

RESOLUTION NO. 6467

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF JULY 1, 1994, AUTHORIZING CERTAIN EXPENSE ALLOWANCES AND AMENDING RESOLUTION NO. 5645 AND REPEALING ALL RESOLUTIONS IN CONFLICT THEREWITH

ADOPTED ON JUNE 30, 1994

AMENDMENTS TO RESOLUTION NO. 6467				
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RESOLUTION NO. 6467

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
VERNON FIXING THE COMPENSATION FOR CERTAIN
EMPLOYEES OF SAID CITY AS OF JULY 1, 1994,
AUTHORIZING CERTAIN EXPENSE ALLOWANCES AND
AMENDING RESOLUTION NO. 5645 AND REPEALING ALL
RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, Resolution No. 6277, 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, 1994, 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 Nos. 5120 and 6258 provided that the City shall pay the
employees' total contribution to PERS; and

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

1 WHEREAS, employees of the City of Vernon serve at the
2 will and pleasure of the City Council; and

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

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

10 WHEREAS, the City Council of the City of Vernon wishes to
11 reaffirm its intent concerning said section that all such matters
12 of discharge, suspension or discipline reside in the sole
13 discretion of the City Council; and

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

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

21 WHEREAS, Resolution No. 5645 was adopted by the City
22 Council of the City of Vernon on October 17, 1989, as amended on
23 June 30, 1992 by Resolution No. 6124, establishing the vacation
24 and holiday policy for City employees; and

25 WHEREAS, Resolution No. 4677 was adopted by the City
26 Council of the City of Vernon on October 16, 1979, establishing a
27 four (4) day work week and the City Council wishes to reaffirm the
28

1 continuation of said program; and

2 WHEREAS, Resolution No. 5314 was adopted by the City
3 Council of the City of Vernon on September 16, 1986, establishing
4 rules and regulations respecting the employment of related family
5 members; and

6 WHEREAS, the City Council provides for a deferred
7 compensation program and investment program for City employees by
8 Resolution Nos. 4955, 5042, 5489, 5671, 6176 and 6177 adopted on
9 November 16, 1982, September 20, 1983, March 15, 1988, September
10 5, 1989, and October 20, 1992, respectively; and

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

14 WHEREAS, the City Council by Resolution No. 5946 adopted
15 on June 20, 1991, established a Gas Municipal Utility Department
16 within the City of Vernon; and

17 WHEREAS, the City Council by Resolution No. 5950 adopted
18 on July 2, 1991, as amended by Resolution Nos. 5979 and 6369
19 adopted on August 20, 1991 and December 21, 1993, respectively,
20 established an attendance incentive program wherein qualified
21 employees are eligible to select gifts from specified brochures;
22 and

23 WHEREAS, the City Council by Resolution No. 5994 adopted
24 on September 23, 1991, adopted an educational assistance program;
25 and

26 WHEREAS, the City Council by Resolution No. 6258 adopted
27 on October 5, 1993, approved a Second Side Letter Agreement
28

1 between the Municipal Employee Relations Representative of the
2 City of Vernon ("MERR") and the Vernon Police Officers' Benefit
3 Association ("VPOBA") (Employee Group 2) providing for the
4 continuation of the four day week at ten hours per day ("4/10
5 plan") and extending the Memorandum of Understanding ("MOU")
6 previously adopted by Resolution No. 5489 on March 15, 1988, as
7 amended by a Side Letter Agreement adopted by Resolution No. 6001
8 on January 21, 1992, until August 31, 2001; and

9 WHEREAS, the City Council by Resolution No. 6214 adopted
10 on February 16, 1993, adopted a grievance procedure for resolving
11 any complaints alleging violations of the American with
12 Disabilities Act; and

13 WHEREAS, the City Council by Resolution No. 6232 adopted
14 on April 6, 1993, adopted a policy to prevent sexual harassment;
15 and

16 WHEREAS, the City Council by Resolution No. 6220 adopted
17 on March 9, 1993, adopted a policy on the use of computer software
18 on City-owned computers; and

19 WHEREAS, the City Council has established medical
20 benefits for employees of the City of Vernon as provided by
21 Resolution No. 6367 adopted by the City Council of the City of
22 Vernon on December 21, 1993; and

23 WHEREAS, the City Council by Resolution No. 6469 adopted
24 on June 30, 1994, approved the continued payment of health
25 insurance coverage for certain categories of retired employees
26 during the 1994-1995 fiscal year; and

27 WHEREAS, the City Council by Resolution No. 6355 adopted
28

1 on November 23, 1993, adopted a Superior Performance and Ideas
2 Resulting in Tangible Savings Program.

3 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
4 CITY OF VERNON AS FOLLOWS:

5 SECTION 1: EMPLOYEES SERVE AT WILL AND PLEASURE OF THE
6 CITY COUNCIL.

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

15 SECTION 2: EMPLOYMENT AGREEMENT.

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

25 SECTION 3: POLICE ACADEMY AND FIELD TRAINING COSTS.

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

8 SECTION 4: EFFECTIVE DATE.

9
10 That effective July 1, 1994, there is hereby established
11 and approved compensation and other benefits and expenses provided
12 for herein as set forth below for employees and officers of the
13 City of Vernon. This resolution shall not affect or alter the
14 existing compensation of any officer or employee not specifically
15 set forth therein.

16 SECTION 5: DESIGNATION OF SCHEDULES.

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

27 (a) Department of Community Services which includes the
28

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

SECTION 6: PERS CONTRIBUTIONS.

The City shall continue to make payments to PERS to satisfy all employee's obligation to make contributions to PERS for retirement benefits, which includes Police Sergeants and Police Officers in the Police Department. Payments made by City on behalf of said employees shall be credited to said employees account with PERS.

SECTION 7: AUTO INSURANCE PROGRAM.

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

1 Resolution No. 5641.

2 **SECTION 8: LONGEVITY PROGRAM FOR EMPLOYEES EMPLOYED**
3 **ON OR BEFORE JUNE 30, 1994.**

4 The City has established a longevity program for all
5 employees. The longevity program described in Section 8 herein
6 will only apply to employees employed on or before June 30, 1994.
7 All employees employed on or after July 1, 1994, shall be entitled
8 only to longevity benefits provided for in Section 9.

9 (a) Five (5) Years of Service.

10 All eligible employees who have five (5) years of
11 consecutive uninterrupted service on or before July 1, 1986, shall
12 receive an additional five percent (5%) per month of their basic
13 salary effective July 1, 1986, and every year thereafter until
14 reaching the next step. Employees upon reaching their 5th
15 anniversary date after July 1, 1986, shall be entitled to said
16 five percent (5%) per month upon said anniversary date.

17 (b) Ten (10) Years of Service.

18 All eligible employees who have ten (10) years of
19 consecutive uninterrupted service on or before July 1, 1987, shall
20 receive an additional ten percent (10%) per month of their basic
21 salary effective July 1, 1987, and every year thereafter until
22 reaching the next step. Employees upon reaching their 10th
23 anniversary date after July 1, 1987, shall be entitled to said ten
24 percent (10%) per month upon said anniversary date.

25 (c) Fifteen (15) Years of Service.

26 All eligible employees who have fifteen (15) years of
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28

1 consecutive uninterrupted service on or before July 1, 1988, shall
2 receive an additional fifteen percent (15%) per month of their
3 basic salary effective July 1, 1988, and every year thereafter
4 until reaching the next step. Employees upon reaching their 15th
5 anniversary date after July 1, 1988, shall be entitled to said
6 fifteen percent (15%) per month upon said anniversary date.

7 (d) Twenty (20) Years of Service.

8 All eligible employees who have twenty (20) years of
9 consecutive uninterrupted service on or before July 1, 1989, shall
10 receive an additional twenty percent (20%) per month of their
11 basic salary effective July 1, 1989, and every year thereafter.
12 Employees upon reaching their 20th anniversary date after July 1,
13 1989, shall be entitled to said twenty percent (20%) per month
14 upon said anniversary date.

15 (e) Thirty (30) Years of Service - Firemen.

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

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

25 All eligible department heads who have thirty (30) years
26 of consecutive uninterrupted service on or before July 1, 1991,
27
28

1 shall receive an additional twenty-five percent (25%) of their
2 basic salary per month effective July 1, 1991, and every year
3 thereafter. Department Heads upon reaching their 30th anniversary
4 date after July 1, 1991, shall be entitled to said twenty-five
5 percent (25%) per month upon said anniversary date.

6 (g) Compensation Not Cumulative.

7
8 Payment of the aforesaid longevity compensation shall not
9 be cumulative and only the highest applicable longevity pay shall
10 be paid.

11 SECTION 9: LONGEVITY PROGRAM FOR EMPLOYEES EMPLOYED
12 ON OR AFTER JULY 1, 1994.

13 (a) Seven (7) Years of Service.

14 All eligible employees who are employed on or after July
15 1, 1994, who have seven (7) years of consecutive service shall
16 receive an additional five percent (5%) per month of their basic
17 salary effective July 1, 1994, and every year thereafter until
18 reaching the next step. Employees upon reaching their 7th
19 anniversary date after July 1, 1994, shall be entitled to said
20 five percent (5%) per month upon said anniversary date and will
21 not be entitled to receive any additional percentage increase to
22 their basic salary. This subsection shall only apply to employees
23 hired on or after July 1, 1994.

24 SECTION 10: PERFECT ATTENDANCE.

25 All employees except Police Officers and Sergeants in the
26 Police Department shall be eligible to receive additional days off
27 based upon perfect attendance in a prior period as follows:
28

1 (a) Ten (10) Consecutive Years.

2 All such employees who have ten (10) consecutive years of
3 perfect attendance shall receive one (1) day off with pay. Said
4 day off is not to be carried over and must be taken within twelve
5 (12) months from the date the ten (10) consecutive years have been
6 reached.

7 (b) Eleven (11) Consecutive Years.

8 All such employees who have eleven (11) consecutive years
9 of perfect attendance shall receive two (2) days off with pay.
10 Said days off are not to be carried over and must be taken within
11 twelve (12) months from the date the eleven (11) consecutive years
12 have been reached.

13 (c) Twelve (12) Consecutive Years.

14 All such employees who have twelve (12) consecutive years
15 of perfect attendance shall receive three (3) days off with pay.
16 Said days off are not to be carried over and must be taken within
17 twelve (12) months from the date the twelve (12) consecutive years
18 have been reached.

19 (d) Thirteen (13) Consecutive Years.

20 All such employees who have thirteen (13) consecutive
21 years of perfect attendance shall receive four (4) days off with
22 pay. Said days off are not to be carried over and must be taken
23 within twelve (12) months from the date the thirteen (13)
24 consecutive years have been reached.

25 ///

1 (e) Fourteen (14) Consecutive Years and Thereafter.

2 All such employees who have fourteen (14) consecutive
3 years of perfect attendance and thereafter shall receive five (5)
4 days off with pay. Said days off are not to be carried over and
5 must be taken within twelve (12) months from the date the fourteen
6 (14) consecutive years have been reached and within twelve months
7 thereafter from each succeeding anniversary date of the fourteenth
8 (14th) consecutive year if said employee still maintains perfect
9 attendance. No employee shall receive any more than five (5) days
10 off for perfect attendance.

11 (f) Bereavement Leave.

12 In considering the qualification for perfect attendance,
13 bereavement leave will not be considered an absence.

14 SECTION 11: VACATION AND HOLIDAY POLICIES - AMENDMENT
15 OF RESOLUTION NO. 5645.

16 (a) Amendment to Resolution No. 5645.

17 Section 12 of Resolution No. 5645 shall be amended to
18 read as follows:

19 "No vacation or other benefits provided for
20 herein for any employee of the City of Vernon
21 shall be accumulated from calendar year to
22 calendar year, or from anniversary date to
23 anniversary date, whichever is applicable, nor
24 shall the same be compensated for if not
25 utilized during said year, except that
26 miscellaneous employees shall be permitted to
27

1 accumulate a maximum of one (1) weeks vacation
2 that must be used during the following year and,
3 if not so utilized during the succeeding year,
4 the employee shall not be compensated for said
5 unused accumulated vacation benefit.

6 Further, that all full-time employees of the
7 City of Vernon, except Police Department
8 classification represented by the Vernon Police
9 Officers' Benefit Association, shall earn and
10 utilize their vacation benefits as provided for
11 herein on an anniversary-date basis during the
12 first five (5) years. Beginning in the sixth
13 (6th) year, the vacation benefits shall be
14 earned and used on a calendar-year basis.

15 Vacation benefits shall be prorated during the
16 year of transition between the fifth (5th) year
17 and the sixth (6th) year."

18 (b) Vacation and Holiday Policies.

19 Vacation and holiday policies for employees of the City
20 of Vernon are established and recited in Resolution No. 5645, as
21 amended by Resolution No. 6124 and as amended herein. However,
22 employees who are absent from their positions during the
23 applicable work day preceding or following a scheduled holiday
24 shall not receive pay for said holiday.

25 SECTION 12: DRESS AND GROOMING POLICY.

26
27 The Dress and Grooming Policy for miscellaneous employees
28

of the City of Vernon is set forth in Resolution No. 5941.

SECTION 13: 40 HOUR WORK WEEK.

All employees of the City of Vernon shall be considered forty (40) hours per week personnel unless otherwise specified by the City Council 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 14: FOUR DAY WORK WEEK.

The City Council hereby continues the four (4) day work week for approved employees which was established on October 29, 1979, by Resolution No. 4677 adopted on October 16, 1979, in accordance with the following requirements:

(a) City Administrator Authority.

The City Administrator is authorized to approve for inclusion in the four (4) day work week employees working in specific positions;

(b) Workday Hours.

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

///

1 (c) Vacation Benefits.

2 The vacation benefits for all employees working in said
3 program are provided in Resolution No. 5645, as amended by
4 Resolution 6124.

5 (d) Closure on Holidays.

6 The City Council of the City of Vernon hereby determines
7 that City Offices will be closed on all holidays and that Fridays,
8 Saturdays and Sundays during said period shall be considered
9 holidays for the transaction of business as provided for in
10 Section 6702 of the Government Code.

11 (e) Holidays Falling on Friday, Saturday or Sunday.

12 That those employees participating in said four (4) day
13 work week shall not receive the benefit of holidays falling on
14 Fridays or Saturdays, unless otherwise approved by the City
15 Council, but shall receive the benefit of holidays falling on
16 Sunday by celebrating said holidays on the following Monday.

17 (f) Overtime.

18 Any and all approved overtime worked by all City
19 employees in all departments shall be earned and paid in one-
20 fourth hour increments.

21 SECTION 15: COMPUTATION OF PAY.

22 For all officers and employees except twenty-four (24)
23 hour shift Fire Department employees, an hourly rate computed in
24 accordance with Schedule I shall be used for pay purposes. The
25 monthly amounts stated in Schedule II are for comparative purposes
26
27
28

1 only. The latter equivalents assume that the total scheduled
2 hours are worked or taken as excused paid leave, vacation or
3 holidays. Unexcused leave hours shall not be included for the
4 purpose of computing pay.

5 (a) Hourly employees.

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

15 (b) 24-Hour Shift Fire Department Employees.

16 Fire Department personnel who serve on a twenty-four (24)
17 hour shift would be paid a widely fluctuating amount each pay
18 period if they were paid for hours actually worked; therefore,
19 such employees shall be paid for the average number of hours in a
20 two (2) week period, one hundred and twelve (112) hours.

21 Exceptions for leave without pay hours shall be reported and
22 deducted from the average when pay is computed. The "Exception
23 Report" shall be in a form approved by the City Administrator;

24 (c) City Attorney, City Administrator/City Clerk, and the
25 Members of the City Council.

26 The City Attorney, the City Administrator/City Clerk, and
27

1 the members of the City Council shall be paid biweekly pursuant to
2 Section 4 of Schedule I.

3 (d) Leave Without Pay.

4 "Leave without pay" as used in this section shall
5 include, without being limited to, leaves of absence, suspensions,
6 and employees whose employment commences or terminates during a
7 pay, salary or wage period;

8 (e) Exception to Leave Without Pay.

9 As an exception to the general rules for deductions or
10 loss of pay for "leave without pay" as defined, any Department
11 Head may, for good cause as determined by such Department Head,
12 certify for full pay an employee who has been absent during a pay,
13 salary or wage period.

14 Whenever a Department Head certifies for pay an employee
15 who has been absent, he shall submit to the City Administrator/
16 City Clerk an employee signed absence form showing the reason for
17 such absence, length of service with the City, and total number of
18 hours absent. The approval of pay for employees for absent time
19 shall remain in the sole discretion of the City Council.

20 (f) Maternity Leave Program.

21 That a maternity leave program with pay is established at
22 six (6) weeks for female employees. Probationary employees shall
23 not be entitled to maternity leave with pay. Probationary
24 employees on maternity leave may use any compensatory or vacation
25 time accrued, if any; the remainder of the time shall be treated
26 as leave without pay.
27
28

1 **SECTION 16: AUTOMOBILE ALLOWANCES.**

2
3 (a) Exceptions to Allowance.

4 Wherever an allowance is made to any officer or employee
5 for the use of his personal automobile, such an allowance shall
6 not be payable whenever the employee is on vacation, leave of
7 absence, or sick leave the entire calendar month unless otherwise
8 specified by the City Council.

9 (b) Personal Vehicle Allowance.

10 Employees who, with Department Head approval, use their
11 personal automobile during the performance of their assigned
12 duties shall be compensated with an automobile allowance as
13 provided for herein. In the event that the automobile allowance
14 for a particular month provides less than twenty-five cents (25¢)
15 a mile reimbursement or, if no automobile allowance is provided,
16 then the employee shall receive a sum equal to twenty-five cents
17 (25¢) a mile for reimbursement for use of his personal automobile
18 and said sum shall be based upon actual miles traveled by said
19 automobile.

20 (c) Mileage Reimbursement.

21
22 Whenever a Department Head certifies for reimbursement on
23 the basis of mileage, he shall submit to the City Administrator/
24 City Clerk a statement of the reason for paying such employee such
25 mileage reimbursement.

26 **SECTION 17: CITY COUNCIL POLICY STATEMENTS.**

27 The City Council hereby makes the following statements of
28

1 policy in addition to the statements of policy previously made in
2 other sections herein concerning the implementation of the salary
3 provisions and classifications set forth herein:

4 (a) New Employees.

5 New employees shall start at the bottom step in the
6 salary range for their respective positions unless it is
7 determined that qualified applicants are not available at the
8 salary specified for the first step or grade, or that a specific
9 applicant has special qualifications justifying a higher starting
10 rate beyond the first step or grade. New employees starting at
11 the beginning step or grade may be advanced to the second step or
12 grade of their salary range and said advancement shall be
13 effective on the first day of the biweekly pay period next
14 following the satisfactory completion of their probationary
15 employment, which is hereby fixed at twelve (12) months;
16

17 (b) Promotion or Merit Increase in Grade.

18 Promotions to higher positions or merit salary increases
19 to higher steps are considered to be increases on the basis of
20 merit only and shall be awarded to employees as recognition for
21 satisfactory service. The promotion or increase in grade shall
22 remain in the sole discretion of the City Council and shall only
23 be considered upon receiving a recommendation from a Department
24 Head or the City Administrator which would support recognition by
25 the City Council of the services performed by the employees;
26

27 (c) Effective Date of Promotions.

28 Promotions to the next step or grade, if granted, of the

1 employee's respective salary range shall be effective not earlier
2 than the first day of the biweekly pay period next following the
3 completion of satisfactory service and the authorization of said
4 promotion;

5 (d) No Reduction of Pay by Promotion.

6 The promotion of an employee shall not result in
7 reduction of pay, and the employee being promoted shall be
8 classified in such manner that he receives the same or more pay
9 for the position to which he is promoted;

10 (e) General Wage and Salary Policy.

11 This resolution expresses the general wage and salary
12 policy of the City of Vernon, and in conjunction with the
13 accompanying working conditions for the employees of the City of
14 Vernon now existing, it is deemed to be fair and adequate. It is
15 not anticipated that adjustments in said salary scales will be
16 necessary, except as to cases involving additional
17 responsibilities, exceptional merits, or other special
18 circumstances;

19 (f) Compensatory Time For Travel.

20 Compensatory time or pay will not be granted for
21 voluntary travel to attend business meetings, conferences,
22 seminars and/or training sessions which are not required by the
23 City that extend beyond regular business hours of employees.

24 SECTION 18: FAIR LABOR STANDARDS ACT.

25 The City Council reaffirms its implementation of the FLSA.
26
27
28

1 for City employees, except for Police Sergeants and Police
2 Officers, which are provided for in Resolution No. 5265, and
3 further provide that Section 3 (e) (2) (c) of the FLSA excludes
4 from the definition of "employee", and thus from coverage, certain
5 individuals employed by public agencies. This exclusion applies
6 to elected officials, their immediate advisors, and certain
7 individuals whom they appoint or select to serve in various
8 capacities. In addition, the 1985 Amendments exclude employees of
9 legislative branches of State and local governments.

10 SECTION 19: DEPARTMENT OF COMMUNITY SERVICES:

11
12 (a) Certificate of Registration.

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

17 (b) Personal Vehicle Allowance.

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

23 (c) Responsibility For Upkeep of Vehicle.

24 The City shall not be responsible for repairs or any
25 additional costs for upkeep, fuel, lubrication, replacement in
26 whole or in part, or other expenses in connection with any such
27

1 vehicle beyond the respective amounts set forth in Schedule III.

2 (d) Additional Hours Worked.

3 All employees in the Department of Community Services,
4 except the Director of Community Services and those in supervisory
5 positions, required to work hours in addition to their regular
6 forty (40) hour work week (excluding any time off during such
7 week) shall be compensated for such additional hours worked.

8 SECTION 20: WATER DEPARTMENT WITHIN THE COMMUNITY
9 SERVICES DEPARTMENT:

10
11 (a) Certificate of Registration.

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

16 (b) Personal Vehicle Allowance.

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

22 (c) Responsibility for Upkeep of Vehicle.

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

1 (d) Additional Hours Worked.

2 All employees in the Water Department, except the
3 Director of Community Services and those in supervisory positions,
4 required to work hours in addition to their regular forty (40)
5 hour work week will be compensated for such additional hours
6 worked.
7

8 (e) Dispatchers.

9 The Chief Water and Power Dispatcher, Senior Water and
10 Power Dispatcher and Water and Power Dispatchers I and II shall
11 serve as Dispatchers in the Water Department and the compensation
12 for said positions is included in the compensation established for
13 the positions in the Light and Power Department, Schedule II,
14 Exhibit "B".

15 (f) Compensation of Certain Positions - Department of
16 Community Services.

17 The compensation for the Director of Water is included in
18 the compensation established for the Director of Community
19 Services in the Community Services Department.

20 SECTION 21: LIGHT AND POWER DEPARTMENT:

21 (a) Compensation of Certain Positions - City
22 Administrator/City Clerk Department.

23 The compensation for the following positions are included
24 in the compensation established for said position in the City
25 Administrator/ City Clerk Department, Schedule II, Exhibit "B".
26

27 (1) CHIEF EXECUTIVE OFFICER--the City
28

1 Administrator/City Clerk shall serve as the Chief Executive
2 Officer in the Light and Power Department;

3 (2) ACCOUNTANT--the Accountant in the City
4 Administrator/City Clerk Department shall also serve as the
5 Accountant in the Light and Power Department;

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

9 (4) ACCOUNT CLERK--the Account Clerk in the City
10 Administrator/City Clerk Department shall also serve as the
11 Account Clerk in the Light and Power Department.

12 (b) Personal Vehicle Allowance.

13 In addition to said salaries as set forth in Schedule II,
14 Exhibit "B", certain individuals serving in specified
15 classifications shall receive, when using their own motor vehicle
16 in the service of the City, an additional sum per month as
17 provided for in Schedule III.

18 (c) Responsibility For Upkeep of Vehicle.

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

23 (d) Additional Hours Worked.

24 All employees in the Light and Power Department, except
25 the Director of Light and Power, Field Operations Manager,
26 Electrical Engineering Manager, Resource Planning Manager, Power
27
28

1 Plant Superintendent, Power Engineer and Chief Water and Power
2 Dispatcher, required to work hours in addition to their regular
3 forty (40) hour work week, will be compensated for such additional
4 hours worked.

5 (e) Chief Diesel Operator and Diesel Operators I-V,
6 Experimental Only.

7 The City Council has established an experimental program
8 to study the operation of the Diesel Plant as part of an overall
9 evaluation of the Light and Power Department. Therefore, the
10 positions of Chief Diesel Operator and Diesel Operators I-V are
11 experimental only and are established herein for the purpose of
12 conducting the experimental study of operating the Diesel Plant.

13 (f) Compensation of Certain Positions - Department of
14 Community Services.

15 The compensation for the following position is included
16 in the compensation established for said position in the
17 Department of Community Services, Schedule II, Exhibit "B":

18 (1) ENGINEERING AIDE III--the Engineering Aide III
19 in the Department of Community Services shall serve as the
20 Engineering Aide III in the Light and Power Department.

21 SECTION 22: GAS MUNICIPAL UTILITY DEPARTMENT:

22
23 (a) Compensation of Certain Positions - City
24 Administrator/City Clerk Department.

25 The compensation for the following positions are included
26 in the compensation established for said position in the City
27 Administrator/ City Clerk Department, Schedule II, Exhibit "B":

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

4 (2) ASSISTANT TO THE CHIEF EXECUTIVE OFFICER
5 --the Assistant to the City Administrator shall serve as the
6 Assistant to the Chief Executive Officer in the Gas Municipal
7 Utility Department;

8 (3) ACCOUNTANT--the Accountant in the City
9 Administrator/City Clerk Department shall also serve as the
10 Accountant in the Gas Municipal Utility Department;

11 (4) SENIOR ACCOUNT CLERK--the Senior Account Clerk
12 in the City Administrator/City Clerk Department shall also serve
13 as the Senior Account Clerk in the Gas Municipal Utility
14 Department;

15 (5) ACCOUNT CLERK--the Account Clerk in the City
16 Administrator/City Clerk Department shall also serve as the
17 Account Clerk in the Gas Municipal Utility Department.

18 (b) Compensation of Certain Positions - Light
19 and Power Department.

20 The compensation for the following positions are included
21 in the compensation established for said position in the Light and
22 Power Department, Schedule II, Exhibit "B":

23 (1) ACTING MANAGER--the Director of Light and
24 Power shall serve as the Acting Manager in the Gas Municipal
25 Utility Department;

26 (2) ACTING PLANNER--the Resource Planning Manager
27 in the Light and Power Department shall serve as the Acting
28

1 Planner in the Gas Municipal Utility Department; and

2 (3) ACTING PROJECT ENGINEER--the Power Engineer in
3 the Light and Power Department shall serve as the Acting Project
4 Engineer in the Gas Municipal Utility Department.

5 **SECTION 23: FIRE DEPARTMENT:**

6
7 (a) Fire Sciences Certificate.

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

12 (1) AA or AS Degree.

13 All employees who hold an AA or AS Degree in Fire Science
14 or Fire Technology with completion of five (5) years of
15 uninterrupted service with the Fire Department shall receive an
16 additional 2.5% per month of their basic salary.

17 (b) Overtime.

18
19 Fire Department personnel, with the exception of the Fire
20 Chief and Battalion Chiefs, shall be paid for overtime worked as
21 certified to by the Fire Chief and approved by the City
22 Administrator for the following reasons:

23 (1) Disasters.

24 Disasters such as major fires, civil disturbances, and
25 other emergency situations;

26 ///

27 ///

1 (2) Extraordinary Circumstances.

2
3 Extraordinary circumstances requiring more than ordinary
4 law enforcement or fire protection staffing.

5 (c) 10-Hour Personnel-Additional Work.

6 Eligible 10-hour Fire Department personnel shall be paid
7 for such additional work at their assigned hourly rate.

8 (d) 24-Hour Shift Overtime.

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

12 (e) Uniform Allowance.

13
14 Vernon shall provide a uniform allowance as specified in
15 Schedule IV for the 1994-1995 fiscal year of Vernon, for the
16 purchase of Uniforms and related equipment.

17 (f) Personal Vehicle Allowance.

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

23 (g) Merit Step.

24 All firefighters hired as of June 26, 1989, or later,
25 shall start at the bottom step in the salary range and shall be
26 eligible for an initial merit step increase on a merit basis after
27

1 six (6) months of satisfactory continuous service. However, said
2 firefighters shall still be required to satisfactorily complete a
3 probationary employment period of at least twelve (12) months.

4 All merit step increases after the first increase shall be at
5 twelve (12) month intervals in accordance with Section 14 (b).

6 (h) Haz Mat Pay.

7
8 In addition to said salaries as set forth in Schedule II,
9 Exhibit "B", each Haz Mat team member (22 members) shall receive
10 an additional Fifty Dollars (\$50.00) per month. Said payment
11 shall not be considered to be part of the employee's base monthly
12 salary when computing fire sciences certificate incentives or AA
13 or AS degree incentives.

14 SECTION 24: POLICE DEPARTMENT:

15 (a) MOU.

16
17 For purposes of this resolution, all of the provisions in
18 the MOU dated March 1, 1988, adopted by the City Council of the
19 City of Vernon on March 15, 1988, pursuant to Resolution No. 5489,
20 as extended by a Side Letter Agreement effective October 6, 1991,
21 approved by the City Council of the City of Vernon on January 21,
22 1992, pursuant to Resolution No. 6001, and Second Side Letter
23 Agreement approved by the City Council of the City of Vernon on
24 October 5, 1993, pursuant to Resolution No. 6258, are referenced
25 herein as though fully set forth at length.

26 (b) Overtime.

27 Police Department personnel, with the exception of the
28

1 Police Chief and the Police Captain, shall be paid for overtime
2 work as certified to by the Police Chief and approved by the City
3 Administrator for the following reasons:

4 (1) Disasters.

5 Disasters such as major fires, civil disturbances, and
6 other emergency situations;
7

8 (2) Extraordinary Circumstances.

9 Extraordinary circumstances requiring more than ordinary
10 law enforcement or fire protection staffing.

11 (c) Court Appearances.

12 Employees in the classifications represented by the
13 Police Association in Group 2 shall be compensated for court
14 appearances in the line of duty outside regular scheduled duty
15 hours as follows:

16 (1) Half Court Day Appearance.

17 Sixty-Five Dollars (\$65.00) for an appearance which
18 requires the employee's presence for half a court day or less;
19

20 (2) Full Court Day Appearance.

21 Hundred Fifteen Dollars (\$115.00) for an appearance which
22 requires the employee's presence for full court day or less, but
23 more than a half court day;

24 (3) Court Day Defined.

25 An employee shall be deemed to have served a full court
26 day appearance if the employee is required to appear at the
27

1 morning session of the court and has to return on the same day
2 after the noon recess of the court. Otherwise, an appearance
3 during the morning session or the afternoon session only shall be
4 considered a half court day.

5 (4) Overtime.

6 Court appearances which extend beyond an employee's
7 normal shift assignment shall be compensated as paid overtime
8 unless said paid overtime exceeds Sixty-Five Dollars (\$65.00) in
9 which event said employee shall receive the sole sum of Sixty-Five
10 Dollars (\$65.00) as court appearance compensation.

11 (d) Standby Status.

12 In addition, Police Sergeants and Police Officers shall
13 be compensated for standby status as follows:

14 (1) Half Court Day.

15 Twenty Dollars (\$20.00) for half a court day ending at
16 1:45 p.m.;

17 (2) Full Court Day.

18 Forty Dollars (\$40.00) for a full court day;

19 (3) Appearance Compensation.

20 However, if said employee is required to appear in court,
21 he/she shall receive court appearance compensation rather than
22 standby compensation.

23 (e) Payment of Incentive Compensation Peace Officers'
24 Standard Training Certificate

25 Employees in the classifications represented by the
26
27
28

1 Police Association in Group 2 who have completed their
2 probationary period shall be entitled to peace officers' standard
3 and training certificate incentive pay as follows:

4 (1) POST Intermediate Certificate.

5 Two and one-half percent (2 1/2%) of the employee's basic
6 monthly salary excluding all other compensation for a POST
7 intermediate certificate;

8 (2) POST Advanced Certificate.

9 Five percent (5%) of the employee's basic monthly salary
10 excluding all other compensation for a POST advanced certificate.

11 (3) Incentive Compensation.

12 Payment of the aforesaid incentive compensation shall not
13 be cumulative and only the highest applicable incentive pay shall
14 be paid. Incentive pay shall be payable the month following the
15 month during which the certificate is granted, or the month
16 following completion of the employee's probationary period,
17 whichever is latest.

18 (f) Field Training Officers.

19 Police officers assigned by the Chief of Police, or his
20 designee, as Field Training Officers shall receive a differential
21 of two and one half percent (2 1/2%) for the period so assigned.
22 Each officer assigned as a Field Training Officer shall complete a
23 POST approved Field Training Officer School prior to assignment.

24 (g) Personal Vehicle Allowance.

25 In addition to said salaries as set forth in Schedule II,
26
27
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1 Exhibit "B", certain individuals serving in specified
2 classifications shall receive, when using their own motor vehicle
3 in the service of the City, an additional sum per month as
4 provided for in Schedule III.

5 (h) Personal Vehicle Use and Maintenance.

6
7 When authorized in advance by the City Council, in
8 addition to the salaries indicated in Schedule II, Exhibit "B",
9 each Police Officer shall receive an additional sum per month as
10 provided for in Schedule III for his automobile if used in the
11 service of or engaged for the use of the City. This allowance is
12 for the use and maintenance of said motor equipment.

13 (i) Uniform Allowance.

14 Vernon shall provide a uniform allowance as specified in
15 Schedule IV for the 1994-1995 fiscal year of Vernon, for the
16 purchase of Uniform and related equipment.

17 (j) Merit Steps.

18 Promotions or salary increases to higher grades are merit
19 steps only and shall be available to employees as recognition and
20 reward for satisfactory service after one (1) year in service at
21 present grade. The promotion or salary increase to said higher
22 grade shall remain in the sole discretion of the City Council.

23 (k) Anniversary Date.

24 Notwithstanding the above provisions, any person employed
25 in a position of Police Officer, Step 6, shall be appointed to
26 Step 5 upon his/her successful completion in an assigned training
27
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academy and any person employed in a position of Police Officer, Step 5, shall be appointed to Step 4 after serving at least six (6) months in the field and upon receiving a merit evaluation of high competent. Any person who qualifies for said increase shall have his/her anniversary date for future merit increases established as of the date said officer is appointed to said grade.

(1) Detective Assignment.

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

(m) Patrol Personnel.

Patrol personnel shall work a ten (10) hour shift. The first one-half hour shall be used for briefing and training purposes. Lunch time (Code 7) shall be part of the shift and is only compensable if actually interrupted for purposes of an emergency service call or not allowed. If Code 7 is interrupted for an emergency service call or Code 7 is not allowed, the officer will be compensated for one-half hour straight time or be granted one-half hour Code 7 time at a later part of his/her shift. An officer who elects additional compensation shall not be granted additional Code 7 time during his/her shift. The current method of scheduling and utilizing Code 7 time, with the

1 exceptions stated above shall continue.

2 (n) Experimental 4/10 Plan.

3
4 The City Council hereby continues the experimental 4/10
5 Plan for approved employees which was established on October 6,
6 1991, by Resolution No. 6001 adopted on January 21, 1992, as
7 amended by the Second Side Letter Agreement adopted by Resolution
8 No. 6258 on October 5, 1993, in accordance with the provisions
9 specified therein.

10 SECTION 25: CITY ADMINISTRATOR/CITY CLERK
11 DEPARTMENT:

12 (a) Personal Vehicle Allowance.

13 In addition to said salaries as set forth in Schedule II,
14 Exhibit "B", certain individuals serving in specified
15 classifications shall receive, when using their own motor vehicle
16 in the service of the City, an additional sum per month as
17 provided for in Schedule III.

18 (b) Personal Vehicle Use and Maintenance.

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

23 (c) Additional Work Compensation.

24 All personnel in the City Administrator/City Clerk
25 Departments, except the City Administrator/City Clerk, the
26 Assistant to the City Administrator, the Director of Environmental
27

1 Health, and those in supervisory positions required to work hours
2 in addition to their regular forty (40) hour work week (excluding
3 any time off during such work week) shall be compensated for such
4 additional hours worked.

5 (d) City Administrator/City Clerk Vehicle
6 and Expenses.

7 The City Administrator/City Clerk shall be provided a
8 vehicle and the City shall pay all expenses of said operation
9 including cost of upkeep, fuel, lubrication, insurance, and other
10 reasonable expenses, in addition to his salary provided for in
11 Schedule II, Exhibit "B".

12 (e) City Administrator/City Clerk Benefits.

13 In addition to the salary provided for in Schedule II,
14 Exhibit "B", and the benefits provided for herein, the City
15 Administrator/City Clerk shall be provided the following:

16 (1) Medical and Dental Expenses.

17 One hundred percent (100%) of all medical and dental
18 expenses to be paid by the City after insurance has paid;

19 (2) Employee Activity Expense Reimbursement.

20 Reimbursement for all expenses incurred for employee
21 activities such as sports leagues (softball, basketball, etc.);

22 (3) Executive Leave.

23 Twenty-two (22) days of executive leave effective
24 July 1, 1994;

25 ///

1 (4) ICMA Retirement.

2
3 The City shall make a direct payment of \$7,500.00 on
4 January 1 of 1995 to the ICMA Retirement Corporation as deferred
5 compensation, all of said amount shall be credited to his
6 individual account;

7 (5) IRA Account.

8 The City, who opened an IRA account and deposited the sum
9 of \$2,000.00 effective January 1, 1986, shall deposit the sum of
10 \$2,000.00 effective January 1, 1995, and said \$2,000.00 shall be
11 deposited each and every year thereafter on or about January 1 for
12 as long as employee is employed by the City;

13 (6) Unused Vacation/Executive Leave.

14 Any unused vacation and/or executive leave days off can
15 be carried over from year-to-year for a maximum of two (2) years.
16 In the event that said accumulated vacation and/or executive leave
17 time is not used in the two-year accumulation period, then the
18 city shall pay him for any such time not used at time and a half;

19 (7) Vacation.

20
21 Two (2) additional vacation days in addition to the
22 vacation benefits provided for pursuant to Resolution No. 5645.

23 (8) Membership in Country Club.

24 The City shall continue to maintain membership in the
25 Candlewood Country Club for him;

26 ///

27 ///

28 37

1 (9) Automobile Insurance.

2 The City shall pick up his portion of the automobile
3 insurance;

4 (10) Limousine Service.

5 Continued use of limousine service for personal and
6 business use as needed;

7 (11) Hours of Work.

8 The hours of work to be as necessary; and

9 (12) League of California Cities Educational Tour.

10 The City shall pay time and expense allowance for
11 attendance at the annual League of California Cities' educational
12 tour each year.

13 (f) City Attorney Compensation.

14 The City Council hereby establishes compensation for the
15 City Attorney which is set forth in Schedule II, Exhibit "B".

16 SECTION 26: CITY COUNCIL DEPARTMENT:

17 (a) Compensation.

18 In accordance with Article III, Section 11 of the Charter
19 of the City of Vernon, the City Council hereby establishes the
20 following compensation for councilmembers set forth in Schedule
21 II, Exhibit "B":

22 (1) Expense Reimbursement.

23 Each councilmember as reimbursement for actual and
24 necessary expenses incurred in the performance of their official
25

1 duties as members of the City Council shall be paid \$450.00 per
2 month.

3 (2) Expense Attendance Allowance.

4 To each councilmember a per meeting expense attendance
5 allowance shall be paid as follows:
6

7 Personnel Committee - \$25.00 per meeting

8 Finance Committee - \$50.00 per meeting

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

10 SECTION 27: Repeal of Certain Resolutions.

11 All resolutions, or parts of resolutions not consistent
12 with or in conflict with this resolution, specifically Resolution
13 Nos. 6277, 6337, 6346, 6372 and 6391 are hereby repealed.

14 SECTION 28: Certification of Passage.

15 The City Clerk of the City of Vernon shall certify to the
16 passage of this resolution and thereupon and thereafter the same
17 shall be in full force and effect.

18 APPROVED AND ADOPTED this 30th day of June, 1994.

19 
20 LEONIS C. MALBURG, Mayor

21 ATTEST:

22 
23 BRUCE V. MALKENHORST, City Clerk
24
25
26
27
28

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. 6467, was duly adopted by the City Council of the
7 City of Vernon at an adjourned regular meeting of the City Council
8 duly held on Thursday, June 30, 1994, and thereafter was duly
9 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
EXHIBIT "A"

A - 1

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
EXHIBIT "A"

A - 2

SCHEDULE II

0.05

CITY ADMINISTRATOR/CITY CLERK DEPARTMENT SALARY SCALE

MONTHLY SALARY

ACCOUNT CLERK - 4230

STEP 1	\$3,048.00
2	\$2,889.00
3	\$2,738.00
4	\$2,595.00
5	\$2,460.00
6	\$2,332.00
7	\$2,210.00
8	\$2,095.00
9	\$1,986.00
10	\$1,882.00

TYPIST/SWITCHBOARD OPERATOR - 4200
UTILITY CLERK - 4220

STEP 1	\$2,902.00
2	\$2,751.00
3	\$2,608.00
4	\$2,472.00
5	\$2,343.00
6	\$2,221.00
7	\$2,105.00
8	\$1,995.00
9	\$1,891.00
10	\$1,792.00

COUNCILMAN

\$1,683.00

DEPUTY CITY TREASURER

\$100.00

CITY ATTORNEY - 4800

\$20,270.00

HOURLY-TEMPORARY/MISCELLANEOUS

A SALARY OF \$4.25 TO \$30.00 PER HOUR IS HEREBY ESTABLISHED, AND
THE TEMPORARY EMPLOYEE SHALL BE ASSIGNED AN APPROPRIATE SALARY BY
THE CITY COUNCIL WITHIN SAID RANGE.

SCHEDULE II

EXHIBIT "B" PAGE 18