

RESOLUTION NO. 2022-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, CALIFORNIA, ADOPTING A 2022-23 SALARY RESOLUTION AND RESCINDING RESOLUTION NO. 2022-51

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

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

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

SECTION 3. INITIAL APPOINTMENT. The compensation in the case of initial appointment to any class listed in Section 12 hereof shall be at the minimum step in the range; provided that the City Manager or designee may approve a higher unadjusted base salary rate at any step within the range if he/she shall find that the person appointed thereto is reasonably entitled, because of his or her experience or ability, to a rate in any one of the steps above the minimum or that it is impracticable to obtain qualified appointees at the established minimum rate or at any one of the higher steps below the maximum. In no instance shall the unadjusted base salary rate allowed for any class be neither less than the minimum nor more than the maximum step in the salary range.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If a holiday in 1-12 above occurs on an employee's scheduled work day and he/she is given the holiday off (i.e. the employee does not work on the holiday), the employee will receive up to 9 hours of holiday pay (or 4 hours, if a ½ day holiday) at straight time. The employee shall make up the difference, if any, between the number of holiday hours paid and the number of hours the employee was scheduled to work by using his/her accrued, unused vacation leave, compensatory time off leave, or the 8 hours of Personal Necessity Leave not charged to his/her accrued, unused Sick Leave.

If a holiday designated in 1-12 above is not an employee's scheduled work day and in fact does not work the holiday, the employee will receive up to 9 (or 4) hours of holiday pay at straight time.

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

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

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

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

Actual Holiday Falls On Employee's Day Off

Saturday
 Sunday
 Consecutive Friday/Saturday or
 Consecutive Sunday/Monday

Employee Will Be Given Day Off With Pay

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

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

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

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

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

SECTION 11. ALLOCATION OF CLASSES TO COMPENSATION RANGES.

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

SECTION 12. TABLE AND INDEX.

Title	Schedule No.
Account Specialist I	138
Account Specialist II	157
Administrative Secretary	177
Assistant Planner	255
Associate Planner	274
Building Inspector I	224
Building Inspector II	243
Business License Inspector/Ombudsman	202
Business License Specialist I	138

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Business License Specialist II	157
City Clerk Specialist	168
Civil Engineering Assistant	264
Civil Engineering Associate	283
Code Enforcement Officer I	197
Code Enforcement Officer II	216
Collection Systems CCTV Technician	229
Community Services Coordinator I	189
Community Services Coordinator II	208
Community Services Officer	184
Concrete Worker Finisher	181
Crime Analysis Assistant	170
Crime Analyst	216
Customer Service Clerk	149
Data Processing Specialist	202
Engineering Technician I	199
Engineering Technician II	219
Equipment Operator	184
Equipment Service Worker	152
Facilities Maintenance Worker	187
Fleet Mechanic I	182
Fleet Mechanic II	200
Gas Control System Specialist	222
Information Services Technician	239
Landfill Equipment Operator	184
Landfill Gatekeeper	156
Librarian I	218
Librarian II	237
Librarian I (Grant Funded)	218
Librarian II (Grant Funded)	237
Library Assistant I	143
Library Assistant II	162
Library Assistant III	176
Maintenance Electrician	218
Meter Reader	163
Motor Sweeper Operator	182
Office Specialist I	114
Office Specialist II	134
Office Specialist III	149
Park Equipment Operator	174
Park Maintenance Worker I	140
Park Maintenance Worker II	159
Parking Enforcement Officer	155
Payroll Technician	176
Permit Technician I	177
Permit Technician II	196
Police Dispatcher I	198

SECTION 12. TABLE AND INDEX. (Continued)

<u>Title</u>	<u>Schedule No.</u>
Police Dispatcher II	217
Police Forensic Specialist I	226
Police Forensic Specialist II	246
Police Officer	01
Police Officer Trainee	233
Police Sergeant	08
Police Services Assistant I	159
Police Services Assistant II	173
Police Services Assistant Trainee	124
Property and Evidence Technician	188
Public Works Inspector I	214
Public Works Inspector II	233
Records Specialist I	114
Records Specialist II	134
Secretary	163
Senior Accounting Technician	202
Senior Building Inspector/Plan Checker	271
Senior Code Enforcement Officer	235
Senior Engineering Technician	233
Senior Facilities Maintenance Worker	206
Senior Fleet Mechanic	219
Senior Landfill Equipment Operator	203
Senior Maintenance Electrician	237
Senior Park Equipment Operator	203
Senior Park Maintenance Worker	178
Senior Permit Technician	264
Senior Police Dispatcher	236
Senior Police Forensic Specialist	271
Senior Police Services Assistant	206
Senior Programmer Analyst	276
Senior Property and Evidence Technician	207
Senior Sewer Equipment Operator	181
Senior Solid Waste Worker	203
Senior Street Maintenance Worker	201
Senior Water Utility Worker	213
Sewer Equipment Operator	172
Solid Waste Worker	184
Stores/Purchasing Coordinator	177
Street Maintenance Worker I	142
Street Maintenance Worker II	162
Telephone Operator/Receptionist I	124
Telephone Operator /Receptionist II	144
Warehouse Worker	142
Water Production Specialist	241
Water Treatment Plant Operator I	201
Water Treatment Plant Operator II	220
Water Utility Specialist	241

SECTION 12. TABLE AND INDEX. (Continued)

Title	Schedule No.
Water Utility Worker I	175
Water Utility Worker II	194

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

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

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments.

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

or

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

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
100	2730	2866	3009	3159	3317	3483
101	2742	2879	3023	3174	3333	3500
102	2755	2893	3038	3190	3350	3518
103	2771	2910	3055	3208	3368	3536
104	2785	2924	3070	3224	3385	3554
105	2799	2939	3086	3240	3402	3572
106	2812	2953	3101	3256	3419	3590
107	2827	2968	3116	3272	3436	3608
108	2841	2983	3132	3289	3453	3626
109	2855	2998	3148	3305	3470	3644
110	2870	3013	3164	3322	3488	3662
111	2884	3028	3179	3338	3505	3680
112	2897	3042	3194	3354	3522	3698
113	2911	3057	3210	3370	3539	3716
114	2927	3073	3227	3388	3557	3735
115	2942	3089	3243	3405	3575	3754
116	2956	3104	3259	3422	3593	3773
117	2970	3119	3275	3439	3611	3792
118	2986	3135	3292	3457	3630	3811
119	3001	3151	3309	3474	3648	3830
120	3016	3167	3325	3491	3666	3849
121	3031	3183	3342	3509	3684	3868
122	3046	3198	3358	3526	3702	3887
123	3060	3213	3374	3543	3720	3906
124	3076	3230	3391	3561	3739	3926
125	3092	3247	3409	3579	3758	3946

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
126	3108	3263	3426	3597	3777	3966
127	3123	3279	3443	3615	3796	3986
128	3138	3295	3460	3633	3815	4006
129	3153	3311	3477	3651	3834	4026
130	3170	3329	3495	3670	3853	4046
131	3186	3345	3512	3688	3872	4066
132	3202	3362	3530	3706	3891	4086
133	3217	3378	3547	3724	3910	4106
134	3233	3395	3565	3743	3930	4127
135	3250	3412	3583	3762	3950	4148
136	3267	3430	3601	3781	3970	4169
137	3283	3447	3619	3800	3990	4190
138	3299	3464	3637	3819	4010	4211
139	3315	3481	3655	3838	4030	4232
140	3331	3498	3673	3857	4050	4253
141	3348	3515	3691	3876	4070	4274
142	3365	3533	3710	3895	4090	4295
143	3381	3550	3728	3914	4110	4316
144	3399	3569	3747	3934	4131	4338
145	3416	3587	3766	3954	4152	4360
146	3433	3605	3785	3974	4173	4382
147	3450	3623	3804	3994	4194	4404
148	3468	3641	3823	4014	4215	4426
149	3485	3659	3842	4034	4236	4448
150	3502	3677	3861	4054	4257	4470
151	3519	3695	3880	4074	4278	4492
152	3536	3713	3899	4094	4299	4514
153	3554	3732	3919	4115	4321	4537
154	3572	3751	3939	4136	4343	4560
155	3590	3770	3959	4157	4365	4583
156	3610	3790	3979	4178	4387	4606
157	3628	3809	3999	4199	4409	4629
158	3645	3827	4018	4219	4430	4652
159	3663	3846	4038	4240	4452	4675
160	3681	3865	4058	4261	4474	4698
161	3699	3884	4078	4282	4496	4721
162	3718	3904	4099	4304	4519	4745
163	3737	3924	4120	4326	4542	4769
164	3756	3944	4141	4348	4565	4793
165	3775	3964	4162	4370	4588	4817
166	3792	3982	4181	4390	4610	4841
167	3811	4002	4202	4412	4633	4865
168	3830	4022	4223	4434	4656	4889
169	3850	4042	4244	4456	4679	4913
170	3870	4063	4266	4479	4703	4938
171	3890	4084	4288	4502	4727	4963

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
172	3909	4104	4309	4524	4750	4988
173	3928	4124	4330	4547	4774	5013
174	3948	4145	4352	4570	4798	5038
175	3967	4165	4373	4592	4822	5063
176	3987	4186	4395	4615	4846	5088
177	4007	4207	4417	4638	4870	5113
178	4027	4228	4439	4661	4894	5139
179	4048	4250	4462	4685	4919	5165
180	4068	4271	4485	4709	4944	5191
181	4088	4292	4507	4732	4969	5217
182	4108	4313	4529	4755	4993	5243
183	4128	4334	4551	4779	5018	5269
184	4149	4356	4574	4803	5043	5295
185	4170	4378	4597	4827	5068	5321
186	4190	4399	4619	4850	5093	5348
187	4211	4422	4643	4875	5119	5375
188	4233	4445	4667	4900	5145	5402
189	4254	4467	4690	4924	5170	5429
190	4275	4489	4713	4949	5196	5456
191	4295	4510	4736	4973	5222	5483
192	4317	4533	4760	4998	5248	5510
193	4339	4556	4784	5023	5274	5538
194	4362	4580	4809	5049	5301	5566
195	4383	4602	4832	5074	5328	5594
196	4405	4625	4856	5099	5354	5622
197	4428	4649	4881	5125	5381	5650
198	4449	4671	4905	5150	5408	5678
199	4470	4694	4929	5175	5434	5706
200	4493	4718	4954	5202	5462	5735
201	4517	4743	4980	5229	5490	5764
202	4539	4766	5004	5254	5517	5793
203	4562	4790	5030	5281	5545	5822
204	4584	4813	5054	5307	5572	5851
205	4607	4837	5079	5333	5600	5880
206	4630	4862	5105	5360	5628	5909
207	4653	4886	5130	5387	5656	5939
208	4676	4910	5156	5414	5685	5969
209	4700	4935	5182	5441	5713	5999
210	4725	4961	5209	5469	5742	6029
211	4747	4984	5233	5495	5770	6059
212	4771	5010	5260	5523	5799	6089
213	4794	5034	5286	5550	5828	6119
214	4818	5059	5312	5578	5857	6150
215	4844	5086	5340	5607	5887	6181
216	4867	5110	5366	5634	5916	6212
217	4891	5136	5393	5663	5946	6243

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
218	4915	5161	5419	5690	5975	6274
219	4941	5188	5447	5719	6005	6305
220	4965	5213	5474	5748	6035	6337
221	4990	5240	5502	5777	6066	6369
222	5016	5267	5530	5806	6096	6401
223	5040	5292	5557	5835	6127	6433
224	5066	5319	5585	5864	6157	6465
225	5090	5345	5612	5893	6188	6497
226	5115	5371	5640	5922	6218	6529
227	5142	5399	5669	5952	6250	6562
228	5168	5426	5697	5982	6281	6595
229	5192	5452	5725	6011	6312	6628
230	5219	5480	5754	6042	6344	6661
231	5245	5507	5782	6071	6375	6694
232	5270	5534	5811	6102	6407	6727
233	5297	5562	5840	6132	6439	6761
234	5324	5590	5870	6163	6471	6795
235	5350	5618	5899	6194	6504	6829
236	5378	5647	5929	6225	6536	6863
237	5404	5674	5958	6256	6569	6897
238	5431	5703	5988	6287	6601	6931
239	5457	5730	6017	6318	6634	6966
240	5486	5760	6048	6350	6668	7001
241	5513	5789	6078	6382	6701	7036
242	5540	5817	6108	6413	6734	7071
243	5569	5847	6139	6446	6768	7106
244	5596	5876	6170	6478	6802	7142
245	5624	5905	6200	6510	6836	7178
246	5651	5934	6231	6543	6870	7214
247	5681	5965	6263	6576	6905	7250
248	5709	5994	6294	6609	6939	7286
249	5737	6024	6325	6641	6973	7322
250	5766	6054	6357	6675	7009	7359
251	5796	6086	6390	6709	7044	7396
252	5824	6115	6421	6742	7079	7433
253	5852	6145	6452	6775	7114	7470
254	5883	6177	6486	6810	7150	7507
255	5912	6208	6518	6844	7186	7545
256	5941	6238	6550	6878	7222	7583
257	5971	6270	6583	6912	7258	7621
258	6001	6301	6616	6947	7294	7659
259	6030	6332	6649	6981	7330	7697
260	6061	6364	6682	7016	7367	7735
261	6090	6395	6715	7051	7404	7774
262	6123	6429	6750	7087	7441	7813
263	6152	6460	6783	7122	7478	7852

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
264	6182	6491	6816	7157	7515	7891
265	6213	6524	6850	7192	7552	7930
266	6245	6557	6885	7229	7590	7970
267	6276	6590	6920	7266	7629	8010
268	6308	6623	6954	7302	7667	8050
269	6339	6656	6989	7338	7705	8090
270	6370	6689	7023	7374	7743	8130
271	6402	6722	7058	7411	7782	8171
272	6434	6756	7094	7449	7821	8212
273	6467	6790	7130	7486	7860	8253
274	6499	6824	7165	7523	7899	8294
275	6530	6857	7200	7560	7938	8335
276	6563	6891	7236	7598	7978	8377
277	6596	6926	7272	7636	8018	8419
278	6630	6961	7309	7674	8058	8461
279	6662	6995	7345	7712	8098	8503
280	6695	7030	7382	7751	8139	8546
281	6730	7066	7419	7790	8180	8589
282	6764	7102	7457	7830	8221	8632
283	6797	7137	7494	7869	8262	8675
284	6830	7172	7531	7908	8303	8718
285	6867	7210	7570	7948	8345	8762
286	6901	7246	7608	7988	8387	8806
287	6935	7282	7646	8028	8429	8850
288	6969	7317	7683	8067	8470	8894
289	7003	7353	7721	8107	8512	8938
290	7038	7390	7760	8148	8555	8983
291	7074	7428	7799	8189	8598	9028
292	7110	7465	7838	8230	8641	9073
293	7144	7501	7876	8270	8684	9118
294	7180	7539	7916	8312	8728	9164
295	7215	7576	7955	8353	8771	9210
296	7251	7614	7995	8395	8815	9256
297	7288	7652	8035	8437	8859	9302
298	7325	7691	8076	8480	8904	9349
299	7362	7730	8117	8523	8949	9396
300	7399	7769	8157	8565	8993	9443

SECTION 14B. POLICE STANDARD SALARY SCHEDULE.
This Schedule is effective the first pay period beginning on or after July 1, 2022.

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
01	6713	7060	7395	7806	8288	8819
08	8567	9002	9454	9980	10,568	11,254

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

A. Special Assignments

1. Police Officer Special Assignment Pay - Effective the first pay period beginning on or after July 1, 2021, when a Police Officer is assigned to a Special Assignment by the Chief of Police, he/she shall be compensated at a percentage higher than his/her unadjusted base salary rate as follows:

<u>Special Assignment</u>	<u>Compensation</u>
A. Administration (Community Relations, Personnel, Training)	5%
B. Bicycle	5%
C. Canine (Per the November 2018 side-letter: in addition to the 4% special assignment compensation, Canine Officers will be compensated to work up to 25 hours per month during their non-regularly scheduled work hours to perform associated duties such as feeding, caring and training a City provided canine for law enforcement work. The first 11 hours will be compensated at the federal minimum wage and the remaining 14 hours will be paid at the overtime rate of 1.5 times the federal minimum wage.)	5%
D. Field Training Officer (Compensation provided in compliance with current WPOA MOU)	5%
E. Mental Evaluation Team (MET)	5%
F. School Resource Officer	5%
G. Traffic Investigators	5%
H. Whittwood	5%
I. Corporal	7%
J. Community Impact Team (CIT)	5%
K. Detectives	5%
a. Auto Theft	
b. Burglary/Commercial	
c. Burglary/Residential	
d. Domestic Violence	
e. Forgery	
f. Homicide	
g. Robbery	
h. Sex Crimes	
i. Vice/Narcotics	
j. LA Impact	
k. TRAP	
l. POP	
m. SET	
L. Lead Officer/Lead Detective/Santa Fe Springs Police Service Center A Police Officer, when assigned by the Chief of Police to serve as a Lead Officer or Lead Detective in Santa Fe Springs, shall be compensated at \$250 per month higher than his/her unadjusted base salary rate. Upon the assignment being eliminated or replaced by a Corporal, the \$250 special assignment pay will be discontinued. If the former Lead is assigned as a Corporal, he/she will receive Corporal pay of 7%.	

M. Motorcycle Officer 5%
 (Per the November 2018 side-letter: all cleaning and maintenance of motorcycles that is performed by an officer shall be performed during the officer's regularly scheduled work hours.)

2. Police Sergeant Special Assignment Pay - Effective the first pay period beginning on or after July 1, 2021, when a Police Sergeant is assigned to a Special Assignment by the Chief of Police, he/she shall be compensated at a percentage higher than his/her unadjusted base salary rate as follows:

<u>Special Assignment</u>	<u>Compensation</u>
A. Administrative Bureau	5%
B. Traffic Bureau	5%
C. Investigations Bureau (Special Teams)	5%
D. Santa Fe Springs Detective Bureau	5%

3. Street Maintenance - A Street Maintenance Worker when assigned by the Director of Public Works to perform sewer installation/repair and/or sewer equipment operation shall be compensated at five ranges higher than their unadjusted base salary rate.
4. Paint and Sign Truck - A Street Maintenance Worker when assigned by the Director of Public Works to schedule and coordinate the work activities for the Paint and/or Sign Truck shall be compensated at five ranges higher than their unadjusted base salary rate.
5. Police Supervisory Assignment - The City Manager, based on unusual circumstances usually of a long term nature, may approve special assignment pay of 5% for a Police Officer while he/she is assigned to perform the duties of a Sergeant, or for an "A" Shift Sergeant while he/she is assigned to perform the duties of a Lieutenant on "A" Shift.
6. Maintenance Worker - A Maintenance Worker when assigned by the Director of Public Works to schedule and coordinate the work activities for the Paint Truck and/or Sign Truck shall be compensated at five ranges higher than their unadjusted base salary rate.

B. Shift Differential

1. Clerical employees in the Police Department, Community Services Officers, Equipment Service Workers, Fleet Mechanics, Water Treatment Plant Operator, and Motor Sweeper Operators, assigned to shifts between 2:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate, not to exceed \$1.11 per hour.
2. Library Assistant I/II, Library Assistant III and Librarian I/II, assigned to shifts between 5:00 p.m. and 9:00 p.m., shall be compensated at ten (10) salary ranges higher than their unadjusted base salary rate not to exceed seventy-five cents (\$0.75) per hour.
3. City Employees on Special Night-Time Assignment and not on regular shift, between the hours of 11:00 p.m. and 7:30 a.m., shall be compensated at ten ranges higher than their unadjusted base salary rate.

4. Park Maintenance Worker I/II and Senior Park Maintenance Worker personnel assigned to shifts between 6:00 p.m. to 11:00 p.m. of any day, will be paid a flat \$15 per month shift differential, prorated on a semi-monthly basis for shift assignments that involve less than a full month. Employees in this classification who work on Saturday and/or Sunday shall be compensated at ten percent (10%) higher than their unadjusted base salary rate for only those hours worked on Saturday and/or Sunday.

C. Court Pay

1. On Call Court Pay

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

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

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

2. Court Pay

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

D. Move-Up Pay

1. Non-sworn Classified Employees who are required to work in a higher classification shall be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head, and must serve a qualifying period of five (5) work days (including non-consecutive work days) each fiscal year. Move-up pay will be provided for a work day of at least eight (8) consecutive hours. An employee shall not be on a Move-Up assignment of more than thirty (30) days without the prior approval of his/her department head and Director of Human Resources. Employees shall receive their

unadjusted base salary rate if they use sick leave or vacation leave while on Move-Up status.

2. Unclassified Management and Confidential Employees who are required to work in a higher classification may be compensated no more than 5% or the amount equal to the same salary step in the salary range of the higher classification, whichever is the lesser amount, for all work performed in the higher classification. The employee must be qualified to perform the duties of the higher level classification as determined by his/her department head and serve a qualifying period of thirty (30) consecutive calendar days per occurrence which, if satisfied, would result in the employee receiving the Move-Up Pay retroactive to the first day worked in the higher capacity.
3. Corporal (Police Department). A Corporal assigned by the Chief of Police in a move-up capacity in the absence of a Sergeant shall be compensated at five percent (5%) Move-Up Pay above his/her unadjusted base salary rate commencing after he/she serves four (4) continuous weeks in the move-up capacity of a Sergeant.

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

A Police Officer, Police Sergeant, Police Lieutenant, or Police Captain who possesses a Peace Officers Standards and Training (POST) Certificate will be compensated for the highest POST certificate attained, at 5% higher than his/her unadjusted base salary rate for an Intermediate POST Certificate, and 10% higher than his/her unadjusted base salary rate for an Advanced POST Certificate subject to the approval of the Chief of Police and Director of Human Resources.

Effective July 12, 2008, a Police Sergeant who possesses a POST Supervisory Certificate will be compensated at 2% higher than his/her unadjusted base salary rate (maximum 12% when combined with a POST Advanced Certificate).

F. Education Pay for Sworn Personnel

The percentages shown below are not cumulative. For example, a unit member who possesses a Master's Degree will be entitled to a salary increase of no more than 5% of his or her unadjusted base salary rate.

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

2. Police Sergeant. Effective July 1, 2021, eligible Police Sergeants shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
 - a. Associate's degree – 2% of the unadjusted base salary rate of Police Sergeant current pay step.
 - b. Bachelor's degree – 4% of the unadjusted base salary rate of Police Sergeant current pay step (inclusive of any pay for an AA Degree).
 - c. Master's degree – 5% of the unadjusted base salary rate of Police Sergeant current pay step (inclusive of any pay for an AA and/or BA Degree).
 - d. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.

3. Police Lieutenant. Effective July 1, 2021, eligible Police Lieutenants shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
 - a. Bachelor's degree – 4% of the current unadjusted base salary rate of Police Lieutenant.
 - b. Master's degree – 5% of the current unadjusted base salary rate of Police Lieutenant.
 - c. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.

4. Police Captain. Effective July 1, 2021, eligible Police Captains shall receive the following education-related compensation for the highest degree attained, to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
 - a. Bachelor's degree – 4% of the current unadjusted base salary rate of Police Captain.
 - b. Master's degree – 5% of the current unadjusted base salary rate of Police Captain.
 - c. Degrees rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.

5. Chief of Police. Effective July 1, 2006, eligible Chief of Police shall receive the following education-related compensation to be determined as follows, and in addition to any POST certificate compensation for which the employee is eligible:
 - a. Master's degree – 5% of the current unadjusted base salary rate of Chief of Police.
 - b. A degree rendering an employee eligible for the percentage dollar amounts described herein shall be earned from an accredited college/university as determined by the City in using recognized publications describing such accreditation.

G. Police Department Employee Uniforms

Effective July 1, 2021, all full-time sworn personnel and civilian personnel in classified positions required by the Chief of Police to wear a City approved uniform should receive the following:

Uniform Voucher Upon Appointment (City approved uniform and equipment)

Police Officer, Sergeant, Lieutenant, Captain	Up to \$1,200
Motor Officer	Up to \$700
Designated Civilian Classified Positions	Up to \$545.42 (\$200 annually thereafter)

Designated Civilian Classified Positions

1. Effective July 1, 2021, Uniform Replacement Voucher up to \$250 per year for City approved shirt with patches, pants, alterations and/or equipment.
2. Uniform Maintenance Allowance \$300 per fiscal year, paid at the end of each calendar quarter.

Sworn Police Classified Positions

Effective the first pay period on or after July 1, 2021, the City will provide each sworn Police Officer, Sergeant, Lieutenant and Captain a separate check in December of each year in the amount of \$1,200 for his/her uniform maintenance, repair and replacement. The above amount is for City approved shirt with patches, pants, alterations and/or equipment.

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

H. Pager Pay/Cell Phone Allowance

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

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

2. Civil Engineering Assistant/Associate(s) may be required by the Director of Public Works to carry a pager on their person during non-work hours and, in such case shall receive an additional \$50 per month or pro-rated equivalent for each day they actually carry the pager.

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

I. Bilingual Pay

1. Police Officers (effective the first pay period on or after July 1, 2021)
 - a. A Police Officer or Sergeant who speaks and understands Spanish, or any other language designated by the Police Chief (other than English), shall be compensated an additional two hundred dollars (\$200) per month. An eligible employee may apply for this pay at any time but must pass an initial and renewal competency test administered by the City that measures if the employee is fluent at a conversational level in speaking, reading and writing that language. The skill level associated with the competency test shall not be modified during the term of this agreement.
 - b. In addition to those that qualify for Spanish bilingual pay, up to 10 additional Police Officers or Sergeants who primarily work a patrol shift and who speak and understand a different language other than English (including American Sign), shall be compensated an additional two hundred dollars (\$200) per month. The additional Police Officers or Sergeants who receive this pay shall be selected on seniority and a first come basis. Thus, the first 10 Police Officers or Sergeants who apply for and are eligible shall be selected to receive the pay. Those eligible Police Officers or Sergeants who apply afterwards may be placed on a waiting list pending availability.
 - c. An employee shall only be eligible to receive a total of two hundred dollars (\$200) per month for bilingual pay irrespective of the number of eligible languages they speak and understand.

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

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

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

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

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

2. Civilian Employees

Civilian employees (except those in management, confidential, part-time and temporary positions) who are required by their department head to speak and understand a language other than English on a regular basis shall be compensated at \$145 per month higher than their unadjusted base salary rate effective July 1, 2021.

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

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

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

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

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

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

3. Management and Confidential Employees

Management and Confidential employees, covered under Sections 16-19D of this resolution, who are required by their department to speak and understand Spanish on a regular basis, shall be compensated above their unadjusted base salary rate as follows:

Civilian \$145 per month (effective 7/1/21)
Sworn \$200 per month (effective 7/1/17)

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

- a) The department head must submit a written justification to the City Manager including, but not limited to, the nature and extent/frequency the employee will use the skill, and the names of other employees on the same shift/assignment, and in the same section/division/department who are currently receiving Bilingual Pay.
- b) The employee must successfully pass a competency exam on an initial basis and thereafter periodically as determined by the City.

- c) The employee who is granted Bilingual Pay must be approved annually to continue to receive this pay, including the department head's written re-justification to be submitted to the City Manager for approval.
- d) The City can discontinue providing bilingual pay to any employee at any time and such decision shall be final.
- e) An employee off duty for more than 30 consecutive calendar days will not receive Bilingual Pay during his/her absence.

J. Standby Pay

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

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

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

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

K. Emergency Call Back Pay

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

L. Call Back After 12 Hours of Continuous Work

A non-sworn employee in the classified service, who works more than twelve (12) consecutive hours, as a result of an emergency or unscheduled situation, shall take a minimum of a five (5) hour break at the conclusion of the emergency assignment or the supervisor's dismissal, prior to returning to work. If all or a portion of the five (5) hour break overlaps the start of the employee's next regular shift, the City will provide the employee City-paid leave, such as City Business, for that portion of the break which overlaps with the start of the employee's next regular shift. Prior to going home at the end of the emergency or unscheduled situation, the employee shall notify his/her supervisor of the time they will return for the next shift. Notwithstanding the above, in the event that the City needs the employee to return to their next regular shift, the employee shall be required to do so.

M. Overtime Assignments – Police Supervisory/Management Positions

The Police Department will first offer overtime opportunities to police officers. If there are not enough police officers who sign up for each overtime assignment, the Department will provide personnel in higher ranks the option to sign up for the overtime assignment. Personnel in higher ranks who sign up for the overtime would be paid commensurate with their current unadjusted base salary rate.

N. Water Certificate Pay Program

Effective July 1, 2021, Water Division employees in the classifications indicated below who possess valid Water Certificate(s) issued by the California Department of Health Services that are above the level required in their respective City class specification, will be compensated at \$100 (one hundred dollars) per month higher than their unadjusted base salary rate for each Certificate. Employees can receive Water Certificate Pay for higher level Water Treatment and/or Water Distribution Certificates regardless of whether the employee is assigned to the Water Treatment Section or Water Distribution Section. An employee who receives Water Certificate Pay as provided in this section shall not receive any other pay for their Water Certificate(s). For example, an employee that receives Water Certificate Pay shall not receive Certificate Pay of \$15 (fifteen dollars) per month per the MOU between the City and WCEA for the period of 1990-91.

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

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

O. Longevity Pay

1. Sworn Police Officers, Sergeants, Lieutenants and Captains

- a. Sworn employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), or forty (40) years of service with the City of Whittier shall be eligible to receive longevity pay effective the first pay period after July 1, 2021. The longevity pay shall be an annualized amount added to the eligible employee's annual base salary that corresponds to the employee's years of service with the City as follows: 10 years - \$1,500; 15 years - \$2,500; 20 years - \$3,500; 25 years - \$4,500; 30 years - \$5,500; 35 years - \$6,500; 40 years - \$7,500.

- b. Longevity pay shall be paid to eligible, sworn Police Officers, Sergeants, Lieutenants and Captains on a biweekly basis and not as a single lump sum starting on the eligible member’s anniversary date.
- c. For sworn Police Officers, Sergeants, Lieutenants and Captains employed by the City of Whittier before July 1, 2021, years of service for the purpose of eligibility for longevity pay only, includes years of service served as a Peace Officer Standards and Training (POST) certified or POST approved Peace Officer in another agency.
- d. For sworn Police Officers, Sergeants, Lieutenants and Captains hired with the City of Whittier on or after July 1, 2021, years of service with the City for the purpose of eligibility for longevity pay, does not include years of service served as a POST certified or POST approved Peace Officer in another agency.
- e. The City will report longevity pay to CalPERS as special compensation pursuant to Section 571(a)(5) of the CalPERS regulations. The City does not make any guarantees or assurance that CalPERS will determine that longevity pay is special compensation that qualifies as earnable compensation.

2. Civilian, Management, and Confidential Employees

- a. Regular Civilian, Management and Confidential employees who have completed ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40) years of service with the City of Whittier shall be eligible to receive longevity pay effective the first pay period after July 1, 2021. The longevity pay shall be an annualized amount added to the eligible employee’s annual base salary that corresponds to the employee’s years of service with the City as follows: 10-14 years - \$1,500; 15-19 years - \$2,500; 20-24 years - \$3,500; 25-29 years - \$4,500; 30-34 years - \$5,500; 35-39 years - \$6,500; 40 years - \$7,500.
- b. Longevity pay shall be paid to eligible WCEA members, Management and Confidential employees on a biweekly basis and not as a single lump sum starting on the eligible member’s anniversary date.
- c. For the purpose of eligibility, years of service with the City includes year of service served as a full-time employee only with the City of Whittier.
- d. The City will report longevity pay to CalPERS as special compensation pursuant to Section 571(a)(5) of the CalPERS regulations. The City does not make any guarantees or assurance that CalPERS will determine that longevity pay is special compensation that qualifies as earnable compensation.

SECTION 16. LEVELS OF MANAGEMENT. For purposes of compensation and clarification of the management organization structure of the City of Whittier, the following will describe the four levels of management.

LEVEL I – EXECUTIVE MANAGEMENT

- | | |
|--------------------------|--|
| Assistant City Manager | Director of Human Resources & Risk Management |
| Chief of Police | Director of Library Services |
| City Clerk | Director of Parks, Recreation & Community Services |
| City Manager (Appointed) | |
| Council Member (Elected) | |

Director of Community Development
 Director of Finance

Director of Public Works

LEVEL II – SENIOR MANAGEMENT

Assistant Director of Community Development
 Assistant Director of Library Services
 Assistant Director of Public Works

Police Captain
 Police Support Services Manager

LEVEL III – MIDDLE MANAGEMENT

Accountant
 Accounting Manager
 Building Services Manager/Bldg. Official
 Business Development Manager
 Civil Engineer
 Community Services Manager
 Development Project Manager
 Economic Development/Housing Manager
 Finance Manager
 Fleet Manager
 Human Resources/Risk Management
 Administrator
 Information Technology Manager
 Library Services Manager

Management Analyst I/II
 Management Assistant
 Park Manager
 Police Lieutenant
 Principal Planner
 Public Information Officer
 Public Works Manager
 Records Manager (Y-Rate)
 Senior Accountant
 Senior Civil Engineer
 Senior Management Analyst
 Senior Planner
 Street Manager
 Water Manager

LEVEL IV – SUPERVISORY MANAGEMENT

Code Enforcement Supervisor
 Community Services Supervisor
 Facilities Maintenance Supervisor
 Fleet Mechanic Supervisor
 Office Supervisor
 Park Maintenance Supervisor
 Payroll Supervisor
 Police Communications Supervisor
 Police Records Supervisor I/II

Police Sergeant
 Revenue Collections Supervisor
 Senior Librarian
 Solid Waste Supervisor
 Street Maintenance Supervisor
 Supervising Library Assistant
 Tree Maintenance Supervisor
 Water Distribution Supervisor
 Water Production Supervisor

SECTION 17. CIVILIAN CLASSIFIED MANAGEMENT POSITIONS IN THE CLASSIFIED SERVICE. The compensation in the following schedule indicates the monthly unadjusted base salary rates applicable to civilian classified positions in the classified service of the City.

All of the civilian classified management classifications listed below are not exempt from the provisions of the Fair Labor Standards Act.

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments.

	<u>Monthly Salary Range</u>
Code Enforcement Supervisor	6866 - 8924
Community Services Supervisor	5719 - 7438
Facilities Maintenance Supervisor	6043 - 7853
Fleet Mechanic Supervisor	6245 - 8117

Office Supervisor	4719	-	6137
Park Maintenance Supervisor	5908	-	7680
Payroll Supervisor	5337	-	6942
Police Communications Supervisor	6571	-	8544
Police Records Supervisor I	5718	-	7436
Police Records Supervisor II	6286	-	8172
Revenue Collections Supervisor	5337	-	6942
Senior Librarian	5694	-	7403
Solid Waste Supervisor	6033	-	7844
Street Maintenance Supervisor	6033	-	7844
Supervising Library Assistant	4513	-	5865
Tree Maintenance Supervisor	5908	-	7680
Water Distribution Supervisor	6700	-	8709
Water Production Supervisor	6700	-	8709

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

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

This schedule is effective the first pay period beginning on or after July 1, 2022.

	<u>Monthly Salary Range</u>
Police Captain	12,211 – 15,874
Police Lieutenant	10,544 – 13,707

SECTION 19. POSITIONS IN THE UNCLASSIFIED SERVICE PAID IN ACCORDANCE WITH SPECIAL PROVISIONS. The compensation in the following schedules indicates the monthly unadjusted base salary rates applicable to unclassified positions in the unclassified service of the City. Members of the unclassified service serve at the pleasure of the appointing authority. Appointments, suspensions, salary adjustments or dismissals affecting these classifications shall be made with the approval of the City Manager.

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

SECTION 19A. EXECUTIVE MANAGEMENT.

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments.

	<u>Monthly Salary Range</u>
Assistant City Manager	13,931 - 19,286
Chief of Police	16,481 - 20,604
City Clerk	9,633 - 15,553
City Manager	21,030 - 22,745
Council Member	393.30
Director of Community Development	13,605 - 17,006

Director of Finance	13,130 - 16,413
Director of Human Resources & Risk Management	12,218 - 15,274
Director of Library Services	11,119 - 13,898
Director of Parks, Recreation & Community Services	12,441 - 15,553
Director of Public Works	13,630 - 17,037

SECTION 19B. SENIOR MANAGEMENT.

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments. Scope of duties encompasses oversight of multiple divisions and directly supports the department Director.

	<u>Monthly Salary Range</u>
Assistant Director of Community Development	9223 - 11,988
Assistant Director of Library Services	8094 - 10,519
Assistant Director of Public Works	10,146 - 13,190
Police Support Services Manager	9075 - 11,801

SECTION 19C. MANAGEMENT.

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments. This category includes both division managers and technical managers.

	<u>Monthly Salary Range</u>
Accountant	5381 - 6998
Accounting Manager	7984 - 10,377
Building Services Manager/Building Official	8892 - 11,558
Business Development Manager	7836 - 9525
Engineering Manager	7272 - 9456
Community Services Manager	8314 - 10,810
Development Project Manager	8711 - 11,322
Economic Development/Housing Manager	9075 - 11,439
Finance Manager	7984 - 10,377
Fleet Manager	7493 - 9739
Human Resources/Risk Management Administrator	7274 - 9457
Information Systems Analyst	6452 - 8384
Information Technology Manager	8899 - 11,570
Library Services Manager	7707 - 10,019
Management Analyst I	5864 - 7623
Management Analyst II	6452 - 8384
Management Assistant	5354 - 6959
Park Manager	8314 - 10,810
Principal Planner	7700 - 10,013
Public Information Officer	9050 - 11,688
Public Works Manager	8078 - 10,759
Records Manager (Y-Rate)	6452 - 8384
Senior Accountant	6457 - 8384
Senior Civil Engineer	8990 - 11,688
Senior Management Analyst	6943 - 9025
Senior Planner	7315 - 9512
Street Manager	8078 - 10,759
Water Manager	9223 - 11,988

SECTION 19D. CONFIDENTIAL.

This schedule is effective the first pay period beginning on or after July 1, 2022 for all departments.

	<u>Monthly Salary Range</u>
Administrative Assistant	4997 - 6497
Executive Assistant to the City Manager	5497 - 7146
Human Resources Assistant	4767 - 6199
Admin. Secretary to the Assistant City Manager	4997 - 6497
Admin. Secretary to the City Manager	5497 - 7146
Admin. Secretary to the City Controller	4495 - 5801
Admin. Secretary to the Human Resources Director	4495 - 5801
Admin. Secretary to the Chief of Police	4495 - 5801

SECTION 20. SEASONAL, TEMPORARY AND PART-TIME EMPLOYEES.

This schedule is effective on January 1, 2022, and includes State minimum wage increase effective January 1, 2023.

	<u>Hourly Rate</u>	<u>Hourly Rate Effective 1/1/23</u>
Administrative Intern	F/H 15.00 - 16.04	15.50 - 16.04
Clerical (Temporary)	F/H 17.09 - 18.84	17.09 - 18.84
Contract Manager (not to exceed 960 hrs/fiscal year)	F/H 25.00 - 75.00	25.00 - 75.00
Laborer (Temporary)	F/H 17.09 - 18.84	17.09 - 18.84
Library Aide	F/H 16.00 - 18.00	16.00 - 18.00
Library Assistant I (Temporary)	F/H 18.00 - 22.00	18.00 - 22.00
Library Page	F/H 15.00 - 15.00	15.50 - 15.50
Lifeguard I	F/H 17.64 - 19.45	17.64 - 19.45
Lifeguard II	F/H 19.45 - 21.44	19.45 - 21.44
Para-Police Reserve	F/H 20.37 - 20.37	20.37 - 20.37
Parking Lot Attendant (Temporary)	F/H 15.00 - 17.12	15.50 - 17.12
Pool Manager	F/H 23.64 - 26.06	23.63 - 26.06
Public Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H 27.35 - 34.16	27.35 - 34.16
Recreation Specialist I	F/H 16.54 - 18.23	16.54 - 18.23
Recreation Specialist II	F/H 18.23 - 20.10	18.23 - 20.10
Reference Assistant	F/H 25.00 - 30.00	25.00 - 30.00
Retired Annuitant Manager (not to exceed 960 hrs/fiscal year)	F/H 25.00 - 75.00	25.00 - 75.00
Retired Annuitant Safety Specialist (not to exceed 960 hrs/fiscal year)	F/H 27.35 - 34.16	27.35 - 34.16
Security Officer	F/H 15.00 - 15.01	15.50 - 15.50
Senior Lifeguard	F/H 21.44 - 23.64	21.44 - 23.64
Sr. Recreation Specialist I	F/H 20.10 - 22.16	20.10 - 22.16
Sr. Recreation Specialist II	F/H 22.16 - 24.43	22.16 - 24.43
Solid Waste Worker (Temporary)	F/H 15.00 - 16.00	15.50 - 16.00
Staff Assistant I	F/H 15.00 - 21.44	15.50 - 21.44
Staff Assistant II	F/H 16.00 - 30.52	16.00 - 30.52
Trainee (Student)	F/H 15.00 - 15.00	15.50 - 15.50
Trainee (Clerical)	F/H 15.00 - 15.00	15.50 - 15.50
Trainee (Laborer)	F/H 15.00 - 15.00	15.50 - 15.50
Trainee (Technical)	F/H 15.00 - 15.60	15.50 - 15.60

SECTION 21. SPECIAL PAY PROVISIONS FOR CLASSIFIED AND UNCLASSIFIED POSITIONS. Notwithstanding Section 3 INITIAL APPOINTMENT and Section 22 SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES of the Salary Resolution, the City Manager is authorized to compensate a management employee, by administrative action, up to fifteen percent higher than his/her unadjusted base salary rate during such time as the responsibilities of a Manager of one department, due to a vacancy, are being administered by such Manager in addition to the administration of his or her regular duties.

SECTION 22. SALARY ADJUSTMENTS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES. Employees in Executive Management, Management and Confidential classifications shall have their salaries adjusted according to the following performance-based procedure:

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

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

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

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

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

SECTION 23. VACATION/SICK LEAVE FOR PRIOR SERVICE. Notwithstanding vacation leave benefits provided by the City, management employees

with comparable prior service in local government agencies may be granted credit for part or all of such services for the purposes of vacation leave accrual and credited with accrued sick leave subject to the recommendation of the department head, review of the Director of Human Resources and approval of the City Manager. Notwithstanding the above, other positions for which the City has difficulty in staffing may also receive vacation and/or sick leave accrual credit in the manner described above.

SECTION 24. TITLE. This resolution shall be referred to as the "Salary Resolution of the City of Whittier" and is to be effective on the first pay period beginning on or after July 1, 2021, unless otherwise specified in this Resolution.

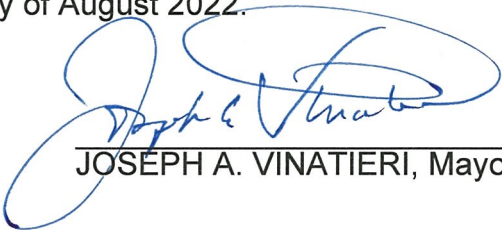
SECTION 25. TERM. This resolution shall remain in full force and effect until modified by approval of the City Council.

SECTION 26. BUDGET. Salary and benefit adjustments for all classified and exempt full-time employees, consistent with increases associated with related collective bargaining groups, have been programmed into projections and will be included in the 2022-23 budget.

SECTION 27. CONFLICT REPEALED. All previous resolutions of the City Council, or parts thereof, which are inconsistent with this Resolution are hereby repealed, revoked and rescinded to the extent of such inconsistency.

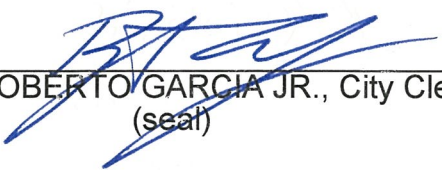
SECTION 28. The City Clerk shall certify to the passage and adoption hereof.

APPROVED AND ADOPTED this 23rd day of August 2022.



JOSEPH A. VINATIERI, Mayor

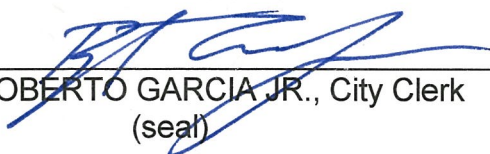
ATTEST:



RIGOBERTO GARCIA JR., City Clerk
(seal)

I CERTIFY THAT THE FOREGOING RESOLUTION NO. 2022-61 was passed and adopted by the City Council of the City of Whittier at the regular meeting held on the 23rd day of August 2022, by the following vote:

AYES: 5 Council Members: Vinatieri, J. Martinez, Dutra, Warner, O. Martinez
NOES: 0
ABSTAIN: 0
ABSENT: 0



RIGOBERTO GARCIA JR., City Clerk
(seal)