

Agenda Report

December 13, 2004

TO: City Council

FROM: City Manager

RE: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION RELATING TO SALARY AND BENEFITS FOR POLICE LIEUTENANTS AND POLICE COMMANDERS

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the attached Resolution amending the Salary Resolution to adjust control rates for the classifications of Police Lieutenant, Police Commander, and Police Commander (Non-Sworn) to the 75th percentile effective July 5, 2004, as noted in the attached; increase the Deputy Chief Assignment Pay to up to 12% of base salary; increase the number of earned unused vacation that may be cashed out annually to 70 hours; and increase the annual Tuition Reimbursement allowance to \$1000.
2. Approve a journal voucher appropriating \$150,305 from the Personnel Reserves to the Police Department FY 2005 Operating Budget.

BACKGROUND:

Police Lieutenant, Police Commander and Police Commander (Non-Sworn) are classifications which are not represented by a union, but whose titles and compensation are established by Resolution of the City Council. The proposed Resolution amending the Salary Resolution will adjust salaries and benefits for 20 employees in these classifications.

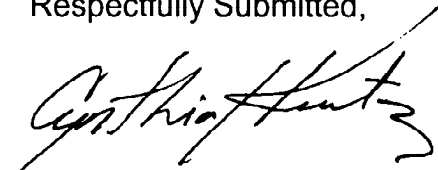
The recommended salary and benefit adjustments reflect recent market surveys, and internal salary relationships. The salary adjustments will be applied to the salary control rates; individual salary adjustments will be based on performance.

No individual salary adjustment will be made where a "Needs Improvement" evaluation exists.

FISCAL IMPACT:

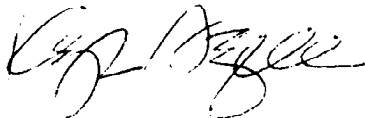
The fiscal impact is estimated to be approximately \$224,092 annually. Of this amount, \$23,686 will be paid from the Benefits Fund. Sufficient funds have been appropriated in the Personnel Reserves and the Benefits Fund for these costs.

Respectfully Submitted,



CYNTHIA J. KURTZ,
City Manager

Prepared By:



KARYN S. EZELL
Director of Human Resources

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA AMENDING
THE SALARY RESOLUTION RELATING TO THE CLASSIFICATIONS OF POLICE
COMMANDER, POLICE COMMANDER (NON-SWORN) AND POLICE LIEUTENANT

BE IT RESOLVED by the City Council of the City of Pasadena that the Salary
Resolution is amended as follows:

| <u>Remove</u> | | <u>Insert</u> | |
|---------------|--------------|---------------|-------------------|
| <u>Page</u> | <u>Dated</u> | <u>Page</u> | <u>Dated</u> |
| 3.10-E-1 | June 7, 2004 | 3.10-E-1-x | December 13, 2004 |
| 3.10-3 | 8-4-03 | 3.10-3 | December 13, 2004 |
| 3.10-6 | 8-4-03 | 3.10-6 | December 13, 2004 |
| 3.10-15 | 8-4-03 | 3.10-15 | December 13, 2004 |
| 3.15-E-1 | June 7, 2004 | 3.15-E-1 | December 13, 2004 |
| 3.15-7 | 8-4-03 | 3.15-7 | December 13, 2004 |
| 3.15-15 | 8-3-04 | 3.15-15 | December 13, 2004 |

This amendment shall be effective as of July 5, 2004.

Adopted by the following vote at the meeting of the City Council on December 13, 2004:

AYES:

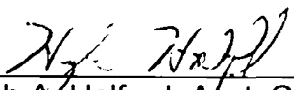
NOES:

ABSTAIN:

ABSENT:

Jane Rodriguez, City Clerk

Approved as to Form:



Hugh A. Halford, Asst. City Attorney

Exhibit 3.10
MANAGEMENT/NON-REPRESENTED – TOP
Control Rates Effective April 5, 2004

| <u>Classification</u> | <u>Control Rate</u> |
|---|---------------------|
| Assistant City Attorney (Confidential) | 131,954 |
| Assistant General Manager of Water & Power | 147,808 |
| Budget Administrator | 108,993 |
| Chief Information Technology Officer | 117,837 |
| Deputy Finance Director | 121,803 |
| Finance and Management Services Administrator | 108,993 |
| Health Officer | 148,116 |
| Human Resources Manager (Confidential) | 108,993 |
| Police Commander ¹ | 135,726 |
| Police Commander (Non-Sworn) ¹ | 135,726 |

¹ Control Rates for Police Commander and Police Commander (Non-Sworn) are effective July 5, 2004.

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c. Payment to be applied to insurance premiums for which employee has authorized payroll deduction. Excess merit pay, if any, to be paid in lump sum at the end of the fiscal year or at termination of the employment.

d. A lump sum cash payment.

e. An increase in salary to be prorated over the fiscal year, or remaining portion thereof.

5. The City Manager shall determine the effective date of the merit pay for eligible employees for each fiscal year, and shall establish procedures to evaluate individual performance and to implement the plan.

C. Retirement Contribution

The City shall contribute 7% of the employee's cost towards retirement, and 9.0% for sworn Fire and Police managers who are members of the Charter Retirement System or the PERS 2% @ 50 System. All such City contributions made under this section shall be deemed to be member contributions under the Public Employee's Retirement System (PERS), and within the meaning of Article XV, Section 1509.5 of the Pasadena City Charter, (Fire and Police Retirement System), and shall be recoverable by the member as such. Effective July 30, 2001, the City shall report the value of employer paid member retirement contributions as additional compensation.

D. Hours of Work

Hours of work shall be whatever is needed to successfully accomplish the operations of the department.

The Police Chief can authorize overtime to Police Commanders with the approval of the City Manager for special Rose Bowl events that are totally reimbursable from an outside source.

E. Special Assignment Pay

Executive Commander's Pay - Effective July 5, 2004, employees classified as Police Commander shall receive additional compensation of up to 12% of base pay when assigned by the Police Chief to serve as Executive Commander.

d. In addition to item 3-a above, the City Manager, City Attorney or City Clerk may authorize up to 40 hours of vacation per year on an individual basis for newly hired employees, but not to exceed the vacation allocation received in the employee's prior employment.

e. Employees holding the classification of Deputy Fire Chief shall earn vacation benefits in accordance with the following schedule:

| <u>Upon completion of</u> | <u>Annual Vacation</u> |
|---|--------------------------|
| 6 months of continuous service | 3 shifts or 6 days |
| 1 through 5 years of continuous service | 6 shifts or 12 days |
| 6 years of continuous service | 6 1/2 shifts or 13 days |
| 7 years of continuous service | 7 shifts or 14 days |
| 8 years of continuous service | 7 1/2 shifts or 15 days |
| 9 years of continuous service | 8 shifts or 16 days |
| 10 through 15 years of continuous service | 8 1/2 shifts or 17 days |
| 16 years of continuous service | 9 shifts or 18 days |
| 17 years of continuous service | 9 1/2 shifts or 19 days |
| 18 years of continuous service | 10 shifts or 20 days |
| 19 years of continuous service | 10 1/2 shifts or 21 days |
| 20 years of continuous service | 11 shifts or 22 days |

Shift employees shall use the shift column while all other covered employees shall use the days column.

4. Employees holding the classifications of Police Commander and Police Commander (Non-Sworn) will be eligible to cash out up to 70 hours in accrued vacation time per year, and up to 120 hours in the final year of employment. Payment for such hours shall be made at the employee's current regular hourly rate of pay.

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

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.

E. Post-Retirement Medical Trust Fund

Effective December 31, 2001, the City shall contribute 2.0% of base pay for employees classified as Police Commander and Police Commander (Non-Sworn) for the purpose of establishing a post-retirement medical trust fund. Effective July 1, 2002, the contribution will be increased to 3.0% of base pay. The employees or their trust fund administrators shall be solely responsible for maintaining and allocating funds from the trust fund, and shall indemnify and hold harmless the City any of its actions or lack of actions in administering this trust fund.

Funds allocated to the medical trust shall be considered as salary for purposes of compensation comparisons.

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 for pre-approved coursework not to exceed \$1,000 in any 12 month period. Successful completion of the coursework with a passing grade is required for reimbursement.

B. Car Allowance

A car allowance as authorized by the City Manager on an individual basis in an amount not to exceed \$212 per month on recommendation of the department head except that car allowances for employees reporting to the City Attorney, City Clerk or City Prosecutor shall be authorized by such officers.

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

Exhibit 3.15
MANAGEMENT/NON-REPRESENTED – MIDDLE

Control Rates Effective April 5, 2004

| <u>Classification</u> | <u>Control Rate</u> |
|--|---------------------|
| Administrative Legal Secretary (Confidential) | 63,650 |
| Applications Development & Services Supervisor | 100,507 |
| City Hall Seismic Retrofit Project Manager | 123,534 |
| Forensic Services Supervisor | 71,701 |
| Information Technology Operations Manager | 107,471 |
| Management Analyst V (Confidential) | 89,652 |
| Police Administrator | 84,930 |
| Police Lieutenant ¹ | 113,012 |
| Police Supervisor | 58,481 |
| Telecommunications Manager | 100,507 |

¹ The Control Rate for Police Lieutenant is effective July 5, 2004.

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The maximum number of vacation hours shall be 160.

4. Employees holding the classification Police Lieutenant will be eligible to cash out up to 70 hours in accrued vacation time per year, and up to 120 hours in the final year of employment. Payment for such hours shall be made at the employee's current regular hourly rate of pay.

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 employees who are assigned to a continuous operation who work without regard to holidays, the third Monday in January will be observed as a floating holiday.

Effective in 1995, in lieu of Admissions Day, September 9, one floating holiday shall be provided to each employee at the rate of 8 hours if September 9 falls on an 8 hour work day, or 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 8 hours for each holiday. Part-time employees regularly scheduled to work 20 hours or more per week shall be allowed one-half that share of holiday leave provided full-time employees. 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 appropriate premium pay for such hours worked on such holiday, 8 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 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. Regular full-time employees on a 9/80 schedule shall be allowed a paid leave of absence of 9 hours for each holiday that falls on a 9-hour work day, and 8 hours of paid

benefit schedule and ratings under California State law and resolutions and ordinances of the City of Pasadena.

E. Post-Retirement Medical Trust Fund

Effective December 31, 2001, the City shall contribute 2.0% of base pay for employees classified as Police Lieutenant for the purpose of establishing a post-retirement medical trust fund. Effective July 1, 2002, the contribution shall increase to 3.0% of base pay. The employees or their trust fund administrators shall be solely responsible for maintaining and allocating funds from the trust fund, and shall indemnify and hold harmless the City any of its actions or lack of actions in administering this trust fund.

Funds allocated to the medical trust shall be considered as salary for purposes of compensation comparisons.

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 for pre-approved coursework not to exceed \$1,000 in any 12 month period. Successful completion of the coursework with a passing grade is required for reimbursement.

B. Uniforms

The City shall provide and maintain uniforms to employees in the classifications indicated in Exhibit 3.15, Management - Middle, where recommended by the department head and approved by the City Manager.

The employee may be required to pay for and replace any uniform lost or stolen which has been assigned to the employee.

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.