DRAFT RESOLUTION

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ATASCADERO ESTABLISHING THE COMPENSATION AND
BENEFIT PLAN FOR NON-REPRESENTED PROFESSIONAL AND
MANAGEMENT WORKERS AND CONFIDENTIAL EMPLOYEES,
EFFECTIVE JULY 1, 2007 – JUNE 30, 2009

WHEREAS, the Government Code of the State of California prescribes a procedure for
discussing and resolving matters regarding wages, hours and other terms and conditions of
employment; and

WHEREAS, the City Personnel Rules and Regulations provided for a Compensation
Plan; and

WHEREAS, the City desires to set forth salaries and benefits for Non-Represented
Professional and Management workers and Confidential Employees;

WHEREAS, the City Council adopted Resolution 2007-066 on June 26, 2007
establishing the compensation and benefit plan for non-represented professional and
management workers and confidential employees, and this resolution needs to be amended to
include changes to the salary schedule and retirement plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Atascadero that all prior Resolutions for non-represented employees are repealed; and the
Professional and Management Staff and Confidential Staff Compensation and Benefit Plan is
hereby established as follows:

Positions

The following positions are included in this Resolution. The City Manager and Department
Heads have individual employment agreements defining other terms and conditions of
employment not described herein.

Executive Management Positions
Administrative Services Director
Assistant City Manager
Assistant to the City Manager
City Manager
Community Development Director
Community Services Director
Fire Chief
Police Chief
Public Works Director
Management Positions
Deputy Administrative Services Director
Deputy Community Development Director
Deputy Executive Director of the Redevelopment Agency
Deputy Public Works Director
Police Lieutenant
Zoo Director

Confidential (Includes only designated positions within the classifications)
Accounting Specialist
Administrative Assistant
Finance Technician
Personnel Analyst

Salaries

The following monthly salaries become effective July 1, 2007:

- Five percent (5%) COLA plus an additional inequity adjustment of three percent (3%) for Executive Management and Management positions.
- Five percent (5%) COLA plus an additional inequity adjustment of eight percent (8%) for Fire Chief, Police Chief, and Lieutenant positions.
- Five percent (5%) COLA for Confidential positions.

The following monthly salaries become effective July 1, 2008:

- Three percent (3%) COLA plus an additional inequity adjustment of one percent (1%) for Executive Management and Management positions.
- Three percent (3%) COLA plus an additional inequity adjustment of one percent (1%) for Fire Chief, Police Chief, and Lieutenant positions.
- Three percent (3%) COLA for Confidential positions.
<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
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<th>B</th>
<th>C</th>
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<tr>
<td>Administrative Assistant - Confidential</td>
<td>3,659.80</td>
<td>3,842.79</td>
<td>4,034.93</td>
<td>4,236.68</td>
<td>4,448.51</td>
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<td>6,760.25</td>
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<td>Deputy Community Development Director</td>
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<td>7,825.83</td>
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<td>Deputy Public Works Director</td>
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<td>Police Lieutenant</td>
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<td>Assistant City Manager</td>
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<tr>
<td>Police Chief</td>
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</table>

**Work Period**

The normal work period for non-exempt employees shall be seven (7) days with a maximum non-overtime of forty (40) hours.

**Overtime Rate**

Overtime for non-exempt employees shall be compensated at the rate of time and one-half the regular rate of pay. All overtime shall be recorded and paid in the following manner:
- 1 to 15 minutes, overtime compensation – ¼ hour
- 16 to 30 minutes, overtime compensation – ½ hour
- 31 to 45 minutes, overtime compensation – ¾ hour
- 46 to 60 minutes, overtime compensation – 1 hour

**Overtime Hours Paid**

Overtime for non-exempt employees shall be paid after forty (40) hours worked in a work period. Paid time off shall be considered time worked for overtime purposes.

**Schools/Training/Conferences**

Hours traveling, studying, or evening classes, etc., when a non-exempt employee is attending an out-of-town school shall not constitute overtime hours worked.
Compensatory Time (CT)

Notwithstanding the provisions of this section, non-exempt employees may be granted CT for overtime credit computed at time and one-half at the mutual convenience of the City and the employee. Non-exempt employees may accumulate a maximum of eighty (80) hours in their CT account.

Scheduling Compensatory Time

Requests to use CT shall be granted with due regard for operational necessity such as staffing levels.

Deferred Compensation

The City will match an eligible employee’s contribution to a deferred compensation program. The match will be up to a maximum of $1,000 annually for executive management employees and $500 annually for management employees. All deferred compensation contributions are fully vested in the employee and shall not be available to the City.

Health Benefits

1. For unit members who elect to have “Family” coverage, the City shall pay a total of $891.72 per month toward the cost of all medical, dental, vision and life insurance benefit premiums for the unit member employee and dependents for the term of this agreement. City shall pay for increased costs to medical, dental, vision and life insurance premiums for the employee and fifty percent (50%) of increased costs for dependents based upon HMO plan costs.

2. For unit members who elect to have “Employee +1” coverage, the City shall pay a total of $783.89 per month toward the cost of all medical, dental, vision and life insurance benefit premiums for the unit member employee and dependent for the term of this agreement. City shall pay for increased costs to medical, dental, vision and life insurance premiums for the employee and fifty percent (50%) of increased costs for the dependent based upon HMO plan costs.

Available funds remaining from the City’s contribution toward insurance coverage shall be paid to an employee hired on or before September 1, 2000 as additional compensation.

3. For unit members who elect to have “Employee Only” coverage, the City shall pay amount not to exceed $657.92 per month toward the cost of all medical, dental, vision and life insurance benefit premiums for the unit member employee for the term of this agreement. City shall pay for increased costs to medical, dental, vision and life insurance premiums for the employee based upon the HMO plan costs.
Available funds remaining from the City’s contribution toward insurance coverage shall be paid to an employee hired on or before September 1, 2000 as additional compensation. This amount shall not exceed $246.76 per month.

4. The City of Atascadero has established a Post Retirement Health Benefit for Executive Management (City Council, City Manager and Department Heads). The City agrees to reimburse the retiree for retiree and/or retiree’s dependent health (medical/dental/vision) insurance premiums, disability insurance, long-term health care or life insurance premiums in a method determined by the Administrative Services Director following retirement.

The program parameters are:
- The benefit is available upon retirement from PERS or other similar retirement program after age 50;
- The employee must have served for 8 years with the City of Atascadero;
- The benefit extends between the date of retirement and age 65;
- The current benefit is $200.00 monthly.

**Life Insurance**

The City shall provide a term life insurance policy on each employee in the amount of Fifty-Thousand Dollars ($50,000).

The City shall provide a term life insurance policy for each eligible dependent enrolled in health coverage in the amount of One Thousand Dollars ($1,000) per dependent.

**Long-Term Disability Insurance**

The City shall provide a City-paid program to provide Long-Term Disability Insurance for Executive Management and Management employees.

**Leave**

**Administrative Leave.** Executive Management Employees, Management Employees and the Personnel Analyst will receive Administrative Leave, which will vest as of July 1 annually. Except as provided below, Administrative Leave will not be carried over or accrue from one fiscal year to the next. If an employee is unable to use his/her Administrative Leave prior to the end of the fiscal year for work related reasons beyond his/her control, said leave will be carried over into the next fiscal year for a period not to exceed three (3) months. Said time will be available to the employee for use during that period, but will not be accrued for the purpose of payoff in the event of termination. In the event an employee covered by this Agreement is employed after January 1 of the fiscal year, the employee shall be eligible for one half of their annual allotment of Administrative Leave. Employees shall receive Administrative Leave at the following annual rates:

- Executive Management shall receive 80 hours.
- Management Employees and the Personnel Analyst shall receive 48 hours.
Vacation Leave. Employees shall receive vacation leave consistent with the Personnel Rules and Regulations.

Holidays. Employees shall receive vacation leave consistent with the Personnel Rules and Regulations.

Sick Leave.

1. Sick leave accumulates at a rate of eight (8) hours (one day) per month. There is no limit to the accumulation.

2. Stay Well Bonus. Employees with forty-eight (48) or more days of accumulated sick leave shall be eligible for the Stay Well Bonus. The Stay Well Bonus will be implemented as follows:
   a. The sick leave pay-off will occur during the twelve- (12) month period beginning the first day after the second pay period in October and ending on the last day of the second pay period in October of the following year after an employee has accumulated and maintained 48 days sick leave.
   b. Once the eligibility requirements have been met, an employee may opt to receive a pay-off equal to one-third (1/3) of the unused annual allotment of sick leave. (The annual allotment is 95.94 hours)
   c. Checks will be prepared by December 15 of each year.

3. Sick Leave Payback. When an executive management employee, a management employee or confidential employee terminates employment in good standing, after five (5) years of continuous service, he/she shall be paid one-half of his/her accumulated Sick Leave.

Bereavement Leave

Employees shall be granted bereavement leave pursuant to the City Personnel Rules and Regulations in the event of death of his/her spouse, child, stepchild, grandchild, parent, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law or significant other.

Retirement

Employees will be provided retirement benefits through the California Public Employees Retirement System (CalPERS) pursuant to the 2%@55 formula including the “single highest year” One Year Final Compensation (Section 20042) and Credit for Unused Sick Leave (Section 20965) benefits. The City will pay 5.85% of the employee contribution of seven percent (7%) eight percent (8%). Employees will pay the remaining 2.15% of the employee contribution.
**Education Incentive Pay**

Employees shall be reimbursed up to $1,600.00 per fiscal year for books, tuition and related educational expenses for attending college or other professional training, providing the coursework is job-related, and the employee received a passing grade.

**Uniform/Safety Equipment Allowance**

a. The City shall provide an annual uniform allowance of eight hundred dollars ($800) for Police Chief and Lieutenants, and eight hundred fifty dollars ($850) for the Fire Chief. Upon initial hire the employee will receive $800/$850. In the second year the amount will be prorated based upon the actual number of months employed in the prior year. When an employee separates from the City the Uniform Allowance will be prorated based upon the number of months worked in the then current fiscal year.

b. The City will make a lump sum payment of the uniform allowance no later than the second payday in July.

c. Uniforms damaged on duty shall be replaced as prorated by the Police Chief. Employees are required to seek reimbursement through the courts with all practical diligence.

d. The City shall make available a bulletproof vest. Employees requesting a vest shall certify that they will wear the vest at all times, except in extreme climatic conditions. Vests shall be replaced or refurbished on an as needed basis as determined by the Chief of Police. Employees already owning a vest shall continue to use them until repair or refurbishment becomes necessary, as determined by the Chief of Police.

e. Rain boots - The City shall comply with the requirements of CAL/OSHA as it relates to providing rain gear including rain boots.
On motion by, and seconded by, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

AYES:

NOES:

ABSENT:

ADOPTED: CITY OF ATASCADERO

: 

Dr. George Luna, Mayor

ATTEST

Marcia McClure Torgerson, C.M.C., City Clerk

APPROVED AS TO FORM:

Patrick L. Enright, City Attorney