

RESOLUTION NO. 2718

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WALNUT  
SETTING FORTH PERSONNEL RULES AND REGULATIONS REGARDING  
THE PAYMENT OF SALARIES, SICK LEAVE, VACATIONS, LEAVE OF  
ABSENCES, AND OTHER REGULATIONS AND REPEALING RESOLUTION  
NO. 2635.

THE CITY COUNCIL OF THE CITY OF WALNUT HEREBY RESOLVES, ORDERS,  
AND DETERMINES AS FOLLOWS:

WHEREAS, the City Council has determined that it is necessary to  
the efficient operation and management of the City that rules and  
regulations be maintained prescribing sick leave, vacation, leave of  
absences, and other regulations for the employees and officers of the  
City; and

WHEREAS, it is necessary from time to time to establish  
comprehensive wage and salary schedules and to fix the rates of  
compensation to be paid to officers and employees of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of  
Walnut, California, as follows:

SECTION 1. COMPREHENSIVE WAGE AND SALARY PLAN

There is hereby established a Comprehensive Wage and Salary Plan for  
employees of the City of Walnut. The Comprehensive Wage and Salary  
Plan is designed to provide for a fair and efficient framework for the  
administration of wages and is based upon the recommendations of the  
City Manager.

SECTION 2. SALARY SCHEDULE

Pursuant to Title I, Article I, Section 2.3 of the Walnut Municipal  
Code, the Walnut City Council hereby establishes the salaries and the  
various full-time positions of the City of Walnut. As of July 1, 1988,  
monthly compensation of the various classes of positions shall be as  
shown on Schedule A (attached).

SECTION 3. FULL-TIME SALARY SCHEDULE GUIDELINES

A. New employees shall be hired at the entry step or any step at  
the discretion of the City Manager and must successfully complete a one  
year probation period. At the end of six months, the employee will be  
given a performance evaluation and may be eligible for the next step.  
Every year thereafter, employees shall be given a performance  
evaluation and shall move to each successive step, so long as the  
employee's performance is satisfactory or above.

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SECTION 4. PROBATION

In an effort to monitor newly-hired employees, the probation period for newly-hired employees is one year.

SECTION 5. MILEAGE REIMBURSEMENT

Private automobiles are not to be used for City business except as authorized. The City Manager may authorize such use at the reimbursement rate of \$.225 per mile. Payments shall be based upon the most direct route to and from the destination, and garage and parking expenses shall be paid in addition to the current rate, upon submission of paid receipts.

SECTION 6. HEALTH, DENTAL, ACCIDENTAL, LIFE AND DISABILITY INSURANCE, LONG TERM DISABILITY, UNEMPLOYMENT INSURANCE

All full-time employees are eligible to receive group health, dental, accident, life, unemployment insurance, and long-term disability insurance within the City's group insurance carrier(s), with the administrative costs and premiums paid by the City to a maximum established in Section 7 after 30 days of employment. Dependents of employees are eligible for health and dental insurance.

SECTION 7. FRINGE BENEFIT PACKAGE

An employee benefit program is authorized wherein all officers and full-time employees have a choice of medical and/or fringe benefits, as described in Section 6, in an amount not to exceed \$315.34 a month, paid by the City.

SECTION 8. PART-TIME HOURLY RANGE CHART

Hourly compensation for the various part-time positions shall be as set forth in Schedule B (attached).

SECTION 9. PART-TIME HOURLY SCALE GUIDELINES

- A. Part-time employees are hired at Step X.
- B. After completion of 500 hours and receiving a performance evaluation of satisfactory or above, the employee may receive Step Y.
- C. After completing a total of 1,000 hours and receiving a performance evaluation of satisfactory or above, the employee may receive Step Z.

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D. Part-time employees shall receive Public Employees Retirement System (PERS) benefits after completion of 1,000 hours within a calendar year, with the City.

E. After completion of 1,000 hours, the part-time employee may receive 24 hours of paid floating holiday per calendar year. Floating holidays are not accumulated and must be used during the period of January through December, or said employee will lose the allocated hours. Accrual of floating holidays will be pro-rated during the calendar year once an employees reaches a 1,000 hours. Each employee must submit a request five days in advance and approval must be given by the employee's supervisor and department head.

F. No health, dental, or other benefits are paid to any part-time employee, except as noted above.

G. When an employee is hired in a part-time capacity for a position that has a full-time equivalent, employee shall be compensated at the hourly equivalent of the full-time salary.

#### SECTION 10. STATUS OF EMPLOYMENT

All employees serve under the City Manager in accordance with Government Code Section 34856. Pursuant to Government Code Section 36506, nothing in these rules and regulations shall be construed to provide employees with any tenure or property interest in employment.

#### SECTION 11. LONGEVITY PAY

In addition to any salary range, an employee shall receive as additional compensation, longevity pay calculated from date of hire, as follows:

A. Completion of six (6) years of continuous service as a permanent full-time employee: \$20.00 bi-weekly

B. Completion of nine (9) years of continuous service as a permanent full-time employee: \$30.00 bi-weekly

C. Completion of fourteen (14) years of continuous service as a permanent full-time employee: \$50.00 bi-weekly

#### SECTION 12. PUBLIC EMPLOYEES RETIREMENT SYSTEM - DEFERRED COMPENSATION

The City of Walnut shall pay the employee contribution of said employee salary to the State Public Employee's Retirement System (PERS) as deferred income.

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SECTION 13. PAY PERIODS

The compensation due to all officers and employees of the City shall be on a bi-weekly basis.

SECTION 14. PAY DAYS

Warrants or checks in the payment of compensation shall be made available by the City to employees and officers of the City on the Friday following the completion of each bi-weekly pay period. In an event that pay day falls on a holiday, all warrants or checks in payment of compensation shall be made available to the City employee on the first work day preceding the holiday.

SECTION 15. WORKING HOURS AND OVERTIME

A. Eight (8) hours exclusive of lunch period, shall constitute a day's work for all full-time employees.

B. The official work week of the City of Walnut shall be five (5) working days of eight (8) hours each. It shall be the duty of each Department Manager to arrange the work of their Department so that each employee therein shall not work more than five (5) days in each calendar week. The City Manager may require an employee to temporarily perform service in excess of five (5) days per week when public necessity or convenience so requires.

C. Whenever an employee, other than an Administrative/Executive employee, shall be required to work overtime, beyond 40 hours per week, such person shall receive compensation for such overtime worked at one and one-half (1-1/2) times the regular rate of pay, provided they have completed a full 40 hour work week.

D. Any full-time employee, other than an Administrative/Executive employee, who is required to work on an observed holiday beyond the regular 40-hour work week, shall be entitled to pay at the rate of two (2) times the regular rate of pay provided they have worked a 40-hour work week.

SECTION 16. ANNUAL VACATION

YEARS OF SERVICE

VACATION ACCRUAL

1 - 5	12 days
6 - 10	16 days
11 & up	20 days

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A. A full-time employee after twelve (12) months continuous service with the City of Walnut shall be entitled to a vacation of twelve (12) work days per year to be accrued at a rate of eight (8) hours for each full calendar month of service.

B. Vacation time may be accumulated to a maximum of twenty (20) days. The City Manager may approve vacation time accruals exceeding twenty (20) days.

C. The total vacation allowance shall be computed to the nearest whole day, based upon the number of full months of City service.

D. In the event one or more municipal holidays follow accumulated vacation leave, such days shall not be charged as vacation leave and the vacation leave shall be extended accordingly for those employees eligible for such holidays.

E. An employee shall take vacation at such time during the calendar year based upon due regard to the needs of the employee's services and the work schedule.

F. Vacation shall be taken during the year following which the vacation privilege has been earned.

G. The time set for the vacation of the City Manager shall be subject to the approval of the City Council.

H. Employees who terminate shall be paid the salary equivalent to all accrued vacation earned after one (1) year of service has been completed, prior to the effective date of termination.

I. All vacation requests shall be made at least five (5) days in advance and prior approval must be given by employee's supervisor and department head.

J. If an employee does not request time off in advance and simply does not show up for work, the City Manager may deny the use of vacation time or other benefit for the time off, and said employee is subject to disciplinary action including discharge.

SECTION 17. SICK LEAVE

A. Sick leave with pay shall be granted full-time employees at a rate of eight (8) hours per month.

B. After six (6) months of continuous service, the employee is eligible to use sick leave.

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C. Unused sick leave shall be accrued to a maximum total not to exceed 160 hours. Absence or illness may not be charged to sick leave if not already accumulated.

D. Each full-time employee shall be paid for all accrued sick leave in excess of the maximum 160 hours at a rate of one-half (1/2) allowed to be accrued. Accrual of sick leave and buy-back will be calculated on a calendar basis.

The accrued sick leave over maximum shall be paid once a year at the employee's current wage at the time of payment. Said payment is to be made on the first day in December, at such time as the City Manager may determine at his/her absolute discretion as appropriate.

After five (5) years of service, when an employee retires, resigns or terminates in good standing, that employee will be paid all accrued sick leave at a rate of one-half (1/2) of the employee's current rate of pay at termination.

E. Sick leave shall be allowed only in case of necessity and actual sickness or disability of the employee, as determined by the City Manager. In order to receive sick leave with pay, the employee shall notify the department head prior to or within two (2) hours after the time set for beginning daily duties. The City Manager may, if he/she deems necessary, require the employee to file a Physician's Certificate or a Personal Affidavit stating the cause of absence.

F. Sick leave shall not accrue to any employee for any month in which that employee is on vacation, sick leave, or does not work a maximum of seven (7), eight (8) hour working days in any one month or combination thereof.

G. If an employee does not show up for work and does not call in within two hours, the City Manager may deny use of sick leave for the unauthorized time off, and employee is subject to disciplinary action.

H. Employees using all accumulated sick leave may be deemed to have abandoned their employment.

SECTION 18. PERSONAL LEAVE

The purpose of personal leave is to allow each full-time employee the benefit of taking care of such matters as family emergencies, legal affairs or other related problems where sick leave or vacation is not applicable.

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Usage of personal leave will be administered as follows:

- A. Each employee accumulates three (3) personal leave days (24 hours) per calendar year (January through December).
- B. Personal leave is charged against said employee's sick leave.
- C. Personal leave cannot be used in conjunction with vacation or holidays.
- D. An employee is eligible to use personal leave after six months of continuous service with the City.
- E. Personal leave is only allocated to full-time employees.
- F. All personal leave requests should be made at least five (5) days in advance and approval must be given by said employee's supervisor and department head.
- G. Personal leave is not accumulated year-to-year and must be used prior to December 31 each year, or the allocated hours will convert to the unused sick leave balance.
- H. Personal leave should not be misconstrued as three additional vacation days per year.
- I. Abuse of personal leave may result in disciplinary action.
- J. If employee does not request personal leave at least five days in advance and simply does not show up for work, the City Manager may deny use of personal leave and employee is subject to disciplinary action.

SECTION 19. BEREAVEMENT LEAVE

When circumstances are such and the City Manager determines that conditions warrant, three (3) paid bereavement leave days may be granted in the event of death of a relative of a full-time employee. "Relative" is defined as spouse, parents, children, step-children, brothers, sisters, grandparents, grandchildren, half-brothers, half-sisters, aunts, uncles, or other individual related by blood or marriage living the same household as the City employee.

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SECTION 20. UNAUTHORIZED LEAVE

If any employee does not show up for work for three consecutive work days without notifying said employee's supervisor or department head, said employee shall be considered to have voluntarily terminated employment with the City.

SECTION 21. ON-THE-JOB INJURY

Whenever a person is compelled to be absent from employment with the City on account of injury arising out of or in the course of that employee's employment as determined by the Workers' Compensation Act, the employee may elect to apply pro-rated accrued sick leave, if any, to such absence to receive compensation of an amount of the difference between the compensation received under the Workers' Compensation Act and that employee's regular pay, not to exceed the amount of the employee's earned sick leave. An employee in such instance may also elect to use any earned vacation time in like manner after sick leave is exhausted. The City will pay the employee up to three (3) days of that employee's regular salary as it relates to an on-the-job injury and if not covered by Workers' Compensation.

SECTION 22. WORK BOOT POLICY

The City will reimburse full-time employees of the Maintenance Department for work boots up to \$75.00 per fiscal year, upon proof of sales receipt.

SECTION 23. JURY DUTY

If a full-time employee is called for jury duty, such person shall receive regular pay while actually performing jury service, however, any amount received by such employee as payment for services as juror shall be reimbursed to the City. All mileage paid to the employee as a juror shall not be considered as a reimbursable item to the City.

Compensation for any full-time employee on jury duty shall be determined and verified by the City Manager. It shall be the duty of full-time employees requesting compensation under this provision to obtain for and to present to the City Manager any and all information as requested necessary to verify times and dates of such employee's jury duty.



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SECTION 24. ATTENDANCE

Full-time employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. Departments shall keep attendance records of all employees. Absence of any employee without leave may result in possible disciplinary action including discharge.

SECTION 25. HOLIDAYS

A. The City of Walnut's observed paid holidays are as follows:

1. New Year's Day (January 1)
2. Washington's Birthday (observed third Monday in February)
3. Memorial Day (observed last Monday in May)
4. Independence Day (July 4)
5. Labor Day (observed first Monday in September)
6. Veteran's Day (November 11)
7. Thanksgiving Day
8. Day following Thanksgiving Day
9. Christmas Day (December 25)
10. Floating Holidays (2)

B. Holidays which fall on Saturday shall be observed on the preceding Friday, and holidays which fall on Sunday shall be observed on the following Monday. Paid holidays are only for the observed days.

C. Part-time employees shall receive floating holidays in accordance with Section 9 E.

SECTION 26. FLOATING HOLIDAYS

A. Each full-time employee is allowed two (2) floating holidays (16 hours) per calendar year, January through December.

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B. Floating Holidays are not cumulative and must be used during the above period or said employee will lose the allocated hours.

C. Each employee must submit a request in advance, and approval must be given by the employee's supervisor and department head.

D. A full-time employee is eligible to use a floating holiday after 30 days of continuous employment.

E. Floating holidays may be used in lieu of sick leave only if all other benefit time has been exhausted.

F. Part-time employees shall receive floating holidays in accordance with Section 9 E.

SECTION 27. EDUCATIONAL REIMBURSEMENT

A. After one year of continuous full-time employment at competent level or above, employee shall be eligible to participate in the Educational Reimbursement Program.

B. Said employees will have to complete an educational reimbursement application and have it approved by their immediate supervisor, department head, and City Manager prior to receiving the reimbursement benefit. This will insure that each employee is enrolled in a program that will benefit the City.

C. The City will reimburse 80% of the costs of degree courses, based on the California State University System, including tuition and related expenses for a maximum of two classes per semester or quarter after the successful completion of the class upon proof of a grade of "C" or better.

D. The City will pay in advance 100% of the tuition related expenses for technical certificate training programs, for a maximum of two (2) classes per semester or quarter.

E. As indicated in Subsection C above, related expenses shall include books and parking fees, as well as tuition.

F. Pre-payment will only be applicable for the technical certificate training classes described in Subsection D above, and only if employee signs the required waiver form, granting the City permission to deduct the fee and related expenses from said employee's pay check if the employee fails to successfully complete the course with a passing grade of "C" or better.

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G. Reimbursement for degree courses will be paid by the City after the successful completion of a class if a claim voucher with accompanying proof of expenditures and proof of required grades are submitted to the employee's supervisor and to the Finance Department within 30 days.

H. All employees wishing to participate in the Educational Reimbursement Program must sign an Educational Reimbursement Waiver Form. This form shall grant the City permission to deduct all funds that said City employee has received from the City for educational reimbursement if the employee terminates employment with the City within six (6) months of receiving said funds, and furthermore authorizes the City to deduct said funds from the employee's termination pay check.

I. Those employees wishing to participate in a degree program at an educational institution that is not within the California State University System, will be reimbursed at the amount specified for the California State University System.

J. Those employees wishing to attend a technical certificate training course not offered at a local college will be reimbursed at the going rate of said course based on fees charged by one of our local colleges.

#### SECTION 28. TRAINING PLAN

The City Manager and employees of the City are eligible to request specialized training in the form of symposiums, special courses, forums, etc., at City expense. This training is in addition to the Educational Reimbursement Program.

#### SECTION 29. LEAVE OF ABSENCE

Leave of absence without pay may only be granted by the City Manager.

#### SECTION 30. RESIGNATION

An employee wishing to terminate employment in good standing shall file a written resignation with the City Manager stating the effective date and reasons for leaving, at least two (2) weeks prior to the resignation. Failure to give such notice shall mean the employee did not terminate in good standing, unless by reason of hardship and upon that employee's request, the City Manager has waived the two-week notice requirement.

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SECTION 31. ANTI-NEPOTISM PROVISION

A. Relatives of those listed below may not be employed anywhere in the City organization:

1. City Councilmembers;
2. Standing Board and Commission members;
3. Administrative/Executive employees of the City;
4. Employees of the City Manager's Department; or
5. Employees of the Personnel Department.

B. The employment of relatives within a department is prohibited when they:

1. Perform joint duties;
2. Share responsibility of authority;
3. Function in the same chain of command; and
4. Work on the same shift at the same work site.

C. For business reasons of supervision, safety, security, or morale, the City may refuse to place one spouse under the direct supervision of the other spouse.

D. For business reasons of supervision, safety, security, or morale, an employer may refuse to place both spouses in the same department, division, or facility if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.

E. "Relative" means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law, sister-in-law, or another individual related by blood or marriage living in the same household as the City employee.

F. "Employee" means any person who receives a City pay check for services rendered to the City.

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SECTION 32. NON-DISCRIMINATION

The City of Walnut does hereby affirm to adopt and support a policy of non-discrimination with regard to all phases of personnel recruitment, selection, and appointment.

The City further declares that it will not exclude from participation in, deny the benefits of, or subject to discrimination any person on the basis of race, religion, nationality, sex, age, or handicap, thereby affirming the City of Walnut's posture as an equal opportunity employer.

SECTION 33. EMPLOYEE PERFORMANCE EVALUATION APPEALS PROCEDURES

It is the intent of the City to offer fair and equitable appeals procedures for employee's performance evaluations. Below are the official guidelines.

- A. Employee and supervisor meet to review and discuss the employee's performance evaluation.
- B. The employee may respond in writing to the contents of the evaluation. This response must be submitted to the department head within five (5) working days immediately following the evaluation.
- C. The department head, as the reviewing official, shall respond in writing to the employee within five (5) working days. This response becomes an official part of the evaluation.
- D. If the employee chooses to continue to appeal following the response from the reviewing official, the employee must submit an additional written response to the Personnel Director within five (5) working days after receipt of the reviewing official's response.
- E. The Personnel Director shall review the evaluation appeal within five (5) days with the employee, supervisor, and department head. Every effort will be made at this level to resolve the appeal.
- F. If the matter is not settled, a written appeal may be submitted to the City Manager by the employee within five (5) working days following the decision rendered in writing by the Personnel Director.
- G. The City Manager shall review the appeal with the employee, supervisor, department head, and Personnel Director. The decision shall be rendered in writing within five (5) working days by the City Manager and shall be final.

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SECTION 34. PRE-EMPLOYMENT EXAMS

All individuals who become a candidate for City employment must successfully pass pre-employment physical and substance abuse exams, and are subject to fingerprinting and a background investigation.

The candidates being considered for employment will be sent to a City-authorized physician at the City's expense.

SECTION 35. EMERGENCY CALL-OUT POLICY

The following Emergency Call-Out Policy shall be adhered to:

A. When a full-time employee, other than an Administrative/Executive employee, is called out for a City emergency, employee shall be given a minimum of two hours pay, regardless of the amount of time it takes to rectify the problem.

B. The employee shall be paid at the overtime rate outlined in Section 15.

SECTION 36. ADMINISTRATIVE LEAVE

Administrative/Executive employees are allowed three (3) days of administrative leave per fiscal year. Two (2) additional days of leave may be authorized by the City Manager, based on the number of total hours the individual works over and above 40 hours per week. This would allow for a maximum of five (5) days per fiscal year.

A. Administrative/Executive employees do not receive paid overtime, and this leave is to recognize those employees who work over and above 40 hours per week.

B. Following is a list of Administrative/Executive positions:

- City Manager
- Assistant to City Manager
- Finance Director/City Treasurer
- Supt. of Parks and Maintenance
- Asst. Supt. of Parks and Maintenance
- Administrative Assistant
- Supervisor of Public Relations & Cable Operations
- Executive Secretary/Office Manager
- City Clerk
- Accountant

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C. Administrative leave may not be accumulated and carried over to the following year. It must be used by June 30 each fiscal year. Leave may be granted in hourly increments.

D. Requests shall be submitted to employee's immediate supervisor for approval, then forwarded to the City Manager for approval. Administrative leave will be authorized at the convenience of the City and the work schedule.

SECTION 37. MEDICARE

Pursuant to Revenue Billing 86-88 of the Internal Revenue Code, all employees hired after March 31, 1987, will have 1.45 percent of their base salary deducted from their pay check to be paid to Medicare. The City will match the 1.45 percent, as mandated by law.

SECTION 38. IMMIGRATION REFORM AND CONTROL ACT OF 1986

In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

SECTION 39. EXTENDED BENEFITS - COBRA

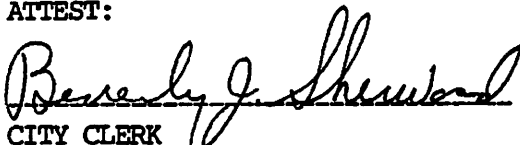
The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for the continuation of health care coverage to certain employees who terminate employment and beneficiaries of employees who die, become disabled, or are divorced. Employees become eligible for continued coverage upon termination of service, whether voluntary or not (other than termination for gross misconduct), retirement, or reduction in hours worked. For these employees and their dependents, continued coverage is available for 18 months, at their expense.

SECTION 40. Resolution No. 2635 is hereby repealed in its entirety.

PASSED, APPROVED, AND ADOPTED this 22nd day of June, 1988.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

SCHEDULE A

#2715

**SALARY SCHEDULE**

EFFECTIVE JULY 1, 1988

<u>RANGE</u>	<u>ENTRY</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1	\$ 1410	1481	1555	1633	1715	1801
2	1423	1494	1569	1647	1729	1815
3	1541	1618	1699	1784	1873	1967
4	1568	1646	1728	1814	1905	2000
5	1624	1705	1790	1880	1974	2073
6	1638	1720	1806	1896	1991	2091
7	1700	1785	1874	1968	2066	2169
8	1875	1969	2067	2171	2279	2393
9	1984	2083	2187	2296	2411	2532
10	2004	2104	2209	2319	2435	2557
11	2128	2234	2346	2463	2586	2715
12	2306	2421	2542	2669	2802	2942
13	2358	2476	2600	2730	2867	3010
14	2665	2798	2938	3085	3239	3401
15	2972	3121	3277	3441	3613	3794
16	3404	3574	3753	3941	4138	4345

<u>POSITION</u>	<u>NUMBER OF FULL-TIME</u>	
	<u>AUTHORIZED POSITIONS</u>	<u>SALARY RANGE</u>
RECEPTIONIST/CLERK	1	1
MAINTENANCE WORKER I	6	2
MAINTENANCE WORKER II	3	3
ACCOUNT TECHNICIAN	1	4
DEPUTY CITY CLERK	1	5
ADMINISTRATIVE SECRETARY	1	6
LEADWORKER/IRRIG. TECH.	3	7
SUPERVISOR OF PUBLIC RELATIONS & CABLE OPERATIONS	1	8
ASST SUPT. OF PARKS & MAINT.	1	8
EXECUTIVE SECY./OFC. MGR.	1	9
FOREMAN	3	10
ACCOUNTANT	1	11
ADMINISTRATIVE ASSISTANT	2	12
CITY CLERK	1	13
SUPT. OF PARKS & MAINTENANCE	1	14
ASSISTANT TO CITY MANAGER	2	15
FINANCE DIRECTOR/CITY TREASURER	<u>1</u>	16

TOTAL AUTHORIZED POSITIONS  
EXCLUDING CITY MANAGER



#2718

SCHEDULE B

PART-TIME SALARY SCHEDULE

EFFECTIVE JULY 1, 1988

<u>POSITION</u>	<u>STEP X</u>	<u>STEP Y</u>	<u>STEP Z</u>
CLERK TYPIST	\$ 7.68	8.06	8.46
OFFICE CLERK	5.25	5.51	5.79
ADMINISTRATIVE INTERN	5.86	6.22	6.53
ACCOUNTING INTERN	5.86	6.22	6.53
CABLE INTERN	5.86	6.22	6.53

GUIDELINES

1. Part-time employees are hired at Step X.
2. After completing 500 hours and receiving a performance evaluation of satisfactory or above, the employee may receive Step Y.
3. After completing a total of 1,000 hours and receiving a performance evaluation of satisfactory or above, the employee may receive Step Z.
4. Regular part-time employees in positions assigned 30 or more hours per week shall receive Public Employees Retirement System (PERS) benefits after completion of 1,000 hours within a calendar year.
5. When an employee is hired in a part-time capacity for a position the has a full-time equivalent, said employee shall be compensated at the hourly equivalent of the full-time salary.
6. After completion of 1,000 hours, the part-time employee may receive 24 hours of paid floating holiday per calendar year. Floating holidays are not cumulative and must be used during the period of January through December, or said employee will lose the allocated hours. Accrual of floating holidays will be pro-rated during the calendar year once an employee reaches 1,000 hours. Each employee must submit a request five days in advance and approval must be given by the employee's supervisor and department head.
7. No health, dental, or other benefits are paid to any part-time employee, except as noted above.

unauthorized time off, and employee is subject to disciplinary action, including discharge.

6. Sick leave shall be allowed only in case of necessity and actual sickness or disability of the employee as determined by the City Manager.

7. Sick leave may only be taken in hours equivalent to the number of normally scheduled hours per week (i.e. an employee scheduled to work 30 hours may only request leave for up to the 30 hours and not in excess of this). The basis of calculating total hours for a regularly scheduled workweek will be the average of four weeks from the two previous pay periods.

#### **Permanent Part-Time Sick Leave Accrual Schedule**

<b>Weekly Work Hours</b>	<b>Sick Leave Hours</b>
1-10 hrs/week	4 hrs/month
11-29 hr/week	4.8 hrs/month
30+ hr/week	5.6 hrs/month

8. Seasonal part-time employees are not entitled to sick leave.

J. No health, dental, or other benefits are provided to any Permanent or Seasonal part-time employee except as noted herein. Effective July 1, 2005, bargaining unit employees working at least 30 hours per workweek and less than 35 hours per workweek will receive 50% of the cost of employee only HMO health insurance coverage. Effective July 1, 2005, bargaining unit employees working 35 hours or more per workweek will receive 100% of the cost of employee only HMO health insurance coverage. Effective July 1, 2005, bargaining unit employees working 30 hours or more per workweek may purchase dental and/or vision insurance coverage at the employee's cost.

K. Each permanent part-time employee is allowed 18 hours of personal leave per calendar year, (January through December) which is charged to accumulated sick leave.

An employee is eligible to use personal leave after six months of continuous service with the City.

#### **SECTION 10. STATUS OF EMPLOYMENT**

Employees in the classified and permanent-part time service acquire a property interest in their job as well as management, executive employees except for the City Manager. All other employees are employed at the will of the appointing authority and can be terminated at any time without cause or right of appeal.

#### **SECTION 11. LONGEVITY PAY**

In addition to any salary range, a full-time employee shall receive as additional compensation, longevity pay calculated from date of hire, as long as said employee is performing at a satisfactory or above level, as follows:

A. Completion of six (6) years of continuous service as a permanent full-time employee: \$20 bi-weekly. Effective July 1, 2009, \$40 bi-weekly.

B. Completion of nine (9) years of continuous service as a permanent full-time employee: \$30 bi-weekly. Effective July 1, 2009, \$50 bi-weekly.

C. Completion of fourteen (14) years of continuous service as a permanent full-time employee: \$50 bi-weekly. Effective July 1, 2009, \$70 bi-weekly.

D. Completion of twenty (20) years of continuous service as a permanent full-time employee: \$65 bi-weekly. Effective July 1, 2009, \$85 bi-weekly.

## **SECTION 12. RETIREMENT SYSTEMS**

A. The City of Walnut shall pay the employee contribution of said employee salary to the State Public Employee's Retirement System (PERS) as deferred income for full-time and permanent part-time employees.

B. Seasonal part-time employees are required to participate in the 457(b) Deferred Compensation Plan provided by Nationwide Retirement Solutions.

C. All full-time and permanent part-time employees may choose at their expense, to participate in the 457(b) Deferred Compensation Plan(s) provided by ICMA in addition to the PERS program which is required.

D. All PERS members are required to participate in the PERS Survivor Benefit at a cost of \$2 per month per member paid by the employer effective July 1, 2002. Effective July 1, 1998, the benefit increases to the Fourth Level of the 1959 Survivor Benefits, which provides a higher level of 1959 Survivor Benefits, a monthly allowance to survivors of a member who dies prior to retirement.

H. All eligible Council members will be placed in CalPERS membership in lieu of Social Security. Those not eligible will participate in the 457(b) Deferred Compensation Plan. The City of Walnut will pay council member contributions.

I. Effective July 1, 2008, the City will add PERS pre-retirement Option Settlement 2 Death Benefits Section 21548.

J. Effective February 11, 2012 the City will add Two Years Additional Service Credit Section 20903 to the City's CalPers contract to include the following positions:

Deputy City Clerk  
Secretary to the City Council  
(1) Maintenance Worker II

## **SECTION 13. PAY PERIODS**

The compensation due to all officers and employees of the City shall be on a bi-weekly basis.