

RESOLUTION NO. 8354

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO
AMENDING PORTIONS OF RESOLUTION NO. 8316, ADOPTED
JULY 1, 2024, AMENDING THE SALARY PLAN FOR HOURLY EMPLOYEES
AND SAN FERNANDO MANAGEMENT GROUP

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

SECTION 1: That that portion of Section 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting “Schedule M for Management Employees” on page 6, and replacing it with the following, effective the first day of the first full pay period that includes July 1, 2024:

SCHEDULE M FOR MANAGEMENT EMPLOYEES					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	6813	7153	7510	7885	8279
56	6960	7307	7672	8055	8457
57	7115	7470	7843	8235	8646
58	7269	7632	8013	8413	8833
59	7412	7782	8171	8579	9007
60	7601	7981	8380	8799	9238
61	7791	8180	8588	9017	9467
62	7983	8382	8801	9241	9703
63	8184	8593	9022	9473	9946
64	8386	8805	9245	9707	10192
65	8598	9027	9478	9951	10448
66	8812	9252	9714	10199	10708
67	9032	9483	9957	10454	10976
68	9212	9672	10155	10662	11195
69	9486	9960	10458	10980	11529
70	9903	10398	10917	11462	12035
71	10066	10569	11097	11651	12233
72	10410	10930	11476	12049	12651
73	10751	11288	11852	12444	13066
74	11102	11657	12239	12850	13492
75	11334	11900	12495	13119	13774
76	11729	12315	12930	13576	14254
77	12148	12755	13392	14061	14764
78	12562	13190	13849	14541	15268

SCHEDULE M FOR MANAGEMENT EMPLOYEES					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
79	12990	13639	14320	15036	15787
80	13421	14092	14796	15535	16311
81	13864	14557	15284	16048	16850
82	14322	15038	15789	16578	17406

SECTION 2: That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting the following on pages 7-10, effective the first day of the first full pay period that includes January 1, 2025:

CLASSIFICATION	SALARY RANGES NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Assistant to the City Manager*	70M	9395	9995	10494	11020	11572
Deputy City Clerk/ Management Analyst	62M	7675	8059	8464	8885	9329
Information Technology System Administrator	70M	9395	9995	10494	11020	11572
Management Analyst	62M	7675	8059	8464	8885	9329
Personnel Manager*	77M	11671	12256	12872	13518	14196
Public Works Operations Manager	76M	11276	11839	12431	13054	13705
Planning Manager	75M	11334	11900	12495	13119	13774
Senior Accountant	70M	9395	9995	10494	11020	11572
Water Operations Manager	76M	11276	11839	12431	13054	13705

**Unrepresented Employees*

SECTION 3: That that portion of Section 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting “Schedule M for Management Employees” on page 6, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2025:

SCHEDULE M FOR MANAGEMENT EMPLOYEES					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	7086	7440	7812	8203	8613
56	7238	7600	7980	8379	8798
57	7400	7770	8159	8567	8995
58	7560	7938	8335	8752	9190
59	7708	8093	8498	8923	9369
60	7905	8300	8715	9151	9609
61	8103	8508	8933	9380	9849
62	8302	8717	9153	9611	10092
63	8511	8937	9384	9853	10346
64	8721	9157	9615	10096	10601
65	8942	9389	9858	10351	10869
66	9164	9622	10103	10608	11138
67	9393	9863	10356	10874	11418
68	9580	10059	10562	11090	11645
69	9865	10358	10876	11420	11991
70	10299	10814	11355	11923	12519
71	10469	10992	11542	12119	12725
72	10826	11367	11935	12532	13159
73	11181	11740	12327	12943	13590
74	11546	11657	12239	12850	13492
75	11787	12376	12995	13645	14327
76	12198	12808	13448	14120	14826
77	12634	13266	13929	14625	15356
78	13064	13717	14403	15123	15879
79	13510	14186	14895	15640	16422
80	13958	14656	15389	16158	16966
81	14419	15140	15897	16692	17527
82	14895	15640	16422	17243	18105

SECTION 4: That that portion of Sub-section A of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by adding the following, effective the first day of the first full pay period that includes January 1, 2025:

CLASSIFICATION	SALARY RANGES NUMBER SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Assistant to the City Manager*	70M	10299	10814	11355	11923	12519
Deputy City Clerk/ Management Analyst	62M	8302	8717	9153	9611	10092
Information Technology System Administrator	70M	10299	10814	11355	11923	12519
Management Analyst	62M	8302	8717	9153	9611	10092
Personnel Manager*	77M	12634	13266	13929	14625	15356
Planning Manager	75M	11787	12376	12995	13645	14327
Public Works Operations Manager	76M	12198	12808	13448	14120	14826
Senior Accountant	70M	10299	10814	11355	11923	12519
Water Operations Manager	76M	12198	12808	13448	14120	14826

**Unrepresented Employees*

SECTION 5: That that portion of Section 1 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting “Schedule H, Schedule HFE, Schedule HG” on page 5, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2025:

SCHEDULE H FOR PART-TIME HOURLY EMPLOYEES- MINIMUM WAGE (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
44	16.50	17.33	18.19	19.10	20.06
45	16.78	17.62	18.50	19.42	20.40
47	17.27	18.13	19.04	19.99	20.99
52	18.07	18.97	19.92	20.92	21.96
71	21.58	22.66	23.79	24.98	26.23

SCHEDULE HFE FOR PART TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	17.82	18.79	19.83	20.92	22.07
100	25.10	26.41	27.80	29.26	30.79
104	26.77	28.18	29.66	31.22	32.86
114	27.36	28.85	30.44	32.12	33.88
122	32.02	33.70	35.48	37.34	39.30

SCHEDULE HG FOR PART TIME HOURLY EMPLOYEES – GENERAL ABOVE MINIMUM WAGE (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	17.70	18.59	19.51	20.49	21.51
71	20.92	21.97	23.06	24.22	25.43

SECTION 6: That that portion of Sub-section B of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by adding the following, effective the first day of the first full pay period that includes January 1, 2025:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Assistant	114HFE	27.36	28.85	30.44	32.12	33.88
City Maintenance Helper	62HG	17.70	18.59	19.51	20.49	21.51
Community Preservation Officer	122HFE	32.02	33.70	35.48	37.34	39.30
Community Service Officer	104HFE	26.77	28.18	29.66	31.22	32.86
Crossing Guard	44H	16.50	17.33	18.19	19.10	20.06
Day Camp Counselor	44H	16.50	17.33	18.19	19.10	20.06
Junior Cadet	45H	16.78	17.62	18.50	19.42	20.40
Management Intern	71HG	20.92	21.97	23.06	24.22	25.43
Office Clerk	62HFE	17.82	18.79	19.83	20.92	22.07
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	25.10	26.41	27.80	29.26	30.79
Pool Attendant/ Cashier	44H	16.50	17.33	18.19	19.10	20.06
Public Works Maintenance Helper	62HG	17.70	18.59	19.51	20.49	21.51
Recreation Leader I	44H	16.50	17.33	18.19	19.10	20.06
Recreation Leader II	47H	17.27	18.13	19.04	19.99	20.99
Recreation Leader III	71H	21.58	22.66	23.79	24.98	26.23
Senior Day Camp Counselor	52H	18.07	18.97	19.92	20.92	21.96

SECTION 7: That that portion of Section 3, Subsection F. “Non-Sworn Management Employees” of the Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting and replacing Section 3, Subsection F. “Non-Sworn Management Employees” pages 37-39, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2025:

F. NON-SWORN MANAGEMENT EMPLOYEES

Salaries and benefits listed here apply to regular full-time employees designated as non-sworn Management employees and employees represented by San Fernando Management Group (SFMG) assigned to Schedule M.

(1) SALARY

The salary ranges shown under Schedule M are consistent with the following provisions negotiated in Contract No. 2305, Article 5.01, 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%).
- B. Effective the first full pay period that includes January 1, 2025, unit members shall receive a base salary increase of four percent (4%).
- C. Effective the first full pay period that includes July 1, 2025, unit members shall receive a base salary increase of four percent (5%).
- D. Effective the first full pay period that includes July 1, 2026, unit members shall receive a base salary increase of four percent (4%).
- E. Effective the first full pay period that includes July 1, 2027, unit members shall receive a base salary increase of four percent (4%).
- F. Effective the first full pay period that includes July 1, 2028, unit members shall receive a base salary increase of four percent (2%).

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) WORKING OUT OF CLASS, ACTING AND INTERIM ASSIGNMENT PAY

- A. **WORKING OUT OF CLASS PAY**
“Working Out of Class Pay” is additional compensation provided to an employee who is temporarily assigned to perform duties that are outside of their regular job classification but do not encompass the full scope of

responsibilities associated with a higher classification. This may involve taking on a significant portion of the duties of a higher-level position or performing specialized tasks not typically required by the employee's regular classification. Employees assigned by their Department Head in writing, and with City Manager approval, to perform certain duties outside of their job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary.

B. ACTING PAY

“Acting Pay” is additional compensation provided to an employee who is temporarily assigned the full duties and responsibilities of a higher classification or position, due to the temporary absence or vacancy of the incumbent in that higher position. The employee must perform all of the essential functions of the higher position to qualify for Acting Pay. Employees assigned by their Department Head in writing, and with City Manager approval, to the full duties and responsibilities of a higher classification or position for ten (10) or fewer consecutive business days will be paid at the rate of eight percent (8%) higher than their current base salary.

C. INTERIM ASSIGNMENT PAY

“Interim Assignment Pay” is additional compensation provided to an employee who is temporarily assigned to perform the full duties and responsibilities of a higher-level position for an extended period, typically while the organization is actively recruiting to permanently fill the higher-level position. Interim assignments are usually longer in duration than Acting assignments and may require the employee to fill the role for an extended period, often until a permanent replacement is appointed. Employees assigned by their Department Head in writing, and with City Manager approval, to the full duties and responsibilities of a higher classification or position for ten (10) or more consecutive business days will be paid at Step A of the higher classification, or the lowest Step that is at least eight percent (8%) higher than their current base salary.

(3) BILINGUAL PAY

The City shall provide bilingual pay in the amount of \$100 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 shall receive an additional 4% above their base salary step effective the first full pay period after City Council adoption of this MOU. Employees must submit proof of their acquired degree to the Human Resources 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.

(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) HOLIDAY LEAVE

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
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Floating Holiday

Official paid Holidays for unit employees shall be considered nine (9) hours leave with pay or equivalent to actual number of regularly scheduled workday hours.

Floating holiday hours are credited each January 1, and must be used before December 30. Unused floating holiday hours are not carried forward.

(9) 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.

(10) 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.

(11) TECHNOLOGY STIPEND

The City shall provide employees with \$100 per month as a technology stipend for use of personal technology for business purposes. Effective November 1, 2024, the City will increase the technology stipend from \$100 to \$125 per month.

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.

(12) WELLNESS REIMBURSEMENT


The City shall reimburse certain wellness expenses in an amount not to exceed \$400 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.

(13) 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. 2305).

SECTION 8: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 2nd day of December, 2024.



Mary Mendoza, Vice Mayor of the
City of San Fernando, California

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8354, 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 2nd day of December 2024, by the following vote of the City Council:

AYES: Garcia, Solorio, Fajardo, Mendoza - 4

NAYS: None

ABSENT: None

ABSTAINED: None

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


Julia Fritz, City Clerk