

# Agenda Report

October 29, 2012

**TO:** Honorable Mayor and City Council

**FROM:** Department of Human Resources

**SUBJECT: ADOPTION OF A RESOLUTION CONSOLIDATING THE SALARY RESOLUTIONS FOR NON-REPRESENTED, TECHNICAL-ADMINISTRATIVE, HOURLY AND CONFIDENTIAL-CLERICAL INTO ONE RESOLUTION TITLED NON-REPRESENTED NON-MANAGEMENT.**

## **RECOMMENDATION:**

It is recommended that the City Council adopt the Resolution consolidating the salary resolutions for Non-Represented, Technical Administrative, Hourly and Confidential-Clerical into one resolution titled Non-Represented Non-Management.

## **BACKGROUND:**

The City Council establishes by resolution salaries and benefits for classifications which are not represented by a union. In an effort to standardize language and promote efficiency, four separate resolutions have been consolidated into one. The City Council may amend the salary resolution from time to time to adjust salaries and benefits.

The Resolution provides for the following:

1. Consolidation of the Non-Represented, Technical-Administrative, Hourly and Confidential Clerical Salary Resolutions into one resolution titled Non-Represented Non-Management. This action consolidates and incorporates standardized language established across all four resolutions. This consolidation does not affect the employment status, pay, or benefits of any employee.

In addition, this consolidation also updates language to reflect current practices, complies with legislation for sick leave usage, complies with City Resolution 8223 for military leave usage and standardizes the grievance process.

The salary resolution is amended to reflect the following changes:

Salaries: Effective December 31, 2012, grants a 3% increase for employees.

Retirement: Effective December 31, 2012, employees who contribute to PERS will pick up an additional 3.4% of member contribution to PERS (for a total of 8%). Member contributions will be deducted on a pre-tax basis. Effective December 31, 2012 or as soon as administratively possible thereafter, PERS on PERS/Employer Paid Member Contribution (EPMC) will be reduced to 0% for all employees. In order to implement these specific changes, two separate resolutions will be forwarded to CalPERS.

For those employees who contribute to the Public Agency Retirement Services (PARS), effective December 31, 2012, employees will pick up an additional 4.0% of the contribution (for a total of 7.5%). Contributions will be deducted on a pre-tax basis.

Health Insurance: Effective January 1, 2013, the City's contribution to the Employee Option Benefit Fund (EOBF) for full family coverage will be tied to the least expensive family health plan premium. The City's contribution for single and two-party coverage will be capped at \$1120.11 until the premium for the least expensive health plan in each coverage level exceeds the City's contribution to EOBF. Effective November 5, 2012, the City will contribute \$400 to EOBF for deferred compensation for all new eligible employees who do not take the City's medical coverage.

2. Eliminate the classifications of Senior Heating, Ventilation and Air Conditioning Technician, Public Services Coordinator (Unclassified), and Public Services Coordinator (Unclassified) – Sworn. These classifications are no longer utilized.
3. Re-title Medical Assistant to Certified Medical Assistant and adjust salary from \$13.1632-\$16.0000 per hour to \$15.3850-\$18.7000 per hour. This action will not create additional FTEs; existing FTEs will be converted to this new classification which more accurately reflects existing job duties.

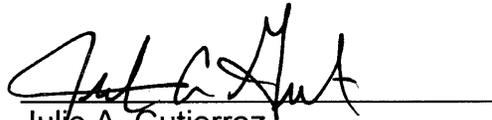
### **COUNCIL POLICY CONSIDERATION**

This amendment to the Salary Resolution supports the City Council's strategic goal to maintain fiscal responsibility and stability.

**FISCAL IMPACT:**

There is no fiscal impact to consolidate the four salary resolutions into the consolidated Non-Represented Non-Management Salary Resolution. There is no fiscal impact to eliminate classifications. For other changes, the fiscal impact for FY 2013 is savings of \$47,539.

Respectfully submitted,



Julie A. Gutierrez  
Assistant City Manager/Acting Director of  
Human Resources

Approved by:



MICHAEL J. BECK  
City Manager

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL CONSOLIDATING THE NON-REPRESENTED, TECHNICAL-ADMINISTRATIVE, HOURLY AND CONFIDENTIAL-CLERICAL SALARY RESOLUTIONS INTO ONE SALARY RESOLUTION TITLED NON-REPRESENTED NON-MANAGEMENT

BE IT RESOLVED by the City Council of the City of Pasadena that the Non-Represented, Technical and Administrative, Hourly, and Confidential-Clerical Salary Resolutions are amended as follows:

SECTION 1. Adopt the consolidated Non-Represented Non-Management Salary Resolution dated October 29, 2012, in its entirety, attached hereto as Exhibit 3.35.

SECTION 2. Exhibits 3.25-E-1, 3.30-E-1, 3.35-E-1, 3.35-E-2, 3.40-E-1 and 3.40 E-2 are amended into a consolidated Exhibit 3.35. Exhibit 3.35 is amended to transfer all Non-Represented classifications into the Technical-Administrative group.

<u>Remove</u>		<u>Insert</u>	
<u>Pages</u>	<u>Dated</u>	<u>Exhibit</u>	<u>Dated</u>
3.25-E-1	November 21, 2011	3.35	October 29, 2012
3.30-E-1	November 21, 2011		
3.35-E-1	November 21, 2011		
3.35-E-2	November 21, 2011		
3.40-E-1	November 21, 2011		
3.40-E-2	November 21, 2011		

SECTION 3. Exhibit 3.35 is amended to obsolete the classifications of Senior Heating, Ventilation and Air Conditioning Technician, Public Services Coordinator (Unclassified), and Public Services Coordinator (Unclassified) - Sworn.

SECTION 4. Exhibit 3.35 is amended to re-title the classification of Medical Assistant to Certified Medical Assistant and adjust salary from \$13.1632-\$16.0000 per hour to \$15.3850-\$18.7000 per hour.

This amendment shall be effective as of October 29, 2012.

Adopted by the following vote at the meeting of the City Council on October 29, 2012.

AYES:

NOES:

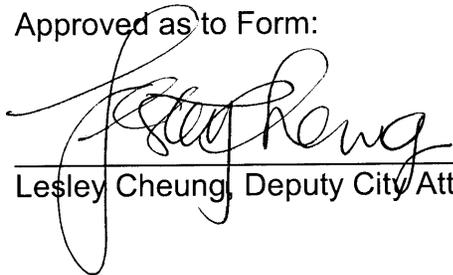
ABSTAIN:

ABSENT:

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Mark Jomsky, City Clerk

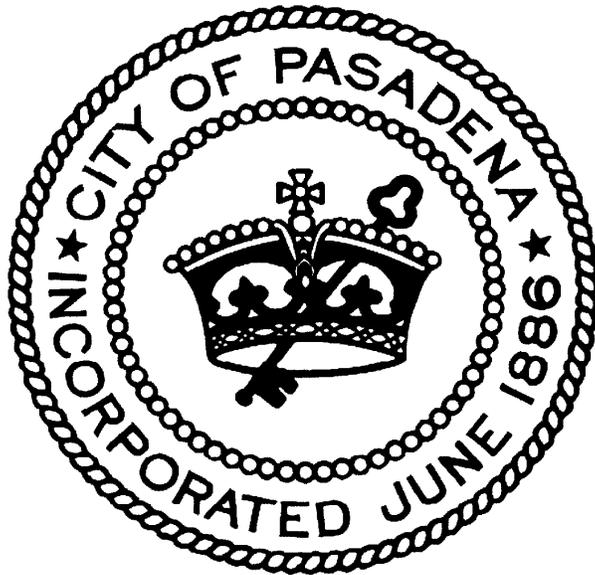
Approved as to Form:



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Lesley Cheung, Deputy City Attorney

# CITY OF PASADENA



NON-REPRESENTED  
NON-MANAGEMENT  
SALARY RESOLUTION

SECTION 3.35 – NON-REPRESENTED - NON-MANAGEMENT

3.35.01 – COMPENSATION

I. DIRECT WAGE PAYMENTS

A. Salary

There hereby is established a performance based hourly pay plan consisting of a minimum-to-maximum salary range, which shall be applied as indicated to each classification included in Exhibit 3.35, Non-Represented Non-Management Salary Schedule.

B. Overtime

1. All authorized actual time worked over forty (40) hours in any work week shall be compensated at the rate of one and one-half times the employee's hourly straight time rate. Hours used for vacation, sick leave, holiday and/or other paid leaves do not count as hours worked for the purpose of eligibility for overtime pay as provided by the Fair Labor Standards Act (FLSA).
2. Overtime in addition to premium rates shall not be paid for the same hours of work; and in no case will there be pyramiding or duplication of overtime pay or premium rates for identical time worked.
3. All classifications listed in Exhibit 3.35, Non-Represented Non-Management Salary Schedule, shall be compensated for overtime by leave of absence with pay at one-and-one-half times the hours of overtime or by pay at the rate of one-and-one-half times the hours of overtime, whichever is in the best interests of the department in the opinion of the department head.

C. Shift Differential

For Swing Shift.....\$1.50 per hour  
For Graveyard Shift.....\$1.50 per hour

For purposes of applying the Shift Differential, the Swing Shift is defined as any shift of six hours or more, regularly scheduled to start between the hours of 3:00 p.m. and 10:59 p.m. The Graveyard Shift is any shift of six hours or more, regularly scheduled to start between the hours of 11:00 p.m. and 4:59 a.m.

Except for employees assigned to the Police or Fire Department, the Shift Differential is to be paid for all hours worked on the regularly assigned swing or graveyard shift.

D. Bilingual Incentive Program

Regular employees meeting the eligibility criteria specified in the City's Bilingual Incentive Program policy and designated by their departments to receive bilingual incentive pay shall receive additional compensation of \$75 per month. Regular employees meeting the eligibility criteria and designated by their departments, who are assigned to work and actually work at least 20 hours but less than 40 hours per week, shall receive a pro-rata share based on the number of hours worked.

E. Inspection Authorization Specialty Pay

Employees holding the classification Helicopter Mechanic who possess an FAA Inspection Authorization and perform inspections on aircraft are entitled to a 5.0% specialty pay.

II. PAY FOR TIME NOT WORKED

The following section outlines benefits for regular full-time employees. Regular part-time employees scheduled to work 20 hours or more per week, during the calendar year, will be entitled to holidays, vacation, bereavement and sick leave benefits on a pro-rata basis.

A. Vacation

Vacations provided herein shall be taken within the time limits provided herein except when, for the efficient administration of the City, the City Manager determines that vacation leave of absence cannot be scheduled. In such event, the City Manager may authorize pay in lieu of vacation, or allow accumulation of more than one vacation period.

1. Vacation Period and Carry-over

- a. No vacation shall exceed two (2) vacation periods in any calendar year nor shall any employee carry over to the following calendar year more than one (1) vacation period. A "vacation period" is defined as the maximum amount of vacation provided in any calendar year. Upon written request to, and upon receipt of written approval from the department head, an employee may be permitted to carry over one (1) additional vacation period for a maximum of three (3) vacation periods to be used during a specified calendar year. Such additional vacation period shall be used during the calendar year for which it was requested.

- b. On January 1 of each year, the provided vacation carried over by each employee, plus his or her current year's provided vacation allowance, is credited to the employee. At any time during the calendar year the employee may use the credited vacation, provided, however, all vacation shall be taken at such times as shall be approved by the department head.

Employees who reach a maximum accrual of two vacation periods will cease to accrue additional vacation hours until the employee's accrued vacation balance falls below the maximum accruable amount of vacation hours. The employee will then begin to accrue vacation hours up to the maximum allowable amount. Any vacation hours which an employee does not receive because the employee has reached the maximum accruable amount of vacation hours will not be credited to the employee.

2. Termination

- a. Upon termination of employment the City shall deduct from final compensation any vacation taken in excess of the amount provided under these provisions.

- b. Unused Vacation

Any employee who terminates and shall have been in continuous service immediately preceding such termination shall be allowed regular compensation for unused vacation accumulation due on the last actual work day.

Earned vacation to which an employee is entitled hereunder shall be compensated for after death in the same amount as though compensation were being paid for such vacation.

3. Vacation-Schedule of Benefits

- a. Date of hire to 5 years

Every regular full-time employee in continuous service shall be provided pro-rata vacation time for each month or major fraction thereof of actual service but not more than the number of hours for each six months of such service nor the number of hours in any calendar year shown in the following schedule. Part-time employees regularly scheduled to work 20 hours or more per week shall be provided a pro-rata share of vacation allowed full-time employees.

<u>Working Schedule</u> <u>(Hours per Week)</u>	<u>Maximum Hours</u> <u>Per 6 mos.</u>	<u>Vacation</u> <u>Per Year</u>
40	40	80

- b. 5 years of more

Upon completion of five years of continuous service, each employee shall be provided 120 hours vacation, with additional hours of vacation provided in accordance with the following schedule:

<u>Upon completion of</u>	<u>No. of additional hours</u>
11 years continuous service	8
12 years continuous service	16
13 years continuous service	24
14 years continuous service	32
15 years continuous service	40

The maximum number of vacation hours shall be 160.

## B. Holidays

1. The following days shall be observed as holidays:

January 1; the third Monday in January; February 12; the third Monday in February; the last Monday in May; July 4; the first Monday in September; the Monday or Friday closest to November 11; the fourth Thursday in November; the day following the fourth Thursday in November; December 25; and every day appointed by the City Council for a public feast, thanksgiving or holiday. For those employees assigned to a continuous operation who work without regard to holidays, the third Monday in January shall be observed as a floating holiday.

In lieu of Admissions Day, September 9, one floating holiday shall be provided to each employee at the rate of eight (8) hours if September 9 falls on an 8-hour work day, or nine (9) hours if September 9 falls on a 9-hour work day.

2. If any of the foregoing holidays falls upon a Saturday, the preceding Friday is the holiday in lieu thereof. If any of the foregoing holidays falls upon Sunday, the Monday following is the holiday in lieu thereof.

3. Every regular full-time employee shall be allowed a paid leave of absence of eight (8) hours for each holiday. Regular full-time employees on a 9/80 schedule shall be allowed a paid leave of absence of nine (9) hours for each holiday that falls on a 9-hour work day, and eight (8) hours of paid leave for all other holidays. In the event any such person's working schedule in the opinion of the head of the department with the approval of the City Manager will not permit such leave of absence, such person shall receive time and one-half for hours worked on such holiday, in addition to eight (8) hours pay at the straight time rate. If any holiday falls on such person's day off, compensation by paid leave of absence on another day, or eight (8) hours pay at the regular rate as determined by the head of the department with the approval of the City Manager will be provided.
4. Part-time employees regularly scheduled to work 20 hours or more per week shall be allowed holiday leave on a pro-rata basis.
5. Holidays falling on a scheduled 9/80 day off for a given year will be placed in a floating holiday bank at the rate of the actual number of hours which comprise an employee's regular work schedule.
  - a. Holiday hours are earned at the time the holiday falls on a scheduled day off, but are credited to the employee on January 1 of the calendar year.
  - b. Holiday hours may be drawn upon beginning January 1st of the year in which they occur with the prior approval of the employee's supervisor.
  - c. Unused holiday hours for a given year may be carried over once to the following year but must be used by December 31st of the following year or lost. The City Manager may approve additional carryover upon written request from the employee, with the approval of the department head.
  - d. Employees separating from the City who have taken credited but unearned holiday hours are responsible for reimbursing the City for the time taken at the rate of pay in effect on the date the time was taken. Whenever possible, the City will make the appropriate deduction from the employee's final paycheck.
  - e. Earned holiday hours remaining in the employee's bank which were for holidays occurring prior to the separation will be paid to the employee at the employee's current rate of pay.

C. Sick Leave

1. The Sick Leave provisions may apply under the following:
  - a. Personal illness or injury to the employee
  - b. Attendance to an immediate member of the family who is seriously ill and requires the employee's presence, provided that such absence shall not exceed one half of the employee's annually earned sick leave. Immediate family means spouse, child, parent, grandparent, brother or sister, parent of spouse or domestic partner.

2. Definition

Personal illness shall be defined as the necessary absence from duty of an employee because of illness or injury. Absence authorized for medical or dental examinations shall also be chargeable to personal illness.

3. Procedure for Application

- a. Every employee who is unable to report to work at the usual time shall either call, or have someone call, to explain the absence.
- b. Department heads shall have the authority to approve "application for payment of wages during absence," for all employees, upon proper verification.
- c. An eligible employee, who, while on vacation, has suffered a serious disability in excess of three days due to injury or illness requiring professional medical treatment, and who has been confined to bed or seriously restricted in their mobility by the attending physician, may request, subject to departmental approval and proper verification, that the available sick leave credit be used in substitution for scheduled vacation.

In order to receive this benefit, the employee shall notify the department head immediately of any serious disability or confinement and not wait for return to duty. The department head shall make a determination or investigation based on available information. If the department head approves and endorses the request, all appropriate information with the form, "application for payment of wages during absence" shall be sent to the Finance Department.

#### 4. Sick Leave Accrual

- a. On January 1 of each calendar year, eighty (80) paid sick leave hours are made available to every regular full-time employee for absence due to illness or injury not arising out of or during the course and scope of employment. At date of hire, new employees will be provided a pro-rata share of sick leave. Part-time employees regularly scheduled to work 20 hours or more per week shall be provided a pro-rata share of sick leave provided to full-time employees, based on the number of hours worked on a regular basis.
- b. In the event an employee does not use the maximum days allowed during a calendar year, the unused portion shall be credited to the employee for future use. Such accumulation shall not exceed 960 hours.
- c. Persons employed on January 1, 1978 were entitled to reserve sick leave under a previous sick leave plan. Such a reserve sick leave as had been calculated and credited to said employees shall be used only in increments of 10 days or more, and satisfactory evidence of the illness or injury must be presented before those benefits shall apply. The employee will be responsible for designating the use of this reserve.

#### D. Bereavement

Regular full-time employees absent for leave due to bereavement at the time of death of a relative (spouse, child, parent, grandparent, brother, sister, parent of spouse or domestic partner) may receive regular compensation for a maximum of three (3) working days. Three working days shall be defined as three regular work days under the employee's regular work schedule. Part-time employees regularly scheduled to work 20 hours or more per week may receive a pro-rata share of the benefit leave provided to full-time employees. Under special circumstances, the department head may authorize bereavement time to an employee upon the death of an individual who is not a relative as herein defined.

#### E. Workers' Compensation Leave

1. Any employee incapacitated by reason of an injury or illness arising out of or during the course and scope of employment shall receive the benefits awarded under the Workers' Compensation Laws of the State of California.

2. Additionally, such employees may be eligible for supplemental Workers' Compensation payments, which, when added to the benefits awarded under California Workers' Compensation Laws, will result in payment to the employee of a sum equal to his/her regular net compensation. Regular net compensation is the base hourly rate at which the employee is being paid on the date of the commencement of the job-related illness or injury, less the amount of state and federal taxes.
3. Eligibility for Workers' Compensation supplemental payments (hereinafter referred to as the "supplement" or "supplemental pay") as defined in the foregoing paragraph is subject to the following conditions:
  - a. Claims denied by the City via the Workers' Compensation claims process are not eligible for the supplement.
  - b. Employees shall not be eligible for more than a cumulative total of 21 months of supplemental pay during their continuous employment with the City.
  - c. Claims relating to a disciplinary action against an employee, the commencement of which the employee has been informed, are not eligible for the supplement. Disciplinary action is defined as including only the following: oral and written warnings, suspension, demotion and termination. In the event the applicable disciplinary action is resolved in favor of the employee and the employee is exonerated from any culpability, the supplement would be paid retroactively.
  - d. If and when the City's physician determines that only a portion of an injury is work-related, payment of the supplement will be prorated by the percent of the injury determined to be work-related. Sick leave may be used for any portion of the injury determined to be non-work-related.
4. Workers' Compensation supplemental payments shall commence with the first day of the approved absence and continue until the termination of the temporary disability, or the termination of the approved absence, or for a maximum of six months for the same work-incurred injury, whichever occurs first.
5. The City expects that employees on Workers' Compensation leave will demonstrate full cooperation and participation in their treatment as provided by the physician to promote a cure or relief from the effects of

the injury. The City retains the right to terminate the supplement at any time if such cooperation and participation is not demonstrated.

6. If an employee on Workers' Compensation leave returns to work before having received the supplement for six months, and the same injury recurs, or further treatment is required in connection with the same injury necessitating further leave, the employee may be eligible for additional supplemental pay, not to exceed a cumulative total of six months for the same injury. The City may require an interim review on such an extended leave.

F. Military Leave

Military Leave of absence may be granted for the duration of a war or national emergency or as required by the Military and Veterans Code.

Notwithstanding the above, the City shall provide a salary subsidy and benefits continuation as specified below for employees who are involuntarily called to active duty as a result of the War on Terrorism:

1. The City shall provide a salary subsidy to supplement the employee's military pay, the total of which shall not exceed the amount of gross salary earned at the time the employee is activated. The subsidy will commence after the 30 day state-mandated full-salary provision is exhausted, and will continue until the employee is released from active military duty, but not to exceed a period of twenty-three months.
2. The City shall provide continued health and dental contributions for employee and dependent coverage, provided that the employees and/or dependents are enrolled for those benefits at the time the employee is involuntarily called to active duty. This continued benefit would begin after the 30 day state-mandated benefits expire, and will continue until the employee is released from active military duty, but not to exceed a period of twenty-three months. The continued health and dental premium contribution shall be equal to the same amount of City contribution authorized for the employee's classification, but not to exceed the applicable premium rate for health and dental premiums.

G. Reduced Work Week

Notwithstanding any other provision of this Salary Resolution, employees holding a full-time 40-hour per week position who, with the approval of the department head, elect to work a work week of 30 hours or more for a minimum of 6 months up to a maximum of 18 months, shall receive the full allotment of employee leaves and other employee benefits, except for retirement benefits, as if they worked a full-time 40-hour week. During such

periods, the employee's retirement benefits and direct pay will be based on the number of hours in their reduced work week.

H. Witness Leave

A regular full-time employee who is subpoenaed or required to appear in Court as a witness shall be deemed to be on a leave of absence. With approval of the appointing power and City Manager, the employee shall be granted leave with pay during the required absence. The employee shall remit to the City all fees received except mileage.

Witness leave shall not be granted for time spent on cases in which the employee is party to the action.

I. Salary and Benefits Retention

The City Manager may approve freezing the salary and benefits rates for regular employees who are adversely impacted by organizational changes and/or involuntary classification changes.

J. Jury Duty Leave

In the event a regular full-time employee or part-time employee regularly scheduled to work 20 hours or more per week is to report for jury duty, such employee shall receive paid jury leave at his/her regular rate of pay, to a maximum of ten (10) days.

K. Maternity Leave

For regular full-time employees, the City will provide an unpaid maternity leave of absence for up to six months, or a combination of unpaid leave for a maximum of six months combined with a reduced work week schedule of at least 20 hours or more per week. The total combination of unpaid leave plus the reduced work week schedule shall not exceed a total of nine months.

In addition, while the employee under this policy is on an unpaid leave of absence or reduced work week schedule, the City will continue providing health and dental contributions to the employee as if the employee is on a regular full-time paid status provided the employee is enrolled in health and dental medical plans. The Employee Option Benefit Fund (EOBF) is not paid during Maternity Leave, only the premiums for health and dental benefits.

### 3.35.02 - OTHER EMPLOYEE BENEFITS

Hourly employees are not eligible for insurance programs or other supplemental benefits. Those employees regularly scheduled to work an average of 30 hours or more per week during the calendar year will be entitled to full insurance benefits.

#### I. INSURANCE

##### A. Life Insurance

The City will provide life insurance coverage in the amount of \$25,000 for each employee who regularly works 30 or more hours per week.

##### B. Dental Care Program

The City will contribute 100% of the employee's premium plus up to \$20.00 per month for dependent premium for employees who regularly work 30 or more hours per week, towards a dental care program as provided by the City of Pasadena.

##### C. Health Insurance/Employee Option Benefit Fund

1. The City will contribute the monthly PERS required contribution towards the premium for health insurance provided under the Public Employees Retirement System (PERS) to eligible employees who enroll in the PERS Medical Program.
2. In addition to the monthly PERS required health insurance contribution, effective January 1, 2012, the City shall contribute to employees who are regularly scheduled to work 30 hours or more per week an additional \$1,120.11 per month towards an Employee Option Benefit Fund (EOBF), which may be used by the employees at their option to pay on the balance of their health insurance premium or to allocate to the employee's individual deferred compensation account.
3. Effective January 1, 2013, and January of each year thereafter, the City's contribution to the EOBF for employees with full family coverage shall be an amount that, when combined with the mandated PERS monthly contribution is equal to the premium of the least expensive family health insurance plan offered and available to all City employees. Effective January of each year, the City's contribution to the EOBF for all other employees with health insurance coverage shall not exceed \$1120.11 until the premium for the least expensive health insurance plan in each coverage level exceeds the City's contribution to EOBF. Then, the City will contribute an amount that, when combined with the mandated PERS monthly contribution, is equal to the premium of the least expensive health insurance plan offered in that coverage

level and available to all City employees. The contribution to employees who elect to “opt out” of the City health plan, shall not exceed \$1120.11 per month.

4. Effective November 5, 2012, all newly hired employees who are eligible for health insurance coverage and who “opt out” of that coverage shall receive \$400 per month in lieu toward deferred compensation contribution.

D. Long Term Disability

The City will define and provide basic long-term disability (LTD) coverage for regular employees. The City and employee will jointly contribute to the cost of the basic plan. The City will make available supplemental LTD coverage, which employees may purchase at their expense. Participation in both the basic and the supplemental LTD plans is optional for employees.

E. Workers' Compensation

Workers' Compensation Insurance premiums shall be the responsibility of the City of Pasadena in accordance with the benefit schedule and ratings under California State law and resolutions and ordinances of the City of Pasadena.

II. INDIVIDUAL EMPLOYEE COSTS

A. Tuition Reimbursement

Regular employees attending an accredited educational institution may apply for tuition reimbursement consistent with the Tuition Reimbursement policy and procedures contained in the Manual of Personnel Rules, Practices and Procedures.

Reimbursement shall be limited to tuition expenses, books, and lab fees, for pre-approved coursework not to exceed \$1000 per fiscal year. Successful completion of the coursework with a passing grade is required for reimbursement.

B. Uniforms

The employee must pay for and replace any uniform lost or stolen which has been assigned to them.

Rules and regulations for wearing of uniforms shall be set by the operating departments.

C. Mileage Reimbursement

The City will provide reimbursement to the employee for use of his/her personal vehicle for authorized work related travel. Such reimbursement shall be equal to the rate allowed for tax deduction by the federal IRS for unreimbursed employee business expenses for the applicable calendar year.

D. Transportation Demand Management Program

Employees shall comply with the provisions of the City of Pasadena Employee Transportation Demand Management Program, as adopted by the City Council on Oct. 19, 1992.

1. A clean air (trip reduction/parking) fee as follows:

- a. Employees who are regularly assigned to work four or more workdays per week and who commute to and from work as solo-drivers three or more workdays per week will pay \$35 per month.
  - b. Employees who are regularly assigned to work three or fewer workdays per week and who commute to and from work as solo-drivers two or more workdays per week will pay \$17.50 per month.
  - c. Employees who use fleet vehicles to solo-drive to and from work will pay the clean air fee as listed above.
  - d. Employees whose gross wages are \$8.00 per hour or less and who commute to and from work as solo-drivers are exempt from the clean air fee.
2. Incentives may be included in the program, such as bus passes, ride-matching, and preferential parking for car/vanpoolers where available.

E. Safety Equipment

For employees holding the classifications Heating Ventilation & Air Conditioning Technician, Automated Controls Technician and Senior Automated Controls Technician, the City shall provide an annual \$250 reimbursement for approved safety shoes/boots. For employees requiring prescription safety glasses, the City shall reimburse up to \$200/year for the purchase of glasses with lenses made in compliance with the established criteria accepted by the American National Standards Institute.

### III. RETIREMENT

#### A. Retirement Contribution

The City shall pay the miscellaneous employees' 8% member contribution to PERS for the PERS 2.5%@55 retirement benefit. The City shall report the value of the employer paid member contribution as additional compensation. Employee cost sharing shall be in the form of a 4.6% reimbursement which includes a 1% reimbursement for reporting the value of EPMC. The reimbursement will be accomplished through an after-tax payroll deduction.

#### B. Retirement Benefit

Retirement benefits shall be provided as currently specified under the City of Pasadena's Contract with the Public Employees Retirement System.

The City shall pay the employees' 8% member contribution to PERS for the PERS 2.5%@55 retirement benefit. Employee cost sharing shall be in the form of a 4.6% reimbursement and will be accomplished through after-tax payroll deduction. Effective December 31, 2012, employees will pay the full 8% of the member contribution toward the retirement benefit. Member contributions will be deducted from employee compensation on a pre-tax basis.

Effective December 31, 2012, the City shall eliminate the Employer Paid Member Contribution (EPMC) and PERS on PERS.

Those employees not enrolled in PERS shall be enrolled in the Public Agency Retirement Services (PARS) and shall contribute 3.5% of the contribution. Effective December 31, 2012, employees will pay the full 7.5% of the contribution toward the retirement benefit. Member contributions will be deducted from employee compensation on a pre-tax basis.

### 3.35.03 - POLICIES AND PROCEDURES

#### I. PAYROLL

##### A. Pay Increases Within the Range

Employees hired or promoted to regular (non-hourly) positions below the maximum of a pay range are eligible for a pay increase up to the maximum of the pay range based on satisfactory job performance. Employees shall be reviewed at least at the following time intervals:

6 months after appointment or promotion

12 months after appointment or promotion

Every year thereafter

B. When employees are promoted from employment in one classification to employment in a classification allocated to a higher salary schedule, they shall receive an increase in salary as determined by the department head or designee, not to exceed the maximum of the higher salary schedule.

##### C. Temporary Assignment

When an employee is assigned on a temporary basis to the duties of an unfilled position, and such employee assumes the full duties and responsibilities of that position for a minimum of five (5) consecutive days (four consecutive days for employees on a 9/80 work schedule), such employee shall be compensated from the first day of the consecutive temporary appointment at a rate of pay determined by the department head or designee, not to exceed the maximum of the classification to which assigned.

When there is a current eligibility list, an employee will be selected from that list whenever possible.

#### II. DISCIPLINE

The City may take disciplinary action for cause. Disciplinary actions shall include only the following: oral and written warnings, suspension, demotion and termination.

### III. GRIEVANCE

#### A. Definition

1. Grievance--a dispute between an employee or employees and the employer regarding an interpretation or application of the rules and regulations governing conditions of employment.
2. Employee--within the context of this policy statement, refers to a full-time, regular employee who has initiated a grievance.

#### B. Guidelines

1. An employee may file a grievance without jeopardizing the employee's employment. A grievance shall not be filed to establish new rules and regulations, change prevailing ordinances or resolutions, nor circumvent existing avenues of relief where appeal procedures have been prescribed.
2. An employee may select one of the following methods of representation. To most effectively utilize the grievance procedure, the method selected should generally be used throughout the processing of the grievance. The employee may:
  - a. Be self represented
  - b. Be represented by another person
3. Once a grievance is presented and formal notification has been given to the department that the employee will be represented by another person in the grievance proceedings, then that representative shall be governed by this policy.

The representative shall be entitled to:

- a. Notification of the time and place of the grievance proceedings and the opportunity to be present at such proceedings.
- b. A copy of any written decisions or communications to the employee concerning the grievance proceedings.
4. A grievance may be initiated only by the employee concerned, except as otherwise provided herein.

5. An earnest and sincere effort shall be made by all parties to cooperate in the prompt resolution of a grievance in an amicable manner. The time limits may be extended when mutually agreed upon in writing between the appropriate parties. If the employee, or the employee's representative, fails to proceed with the grievance within any of the time limits specified herein, the grievance shall be considered settled on the basis of the last decision rendered.
6. This is the sole and exclusive method for resolving grievances.

C. Grievance Procedure

1. Step 1 (Supervisor)

The employee shall orally present the grievance to the immediate supervisor within fourteen (14) calendar days following the event or events upon which the grievance is based. If the employee elects to be represented (per "Guidelines, Para. 2") upon notification to the immediate supervisor, the employee may be assisted by a representative in presenting the grievance.

The immediate supervisor shall make whatever investigation deemed necessary and may arrange a meeting with the employee to discuss the grievance and, if possible, resolve it. In any event, the supervisor shall give an answer to the employee within fourteen (14) calendar days following the oral presentation of the grievance. If the employee has requested to be represented, the representative shall be given the opportunity to attend the meeting, and shall be informed of the immediate supervisor's decision on the grievance.

If the employee is not satisfied with the decision of the immediate supervisor, upon indicating the specific areas of disagreement, appeal to Step 2 can be made.

2. Step 2 (Department Head/Human Resources)

If the employee desires to appeal the grievance to Step 2, there shall be submitted in writing the specific grievance and areas of disagreement on forms provided, to the department head, within seven (7) calendar days following receipt of the immediate supervisor's decision at Step 1. If the employee has elected to be represented, assistance by the representative can be utilized in appealing the grievance.

The written grievance must contain a complete statement of the complaint, the facts upon which it is based, the employee's reasons for

the appeal, and the remedy being requested. The grievance form shall be signed and dated by the employee.

The department head and the Director of Human Resources, or their designated representatives, shall attempt to resolve the grievance and shall arrange a meeting with the employee and appropriate representative. A decision, in writing, shall be given to the employee within fourteen (14) calendar days following the receipt of the written appeal or conclusion of the appeal meeting, whichever is later.

If the employee is not satisfied with the Step 2 decision, upon indicating areas of specific disagreement, appeal of the grievance to Step 3 for resolution may be made.

3. Step 3 (Advisory Arbitration)

If the grievance has been properly processed and is not satisfactorily resolved at Step 2, the employee or the employer may appeal the grievance to Step 3. The appeal shall be in writing; shall be signed by the employee, or by the appropriate representative of the City, and shall be submitted to the other party within fourteen (14) calendar days of the written decision at Step 2.

If the employee is being represented, the employee may be assisted by a representative in the appeal.

Within seven (7) calendar days after receiving the notice to appeal a grievance to Step 3, a meeting shall be arranged between the employee and the Director of Human Resources, or their representatives to prepare a joint written statement of issue, or issues, to be presented at arbitration. In the event the parties are unable to agree upon the issue, or issues, to be presented at arbitration, each party will prepare its statement of the issue, or issues, and jointly submit their statements to the arbiter. The arbiter shall, at the beginning of the hearing referred to below, state his/her opinion as to what the issue, or issues are.

The parties shall request the American Arbitration Association to submit a list of seven (7) persons qualified to act as arbiters. Attached to such request shall be the joint statement of the issue, or issues to be presented, or separate statements, if applicable.

Within seven (7) calendar days following receipt of the list of arbiters, the parties shall meet to select the arbiter. The parties shall alternately strike one name from the list of arbiters (the right to strike the first name to be determined by lot) until one (1) name remains, and that person shall be the arbiter.

The arbiter shall hold a hearing on the issue, or issues submitted. The arbiter shall not hear witnesses without the presence of both parties. The arbiter shall render a written opinion within 30 days following the closing of the hearing unless the period has been mutually extended in writing. The opinion, which shall be bound by the present Memorandum shall be advisory only, shall not be binding on either party, and shall be limited to the issue, or issues, presented to the arbiter. The opinion shall be sent to the Director of Human Resources, with a copy to the employee.

Within fifteen (15) calendar days following receipt of the advisory opinion, the Director of Human Resources shall advise the employee by letter whether or not he/she intends to take any further action regarding the issue, or issues, referred to in the arbiter's advisory opinion. A copy of the Director of Human Resources' letter will be sent to the employee.

Each of the parties involved shall contribute equally to the cost of facilities, fees and expense of the arbiter, including transcripts required -- which shall be determined in advance of the hearing. Each party shall bear its own witness and attorney.

#### IV. LAYOFF

##### A. Definition

Layoff is defined as any involuntary separation wherein the City eliminates a job without prejudice to the incumbent. Layoff shall result only from a change in the status of a position.

These Layoff provisions do not apply to employees in grant funded and/or limited term positions.

The layoff provisions covering Confidential Clerical employees shall be the same as that which covers employees represented by the Pasadena Association of Clerical and Technical Employees.

##### B. Authority

The City Manager shall have the authority to eliminate positions within any department because of curtailment of funds, reduction in force due to technological or operational changes, or elimination or modification of any activity or service.

C. Policy

1. The City will make every effort to accommodate those employees who may be subject to layoff through the process of normal attrition. In the event of the reduction of the work force, existing vacancies shall be used to the maximum extent possible to relocate affected employees, regardless of departmental jurisdiction.
2. Layoff shall be made by specific classification series. Employees with two or less years in their classification series have the right to return to their prior classification series.
3. Within a given class, individuals will be laid off based upon seniority in that classification.
4. The layoff priority of employment categories, shall be as follows:
  - a. Temporary or provisional employees.
  - b. Probationary, regular, part-time employees.
  - c. Probationary, regular full-time employees.
  - d. Regular, part-time employees.
  - e. Regular, full-time employees (for purposes of this policy, employees who work 30 hours per week or more are defined as "full-time").
5. Departments which anticipate a possible reduction in staff because of the acquisition of new equipment, change in procedures, or for any other reason, shall notify the Human Resources Department and the affected employee as soon as possible in order that appropriate procedures may be initiated.
6. Employees for whom layoff appears eminent, shall be placed upon a Retention List for that class. All vacancies within that class shall be filled from the Retention List prior to using the regular eligible or rehire lists. The conditions applying to this list shall be as follows:
  - a. Based upon seniority in their present class, employees will have the right to transfer to any vacant position in the same class within their department.

- b. If qualified, employees shall have a right to a demotion to another classification in their own department if a vacancy exists.
- c. If any employees cannot be placed under the provisions of Paragraphs a and b above, such employees may be considered by other departments as follows:
  - i. The employee is physically able to perform the required duties.
  - ii. The position is not one of greater supervisory responsibility and is compensated at a rate equal to or less than the employee's present rate.
  - iii. The employee meets the minimum qualifications and physical standards of the position.

Departments, other than the one in which the particular layoff occurred, are not obligated to accept the laid- off employee.

- 7. Employees transferred to a new position in the same class shall receive the same salary step and retain the same anniversary date as in their previous position.
- 8. Employees who, in order to avoid being laid off, accept voluntary demotion shall be compensated in the established salary range of the class into which they transfer at the step nearest to, but not greater than, that received in their former classification. The employee's rate of pay shall be changed at the time that the reassignment is made or new duties and responsibilities are assumed and the employee shall retain the previous employment date for purposes of step advancement.
- 9. Employees who accept voluntary demotion shall be eligible at any time for reappointment to their previous classification on the basis of seniority when openings occur in the department where the layoff occurred, provided that they are able to perform the duties of the job. Rejection of a reappointment offer shall terminate eligibility for future consideration.
- 10. Employees who are subject to impending layoff may not be transferred to a vacant position with a higher salary range except through participation in the normal examination and selection procedures, as established by the Human Resources Department, or under the terms of Administrative Reassignment, Section IV.E. below.

11. Employees who cannot be placed, and must be laid off, shall have their names placed on a Reemployment List and shall be eligible as follows:
  - a. To compete in promotional examinations for which they are qualified for a period of 12 months.
  - b. To hold reemployment rights for a period of 12 months and be eligible for any vacancies which may occur during this period in the classifications held by the employee in the department where the layoff occurred, provided that the employee is able to perform the duties of the job.
  
12. Employees who are laid off will be given the following considerations with regard to their accumulated benefits:
  - a. Employees will not continue to accumulate any longevity-based benefit during the period that they are laid off, but will retain any benefits accumulated to the date of layoff. Employee retirement benefits cease at the time of, and will not be paid during a layoff period.
  - b. The employee may remain in a layoff status for a maximum of 12 months. If the employee is recalled during this time, a reinstatement will be made and all rights and benefits will be restored as a regular employee from the date of first appointment within the period of the most recent continuous service, with an appropriate adjustment for the time that was not actually worked on the job.
  - c. The laid-off employee will have the option of receiving payment for any accumulated vacation and/or sick leave from the 1970 sick bank, within the provisions of the respective policies, at any time during the layoff period. Such payments will be made in one sum.
  - d. Employees who claim payment for accumulated vacation and/or payment from the 1970 sick bank and are subsequently recalled, will begin reaccumulating the claimed benefit(s) on the date that they report back to work.
  - e. Laid-off employees who are not recalled within the 12-month period will be completely separated from the City service and will automatically receive payment for any accumulated vacation or sick bank credit which has not been previously claimed.

13. Employees laid off and given an opportunity to return to a job for which they are qualified shall be allowed a maximum of 14 calendar days after such notification to make themselves available. If an employee refuses such an opportunity to reemployment, the employee will be removed from the Reemployment List.
14. Provisional or temporary employees may be separated by the appointing authority without regard to seniority status, and shall have no reemployment rights, but may be returned to their former place on the eligible list.
15. Employees who: (a) may be transferred, (b) accept a voluntary demotion, (c) are reemployed by the City, shall meet the job requirements of the class into which they are placed.
16. Questions on seniority status, which affect retention and are influenced by previous reclassification actions, shall be adjudicated by the Director of Human Resources.
17. The terms and conditions of this layoff policy will not be used as a substitute for disciplinary action against any employee.

D. Procedure

1. Notice: Each affected employee shall receive written notice from the appointing authority, specifying the exact date when layoff is to be effective; and at least two weeks' notice shall be given.

The commencing date of the reemployment rights of the employee shall start from the effective date of layoff.

2. Reemployment List: The Human Resources Department will automatically establish a Reemployment List for a period of 12 months.
  - a. All departments where classifications exist which are on the Reemployment List will be notified of the employee's availability.
  - b. Individuals on the Reemployment List will be appointed to vacancies for which they qualify in the department from which they were laid off, so long as any person in that class is on such a list, before any other names on any other eligible lists--promotional or open competitive--are used.

E. Administrative Reassignment

1. After exhausting the layoff provisions set forth above, if a regular status employee is subject to involuntary layoff or displacement, the City Manager, in consultation with the Director of Human Resources, may reassign the impacted employee to a vacant position in a classification other than his/her own, based on the employee's knowledge, skills, abilities and work performance. Such reassignment shall be temporary and shall not exceed one year.
2. In all cases of administrative reassignment, whether to a lower, higher, or equivalent level classification, employees must take a qualifying examination to be eligible for regular status in the classification. This examination may be non-competitive, and shall occur no less than three months and no more than one year from the beginning of the administrative reassignment. When the employee is satisfactorily performing the full duties and responsibilities of the reassigned position and has qualified for the classification based on examination, he/she may be formally appointed to the position.
3. Employees who are administratively reassigned will serve the normal probationary period for the classification in which they are placed, beginning with the date the administrative reassignment becomes effective. If formal appointment is not achieved within one year from the date of reassignment, the employee may be laid off or separated from City employment. Such employee may exercise all options and rights applicable to the classification from which previously laid off or displaced.
4. If the reassignment is to a classification with an equivalent or higher maximum salary, the employee will retain his/her present classification, salary and benefits until he/she has qualified based upon examination. If the reassignment is to a classification with a lower maximum salary, the employee will assume the new classification title and corresponding benefits. The employee's salary shall not exceed the maximum allowable in the classification to which reassigned. At the time an employee is formally appointed to a higher classification through the examination process, his/her salary and benefits may be adjusted as appropriate to the new classification.

V. WORK HOURS

- A. Work schedules are defined as an employee's regularly assigned hours of the day and days per week.

- B. Forty-hour-a-week employees are entitled to paid leave benefits based on an eight-hour day regardless of their work schedule, except that such employees on a 9/80 schedule are entitled to paid holiday and bereavement leave based on the number of regular hours scheduled for the day on which the leave falls.

#### VI. REPORTING FOR DUTY

Except in case of disability or unforeseen emergency, employees shall report for duty on each of their scheduled working days unless permission not to report has been previously approved by the immediate supervisor. In case of disability or unforeseen emergency, employees shall make every reasonable effort to notify their immediate supervisor as early as possible of their inability to report for duty. Failure to do so may result in disciplinary action.

#### VII. PERSONNEL FILE

Employees shall be entitled to review the contents of their personnel file in the Human Resources Department at reasonable intervals. Such review shall be permitted upon request, only during hours when the Human Resources Department is regularly open for business and within three (3) days of the request, except when an employee is assigned to a remote area. No materials which may be the basis for future disciplinary actions shall be placed in an employee's personnel file until the employee has had an opportunity to discuss with the supervisor such material. An employee shall be supplied with a copy of said material.

#### VIII. SAFETY

It shall be the responsibility of the City to administer the Safety Program and to make every reasonable effort that Safety Rules are carried out by all employees. It shall be the responsibility of the employees to make every reasonable effort to ensure that they act in a safe manner.

Should a dispute arise over the application or interpretation of a Safety Rule, such dispute shall be resolved by use of the Grievance Procedure.

#### IX. REST PERIODS

1. Every employee should be provided two 15-minute rest periods per day for each period of not less than three or more than four hours.
2. The time at which such rest periods are taken shall be determined by the department head who will schedule breaks so that service to the public is not impaired.
3. Rest periods or coffee breaks may not be accumulated or added to a lunch hour, vacation or to other forms of leave.

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**EXHIBIT 3.35  
NON-REPRESENTED NON-MANAGEMENT SALARY SCHEDULE  
SALARY RANGES EFFECTIVE OCTOBER 29, 2012**

**TECHNICAL AND ADMINISTRATIVE CLASSIFICATIONS**

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Ambulance Operator	9.8900	12.0214
Automated Controls Technician (HVAC)	30.4196	37.9915
Certified Medical Assistant	15.3850	18.7000
Community Health Aide Trainee	12.8270	15.6746
Community Relations Assistant Trainee	12.8136	15.5939
Community Relations Assistant	15.8222	19.0592
Community Services Specialist	13.5880	16.2612
Engineering Aide	22.3772	28.0626
Engineering Aide Assistant	18.4128	22.0250
Equipment Mechanic Apprentice	17.3174	25.7024
Fire Inspector	29.0550	36.3279
Graphic Artist	20.2568	26.2199
Heating, Ventilation and Air Conditioning Technician	28.5413	35.5059
Helicopter Mechanic	28.6494	34.2959
Housing Technician	21.7120	26.7848
Housing Technician Trainee	14.9833	18.2956

The salaries listed herein shall be increased by 3% effective December 31, 2012.

Adopted: October 29, 2012

NON-REP NON-MGMT

**EXHIBIT 3.35**  
**NON-REPRESENTED NON-MANAGEMENT SALARY SCHEDULE**  
**SALARY RANGES EFFECTIVE OCTOBER 29, 2012**

**TECHNICAL AND ADMINISTRATIVE CLASSIFICATIONS**

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Ambulance Operator	9.8900	12.0214
Certified Medical Assistant	15.3850	18.7000
Community Health Aide Trainee	12.8270	15.6746
Community Relations Assistant Trainee	12.8136	15.5939
Community Relations Assistant	15.8222	19.0592
Community Services Specialist	13.5880	16.2612
Engineering Aide	22.3772	28.0626
Engineering Aide Assistant	18.4128	22.0250
Equipment Mechanic Apprentice	17.3174	25.7024
Fire Inspector	29.0550	36.3279
Graphic Artist	20.2568	26.2199
Helicopter Mechanic	28.6494	34.2959
Housing Technician	21.7120	26.7848
Housing Technician Trainee	14.9833	18.2956

The salaries listed herein shall be increased by 3% effective December 31, 2012.

Adopted: October 29, 2012

NON-REP NON-MGMT

## TECHNICAL AND ADMINISTRATIVE CLASSIFICATIONS

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Information Technology Technician II	20.5906	27.4498
Inspector Trainee	22.3642	27.9453
Irrigation Specialist	21.2165	25.7286
Maintenance Inspector	22.9247	28.1539
Page	10.2235	11.9972
Pesticide Applicator	21.4644	26.8370
Planning Aide	20.4070	24.0032
Police Cadet	13.4583	16.0776
Rangemaster	22.0642	26.5892
Recreation Leader III-B	11.1755	11.9188
Recreation Services Specialist	19.1693	23.3811
Recreation Site Coordinator	15.2049	19.0127
Senior Engineering Aide	25.4807	32.4049
Substance Abuse Counselor	16.0910	19.6904

The salaries listed herein shall be increased by 3% effective December 31, 2012.

Adopted: October 29, 2012

NON-REP NON-MGMT

## CONFIDENTIAL-CLERICAL CLASSIFICATIONS

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Legal Secretary (C)	22.2192	28.4860
Operations Assistant (C)	21.3836	27.3592
Paralegal (C)	27.1759	34.2955
Staff Assistant I (C)	16.1262	20.7532
Staff Assistant II (C)	17.1315	21.9515
Staff Assistant III (C)	18.1643	24.0447
Staff Assistant IV (C)	20.0036	25.9413
Technical Assistant (C)	18.1592	24.0456
Technical Specialist (C)	20.0036	25.9287

The salaries listed herein shall be increased by 3% effective December 31, 2012.

Adopted: October 29, 2012

NON-REP NON-MGMT

## HOURLY CLASSIFICATIONS

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Intern	12.0000	18.0000
Aquatics Supervisor	22.6378	27.1888
City Service Worker	8.8400	82.3499
City Temporary Worker	8.8400	82.3499
Firefighter Trainee	23.7792	
Instructor I	9.8824	
Instructor II	11.2805	
Instructor III	14.1038	
Instructor IV	17.6360	
Junior Lifeguard	9.7103	
Lifeguard	12.0109	13.4075
Police Reserve Officer		
Police Trainee	31.5578	
Pool Manager	13.0098	21.7506
Recreation Leader I	9.2455	9.8715
Recreation Leader II	10.1713	10.8493
Recreation Leader III	11.1755	11.9188
Senior Lifeguard/Instructor	15.7087	18.0229

The salaries listed herein shall be increased by 3% effective December 31, 2012.

Adopted: October 29, 2012

NON-REP NON-MGMT