive two (2) complete sets of uniforms at time of hire, with two (2) replacements each year, an initial issue of one outdoor jacket with biennial (every even-numbered year) replacements, and an annual uniform allowance of \$300 per year. Clerical staff also receive one casual polo shirt. The Community Preservation Officer will receive five (5) replacement polo shirts per year, and one outdoor jacket with biennial replacements.
- B. Boots/Shoes: Employees who are required to wear certain shoes/boots for their position will receive \$100 per fiscal year to purchase work shoes/boots. All purchases shall be made in accordance with the City's purchasing policy.
- C. Uniforms shall consist of:
  - Clerical – Shirt/Casual Polo, skirt or pants, blazer, and vest
  - Police Desk Officer – Shirt, skirt or pants, name tag, tie, tie bar, and belt
  - Community Service Officer – Pants, shirt, jacket, belt and name tag
  - Community Preservation Officer – Polo shirt, and jacket

Uniform/Equipment Allowance shall be paid by separate payroll check semi-annually in the first full non-payroll week after November 15<sup>th</sup> and May 15<sup>th</sup>. Worn uniforms may be replaced by the City subject to the Department Head's approval. All worn uniforms must be turned in upon being replaced.

- D. Rain Gear: The City shall provide rain gear to employees assigned to work in the rain.

**(9) 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 ½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

**(10) WORKING OUT OF CLASS**

An employee assigned by his or her Department Head, with City Manager approval, to perform duties outside of his or her job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary. This 5% working out of class pay shall continue until such time that the Department Head determines that the duties are no longer necessary or the position is reclassified. This provision will not apply to an employee temporarily assigned to fill a vacant higher-level classification, which shall be governed by "Acting Out of Class" provisions below (i.e., Section 9.05 of SFPCA MOU, Contract No. 2039).

**(11) ACTING OUT OF CLASS**

An employee assigned by his or her Department Head, with City Manager's approval, to perform the duties of a higher level classification due to a vacancy or prolonged absence in that higher level classification (e.g. vacation or other leave of absence) shall be paid as follows:

- A. Effective on the fifth consecutive business day of assignment in that higher-level classification, five percent (5%) higher than their current base salary, retroactive to the first day of the assignment.
- B. If that assignment lasts longer than ten (10) consecutive work days, then the employee shall be paid at Step A of the higher classification, or 5% higher than their current base salary, whichever is greater, effective after the tenth consecutive business day of working in that higher level assignment.

In the event the employee is promoted to the higher-level position, and has completed at least six (6) consecutive months in the higher-level position to which they were promoted, and has received a satisfactory evaluation within 30 days prior to their promotion, the probation period shall be waived. All consecutive time worked of more than six (6) consecutive months in that higher-level position shall be considered time served in the position for seniority as it relates to bumping rights.

No employee shall be assigned to an acting out of class assignment for more than 960 hours. The City shall ensure that anyone assigned to act in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.



**(12) 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, 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. **Dispatcher Intermediate:** Employees who hold a Dispatcher Intermediate Certificate from POST shall receive an additional 2.5% above their base salary step.
- ii. **Dispatcher Advanced:** Employees who hold a Dispatcher Advanced Certificate from POST shall receive an additional 2.5% above their base salary step.
- iii. **Records Supervisor:** Employees who hold a Records Supervisor Certificate from POST 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 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.

### **(13) OTHER BENEFITS**

For other benefits such as tuition and mileage reimbursements, vacation leave, medical, dental, vision insurance, retirement, and so on, that apply to **Schedule GPD**, please refer to their specific MOU (Contract No. 2039).

### **C. PART-TIME EMPLOYEES**

Salaries and benefits listed here apply to part-time employees assigned to **Schedules H** (regular Hourly employees), **HFE** (Hourly Full-Time Equivalent employees), **HG** (above minimum wage General Hourly employees), and **PFE** (Hourly Police Service employees), respectively, and reflect stipulations in the last MOU.

**Schedule PFE** shall apply to police service employees, such as Police Cadet, and Police Reserve Officers when activated for active Police Officer duties on an hourly basis. The salaries and benefits for the San Fernando Part-time Employees' Bargaining Unit (SFPEBU) may change depending on the outcome of pending negotiations.

#### **(1) SALARY**

The hourly rates shown under **Schedules H, HFE and HG** reflect stipulations in the last MOU (Reso. No. 8271), as follows:

- A. Classifications without Full-time Equivalency (FTE), categorized as **Schedule HG**, and which have salary ranges above the required minimum wage, shall receive an increase in base salary, which is equal to the average increase received by classifications in the City's full-time non-sworn and non-management bargaining units (i.e., SFPEA and SFPCA). Such increases shall be effective on the same date as the classifications with an FTE.
- B. Classifications with Full-Time Equivalency (FTE), categorized as **Schedule HFE**, shall receive the same increase in base salary as the FTE positions. Such increases shall be effective on the same date as the FTE positions.
- C. For Classifications that are directly impacted by the State mandated Minimum Wage Standard, **Schedule H**, as per State Law, effective January 1, 2024, salaries currently listed in this Resolution reflect no Cost of Living Adjustment.

**(2) VACATION LEAVE**

In order to facilitate the transition in methodology from accruals based upon continuous years of employment to accruals based upon actual hours of service, the MOU (Contract No. 1838) stipulates as follows:

Effective January 1, 2017, each employee shall accrue vacation leave based upon hours actually worked each pay period, and the leave shall be calculated at a rate based upon total hours of City service, as follows:

- A. An employee with less than ten thousand (10,000) total hours of City service shall not accrue any vacation leave hours.
- B. An employee with then thousand (10,000) and up to twenty thousand (20,000) total hours of City service shall accrue 0.04 hours of vacation leave for each hour actually worked.
- C. An employee with twenty thousand (20,000) and up to twenty-five thousand (25,000) total hours of City service shall accrue 0.06 hours of vacation leave for each hour actually worked.
- D. An employee with twenty-five thousand (25,000) or more total hours of City service shall accrue 0.07 hours of vacation leave for each hour actually worked.

The maximum vacation leave accumulation for each unit employee shall be one hundred (100) hours. Except as otherwise provided hereafter, employees shall cease to accrue any additional hours until the vacation leave bank falls below the maximum accumulation cap. An employee denied vacation due to department staffing issues, who exceeds the maximum vacation accumulation cap due to such denial, shall continue to accrue vacation leave in excess of the cap until the department is able to allow sufficient vacation leave to bring the employee under the cap. However, this provision shall not apply if an employee does not request vacation leave until twenty-four (24) hours or less of reaching the maximum accumulation cap.

Upon death, retirement, or separation from service, an employee or his/her designated beneficiary, shall be paid out for one hundred (100%) of his/her accumulated vacation leave. Such vacation hours shall be paid out at the employee's current hourly base salary at the time of the payout. For stipulations regarding deposit of previously earned paid leave, please refer to the MOU (Contract No. 1838).

**(3) BILINGUAL PAY**

The City shall pay a bilingual bonus at the end of each month worked, to unit employees that qualify in accordance with the following conditions:

- A. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; 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.

The bonus shall be paid as follows:

- A. An employee who works seventy-nine (79) hours or less per month shall be paid fifty dollars (\$50.00) per month.
- B. An employee who works eighty (80) hours or more per month shall be paid one hundred dollars (\$100.00) per month.

#### **(4) UNIFORM ALLOWANCE/EQUIPMENT**

The City shall provide each employee, who is required to wear a uniform, with three (3) complete sets of uniforms upon hire and in July of each fiscal year.

- A. The City will replace up to two (2) sets of uniforms per fiscal year due to damage or excessive wear and tear.
- B. The uniforms shall consist of those that the department deems necessary.
- C. All purchases shall be made in accordance with the City's purchasing policy.
- D. For the purpose of cleaning and laundering such uniforms, the City will continue to provide non-sworn part-time employees in the Police Department with an annual uniform allowance equal to fifty percent (50%) of the amount received by non-sworn full-time employees in the Police Department. As of July 1, 2016, this amount was one hundred and fifty dollars (\$150.00) for eligible employees in this unit.

The City shall provide appropriate gear to employees assigned to work in inclement weather, including but not limited to rain gear and jackets.

Employees who are required to wear specific shoes/boots for their position (i.e. Community Service Officers, Junior Cadets, Community Preservation Officers, and Maintenance Helpers, etc.) shall receive reimbursement for the purchase of such work shoes/boots of up to one hundred dollars (\$100.00) in July of each fiscal year.

#### **(5) WORKING OUT OF CLASS**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than the employee's current base salary for the duration of such assignment. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formally approved in writing by the Department head.

**(6) OTHER BENEFITS**

For other part-time employee benefits, please refer to their MOU (Contract No. 1838).

**D. POLICE OFFICERS' ASSOCIATION**

Salaries and benefits listed here apply to regular full time employees assigned to **Schedule P**, for Sworn Police Officers and Sergeants, and reflect stipulations in the last MOU (Contract No. 2210).

**(1) SALARY**

The following salary ranges shown under **Schedule P** are consistent with the following provisions negotiated in the last MOU:

- A. Effective on the first day of the first pay period that includes July 1, 2024, the Base Salary for each represented unit classification shall be increased by four percent (4%).

If applicable, benefits that are a percentage of base salary will 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**

Per Contract No. 2210, Article 6.01(C), effective July 1, 2023, all unit members shall be eligible to receive Longevity pay as follows:

- A. Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- B. Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7½%) over and above the base salary step for each employee in this category.
- C. Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

**(3) BILINGUAL PAY**

The City shall provide Bilingual Pay of \$46.15 per pay period to employees that satisfy the following conditions:

- A. Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and

- B. 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.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to C.C.R. §571(a)(4) and C.C.R. §571.1(b)(3), Bilingual Premium.

**(4) FIELD TRAINING OFFICER**

The City shall pay any sworn employee whom the department designates as a Field Training Officer (FTO) additional six percent (6%) per month above his or her base salary.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to CCR §571(a) (4) and CCR §571.1(b) (3), Training Premium.

**(5) MOTOR OFFICER**

The City shall pay any sworn employee whom the department designates as a Motor Officer additional six percent (6%) per month above his or her base salary.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to CCR §571(a) (4) and CCR §571.1(b) (3), Motorcycle Patrol Premium.

**(6) CANINE OFFICER**

Employees who are assigned to canine officer detail are entitled to compensation for the off-duty hours spent caring for, cleaning, grooming, feeding and training their canine and maintaining (including cleaning) their canine vehicle/unit. The City and the Association acknowledge that the Fair Labor Standards Act, which governs the entitlement to compensation for canine duties, entitles the parties to agree to the approximate number of hours per month spent for the performance of canine duties. The Fair Labor Standards Act also allows the City and the Association to agree on appropriate compensation for the performance of canine duties. It is the intent of the City and the Association through the provisions of this article to fully comply with the requirements of the Fair Labor Standards Act. In addition, the City and the Association believe that the following canine pay provision does comply with the requirements of the Fair Labor Standards Act.

The City shall provide special assignment pay to any sworn employee assigned to canine duty in the amount of six percent (6%) above his or her base salary. In addition, the City shall pay each canine officer two (2) hours of premium overtime compensation each week. This amount recognizes that the time spent off duty to care for, clean, feed, groom and train his or her assigned dog and the maintenance (including cleaning) of his or her assigned vehicle/unit shall be considered hours worked. The City and the Association

have analyzed this issue and it has been determined that unit members spend, on average, 20 hours per month performing such work off-duty and that the compensation set forth above is adequate.

To the extent permitted by law, the six percent (6%) special assignment pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to C.C.R. §571(a)(4) and C.C.R. §571.1(b)(3), Canine Officer/Animal Premium.

**(7) DETECTIVES**

The City shall provide special assignment pay to any sworn employee who works as a Detective in the amount of six percent (6%) above that employee's Base Salary.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to C.C.R. §571(a)(4) and C.C.R. §571.1(b)(3), Detective Division Premium.

**(8) SCHOOL RESOURCE OFFICER**

The City shall provide special assignment pay to any sworn employee who works as a School Resource Officer in the amount of six percent (6%) above that employee's base salary.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to CCR §571(a)(4) and CCR §571.1(b)(3), D.A.R.E. Premium.

**(9) POST CERTIFICATE AND EDUCATIONAL INCENTIVE PAYS**

To receive Post Certificate and/or Educational Incentive Pay, employees must present certificates or degrees to the City's Personnel Office for verification and payroll processing. The employee shall be paid effective from the date the certificate or degree was officially received by the Personnel Office. Transcripts shall not be accepted in lieu of eligible certificates or degrees.

The City shall provide Post Certificate/Educational Incentive Pay as follows:

- A. Employees with an intermediate POST certificate will receive an additional four percent (4%) above their base salary.
- B. Employees with an Advanced POST certificate and/or a Bachelor of Arts or Science (BA/BS) Degree will receive an additional four percent (4%) above their base salary.
- C. Employees with a Supervisory POST certificate and/or a Master of Arts or Science (MA/MS) Degree will receive an additional two and one-half percent (2.5%) above their base salary.

Employees that were receiving compensation for possession of an Associate's Degree as of January 1, 2012 are "grandfathered" and will continue to receive compensation in an amount equal to the Intermediate POST compensation. Otherwise, the City does not provide additional compensation for an Associate Degree.

An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor's degree and an intermediate POST certificate would receive 4% for the Bachelor's, and 4% for the Intermediate POST, for a total of eight percent (8%) above their base salary. If the employee also had a Master's degree, the employee would receive an additional 2.5%, for a total of 10.5% above his or her base salary.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to CCR §571(a)(2) and CCR§571.1(b)(2), Educational Incentive or POST Incentive, as applicable.

**(10) UNIFORM ALLOWANCE**

The City shall provide employees a uniform allowance of \$36.92 each pay period (\$960 per year). Any unit employee that does not have an all-weather jacket as of the effective date of this agreement, shall be issued one as soon as possible. Any new employee shall be issued an all-weather jacket upon hire. Employees shall be eligible to have their all-weather jacket replaced once every 5 years, upon their request.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable for all "Classic" members pursuant to C.C.R. §571(a)(5), Uniform Allowance.

**(11) OVERTIME**

Employees shall receive one and one-half (1.5) times their Regular Rate of Pay for all hours worked in excess of their regularly scheduled hours. In the event an employee takes sick leave on a regularly scheduled workday, and works beyond his/her regularly scheduled hours on that day, then the employee shall receive straight time compensation for the work beyond their regular schedule up to the duration of the sick leave used that day. Thereafter, all time worked beyond their regularly scheduled hours shall be compensated at one and one-half (1.5) times their Regular Rate of Pay. Employees may elect to be paid for overtime hours worked or receive compensatory time off, but in no event shall their compensatory time banks exceed one hundred (100) hours.

Employees who work a 3/12 - 4/12 schedule shall receive one and one-half (1.5) times their Regular Rate of Pay for hours 80.01 through 84 of each bi-weekly pay period, even though they are part of their regularly scheduled hours.



**(12) COMPENSATORY TIME OFF**

Employees are permitted to accrue up to one hundred (100) hours of compensatory time off at any given time. Compensatory time off is accrued at one and one-half (1.5) hours for each hour of overtime worked. An employee will be allowed to use accrued but unused compensatory time off in compliance with the requirements of the Fair Labor Standards Act.

**(13) CALL BACK COMPENSATION**

Any unit employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be paid call back compensation as follows:

- A. When the employee is required to physically reports for duty, the employee shall receive one and one-half (1.5) times the Regular Rate of Pay for the actual time worked, with a minimum of three (3) hours.
- B. When the employee is required to performs work by phone or computer, the employee shall receive one and one half (1.5) times the Regular Rate of Pay for the actual time worked, with a minimum of one (1) hour. Telephone calls under 15 minutes per day shall be deemed *de minimus* and receive no compensation.

**(14) ON-CALL/STAND-BY FOR COURT**

Employees who, during their off-duty hours, are scheduled to appear in court on behalf of the City shall be paid at one and one-half (1.5) times their Regular Rate of Pay for two (2) hours for the morning session and two (2) hours for the afternoon session.

If an employee is placed on-call for court and is subsequently called to testify during that same court session, the employee shall be paid for the combined duration of the actual time spent on-call and the actual time spent in the court appearance, at time and one-half (1.5) times his/her Regular Rate of Pay, with a minimum of two (2) hours.

**(15) COURT APPEARANCE PAY**

Any employee required to appear in court 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.

**(16) OUT OF CLASS PAY**

Any employee appointed by the Police Chief, with City Manager approval, to act in a higher classification, due to a vacancy or prolonged absence in that higher classification, and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established for said higher classification, at whichever step provides the employee with a minimum increase in compensation of five percent (5%), but in no event higher than the top step, during the acting period, retroactive to the first day of said assignment.

The City shall not assign an employee to an acting out-of-class assignment for more than 960 hours per fiscal year.

**(17) PRE-EMPLOYMENT CONTRACT**

Any employee hired after July 1, 2008 who voluntarily leaves the City within twenty-four (24) months of accepting employment as a police cadet or police officer, and who obtains employment as a peace officer within the State of California within the subsequent 12 months, will be required to repay the City for the actual cost of the police academy tuition and fees expended on that employee, housing (if applicable due to Academy location), any equipment not returned in good condition, with such repayment not to exceed \$500 per month for each month short of twenty-four (24). Said payments shall not apply to employees who obtained the Basic POST certification prior to obtaining employment with the City. The reimbursement may be accomplished by relinquishing accrued but unused Vacation leave, Holiday leave or CTO leave, or in monthly installments of \$500, or both, at the employee's option.

**(18) OTHER BENEFITS**

For other benefits such as holiday leave, medical, dental, vision insurance, and retirement, that apply to Schedule P, please refer to their MOU (Contract No. 2210).

**E. POLICE MANAGEMENT UNIT**

Salaries and benefits listed here apply to regular full time employees assigned to **Schedule MP**, for Sworn Police Commanders, and reflect stipulations in the last approved MOU (Contract No. 2251), effective January 1, 2024.

**(1) SALARY**

The following salary ranges shown under **Schedule MP** are consistent with the following provisions in Contract No. 2251:

- A. Effective on the first day of the first full pay period beginning after January 1, 2024, the base salary for each represented unit classification shall be increased by four percent (4%).
- B. Effective on the first day of the first full pay period beginning after July 1, 2024, the base salary for each represented unit classification shall be increased by four percent (4%).
- C. Effective on the first day of the first full pay period beginning after July 1, 2025, the base salary for each represented unit classification shall be increased by four percent (5%).
- D. Effective on the first day of the first full pay period beginning after July 1, 2026, the base salary for each represented unit classification shall be increased by four percent (5%).

- E. Effective on the first day of the first full pay period beginning after July 1, 2027, the base salary for each represented unit classification shall be increased by four percent (4%).

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) ANNUAL LEAVE**

Employees earn Annual Leave In lieu of Vacation and Sick Leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll to payroll basis prorated in accordance with the following rates:

- 160 hours for 1-5 years of City service
- 200 hours for 6-10 year of City service
- 240 hours for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the Police Chief or his/her designee. Unit members may accrue up to four hundred (400) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

### **Annual Leave Cash Out:**

An employee may make an irrevocable election to cash out up to eighty (80) hours of accumulated Annual Leave at their regular rate of pay in the following calendar year. On the pay day for the pay period which includes Thanksgiving in the following year, the employee will receive cash for the amount of Annual Leave the employee irrevocably elected to cash out in the prior year, provided the employee still has a minimum of eighty (80) hours of accrued Annual Leave remaining after the cash out. If however, the employee's Annual Leave balance would result in less than eighty (80) hours remaining after the cash out, the employee will receive cash for the amount of Annual Leave above eighty (80) hours that the employee has accrued at the time of cash out. An employee that does not make a specific election by December 31<sup>st</sup>, will be deemed to have elected the same level of cash out as the preceding year.

## **(3) MANAGEMENT LEAVE**

Management Leave provides a means of compensation for hours worked by exempt employees beyond their normal work schedule.

The City shall provide one hundred and twenty (100) hours of Management Leave per year each January 1. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next. Unused management leave hours will be cashed out in December of each year at the employee's current hourly rate of pay. At the time of separation, any unused management leave hours will be paid at the employee's current hourly rate of pay, on a pro-rated basis.

**(4) LONGEVITY PAY**

Per Contract No. 2251, Article 6.01, all unit members shall be eligible to receive Longevity pay as follows:

- A. Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- B. Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7.5%) over and above the base salary step for each employee in this category.
- C. Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

**(5) UNIFORM ALLOWANCE**

Uniform allowance for Police Commanders shall be \$960 per year, payable in equal at one twenty-fourth (1/24) of the annual rate. In addition, the City shall provide employees with one all-weather jacket. Employees shall be eligible to have their all-weather jacket replaced once every 5 years, upon their request.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable for all Classic CalPERS members pursuant to CCR §571(a)(2) and CCR §571.1(a)(5), Uniform Allowance.

**(6) OUT OF CLASS PAY**

Any unit member appointed by the Police Chief, with City Manager approval, to act in a higher classification, due to a vacancy or prolonged absence in that higher classification, and serving continuously in said classification for at least fifteen (15) continuous working days, shall receive the pay established for said higher classification during the acting period, retroactive to the first day of said assignment.

**(7) CONTRACT DUTY**

Unit members who, at the employee's discretion, work special assignments, typically referred to as "Contract Duty" shall be compensated on an hourly basis for all contract duty worked at one and one-half (1.5) times the "Top Step" base pay of a City Police Sergeant plus any longevity and certificate pay to which the employee is entitled.

“Contract Duty” means police services contracted through the City and/or paid for by a private person, business, organization, entity or other government agency. Contract Duty may include police services paid for by grant funds received from other government agencies.

**(8) VEHICLES**

Unit members shall be assigned an unmarked multi-purpose police vehicle for use to and from work locations and for official City business in accordance with City policy.

**(9) OTHER BENEFITS**

For other benefits such as holiday leave, medical, dental, vision insurance, retirement, and so on, that apply to Schedule MP; please refer to their MOU (Contract No. 2251).

**F. NON-SWORN MANAGEMENT EMPLOYEES**

Salaries and benefits listed here apply to regular full-time employees designated as non-sworn Management employees (represented by San Fernando Management Group -SFMG) assigned to **Schedule M**, and reflect stipulations in their last MOU (Contract No. 2058).

**(1) SALARY**

The salaries shown for non-sworn Management (SFMG) employees reflect stipulations from the last negotiated MOU (Contract No. 2058), which expires June 30, 2024. Therefore, there is zero cost of Living Adjustment (COLA) pending conclusion of negotiations.

In computing benefits that are a percentage of base salary (e.g., longevity, bilingual, etc.) each benefit is calculated independently over the base salary of each respective employee.

**(2) ACTING PAY**

Employees who, by written assignment, perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of ten (10) or more consecutive work days. The increased compensation shall be retroactive to the first day of said assignment, and at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

**(3) BILINGUAL PAY**

The City shall provide bilingual pay in the amount of \$100.00 per month to employees that satisfy the following conditions:

- i. The employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language based on a bi-annual written and/or oral testing procedures as selected by the City; and
- ii. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by his/her Department Head, and approved in writing by the City Manager.

**(4) EDUCATION INCENTIVE PAY**

Employees who possess a Master's degree or higher in a related field from an accredited educational institution prior to January 1, 2022 shall receive an additional 2% above their base salary step effective the first day of the full pay period that includes January 1, 2022. For employees who earn their Master's degree after January 1, 2022, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of their newly acquired degree to the Personnel Division.

**(5) LONGEVITY PAY**

Eligible Management employees shall receive longevity pay under the following terms:

- i. An additional 3% above the employee's base salary step upon completion of 10 years of continuous service with the City from date of hire.
- ii. An additional 1% above the employee's base salary step, for a total of 4% over and above the base salary upon completion of 20 years of continuous service with the City from date of hire.
- iii. An additional 1% above the employee's base salary step, for a total of 5% over and above the base salary upon completion of 30 years of continuous service with the City from date of hire. Any unit employee on leave of absence without pay with the exception of Family & Medical Leave (FMLA) 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.

Employees whose original or rehire date is after July 1, 2018 are ineligible for Longevity Pay.

**(6) ANNUAL LEAVE**

- i. Annual Leave accrual per pay period for all Management employees is as follows: 0 – 4 years of service: 6.15 Hours (160 Hours/Year); 5 – 9 years of service: 7.69 Hours (200 Hours/Year); and 10 or more years of service: 9.23 Hours (240 Hours/Year).

- ii. Employees who have pre-existing Sick Leave and/or Vacation accrual balance shall convert Sick Leave to Annual Leave at the rate of One (1) Hour of Sick Leave to 0.5 Hours of Annual Leave; and convert Vacation to Annual Leave at the rate of One (1) Hour of Vacation to One (1) Hour of Annual Leave.
- iii. Employees may, at his/her discretion, accrue up to eight hundred (800) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

**(7) MANAGEMENT LEAVE**

The City shall grant each Management employee 80 hours of Management Leave per calendar year, to be credited each January 1. Up to 80 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current hourly rate of pay, on a pro-rated basis.

**(8) MILEAGE REIMBURSEMENT**

Management employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

**(9) TUITION REIMBURSEMENT**

The City shall reimburse Management employees for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade, and commit to continued service (employment) to the City of San Fernando for the equivalent of the school units, not to exceed two years.

**(10) TECHNOLOGY STIPEND**

Effective on the first day of the pay period that includes January 1, 2022, the City will provide employees with \$100 per month as a technology stipend for use of personal technology for business purposes. Employees who have received a City-issued cell phone are ineligible for the technology stipend. The City will provide necessary hardware (e.g. laptop) for pre-approved telecommuting assignments. The technology stipend will serve as reimbursement for business use of personal internet connection.

**(11) OTHER BENEFITS**

For other benefits applicable to Management employees, such as medical, dental, vision insurance, retirement, and so on, that apply to Schedule M, please refer to their MOU (Contract No. 2058).

**G. DEPARTMENT HEADS**

Salaries and benefits listed here apply to regular full-time employees designated as Department Heads, assigned to **Schedule DH**, and reflect stipulations in the Council approved Resolution No. 8289 and amendments thereto:

**(1) SALARY**

For Department Heads, the salary ranges shown under **Schedule DH** reflect the following provisions in Resolution No. 8289:

- A. Effective on the first day of the first pay period including July 1, 2024, the employee's base salary shall be increased by four percent (4.0%).

In computing benefits that are a percentage of base salary (e.g., longevity, bilingual, etc.) each benefit is calculated independently over the base salary of each respective employee.

**(2) BILINGUAL PAY**

The City shall provide Bilingual Pay of \$46.15 per pay period to Department Heads that satisfy the following conditions:

1. Department Head has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and
2. Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by and approved in writing by the City Manager.

To the extent permitted by law, this pay shall be reported to CalPERS as compensation earnable and pensionable compensation pursuant to C.C.R. §571(a)(4) and C.C.R. §571.1(b)(3), Bilingual Premium.

**(3) LONGEVITY PAY**

Eligible Department Heads shall receive longevity pay under the following terms:

- A. An additional 3% above the employee's base salary step upon completion of 10 years of continuous service with the City from date of hire.
- B. An additional 1% above the employee's base salary step, for a total of 4% over and above the base salary upon completion of 20 years of continuous service with the City from date of hire.
- C. An additional 1% above the employee's base salary step, for a total of 5% over and above the base salary upon completion of 30 years of continuous service with the City from date of hire.



Any unit employee on leave of absence without pay with the exception of Family & Medical Leave (FMLA) 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.

**(4) ANNUAL LEAVE**

- A. Annual Leave accrual per pay period for all Management employees is as follows: 0 – 4 years of service: 6.15 Hours (160 Hours/Year); 5 – 9 years of service: 7.69 Hours (200 Hours/Year); and 10 or more years of service: 9.23 Hours (240 Hours/Year).
- B. Employees who have pre-existing Sick Leave and/or Vacation accrual balance shall convert Sick Leave to Annual Leave at the rate of One (1) Hour of Sick Leave to 0.5 Hours of Annual Leave; and convert Vacation to Annual Leave at the rate of One (1) Hour of Vacation to One (1) Hour of Annual Leave.
- C. Employees may, at his/her discretion, accrue up to four hundred (400) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

**(5) MANAGEMENT LEAVE**

The City shall grant each Department Head 120 hours of Management Leave per calendar year, to be credited each January 1. Up to 120 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current hourly rate of pay.

**(6) CAR ALLOWANCE**

Department Heads will receive a City-provided vehicle or car allowance of \$400/month as compensation for attendance at off-site meetings, conferences, professional development, and any other business-related travel. Department heads receiving a City-provided vehicle or car allowance will not be reimbursed for mileage.

**(7) TECHNOLOGY REIMBURSEMENT**

Department heads may elect to receive a technology reimbursement of \$125/month in lieu of a City-issued cell phone. Department heads that continue to receive a City-issued phone will not receive the reimbursement.

**(8) WELLNESS REIMBURSEMENT**

The City shall reimburse certain wellness expenses in an amount not to exceed \$750 each fiscal year. Employees must request reimbursement using a City approved form, and supply valid receipts at time of reimbursement. Unused funds will not be carried over to the following fiscal year.

**(9) OTHER BENEFITS**

For other benefits such as severance pay, medical, dental, vision, retirement, and so on, that apply to the Department Heads, please refer to Resolution Nos. 8289.

**H. CITY MANAGER**

The salary and benefits listed for the City Manager reflects the negotiated provisions in Contract Nos. 1906 and 1906 (a).

**(1) SALARY**

The salary shown for the City Manager in this salary schedule reflects a Flat Rate as per the following stipulations in Contract No. 1906:

- A. Effective July 1<sup>st</sup> of each calendar year, during the term of the Agreement, the City Manager's base salary shall be adjusted by a percentage equal to the annual percentage change to the May Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim area.  
Per the latest report issued by the U.S. Department of Labor, Bureau of Labor Statistics, the May 2024 CPI is 3.9%.
- B. Effective February 1, 2020, and each July 1<sup>st</sup> thereafter, the City Manager shall contribute two percent (2%) of his base salary toward the City's CalPERS pension cost until his contribution totals eight percent (8%).
- C. Effective February 1, 2020, the City shall deposit the sum of Five Hundred Dollars (\$500) per month in employee's 457 Deferred Compensation Plan.

**(2) MISCELLANEOUS BENEFITS**

The City Manager shall receive the following benefits in the manner prescribed under Resolution No. 8289 (which established the Salary and Benefits for Department Heads): Annual Leave, Management Leave, Bereavement Leave, Wellness Reimbursement, Holidays, and Automobile Allowance.

**(3) OTHER BENEFITS**

For other benefits such as severance pay, medical, dental, vision, retirement, and so on, that apply to the City Manager, please refer to Contract Nos. 1906 and 1906 (a).

**I. CITY COUNCIL**

In addition to the compensation reported under Section 2 (D), members of the City Council shall also receive the following benefits:

**(1) AUTOMOBILE ALLOWANCE**

The City shall provide City Council members with an automobile allowance in the amount of Four Hundred Dollars (\$400) per month to assist the members with the cost of using and operating their own private vehicle, and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

**(2) MEDICAL, DENTAL AND VISION INSURANCE**

City Council members shall receive any and all employee medical, dental, and vision insurance benefits otherwise accorded the City's executive management employees (Department Heads). However, where a fixed Cafeteria Plan allotment is provided for purchase of medical, dental, and vision insurance, and the Councilmember does not spend his or her entire allotment, the balance shall be placed into a deferred compensation plan (Section 457 Plan) maintained by the City.

**(3) RETIREMENT**

City Council members shall be entitled to retirement benefits, as per the stipulations of the State of California Public Employees' Retirement Laws for elected officials.

**(4) TECHNOLOGY REIMBURSEMENT**

City Council members may elect to receive a technology reimbursement of \$125/month in lieu of a City-issued cell phone. Members that elect to receive a City-issued phone will not receive the reimbursement.

**(5) WELLNESS REIMBURSEMENT**

The City shall reimburse City Council members up to annual maximum of \$750 for reimbursable "wellness" expenses specifically incurred for health and welfare to the extent defined and permitted by Government Code, Section 53200(d). Medical exams, uninsured medical care costs, vision and dental expenses may qualify as health and welfare benefits. However, health club/fitness center membership, registration fees for health classes, and entrance fees for competitive events shall not qualify as health and welfare benefits.

**SECTION 4: EMPLOYEES PLACED IN SAME STEP**

For the purpose of placing this Resolution in effect as of the first day of the first pay period that includes July 1, 2024, and for the purpose of interpretation, each employee shall be placed in that salary step which he or she presently occupies in the range set forth for said position.

**SECTION 5: INTERPRETATION INEQUITY**

In case of an inequity of hardship affecting any employee in a particular classification by reason of the adoption of this Resolution, the Council may adjust the same and the Council's action thereon as entered on the minutes shall be final. The Council shall determine all matters of interpretation of this Resolution and placement of employees in the proper salary steps and classification, and Council's decision on such matters as entered on the minutes shall be final.

**SECTION 6: INTENT OF COUNCIL**

It is the specific intent of the City Council that all officers and employees of the City for whom a salary range is specified in this Resolution or any amendment hereto shall be governed by the provisions of this Resolution.

**SECTION 7: REPEAL**

Resolution No. 8244, adopted June 20, 2023, all Resolutions amendatory thereof or in conflict herewith and all motions and actions of the City Council in conflict herewith or covering the same matters heretofore adopted or taken to be the same are hereby repealed.

**SECTION 8: EFFECTIVE DATE**

The City Clerk shall certify to the passage of this Resolution, and the same shall be in full force and effect as of the first day of the first pay period that includes July 1, 2024.

**PASSED, APPROVED, AND ADOPTED THIS 1<sup>st</sup> day of July, 2024.**

DocuSigned by:

*Celeste Rodriguez*

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Celeste T. Rodriguez, Mayor of the City of San Fernando, California

**ATTEST:**

DocuSigned by:

*Julia Fritz*

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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. 8316, 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 1<sup>st</sup> day of July, 2024, by the following vote of the City Council:

**AYES:** Garcia, Solorio, Mendoza, Rodriguez - 4

**NAYS:** None

**ABSENT:** Fajardo - 1

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 5th day of July, 2024.

DocuSigned by:  
*Julia Fritz*  
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\_\_\_\_\_  
Julia Fritz, City Clerk