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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF JULY 1, 1980, AUTHORIZING CERTAIN EXPENSE ALLOWANCES, AND RESOLUTIONS IN CONFLICT THEREWITH,

THE CITY OF VERNON RESOLVES AS

FOLLOWS:

Effective July 1, 1980, the following employees of the City of Vernon shall receive the compensation or salary hereinafter set forth. This Resolution shall not affect the existing compensation of any officer or employee not in this Resolution specifically set forth.

SECTION 2: Employees of the City of Vernon shall receive compensation in accordance with the formula adopted herewith as Schedule I, and in accordance with Schedules II through V which indicate a monthly amount for their position and step, and where authorized expense allowances are herewith set forth. Position titles are assigned to the Salary Schedule by Department as follows:

- (a) Department of Community Services, as in Schedule II;
- (b) Fire Department, as in Schedule III;
- (c) Police Department, as in Schedule IV;
- (d) City Administrator/City Clerk Department, as in Schedule V:

Said Schedules I through V are attached to this Resolution and are hereby incorporated as a part of this Resolution as though herein set forth in full.

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SECTION 3: The salaries herein set forth for the several officers and employees of the City of Vernon in the different departments shall be in full force and effect from and after the 1st day of July, 1980.

SECTION 4: Wherever an allowance is made to any employee for the use of his personal automobile, such allowance shall not be payable whenever the employee is on vacation, leave of absence, or sick leave the entire calendar month.

SECTION 5: Vacation policies for employees of the City of Vernon are established and recited in Resolution No. 4668.

SECTION 6: All employees of the City of Vernon shall be considered forty (40) hour per week personnel and shall work at least forty (40) hours per week except for employees in the Fire Department who are assigned to work twenty-four (24) hour shifts. Said employees must work their assigned schedules or shifts as consideration for the compensation provided herein.

SECTION 7: For all employees except twenty-four (24) hour shift Fire Department employees, an hourly rate computed in accordance with Schedule I shall be used for pay purposes. The monthly amounts stated in Schedules II through V are for comparative purposes only. The latter equivalents assume that the total scheduled hours are worked or taken as excused paid leave and holiday. Unexcused leave hours shall not be included for the purpose of computing pay.

(a) All employees other than twenty-four (24) hour shift Fire Department employees shall be paid on an hourly basis.

The employee shall be paid the amount computed by multiplying the hourly salary rate by the number of hours worked or taken as

 excused paid leave or holiday. The total hours to be paid shall be certified by the Department Head each pay period prior to payment. Such certification shall be in a form approved by the City Administrator.

- (b) Fire Department personnel who serve on a twenty-four (24) hour shift would be paid a widely fluctuating amount each pay period if they were paid for hours actually worked; therefore, such employees shall be paid for the average number of hours in a two (2) week period, one hundred and twelve (112) hours. Exceptions for leave without pay hours shall be reported and deducted from the average when pay is computed. The "Exception Report" shall be in a form approved by the City Administrator.
- (c) "Leave without pay" as used in this section shall include, without being limited to, leaves of absence, suspensions, and employees whose employment commences or terminates during a pay, salary or wage period.
- (d) As an exception to the general rules for deductions or loss of pay for "Leave without pay" as defined, any department head may, for good cause as determined by such department head, certify for full pay for an employee who has been absent during a pay, salary or wage period.

Whenever a department head certifies for pay on absence of an employee, he shall attach to the payroll demand a statement of the reason for paying such employee while absent, his normal rate of pay, length of service with the City, and number of days absent. The pay of employees for absent time shall remain in the sole discretion of the City Council.

SECTION 8: Employees who, with department head approval,

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use their personal automobile during the performance of their assigned duties shall be compensated with an automobile allowance as provided for in Schedules I through & herein. In the event that the automobile allowance for a particular month provides less than fifteen cents (15¢) a mile reimbursement or if no automobile allowance is provided then the employee shall receive a sum equal to fifteen cents (15¢) a mile for reimbursement for use of his personal automobile and said sum shall be based upon actual miles traveled by said automobile. Whenever a department head certifies for reimbursement on the basis of mileage, he shall attach to the payroll demand a statement of the reason for paying such employee said mileage reimbursement.

SECTION 9: The City Council hereby makes the following statement of policy relative to salaries and classifications set forth in the Resolution:

- Except as set forth in subsection (b) which follows, promotions or salary increases to higher grades are merit steps only and shall be available to employees as recognition and reward for satisfactory services. The promotion or salary increases to said higher grade shall remain in sole discretion of the City Council.
- (b) . New employees shall start at the first step in the salary range for their respective positions unless it is determined that qualified applicants are not available at the salary specified for the first step or grade, or that a specific applicant has special qualifications justifying a higher starting rate beyond the first step or grade. New employees starting at the beginning step or grade may be advanced to the second step or grade of their salary range and said

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 advancement shall be effective on the first day of the bi-weekly pay period, next, following the satisfactory completion of their probationary employment, which is hereby fixed at twelve (12) months.

- (c) Promotions to the next step or grade, if granted of the employee's respective salary range shall be effective not earlier than the first day of the bi-weekly pay period, next, following the completion of satisfactory service and the authorization of said promotion.
- (d) The promotton of an employee shall not result in reduction of pay, and the employee being promoted shall be classified in such manner that he receives the same or more pay for the position to which he is promoted.
- (e) This Resolution expresses the general wage and salary policy of the City of Vernon, and in conjunction with the accompanying working conditions for the employees of the City of Vernon now existing it is deemed to be fair and adequate. It is not anticipated that adjustments in said salary scales will be necessary, except as to cases involving additional responsibilities, exceptional merits, or other special circumstances.
- employed in a position of Patrolmen I, Grade 4, shall be appointed to Grade 3 upon his successful completion in an assigned training academy. Any person employed in a position of Patrolmen I, Grade 3, shall be appointed to Grade 2 after serving at least six (6) months in the field upon receiving a merit evaluation of high competent. Any person employed as Policemen I, Grade 2, shall be appointed to Grade 1 after serving at least six (6) months in the field upon receiving a merit evaluation of

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SCHEDULE I

Providing for an hourly rate for all employees of the City of Vernon, and setting forth the formula by which the monthly rate stated presucceeding schedules be converted to an hourly rate. It is the intention that all pay is earned at an hourly rate and paid at an hourly rate. The monthly rate shall be used for comparative purposes only.

SECTION 1: TWENTY FOUR (24) HOUR SHIFT PERSONNEL.

- (a) The stated "monthly rate" multiplied by 12 equals the "annual rate".
- (b) The "annual rate" divided by 2,912 equals the "hourly rate".
- (c) The "hourly rate" multiplied by 112 equals the "bi-weekly rate".
- (d) Payments shall be made for the bi-weekly amount less reported unpaid absences deducted at the hourly rate.

SECTION 2: FORTY (40) HOUR WEEK PERSONNEL.

- (a) The stated "monthly rate" multiplied by 12 equals the "annual rate".
- (b) The "annual rate" divided by 2,080 equals the "hourly rate".
- (c) The "hourly rate" multiplied by 80 equals the "bi-weekly rate".
- (d) Payments shall be made for reported hours eligible for pay. Normally this will equal 80 hours. Hours reported as unpaid absences will be excluded from the pay computations.

SCHEDULE I

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	Director of Water and Power	16. 18	- 3	3458	
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	Director of Environmental Health	Step	1	too1E	
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	Deputy Director of Community Services		3	2978	
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	Chief Donittie Danie	The state of	100		
1	Chief Deputy Director of Environmental Health	Step	1	\$2979	per month
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12	Senior Building Inspector	6 127	3	2677	
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13	Senior Mechanical Inspector	·	5	2405	
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	Engineering Aide III St Utility Man IV	tep 1 2	\$1467 1391	per month	
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28	DEPARTMENT OF COMMUNITY SER	VICES	2 8		
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 COMMUNITY SERVICES - PUBLIC WORKS

Each Civil Engineer must possess a valid Certificate of Registration as a Civil Engineer, which document is issued by the California State Board for Civil and Professional Engineers.

In addition to said salaries, the following individuals serving in the following classification shall receive, when each uses his own motor vehicle in the service of the City, an additional sum per month is indicated.

Director of Public Works/Building- Health Officer	\$130,00
Director of Environmental Health	130,00
Lou Adams, Director of Water & Power.	130,00
Victor Vaits, Deputy Director of Community Services	95.00
Chief Deputy Director of Environmental Health	130,00
Leonard Wranoský, Senior Building Inspector	130,00
Senior Electrical Inspector	130.00
Senior Mechanical Inspector	130.00
Senior Environmental Specialist	130,00
Environmenal Specialist	130.00
City Health Nurse	40,00

The following classifications shall receive, when each uses his own motor vehicle in the service of the City, an additional sum of \$45.00, \$70.00 or \$95.00 per month, depending upon which amount may be certified each month by the Director of Public Works, based on the amount of vehicular use for that month,

SCHEDULE II

-12-

DEPARTMENT OF COMMUNITY SERVICES

(a) Civil Engineer Associate:

b) Project Engineer;

The City shall not be responsible for repairs or any additional costs for upkeep, fuel, lubrication, replacement in whole or part, or other expenses in connection with any such vehicle beyond the respective amounts set forth in the paragraph above.

All personnel in the Department of Community Services, except the Director of Community Services, required to work hours in addition to those regularly established for their respective job classifications, shall be paid for such additional work at their assigned hourly rate,

SCHEDULE II

Attachme	nt F Exhibit 13			15		
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7	Battalion Chief Step Administrative Battalion Chief	1 2	\$3083 2922	per month		Nomen
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10	Captain Step (Administrative Captain	1	\$2563	per month		94 45 % ***
11		3	2429 2302			
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13	Engineer	1	\$2151	per month		er er Ser
0 9	Administrative Fire Engineer	2 3	2039 1933			
14		4 5	1832 1736			2) (c)
15	Firefighter Step	1	\$1835			W.
16	Administrative Firefighter	2 3	1739 1648	1.		127
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18	Fire Prevention Inspector Step	511	e . 3			FC
19	Fire Prevention Inspector Step	2	\$2979 2824 2677	5 180 5		200
20		4	2537.			10
21		6	2405 2280			
22	Secretary Step	1:	\$1467	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		
23		2	1391 1318	1 - 45		4
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26	Clerk Typist Step	1 2	\$1260 1194			
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FIRE DEPARTMENT

All employees who hold a <u>Fire Sciences Certificate or</u> have completed courses equivalent thereto shall receive an additional 2.5% per month of their basic salary.

Fire Department personnel, with the exception of the Fire Chief, shall be paid straight time pay for overtime worked as certified to by the Fire Chief, for the following reasons:

- Disasters such as major fires, civil disturbances, and other emergency situations;
- (b) Extraordinary circumstances requiring more than ordinary law enforcement or fire protection staffing;
- (c) Time necessary to maintain budgeted postposition coverage during vacancies or absences;

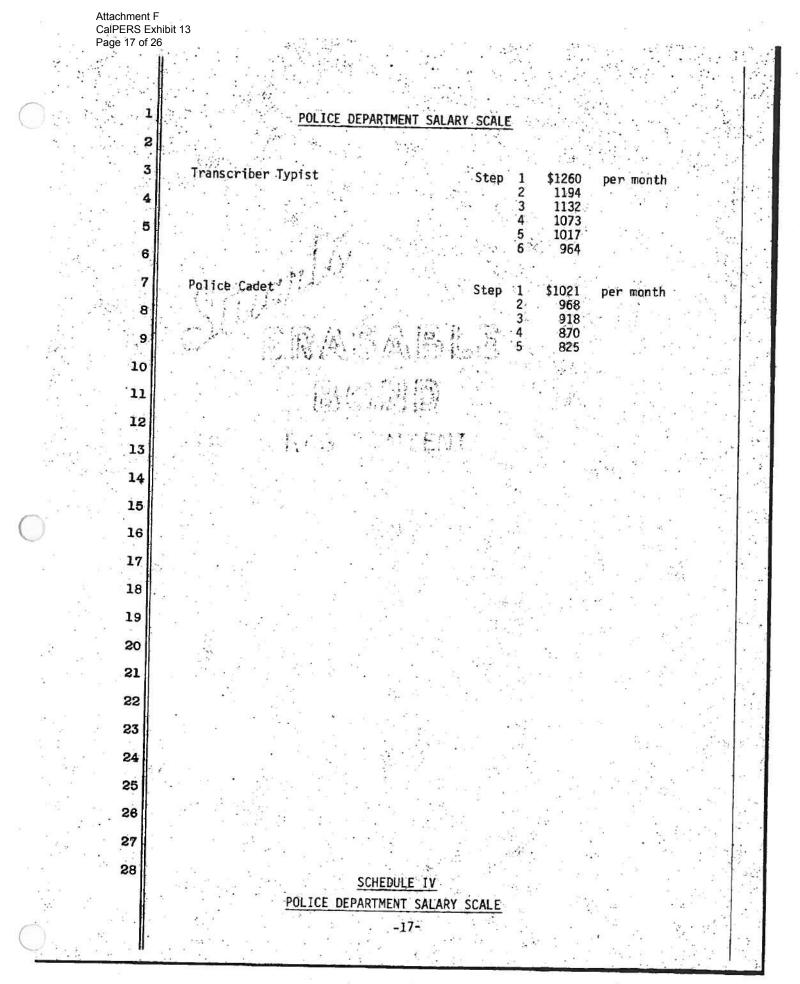
Eligible 8-hour Fire Department personnel shall be paid for such additional work at their assigned hourly rate.

For computation of overtime work, eligible 24-hour (shift) personnel shall be paid at their assigned hourly rate which has been computed upon 2,912 hours per year.

Vernon shall pay to each employee on the active payroll of the Fire Department, who has been certified eligible by the Fire Chief, the sum of one hundred fifty (\$150.00) dollars for the 1980-81 fiscal year of Vernon, for the purchase of Uniforms and related equipment on August 1, 1980.

SCHEDULE III

-15-



POLICE DEPARTMENT

Police Department Personnel, with the exception of Police Chief and the Police Captains shall be paid straight time pay for overtime work as certified to by the Police Chief for the following reasons:

- (a) Disasters such as major fires, civil disturbances, and other emergency situations:
- (b) Extraordinary circumstances requiring more than ordinary law enforcement or fire protection staffing;
- (c) Time necessary to maintain budgeted postposition: coverage during vacancies or absences;

Eligible Police Department Personnel shall be paid for such overtime work at their assigned hourly rate.

In addition to said salaries, a flat rate of thirty-five dollars (\$35.00) per day for a half-day or less shall be paid when an appearance by Sergeant? Patrolman I, and Patrolman II is to be made for an off-duty court matter. In the event the Officer is called to appear for a morning court calendar and remains under court order beyond the noon recess, an additional twenty-five dollars (\$25.00) shall be paid for said appearance. In the event that an Officer is called to appear for an afternoon calendar when he is off duty, the sum of thirty-five dollars (\$35.00) per day shall be paid for said appearance. Said payment of thirty-five dollars (\$35.00) (or a total of sixty dollars (\$60.00) where applicable) shall be payable each day for any off-duty appearance. Court appearances which extend beyond an employee's normal shift assignment shall be compensated as paid

SCHEDULE IV

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overtime unless said paid overtime exceeds thiry-five dollars (\$35.00) in which event said employee shall receive the sole sum of thirty-five dollars (\$35.00) as court appearance compensation. In addition, a Sergeant, Patrolman I and Patrolman II shall be compensated for "stand by" status when requested by the Superior Court, Municipal Court, District Attorney's Office, or the Vernon Police Department, in the line of duty outside regular scheduled duty hours as follows:

- (a) Fifteen dollars (\$15,00) for half a court day ending at 1:45 p.m.
- (c) However, if said employee is required to appear in court, he shall receive court appearance compensation rather than "stand by" compensation.

In addition to said salaries, Officers who have served for the Department through their probationary period shall be entitled to an additional two and one-half percent (2-1/2 %) increase in their basic salary for the Intermediate Certificate issued by the California Peace Officers' Standard and Training (hereinafter called P.O.S.T.) and said Officers who have completed their probationary period and who hold an Advanced Certificate from P.O.S.T. shall receive a five percent (5%) increase from their basic salary but shall not receive a (2-1/2%) Intermediate Post Certificate increase,

Any Officer achieving the Certification necessary for either the Intermediate or Advanced Post Certificates (after certification of the same by the Police Chief) shall receive the increase provided for herein for the calendar month following such

SCHEDULE IV

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certification. Said additional payment for Post Certificates shall not be payable to the Police Chief or the Police Captains.

Patrolmen formally assigned as Field Evidence Technicians shall receive as additional compensation for such assignment the sum of fifty dollars (\$50,00) per month.

In addition to said salaries, the following individuals serving in the following classifications shall receive, when each uses his own motor vehicle in the service of the City, an additional sum per month as indicated:

Chief of Police

\$130,00

Captain of Detective Department

130,00

Captain of Patrol Division

130,00

When authorized in advance by the City Council, in addition to said salaries, each Officer or Policeman shall receive an additional sum of \$130,00 per month for his automobile if used in the service of or engaged for the use of the City. This allowance is for the use and maintenance of said motor equipment. Employees of the Police Department shall receive additional compensation as hazard pay in the sum of seventy dollars (\$70.00) per month when assigned to solo motorcycle duty.

Vernon will pay to each Patrolman I, Patrolman II and Sergeant who has completed his first year of service and is required by the Vernon Police Department to own and maintain a uniform and who is on the active payroll of the Vernon Police Department the sum of one hundred fifty dollars (\$150,00) for the 1980-1981 fiscal year of Vernon for the purchase of uniforms and related equipment on September 1, 1980,

Vernon will pay to each Patrolman I, Patrolman II and

SCHEDULE IV

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2	City Administrator/City			
	Clerk Step 1	\$4547	per month	
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6	Assistant Director of	****		
	Finance Step 1	\$2633	per month	
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10	Chief Deputy City Clerk Step 1	\$2169	per month	
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	Senior Accountant Step 1	\$2103	per month	
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17	Accountant Step 1	\$1890	per month	
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	Personnel Secretary Step 1	11548	per month	
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24	Baumoli Clowk Stan 1	\$1467	per month	454) *
24	Payroll Clerk Step 1	1391	per monten	
25	Senior Dispatcher 2	1318		1
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28	SCHEDULE V			
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CITY ADMINISTRATOR/CITY CLERK DEPARTMENT

In addition to said salaries, the following positions shall, when they use their own motor vehicles in service to the City, each receive the following monthly sums;

- (a) City Treasurer \$ 0.00
- (b) Assistant Gity Treasurer \$50.00
- (c) Purchasing Agent \$50,00

Outside of the sums as set forth herein, the City shall not be responsible for repairs or any additional costs for upkeep, fuel, lubrication, replacement in whole or in part, or other expenses in connection with any such vehicles beyond the amount set forth in this paragraph.

With the exception of the City Administrator/City Clerk, all personnel in the department who are required to work hours in addition to those regularly established for their respective job classifications shall be paid for such additional work at their assigned hourly rate.

The City Administrator/City Clerk shall be provided a vehicle and the City shall pay all expenses of said operation including cost of upkeep, fuel, lubrication, insurance, and other reasonable expenses, in addition to his salary provided for herein.

In addition to the benefits provided for herein, the City Administrator/City Clerk shall be granted seven (7) days of executive leave to be used priod to June 30, 1981.

SCHEDULE V

CITY ADMINISTRATOR/CITY CLERK DEPARTMENT

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