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**RESOLUTION NO. 5944**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF JULY 1, 1991, AUTHORIZING CERTAIN EXPENSE ALLOWANCES AND REPEALING ALL RESOLUTIONS IN CONFLICT THEREWITH

Resolution No. 5944 adopted on June 20, 1991

| Resolution No. | Adoption Date | Pages Amended | Sections Amended | Dept. Affected |
|----------------|---------------|---------------|------------------|----------------|
| _____          | _____         | _____         | _____            | _____          |
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**RESOLUTION NO. 5944**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF JULY 1, 1991, AUTHORIZING CERTAIN EXPENSE ALLOWANCES AND REPEALING ALL RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, Resolution No. 5780, as amended, fixed the compensation for certain employees of the City of Vernon and authorized certain expense allowances; and

WHEREAS, the City Council of the City of Vernon wishes to fix the compensation and other benefits for employees of the City of Vernon as of July 1, 1991, as indicated in their respective schedules; and

WHEREAS, the City of Vernon has a contract with the Public Employees Retirement System ("PERS") to provide retirement benefits for its employees; and

WHEREAS, pursuant to said contract, the employees of the City of Vernon are required to make contributions, which are a percentage of the employees' compensation equal to 7% of said compensation for miscellaneous employees, 9% of said compensation for Police and some Fire safety employees and 7% for some Fire safety employees to the PERS; and

WHEREAS, the City Council of the City of Vernon in Resolution No. 5120 provided that the City shall pay the employees' total contribution to PERS except for Sergeants and Police Officers I and II who shall pay a contribution equal to 2% to PERS, wherein said employee payments made by the City will be credited to the employee in satisfaction of the employee's obligation to make said contributions to PERS; and

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WHEREAS, on April 12, 1988, by voter approval, the City of Vernon became a Charter City; and

WHEREAS, Resolution No. 4027 was adopted by the City Council of the City of Vernon on January 19, 1971, relating to employer-employee relations within the City of Vernon; and

WHEREAS, said employer-employee relations resolution provided in Section 5(h) that matters concerning discharge, suspension or discipline shall be within the discretion of the City; and

WHEREAS, the City Council of the City of Vernon wishes to reaffirm its intent concerning said section; and

WHEREAS, the City Council of the City of Vernon has previously authorized the establishment of a contract method of employment with various employees in the City wherein said contracts provide that said employees serve at the will and pleasure of the City Council in addition to other provisions; and

WHEREAS, the City Council of the City of Vernon wishes to reaffirm this contract program for City employees; and

WHEREAS, Resolution No. 5645 was adopted by the City Council of the City of Vernon on October 17, 1989, establishing the vacation and holiday policy for City employees; and

WHEREAS, Resolution No. 4677 was adopted by the City Council of the City of Vernon on October 16, 1979, establishing a four (4) day work week and the City Council wishes to reaffirm the continuation of said program; and

WHEREAS, Resolution No. 5314 was adopted by the City

1 Council of the City of Vernon on September 16, 1986,  
2 establishing rules and regulations respecting the employment of  
3 related family members; and

4 WHEREAS, the City Council by Resolution No. 4955  
5 adopted on November 16, 1982, Resolution No. 5042 adopted on  
6 September 20, 1983, Resolution No. 5489 adopted on March 15,  
7 1988, and Resolution No. 5671 adopted on September 5, 1989,

8 provides for a deferred compensation program for various  
9 employees; and

10 WHEREAS, the City Council by Resolution No. 5941  
11 adopted on June 18, 1991, approved a Dress and Grooming Policy  
12 for miscellaneous employees of the City of Vernon; and

13 WHEREAS, the City Council by Resolution No. 5946  
14 established a Gas Municipal Utility Department within the City  
15 of Vernon; and

16 WHEREAS, the Finance Committee on February 19, 1991,  
17 recommended the creation of an attendance program wherein  
18 employees with perfect attendance for a minimum of two years be  
19 allowed to select gifts from brochures depending upon the number  
20 of years perfect attendance was maintained, which will be  
21 adopted by separate resolution; and

22 WHEREAS, the City Council by Resolution No. 5880  
23 adopted on February 5, 1991, established a formula to compensate  
24 City employees who are members of the military reserve who were  
25 called up by the Federal Government for active duty in the  
26 Persian Gulf crisis so that they would not be monetarily  
27 disadvantaged because of serving their country during said

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1 crisis; and

2 WHEREAS, the Personnel Committee on May 20, 1991,  
3 recommended providing additional days off for all full-time  
4 regular employees who attained fifteen consecutive years with  
5 perfect attendance.

6 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
7 THE CITY OF VERNON AS FOLLOWS:

8 SECTION 1: Employees Serve at Will and Pleasure of the  
9 City Council.

10 The City Council of the City of Vernon hereby declares  
11 that its intention in adopting Resolution No. 4027, Section  
12 5(h), was to reserve unto the City Council complete and  
13 exclusive discretion to determine matters relating to the  
14 discharge, suspension or other manner of discipline of employees  
15 in conformance with its long standing view and policy that  
16 employees of the City of Vernon serve at the will and pleasure  
17 of the City Council.

18 SECTION 2: Employment Agreement.

19 That all employees of the City of Vernon serve at the  
20 will and pleasure of the City Council. That employees, prior to  
21 employment or prior to promotion, will be requested to sign an  
22 employment agreement establishing that their employment is at  
23 the will and pleasure of the City Council as a condition of  
24 being appointed to said position. The form of the employment  
25 agreement must be approved by the Personnel Committee or the  
26 City Council and executed by the City Administrator as a  
27 condition preceding the said employee's employment or promotion.

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1           SECTION 3: Policy Academy and Field Training Costs.

2           That there is hereby established a program in the  
3 Police Department for new employees wherein the City of Vernon  
4 shall agree to pay for costs associated with attendance at a  
5 police academy and field training for individual police  
6 candidates pursuant to a contract wherein said candidate shall  
7 ~~agree in consideration of said salary to remain with the City of~~  
8 Vernon for at least three (3) years, or for a lesser term if  
9 approved by the City Council.

10           SECTION 4: Effective Date.

11           That effective July 1, 1991, there is hereby  
12 established and approved the following compensation provided in  
13 salary schedules hereinafter set forth in Section 5 below for  
14 employees and officers of the City of Vernon. This resolution  
15 shall not affect or alter the existing compensation of any  
16 officer or employee not specifically set forth therein.

17           SECTION 5: Designation of Schedules.

18           That officers and employees of the City of Vernon shall  
19 receive compensation in accordance with the formula adopted  
20 herein as Schedule I, in such amounts as are set forth in  
21 Schedule II which provides a monthly amount for each position  
22 and each step in each department. In addition, expense  
23 allowances and other information where applicable for each  
24 department are set forth herein. The automobile allowances are  
25 set forth in Schedule III and the uniform allowances are set  
26 forth in Schedule IV. Salary schedules are hereby established  
27 for the following departments, as set forth in Schedule II:

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- (a) Department of Community Services which includes the Water Department;
- (b) Light and Power Department;
- (c) Gas Municipal Utility Department;
- (d) Fire Department;
- (e) Police Department;
- ~~(f) City Administrator/City Clerk Department.~~
- (g) City Council Department

Said Schedules II to IV are attached to this resolution as Exhibit "A" through "C", respectively, and incorporated herein by this reference as though fully set forth at length.

SECTION 6: PERS Contributions.

That the salaries, benefits and other expense allowances as set forth herein are hereby approved and said salaries, benefits and other expense allowances shall be in full force and effect from and after July 1, 1991, unless where otherwise specified. The City shall continue to make payments to PERS to satisfy all employee's obligation to make contributions to PERS for retirement benefits, except that Police Sergeants and Police Officers in the Police Department shall continue to pay two percent (2%) of their salaries as contribution for PERS retirement benefits. Payments made by City on behalf of said employees shall be credited to said employees account with PERS. With respect to Police Sergeants and Police Officers, the City will pay seven percent (7%) of the employee's personal retirement contribution in addition to the normal employer contribution.

1                    SECTION 7: Auto Insurance Program.

2                    The City has established an auto insurance program for  
3 all officers and employees wherein the City will contribute  
4 Twenty-Five Dollars (\$25.00) per month per employee for all  
5 officers and employees who participate in said program effective  
6 May 1, 1990 pursuant to Resolution No. 5741. As to police  
7 ~~officers and sergeants, City will continue to contribute Twenty-~~  
8 ~~Three Dollars and Four Cents (\$23.04) per month per employee for~~  
9 ~~all employees who participate in said program pursuant to~~  
10 ~~Resolution No. 5641.~~

11                    SECTION 8: Longevity Program.

12                    The City has established effective July 1, 1986, a  
13 four-step longevity program for all employees except Police  
14 Sergeants and Police Officers in the Police Department and  
15 effective August 31, 1986, said program became effective for  
16 Police Sergeants and Police Officers in the Police Department.  
17 Said longevity program is as follows:

18                    (a) Five (5) Years of Service. All eligible employees  
19 who have five (5) years of service on or before July 1, 1986,  
20 shall receive an additional five percent (5%) per month of their  
21 basic salary effective July 1, 1986, and every year thereafter  
22 until reaching the next step. Employees upon reaching their 5th  
23 anniversary date after July 1, 1986, shall be entitled to said  
24 five percent (5%) per month upon said anniversary date.

25                    (b) Ten (10) Years of Service. All eligible employees  
26 who have ten (10) years of service on or before July 1, 1987,  
27 shall receive an additional ten percent (10%) per month of their  
28

1 basic salary effective July 1, 1987, and every year thereafter  
2 until reaching the next step. Employees upon reaching their  
3 10th anniversary date after July 1, 1987, shall be entitled to  
4 said ten percent (10%) per month upon said anniversary date.

5 (c) Fifteen (15) Years of Service. All eligible  
6 employees who have fifteen (15) years of service on or before  
7 ~~July 1, 1988, shall receive an additional fifteen percent (15%)~~  
8 per month of their basic salary effective July 1, 1988, and  
9 every year thereafter until reaching the next step. Employees  
10 upon reaching their 15th anniversary date after July 1, 1988,  
11 shall be entitled to said fifteen percent (15%) per month upon  
12 said anniversary date.

13 (d) Twenty (20) Years of Service. All eligible  
14 employees who have twenty (20) years of service on or before  
15 July 1, 1989, shall receive an additional twenty percent (20%)  
16 per month of their basic salary effective July 1, 1989, and  
17 every year thereafter. Employees upon reaching their 20th  
18 anniversary date after July 1, 1989, shall be entitled to said  
19 twenty percent (20%) per month upon said anniversary date.

20 (e) Thirty (30) Years of Service - Firemen. All  
21 eligible firemen who have been appointed to the position of  
22 Captain or above and who have thirty (30) years of service on or  
23 before July 1, 1991, shall receive an additional twenty-five  
24 percent (25%) of their basic salary per month effective July 1,  
25 1991, and every year thereafter. Employees in said position  
26 upon reaching their 30th anniversary date after July 1, 1991,  
27 shall be entitled to said twenty-five percent (25%) per month  
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1 upon said anniversary date.

2 (f) Thirty (30) Years of Service - Department Heads.

3 All eligible department heads who have thirty (30) years of  
4 service on or before July 1, 1991, shall receive an additional  
5 twenty-five percent (25%) of their basic salary per month  
6 effective July 1, 1991, and every year thereafter. Department  
7 ~~Heads upon reaching their 30th anniversary date after July 1,~~

8 1991, shall be entitled to said twenty-five percent (25%) per  
9 month upon said anniversary date.

10 (g) Perfect Attendance. All employees except Police  
11 Officers and Sergeants in the Police Department shall be  
12 eligible to receive additional days off based upon perfect  
13 attendance in a prior period as follows:

14 (1) Fifteen (15) Consecutive Years. All such  
15 employees who have fifteen (15) consecutive years of perfect  
16 attendance shall receive one (1) day off with pay. Said day off  
17 is not to be carried over and must be taken within twelve (12)  
18 months from the date the fifteen (15) consecutive years have  
19 been reached.

20 (2) Sixteen (16) Consecutive Years. All such  
21 employees who have sixteen (16) consecutive years of perfect  
22 attendance shall receive two (2) days off with pay. Said days  
23 off are not to be carried over and must be taken within twelve  
24 (12) months from the date the sixteen (16) consecutive years  
25 have been reached.

26 (3) Seventeen (17) Consecutive Years. All such  
27 employees who have seventeen (17) consecutive years of perfect  
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1 attendance shall receive three (3) days off with pay. Said days  
2 off are not to be carried over and must be taken within twelve  
3 (12) months from the date the seventeen (17) consecutive years  
4 have been reached.

5 (4) Eighteen (18) Consecutive Years. All such  
6 employees who have eighteen (18) consecutive years of perfect  
7 ~~attendance shall receive four (4) days off with pay. Said days~~  
8 ~~off are not to be carried over and must be taken within twelve~~  
9 (12) months from the date the eighteen (18) consecutive years  
10 have been reached.

11 (5) Nineteen (19) Consecutive Years and  
12 Thereafter. All such employees who have nineteen (19)  
13 consecutive years of perfect attendance and thereafter shall  
14 receive five (5) days off with pay. Said days off are not to be  
15 carried over and must be taken within twelve (12) months from  
16 the date the nineteen (19) consecutive years have been reached  
17 and within twelve months thereafter from each succeeding  
18 anniversary date of the nineteenth (19th) consecutive year if  
19 said employee still maintains perfect attendance. No employee  
20 shall receive any more than five (5) days off for perfect  
21 attendance.

22 (6) Bereavement Leave. In considering the  
23 qualification for perfect attendance, bereavement leave will not  
24 be considered an absence.

25 (h) Compensation Not Cumulative. Payment of the  
26 aforesaid longevity compensation shall not be cumulative and  
27 only the highest applicable longevity pay shall be paid.

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1           (b) Workday Hours. Employees shall work a workday  
2 starting at 7:00 a.m. to 5:30 p.m. or from 6:30 a.m. to 5:00  
3 p.m. with a half hour lunch break and two 15-minute coffee  
4 breaks. The City Administrator is authorized to assign  
5 individual employees to work the appropriate shift upon the  
6 recommendation of the department head.

7           (c) Vacation Benefits. The vacation benefits for all  
8 employees working in said program are provided in Resolution No.  
9 5645.

10           (d) Closure on Holidays. The City Council of the City  
11 of Vernon hereby determines that City Offices will be closed on  
12 all holidays and that Fridays, Saturdays and Sundays during said  
13 period shall be considered holidays for the transaction of  
14 business as provided for in Section 6702 of the Government Code.

15           (e) Holidays Falling on Friday, Saturday or Sunday.  
16 That those employees participating in said four (4) day work  
17 week shall not receive the benefit of holidays falling on  
18 Fridays or Saturdays, unless otherwise approved by the City  
19 Council, but shall receive the benefit of holidays falling on  
20 Sunday by celebrating said holidays on the following Monday.

21           (f) Overtime. Any and all approved overtime worked by  
22 all City employees in all departments shall be earned and paid  
23 in one-fourth hour increments.

24           SECTION 13: Computation of Pay.

25           For all officers and employees except twenty-four (24)  
26 hour shift Fire Department employees, an hourly rate computed in  
27 accordance with Schedule I shall be used for pay purposes, The  
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1 monthly amounts stated in Schedule II are for comparative  
2 purposes only. The latter equivalents assume that the total  
3 scheduled hours are worked or taken as excused paid leave,  
4 vacation or holidays. Unexcused leave hours shall not be  
5 included for the purpose of computing pay.

6 (a) Hourly employees. All employees other than  
7 ~~twenty-four (24) hour shift Fire Department employees, the City~~  
8 ~~Attorney, the City Administrator/City Clerk, and the members of~~  
9 ~~the City Council shall be paid on an hourly basis. The employee~~  
10 ~~shall be paid the amount computed by multiplying the hourly~~  
11 ~~salary rate by the number of hours worked or taken as excused~~  
12 ~~paid leave or holiday. The total hours to be paid shall be~~  
13 ~~certified by the Department Head each pay period prior to~~  
14 ~~payment. Such certification shall be in a form approved by the~~  
15 ~~City Administrator;~~

16 (b) 24-Hour Shift Fire Department Employees. Fire  
17 Department personnel who serve on a twenty-four (24) hour shift  
18 would be paid a widely fluctuating amount each pay period if  
19 they were paid for hours actually worked; therefore, such  
20 employees shall be paid for the average number of hours in a two  
21 (2) week period, one hundred and twelve (112) hours. Exceptions  
22 for leave without pay hours shall be reported and deducted from  
23 the average when pay is computed. The "Exception Report" shall  
24 be in a form approved by the City Administrator;

25 (c) City Attorney, City Administrator/City Clerk, and  
26 the Members of the City Council The City Attorney, the City  
27 Administrator/City Clerk, and the members of the City Council

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1 shall be paid biweekly pursuant to Section 4 of Schedule I.

2 (d) Leave Without Pay. "Leave without pay" as used in  
3 this section shall include, without being limited to, leaves of  
4 absence, suspensions, and employees whose employment commences  
5 or terminates during a pay, salary or wage period;

6 (e) Exception to Leave Without Pay. As an exception  
7 ~~to the general rules for deductions or loss of pay for "leave~~  
8 without pay" as defined, any Department Head may, for good cause  
9 as determined by such Department Head, certify for full pay for  
10 an employee who has been absent during a pay, salary or wage  
11 period.

12 Whenever a Department Head certifies for pay an absence  
13 of an employee, he shall attach to the payroll demand a  
14 statement of the reason for paying such employee while absent,  
15 his normal rate of pay, length of service with the City, and  
16 number of days absent. The approval of pay for employees for  
17 absent time shall remain in the sole discretion of the City  
18 Council.

19 (f) Maternity Leave Program. That a maternity leave  
20 program is established at six (6) weeks for female employees.  
21 Probationary employees shall not be entitled to maternity leave  
22 with pay. Probationary employees on maternity leave may use any  
23 compensatory or vacation time accrued, if any; the remainder of  
24 the time shall be treated as leave without pay.

25 SECTION 14: Automobile Allowances.

26 (a) Exceptions to Allowance. Wherever an allowance is  
27 made to any officer or employee for the use of his personal  
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1 automobile, such an allowance shall not be payable whenever the  
2 employee is on vacation, leave of absence, or sick leave the  
3 entire calendar month unless otherwise specified by the City  
4 Council.

5 (b) Personal Vehicle Allowance. Employees who, with  
6 Department Head approval, use their personal automobile during  
7 ~~the performance of their assigned duties shall be compensated~~  
8 with an automobile allowance as provided for herein. In the  
9 event that the automobile allowance for a particular month  
10 provides less than twenty-one cents (21c) a mile reimbursement  
11 or, if no automobile allowance is provided, then the employee  
12 shall receive a sum equal to twenty-one cents (21c) a mile for  
13 reimbursement for use of his personal automobile and said sum  
14 shall be based upon actual miles traveled by said automobile.

15 (c) Mileage Reimbursement. Whenever a Department Head  
16 certifies for reimbursement on the basis of mileage, he shall  
17 attach to the payroll demand a statement of the reason for  
18 paying such employee such mileage reimbursement.

19 SECTION 15: City Council Policy Statements.

20 The City Council hereby makes the following statements  
21 of policy in addition to the statements of policy previously  
22 made in Section 1, 2 and 3 concerning the implementation of the  
23 salary provisions and classifications set forth herein:

24 (a) New Employees. New employees shall start at the  
25 bottom step in the salary range for their respective positions  
26 unless it is determined that qualified applicants are not  
27 available at the salary specified for the first step or grade,  
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1 or that a specific applicant has special qualifications  
2 justifying a higher starting rate beyond the first step or  
3 grade. New employees starting at the beginning step or grade  
4 may be advanced to the second step or grade of their salary  
5 range and said advancement shall be effective on the first day  
6 of the biweekly pay period next following the satisfactory  
7 completion of their probationary employment, which is hereby  
8 fixed at twelve (12) months;

9 (b) Promotion or Increase in Grade. Promotions to  
10 higher positions or salary increases to higher steps are  
11 considered to be increases on the basis of merit only and shall  
12 be awarded to employees as recognition for satisfactory service.  
13 The promotion or increase in grade shall remain in the sole  
14 discretion of the City Council and shall only be considered upon  
15 receiving a recommendation from a Department Head or the City  
16 Administrator which would support recognition by the City  
17 Council of the services performed by the employees;

18 (c) Effective Date of Promotions. Promotions to the  
19 next step or grade, if granted, of the employee's respective  
20 salary range shall be effective not earlier than the first day  
21 of the biweekly pay period next following the completion of  
22 satisfactory service and the authorization of said promotion;

23 (d) No Reduction of Pay by Promotion. The promotion  
24 of an employee shall not result in reduction of pay, and the  
25 employee being promoted shall be classified in such manner that  
26 he receives the same or more pay for the position to which he is  
27 promoted;

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1           (e) General Wage and Salary Policy. This resolution  
2 expresses the general wage and salary policy of the City of  
3 Vernon, and in conjunction with the accompanying working  
4 conditions for the employees of the City of Vernon now existing,  
5 it is deemed to be fair and adequate. It is not anticipated  
6 that adjustments in said salary scales will be necessary, except  
7 ~~as to cases involving additional responsibilities, exceptional~~  
8 merits, or other special circumstances;

9           (f) Compensatory Time For Travel. Compensatory time  
10 or pay will not be granted for voluntary travel to attend  
11 business meetings, conferences, seminars and/or training  
12 sessions which are not required by the City that extend beyond  
13 regular business hours of employees.

14           (g) Persian Gulf Crisis. All City employees who are  
15 members of the military reserves and were called up by the  
16 Government for active duty in the Persian Gulf crisis shall be  
17 compensated so that the total compensation received by the  
18 employee from the Federal Government and the City of Vernon  
19 shall equal the compensation they would have received while in  
20 the employ of the City of Vernon but for the employee's  
21 obligation for active service.

22           SECTION 16: Fair Labor Standards Act. The City  
23 Council reaffirms its implementation of the FLSA for City  
24 employees, except for Police Sergeants and Police Officers,  
25 which are provided for in Resolution No. 5265, and further  
26 provide that Section 3 (e) (2) (c) of the FLSA excludes from the  
27 definition of "employee", and thus from coverage, certain  
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1 individuals employed by public agencies. This exclusion applies  
2 to elected officials, their immediate advisors, and certain  
3 individuals whom they appoint or select to serve in various  
4 capacities. In addition, the 1985 Amendments exclude employees  
5 of legislative branches of State and local governments.

6 SECTION 17: DEPARTMENT OF COMMUNITY SERVICES:

7 (a) Certificate of Registration. Each employee  
8 serving as a Civil Engineer must possess a valid Certificate of  
9 Registration as a Civil Engineer, which document is issued by  
10 the California State Board for Civil and Professional Engineers.

11 (b) Personal Vehicle Allowance. In addition to said  
12 salaries as set forth in Schedule II, Exhibit "A", certain  
13 individuals serving in specified classifications shall receive,  
14 when using their own motor vehicle in the service of the City,  
15 an additional sum per month as provided for in Schedule III.

16 (c) Responsibility For Upkeep of Vehicle. The City  
17 shall not be responsible for repairs or any additional costs for  
18 upkeep, fuel, lubrication, replacement in whole or in part, or  
19 other expenses in connection with any such vehicle beyond the  
20 respective amounts set forth in Schedule III.

21 (d) Additional Hours Worked. All employees in the  
22 Department of Community Services, except the Director of  
23 Community Services, required to work hours in addition to those  
24 regularly established for their respective job classification,  
25 shall be paid for such additional work at their assigned hourly  
26 rate.

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1                    SECTION 18: WATER DEPARTMENT WITHIN THE COMMUNITY  
2                    SERVICES DEPARTMENT:

3                    (a) Certificate of Registration. Each employee  
4 serving as a Civil Engineer must possess a valid Certificate of  
5 Registration as a Civil Engineer, which document is issued by  
6 the California State Board for Civil and Professional Engineers.

7                    ~~(b) Personal Vehicle Allowance. In addition to said~~  
8 salaries as set forth in Schedule II, Exhibit "A", certain  
9 individuals serving in specified classifications shall receive,  
10 when using their own motor vehicle in the service of the City,  
11 an additional sum per month as provided for in Schedule III.

12                    (c) Responsibility for Upkeep of Vehicle. The City  
13 shall not be responsible for repairs or any additional costs for  
14 upkeep, fuel, lubrication, replacement in whole or in part, or  
15 other expenses in connection with any such vehicle beyond the  
16 respective amounts set forth in Schedule III.

17                    (d) Additional Hours Worked. All employees in the  
18 Water Department required to work hours in addition to those  
19 regularly established for their respective job classifications,  
20 shall be paid for such additional work at their assigned hourly  
21 rate.

22                    (e) Dispatchers. The Chief Water and Power  
23 Dispatcher, Senior Water and Power Dispatcher and Water and  
24 Power Dispatchers I and II shall serve as Dispatchers in the  
25 Water Department and the compensation for said positions is  
26 included in the compensation established for the positions in  
27 the Light and Power Department; Schedule II, Exhibit "A".

1           (f) Compensation of Certain Positions - Department of  
2 Community Services. The compensation for the Director of Water  
3 is included in the compensation established for the Director of  
4 Community Services in the Community Services Department.

5           SECTION 19: LIGHT AND POWER DEPARTMENT:

6           (a) Compensation of Certain Positions - City  
7 Administrator/City Clerk Department. The compensation for the  
8 following positions are included in the compensation established  
9 for said position in the City Administrator/ City Clerk  
10 Department, Schedule II, Exhibit "A".

11                   (1) CHIEF EXECUTIVE OFFICER--the City  
12 Administrator/City Clerk shall serve as the Chief Executive  
13 Officer in the Light and Power Department;

14                   (2) ACCOUNTANT--the Accountant in the City  
15 Administrator/City Clerk Department shall also serve as the  
16 Accountant in the Light and Power Department;

17                   (3) SENIOR ACCOUNT CLERK--the Senior Account Clerk  
18 in the City Administrator/City Clerk Department shall also serve  
19 as the Senior Account Clerk in the Light and Power Department;

20                   (4) ACCOUNT CLERK--the Account Clerk in the City  
21 Administrator/City Clerk Department shall also serve as the  
22 Account Clerk in the Light and Power Department.

23           (b) Personal Vehicle Allowance. In addition to said  
24 salaries as set forth in Schedule II, Exhibit "A", certain  
25 individuals serving in specified classifications shall receive,  
26 when using their own motor vehicle in the service of the City,  
27 an additional sum per month as provided for in Schedule III.

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(c) Responsibility For Upkeep of Vehicle. 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 vehicle beyond the respective amounts set forth in Schedule III.

(d) Additional Hours Worked. All employees in the ~~Light and Power Department, except the Director of Light and Power, Field Operations Manager, Electrical Engineering Manager, Resource Planning Manager, Power Plant Superintendent and Chief Water and Power Dispatcher,~~ required to work hours in addition to those regularly established for their respective job classification, shall be paid for such additional work at their assigned hourly rate.

(e) Chief Diesel Operator and Diesel Operators I-V, Experimental Only. The City Council has established an experimental program to study the operation of the Diesel Plant as part of an overall evaluation of the Light and Power Department. Therefore, the positions of Chief Diesel Operator and Diesel Operators I-V are experimental only and are established herein for the purpose of conducting the experimental study of operating the Diesel Plant.

(f) Compensation of Certain Positions - Department of Community Services. The compensation for the following position is included in the compensation established for said position in the Department of Community Services, Schedule II, Exhibit "A":

- (1) ENGINEERING AIDE III--the Engineering Aide III in the Department of Community Services shall serve as the

1 Engineering Aide III in the Light and Power Department.

2 SECTION 20: GAS MUNICIPAL UTILITY DEPARTMENT:

3 (a) Compensation of Certain Positions - City

4 Administrator/City Clerk Department. The compensation for the  
5 following positions are included in the compensation established  
6 for said position in the City Administrator/ City Clerk  
7 Department, Schedule II, Exhibit "A":

8 (1) CHIEF EXECUTIVE OFFICER--the City  
9 Administrator/City Clerk shall serve as the Chief Executive  
10 Officer in the Gas Municipal Utility Department;

11 (2) ASSISTANT TO THE CHIEF EXECUTIVE OFFICER--  
12 the Assistant to the City Administrator/City Clerk shall serve  
13 as the Assistant to the Chief Executive Officer in the Gas  
14 Municipal Utility Department;

15 (3) ACCOUNTANT--the Accountant in the City  
16 Administrator/City Clerk Department shall also serve as the  
17 Accountant in the Gas Municipal Utility Department;

18 (4) SENIOR ACCOUNT CLERK--the Senior Account  
19 Clerk in the City Administrator/City Clerk Department shall also  
20 serve as the Senior Account Clerk in the Gas Municipal Utility  
21 Department;

22 (5) ACCOUNT CLERK--the Account Clerk in the  
23 City Administrator/City Clerk Department shall also serve as the  
24 Account Clerk in the Gas Municipal Utility Department.

25 (b) Compensation of Certain Positions - Light and  
26 Power Department. The compensation for the following positions  
27 are included in the compensation established for said position

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1 in the Light and Power Department, Schedule II, Exhibit "A":

2 (1) ACTING MANAGER--the Director of Light and  
3 Power shall serve as the Acting Manager in the Gas Municipal  
4 Utility Department;

5 (2) ACTING PLANNER--the Resource Planning  
6 Manager in the Light and Power Department shall serve as the  
7 ~~Acting Planner in the Gas Municipal Utility Department.~~

8 SECTION 21: FIRE DEPARTMENT:

9 (a) Fire Sciences Certificate. All employees who hold  
10 a Fire Sciences Certificate or have completed courses equivalent  
11 thereto shall receive an additional 2.5% per month of their  
12 basic salary after satisfactory completion of their probationary  
13 period.

14 (b) Overtime. Fire Department personnel, with the  
15 exception of the Fire Chief and Battalion Chiefs, shall be paid  
16 for overtime worked as certified to by the Fire Chief and  
17 approved by the City Administrator for the following reasons:

18 (1) Disasters. Disasters such as major fires,  
19 civil disturbances, and other emergency situations;

20 (2) Extraordinary Circumstances. Extraordinary  
21 circumstances requiring more than ordinary law enforcement or  
22 fire protection staffing.

23 (c) 8-Hour Personnel-Additional Work. Eligible 8-hour  
24 Fire Department personnel shall be paid for such additional work  
25 at their assigned hourly rate.

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

5           (e) Uniform Allowance. Vernon shall provide a uniform  
6 allowance as specified in Schedule IV for the 1991-1992 fiscal  
7 ~~year of Vernon, for the purchase of Uniforms and related~~  
8 equipment.

9           (f) Personal Vehicle Allowance. In addition to said  
10 salaries as set forth in Schedule II, Exhibit "A", certain  
11 individuals serving in specified classifications shall receive,  
12 when using their own motor vehicle in the service of the City,  
13 an additional sum per month as provided for in Schedule III.

14           (g) Merit Step. All firefighters hired as of June 26,  
15 1989, or later, shall start at the bottom step in the salary  
16 range and shall be eligible for an initial merit step increase  
17 on a merit basis after six (6) months of satisfactory continuous  
18 service. However, said firefighters shall still be required to  
19 satisfactorily complete a probationary employment period of at  
20 least twelve (12) months. All merit step increases after the  
21 first increase shall be at twelve (12) month intervals in  
22 accordance with Section 14 (b).

23           SECTION 22: POLICE DEPARTMENT:

24           (a) MOU. For purposes of this resolution, all of the  
25 provisions in the MOU dated March 1, 1988, adopted by the City  
26 Council of the City of Vernon on March 15, 1988, pursuant to  
27 Resolution No. 5489 are referenced herein as though fully set  
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1 forth at length.

2 (b) Overtime. Police Department personnel, with the  
3 exception of the Police Chief and the Police Captain, shall be  
4 paid for overtime work as certified to by the Police Chief and  
5 approved by the City Administrator for the following reasons:

6 (1) Disasters. Disasters such as major fires,  
7 ~~civil disturbances, and other emergency situations;~~

8 (2) Extraordinary Circumstances. Extraordinary  
9 circumstances requiring more than ordinary law enforcement or  
10 fire protection staffing.

11 (c) Court Appearances. Employees in the  
12 classifications represented by the Police Association in Group 2  
13 shall be compensated for court appearances in the line of duty  
14 outside regular scheduled duty hours as follows:

15 (1) Half Court Day Appearance. Fifty Dollars  
16 (\$50.00) for an appearance which requires the employee's  
17 presence for half a court day or less;

18 (2) Full Court Day Appearance. Ninety Dollars  
19 (\$90.00) for an appearance which requires the employee's  
20 presence for full court day or less, but more than a half court  
21 day;

22 (3) Half Court Day Defined. An appearance  
23 shall be deemed to be for more than a half court day if the  
24 employee is required to appear at the morning session of the  
25 court and has to return on the same day after the noon recess of  
26 the court.

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1                   (2)    POST Advanced Certificate.    Five percent  
2 (5%) of the employee's basic monthly salary excluding all other  
3 compensation for a POST advanced certificate.

4                   (f)   Payment of Incentive Compensation.    Payment of the  
5 aforesaid incentive compensation shall not be cumulative and  
6 only the highest applicable incentive pay shall be paid.  
7 ~~Incentive pay shall be payable the month following the month~~  
8 during which the certificate is granted, or the month following  
9 completion of the employee's probationary period, whichever is  
10 latest.

11                  (g)   Field Training Officers.    Police officers assigned  
12 by the Chief of Police, or his designee, as Field Training  
13 Officers shall receive a differential of two and one half  
14 percent (2 1/2%) for the period so assigned. Each officer  
15 assigned as a Field Training Officer shall complete a POST  
16 approved Field Training Officer School prior to assignment.

17                  (h)   Personal Vehicle Allowance.    In addition to said  
18 salaries as set forth in Schedule II, Exhibit "A", certain  
19 individuals serving in specified classifications shall receive,  
20 when using their own motor vehicle in the service of the City,  
21 an additional sum per month as provided for in Schedule III.

22                  (i)   Personal Vehicle Use and Maintenance.    When  
23 authorized in advance by the City Council, in addition to the  
24 salaries indicated in Schedule II, Exhibit "A", each Police  
25 Officer shall receive an additional sum per month as provided  
26 for in Schedule III for his automobile if used in the service of  
27 or engaged for the use of the City. This allowance is for the  
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1 use and maintenance of said motor equipment.

2 (j) Uniform Allowance. Vernon shall provide a uniform  
3 allowance as specified in Schedule IV for the 1991-1992 fiscal  
4 year of Vernon, for the purchase of Uniform and related  
5 equipment.

6 (k) Merit Steps. Promotions or salary increases to  
7 ~~higher grades are merit steps only and shall be available to~~  
8 employees as recognition and reward for satisfactory service  
9 after one (1) year in service at present grade. The promotion  
10 or salary increase to said higher grade shall remain in the sole  
11 discretion of the City Council.

12 (l) Anniversary Date. Notwithstanding the above  
13 provisions, any person employed in a position of Police Officer,  
14 Step 6, shall be appointed to Step 5 upon his/her successful  
15 completion in an assigned training academy and any person  
16 employed in a position of Police Officer, Step 5, shall be  
17 appointed to Step 4 after serving at least six (6) months in the  
18 field and upon receiving a merit evaluation of high competent.  
19 Any person who qualifies for said increase shall have his/her  
20 anniversary date for future merit increases established as of  
21 the date said officer is appointed to said grade.

22 (m) Detective Assignment. In the event a Police  
23 Officer is assigned to the detective division, he/she shall  
24 receive premium pay equal to One Hundred Twenty-Five Dollars  
25 (\$125.00) per month, and the premium pay shall not be considered  
26 to be part of the employee's basic monthly salary when computing  
27 peace officers' standards and training certificate incentives.

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1           (n) Patrol Personnel. Patrol personnel shall work an  
2 eight and a half (8 1/2) hour shift. The first one-half hour  
3 shall be used for briefing and training purposes. Lunch time  
4 (Code 7) shall be part of the shift and is only compensable if  
5 actually interrupted for purposes of an emergency service call  
6 or not allowed. If Code 7 is interrupted for an emergency  
7 ~~service call or Code 7 is not allowed, the officer will be~~  
8 compensated for one-half hour straight time or be granted one-  
9 half hour Code 7 time at a later part of his/her shift. An  
10 officer who elects additional compensation shall not be granted  
11 additional Code 7 time during his/her shift. The current method  
12 of scheduling and utilizing Code 7 time, with the exceptions  
13 stated above shall continue.

14           SECTION 23: CITY ADMINISTRATOR/CITY CLERK DEPARTMENT:

15           (a) Personal Vehicle Allowance. In addition to said  
16 salaries as set forth in Schedule II, Exhibit "A", certain  
17 individuals serving in specified classifications shall receive,  
18 when using their own motor vehicle in the service of the City,  
19 an additional sum per month as provided for in Schedule III.

20           (b) Personal Vehicle Use and Maintenance. The City  
21 shall not be responsible for repairs or any additional costs for  
22 upkeep, fuel, lubrication, replacement in whole or in part, or  
23 other expenses in connection with any such vehicle beyond the  
24 respective amounts set forth in Schedule III.

25           (c) Additional Work Compensation. All personnel in  
26 the City Administrator/City Clerk Department, except the City  
27 Administrator/City Clerk, the Assistant to the City  
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1 Administrator, and the Director of Environmental Health,  
2 required to work hours in addition to those regularly  
3 established for their respective job classifications, shall be  
4 paid for such additional work at their assigned hourly rate.

5 (d) City Administrator/City Clerk Vehicle and  
6 Expenses. The City Administrator/City Clerk shall be provided a  
7 ~~vehicle and the City shall pay all expenses of said operation~~  
8 including cost of upkeep, fuel, lubrication, insurance, and  
9 other reasonable expenses, in addition to his salary, provided  
10 for in Schedule II, Exhibit "A".

11 (e) City Administrator/City Clerk Benefits. In  
12 addition to the salary provided for in Schedule II, Exhibit "A",  
13 and the benefits provided for herein, the City  
14 Administrator/City Clerk shall be provided the following:

15 (1) Medical and Dental Expenses. One hundred  
16 percent (100%) of all medical and dental expenses to be paid by  
17 the City after insurance has paid;

18 (2) Employee Activity Expense Reimbursement.  
19 Reimbursement for all expenses incurred for employee activities  
20 such as sports leagues (softball, basketball, etc.);

21 (3) Executive Leave. Fifteen (15) days of  
22 executive leave effective July 1, 1991;

23 (4) ICMA Retirement. The City shall make a  
24 direct payment of \$7,500.00 to the ICMA Retirement Corporation  
25 on an annual basis on January 1 of each year as deferred  
26 compensation, all of said amounts shall be credited to his  
27 individual account;

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1 (5) Expense Allowance. An expense allowance of  
2 \$1,500.00 per month;

3 (6) IRA Account. The City, who opened an IRA  
4 account and deposited the sum of \$2,000.00 effective January 1,  
5 1986, shall deposit the sum of \$2,000.00 effective January 1,  
6 1992, and said \$2,000.00 shall be deposited each and every year  
7 thereafter on or about January 1.

8 (7) Unused Vacation/Executive Leave. Any  
9 unused vacation and/or executive leave days off can be carried  
10 over from year-to-year for a maximum of two (2) years. In the  
11 event that said accumulated vacation and/or executive leave time  
12 is not used in the two-year accumulation period, then the City  
13 shall pay him for any such time not used;

14 (8) Membership in Country Club. The City shall  
15 purchase a membership in the Candlewood Country Club for him;

16 (9) Automobile Insurance. The City shall pick  
17 up his portion of the automobile insurance;

18 (10) Limousine Service. Continued use of  
19 limousine service for personal use, not to exceed 25 trips on a  
20 twelve (12) month basis; and

21 (11) Hours of Work. The hours of work to be as  
22 necessary.

23 (f) City Attorney Compensation. The City Council  
24 hereby establishes compensation for the City Attorney which is  
25 set forth in Schedule II, Exhibit A.

26 SECTION 24: CITY COUNCIL DEPARTMENT:

27 (a) Compensation. In accordance with Article III,  
28

1 Section 11 of the Charter of the City of Vernon, the City  
2 Council hereby establishes the following compensation for  
3 councilmembers set forth in Schedule II, Exhibit A:

4 (1) Personal Vehicle Allowance. In addition to  
5 said salaries as set forth in Schedule II, Exhibit "A", certain  
6 individuals serving in specified classifications shall receive,  
7 when using their own motor vehicle in the service of the City,  
8 an additional sum per month as provided for in Schedule III.

9 (2) Personal Vehicle Use and Maintenance. The  
10 City shall not be responsible for repairs or any additional  
11 costs for upkeep, fuel, lubrication, replacement in whole or in  
12 part, or other expenses in connection with any such vehicle  
13 beyond the respective amounts set forth in Schedule III.

14 (3) Expense Reimbursement. Each councilmember  
15 as reimbursement for actual and necessary expenses incurred in  
16 the performance of their official duties as members of the City  
17 Council shall be paid \$400.00 per month.

18 (4) Expense Attendance Allowance. To each  
19 councilmember a per meeting expense attendance allowance shall  
20 be paid as follows:

21 Personnel Committee - \$25.00 per meeting

22 Finance Committee - \$50.00 per meeting

23 Police/Fire Commission - \$25.00 per meeting.

24 SECTION 25: Repeal of Certain Resolutions. All  
25 resolutions, or parts of resolutions not consistent with or in  
26 conflict with this resolution, specifically Resolution Nos.  
27 5780, 5794, 5808, 5834 and 5880 are hereby repealed.

28



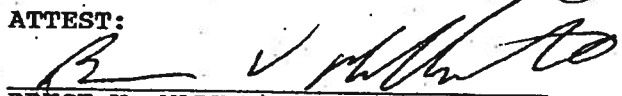
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SECTION 26: Certification of Passage. The City Clerk of the City of Vernon shall certify to the passage of this resolution and thereupon and thereafter the same shall be in full force and effect.

APPROVED AND ADOPTED this 20th day of June, 1991.

  
LEONIS C. MALBURG, Mayor

ATTEST:

  
BRUCE V. MALKENHORST, City Clerk

1 STATE OF CALIFORNIA )  
2 ) ss  
3 COUNTY OF LOS ANGELES )

4 I, BRUCE V. MALKENHORST, City Clerk of the City of  
5 Vernon, do hereby certify that the foregoing Resolution, being  
6 Resolution No. 5944, was duly adopted by the City Council of the  
7 City of Vernon at an adjourned regular meeting of the City  
8 Council duly held on Thursday, June 20, 1991, and thereafter  
9 duly signed by the Mayor of the City of Vernon.

10   
11 BRUCE V. MALKENHORST, City Clerk

12 (SEAL)

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SCHEDULE I

Providing for an hourly rate for all officers and employees of the City of Vernon, and setting forth the formula by which the monthly rate stated on succeeding 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 "biweekly rate";

(d) Payments shall be made for the biweekly 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 "biweekly rate";

(d) Payments shall be made for reported hours eligible

SCHEDULE I

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SCHEDULE I

for pay. Normally this will equal 80 hours. Hours reported as unpaid absences will be excluded from the pay computations.

SECTION 3: The monthly rates referred to above are provided for in Schedule II, Exhibit "A". The City Administrator shall direct the establishment and maintenance of files, assigning an hourly rate to the employees of the City to be computed from the given monthly rates in accordance with the above formula.

SECTION 4: The formula provided for herein shall be used to convert the monthly rates provided for the City Attorney, the City Administrator/City Clerk, and the City Council members to biweekly amounts without considering the hours worked by said officers:

(a) The stated "monthly rate" multiplied by 12 equals the "annual rate"; and

(b) The "annual rate" divided by 26 equals the "biweekly rate".

SCHEDULE I