

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE
 ESTABLISHING A SALARY PLAN FOR CERTAIN POSITIONS IN CENTRAL
 MANAGEMENT CLASSIFICATIONS AND EXEMPTING CENTRAL MANAGEMENT
 CLASSIFICATIONS FROM MUNICIPAL CODE SECTION 2.44.390 AND OVERTIME

WHEREAS, Chapter 2.44 of the Garden Grove Municipal Code, revised, Volume 1, provides that the City Council shall by resolution: (1) establish salary ranges and salary rates and the allocation of classes thereto; and (2) set forth the classification of full-time positions in the various City departments and offices;

BE IT RESOLVED that all prior Resolutions in conflict herewith are hereby repealed so as to avoid all conflict.

BE IT FURTHER RESOLVED that the City Council does establish the following:

SECTION 1: CENTRAL MANAGEMENT CLASSIFICATIONS

For purposes of this Resolution, Central Management positions are identified as follows:

<u>Personnel Classification</u>	<u>Salary Range</u>
Community Development Director	245
Community Services Director	240
Economic Development Director	245
Finance Director	245
Fire Chief	250
Information Technology Director	240
Human Resources Director	240
Police Chief	255
Public Works Director	245
Deputy City Manager	240

SECTION 2: WAGES

1. Effective the first full pay period following July 1, 2014, the salary range of each classification listed in this Resolution will be increased by two percent (2%).

SECTION 3: BENEFITS

Unless otherwise provided, benefits and leave Policies as offered in the Middle Management group will be offered to the classifications listed in this Resolution.

Central Management employees are not eligible for any education incentive programs offered by the City, but are eligible to participate in the Tuition Reimbursement Program.

Central Management employees who meet the same qualifications for the vacation buy-back provision shall have the option to use this benefit any time during the calendar year.

Central Management employees are eligible for an executive medical (physical) examination on an annual basis, to be provided by the City if requested. Central Management employees also receive the executive long-term disability insurance benefit.

SECTION 4: RETIREMENT

- a. Effective January 1, 1994, the employee shall begin to pay the Employee's Contribution to the Public Employees Retirement System (PERS). The City shall allow these contributions to be treated as "pick-up" in accordance with Section 414 (h) 2 of the Internal Revenue Service and applicable Government Code Sections. These "pick-up" contributions, to the extent permissible, shall be treated as deferred income to the employee for federal and state tax purposes.

The employee shall indemnify and hold the City harmless from any and all claims, demands, suits, actions, liabilities, or judgments of any kind whatsoever arising out of or in connection with the actions to be taken and/or the "pick-up" contributions to be made pursuant hereto.

Any future income tax obligations resulting from the "pick-up" contributions shall be the exclusive responsibility of the employee. In the event the Internal Revenue Service shall change its current position and determine that such contributions constitute salary, not deferred income, any resulting tax obligations shall be the exclusive responsibility of the employee and the City shall not be held responsible therefore.

- b. The City currently contracts with PERS for the following retirement formula for miscellaneous employees:

- 1) Section 21354.4 (2.5% at 55 Full formula for local miscellaneous members – Active members only)
 - 2) Section 20024.2 (Highest Year)
 - 3) Section 20862.8 (Credit for Unused Sick Leave)
 - 4) Employees pay the entire Employee Contribution.
- c. Miscellaneous employees pay a total of eight percent (8%) Employee Contribution for the 2.5% at 55 Full formula.
- d. The City currently contracts with PERS to provide the following benefit to the Public Safety retirement plan, for sworn Police and Fire management employees:
- 1) Section 21362.2 (3% at 50 Full formula for local Public Safety members)
 - 2) Section 20024.2 (Highest Year)
 - 3) Section 20862.8 (Credit for Unused Sick Leave)
 - 4) Sworn Public Safety Management employees pay the entire Employee Contribution.
- e. Police Chief and Fire Chief
- 1) General Provision
Effective January 1, 2013, the Police Chief and the Fire Chief will each receive ten (10) hours of pay in-lieu of holiday leave for each of the eleven (11) holidays as designated below in subpart 4 of this subsection. This additional compensation will be paid as the holiday occurs and shall be reported to PERS as Special Compensation pursuant to Title 2, Division 1, Chapter 2 of the California Code of Regulations, specifically § 571 (a)(5) – Statutory Items, Holiday Pay.
 - 2) Part-Year Employment
A Fire Chief or Police Chief who commences employment at a time other than the beginning of a calendar year shall only be entitled to receive those holidays described in subpart 4 of this subsection that occur during the period actually worked.
 - 3) Effect of Unpaid Leave of Absence
A Police Chief or Fire Chief who is on an unpaid leave of absence during any holiday designated in subpart 4 of this subsection is not entitled to receive any holiday benefits for that holiday.

4) Designated Holidays for Fire Chief and Police Chief

January 1st (New Year's Day)
Third Monday of February (President's Day)
Last Monday of May (Memorial Day)
July 4th (Independence Day)
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Fourth Thursday in November (Thanksgiving Day)
The Day after Thanksgiving
December 24th (Christmas Eve)
December 25th (Christmas Day)
December 31st (New Year's Eve)

f. PEPRA

Pursuant to the Public Employees' Pension Reform Act of 2013 (PEPRA) and notwithstanding any provision of any other City Council Resolution or Memorandum of Understanding (MOU) any new member employee, as defined by PEPRA, who is hired on or after January 1, 2013, shall be subject to the following retirement benefits:

For Non-Safety Employees

Government Code Section 7522.20 (2% @ 62 retirement formula).

Government Code Section 7522.32 (final compensation rate used to calculate pension benefit is average of member's highest annual pensionable compensation over a consecutive 36 month period).

For Safety Employees

Government Code Section 7522.25 (2% @ 50 retirement formula, maximum benefit of 2.7% @ 57).

Government Code Section 7522.32 (final compensation rate used to calculate pension benefit is average of member's highest annual pensionable compensation over a consecutive 36 month period).

SECTION 5: ADDITIONAL ASSIGNMENT PAY

The City Manager may authorize additional compensation of up to five percent (5%) over base pay to an employee who has assumed additional job duties due to a vacant position, long-term leave of absence, or a reorganization. The

duration of this additional pay shall be at the sole determination of the City Manager.

SECTION 6: POSITIONS EXEMPT FROM FLSA

Employees in Central Management classifications are designated as exempt from the provisions of the Fair Labor Standards Act (FLSA). Those employees who have used all their accrued leave benefits and are absent for less than one (1) day, shall not have that time treated as an absence without pay. Employees in this category shall be subject to disciplinary actions involving unpaid time off in accordance with FLSA regulations.

SECTION 7: ADMINISTRATIVE LEAVE

The Central Management positions listed in this Resolution shall be exempt from all overtime provisions contained in the Municipal Code or in any Memorandum of Understanding. The provisions of Administrative Leave for Middle Management will also be offered to the classifications listed in this Resolution.

SECTION 8: EXEMPT CENTRAL MANAGEMENT CLASSES

All classes listed in this Central Management Resolution shall be designated as exempt and be considered to be exempt from the provisions of the Municipal Code Section 2.44.390.

The appointment and removal of Department heads and the primary assistants in the City Manager's Office are governed by the Municipal Code Section 2.08.100.

SECTION 9: CITY AUTOMOBILE USAGE

Central Management employees may be assigned a City vehicle by the City Manager to conduct city business in accordance with the Administrative Regulations. The City Manager may, in lieu of assigning a City vehicle, provide the employee with an allowance equal to the City's budgeted equipment rental rate for a standard sedan.

Those employees assigned a City-owned vehicle to conduct City business, may also use the vehicle for private purposes in accordance with Administrative Regulations.

SECTION 10: SPECIAL VACATION ALLOWANCE

The City Manager, in his sole discretion, may authorize a central management employee to receive up to 80 additional vacation hours each fiscal year to recognize exceptional accomplishment and/or significant and ongoing work

beyond the scope of their position. Such special vacation shall not affect the employee's vacation accrual rate.

SECTION 11: UNIFORM ALLOWANCE

Employees may be required to wear uniforms issued by the City if so determined by their respective department director(s). The City will replace uniforms due to normal wear.

The cost of uniforms shall not constitute compensation for purposes of the regular rate calculation under the Fair Labor Standard Act. This policy shall remain in effect unless a change is dictated by applicable law.

The City shall report to CalPERS the monetary value of uniforms and uniform maintenance for those employees required to wear uniforms. The monetary value by classification is listed in Exhibit A, entitled "UNIFORM ALLOWANCE."

Uniform allowance is defined as compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain.

EXHIBIT "A"

CENTRAL MANAGEMENT UNIFORM ALLOWANCE

<u>TITLE</u>	<u>REPORTED TO PERS EACH PAY PERIOD</u>
POLICE CHIEF	\$ 8.11
FIRE CHIEF	\$ 54.21

GARDEN GROVE CITY COUNCIL

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE
 APPROVING SALARY, WAGES, AND FRINGE BENEFITS FOR MIDDLE MANAGEMENT
 EMPLOYEES OF THE CITY OF GARDEN GROVE; ESTABLISHING A SALARY PLAN AND
 EXEMPTING MIDDLE MANAGEMENT CLASSIFICATIONS FROM MUNICIPAL CODE
 SECTION 2.44.390 AS WELL AS OVERTIME

WHEREAS, Chapter 2.44 of the Garden Grove Municipal Code, revised, Volume 1, provides that the City Council shall by resolution: (1) establish salary ranges and salary rates and the allocation of classes thereto; and (2) set forth the classification of full-time positions in the various City departments and offices; and

NOW, THEREFORE, BE IT RESOLVED that all prior Resolutions in conflict herewith are hereby repealed so as to avoid all conflict.

BE IT FURTHER RESOLVED that the City Council does establish the following:

SECTION 1: MANAGEMENT RECOGNITION

This Resolution relates to Middle Management (Supervisory and Administrative) classifications. Fringe benefits, leave policies, and the tuition reimbursement program as set forth in the Memorandum of Understanding of the group(s) supervised, will be offered to the classifications listed in this Resolution. Limitations, changes or modifications to these items shall be stated in this Resolution.

SECTION 2: MIDDLE MANAGEMENT CLASSIFICATIONS

For purposes of this Resolution, Middle Management positions are identified as follows:

<u>Personnel Classification</u>	<u>Salary Range</u>
Accounting Supervisor	M176
Accounting Manager	M194
Administrative Analyst	M150
Administrative Secretary	M162
Assistant to the City Manager	M186
Benefits Supervisor	M171
Budget Manager	M194
Building Services Manager (Building Official)	M215
Business Tax Supervisor	M166
Cable Production Supervisor	M166
Chief of Collections	M171
City Clerk	M199

<u>Personnel Classification</u>	<u>Salary Range</u>
City Engineer	M224
Community Services Supervisor	M176
Custodial Supervisor	M160
Deputy City Clerk	M157
Deputy Director	M215
Division Manager	M204
Economic Development Manager	M215
Environmental Services Manager	M204
Facilities Manager	M204
Finance Manager	M204
Human Resources Manager	M199
Housing Supervisor	M171
Information Systems Manager	M220
Jailer/Fleet Supervisor	M171
Permit Center Supervisor	M174
Personnel Analyst	M150
Planning Services Manager	M215
Police Communications Manager	M186
Police Records Manager	M186
Police Services Supervisor	M166
Principal Accountant	M186
Principal Administrative Analyst	M186
Principal Personnel Analyst	M186
Project Engineer	M204
Project Planner	M186
Public Safety Fiscal Analyst	M171
Public Works Foreman	M155
Public Works Supervisor	M176
Purchasing Agent	M191
Real Property Manager	M199
Revenue Manager	M194
Risk Management Supervisor	M171
Senior Administrative Analyst	M166
Senior Civil Engineer	M211
Senior Information Technology Analyst	M194
Senior Personnel Analyst	M166
Senior Planner	M194
Senior Project Planner	M194
Senior Program Specialist	M166
Streets Division Manager	M199
Supervising Building Inspector	M179
Traffic Engineer	M211
Utilities Revenue Supervisor	M166
Water Services Manager	M215

SECTION 3: WAGES

- a. Effective the first full pay period following July 1, 2014, the salary range of each classification listed in this Resolution will be increased by two percent (2%).

SECTION 4: CARRYOVER OF VACATION BALANCE

Middle Management employees may carry a vacation balance equal to twice their annual accrual. The Director of Human Resources may authorize a temporary suspension of this limit for good cause.

SECTION 5: RETIREMENT

- a. Effective January 1, 1994, the employee shall pay the employee's contribution to the Public Employees' Retirement System (PERS). The City shall allow these contributions to be treated as "pick-up" in accordance with Section 414 (h) 2 of the Internal Revenue Service and applicable Government Code Sections. These "pick-up" contributions, to the extent permissible, shall be treated as deferred income to the employee for federal and state tax purposes
- b. The employee shall indemnify and hold the City harmless from any and all claims, demands, suits, actions, liabilities, or judgments of any kind whatsoever arising out of or in connection with the actions to be taken and/or the "pick-up" contributions to be made pursuant hereto.
- c. Any future income tax obligations resulting from the "pick-up" contributions shall be the exclusive responsibility of the employee. In the event the Internal Revenue Service shall change its current position and determine that such contributions constitute salary, not deferred income, any resulting tax obligations shall be the exclusive responsibility of the employee and the City shall not be held responsible therefore.
- d. The City currently contracts with PERS for the following benefits to the miscellaneous retirement plan:
 - 1) Section 21354.4 (2.5% at 55 Full formula for local miscellaneous members – Active members only)

- 2) Section 20024.2 (Highest Year)
 - 3) Section 20862.8 (Credit for unused sick leave)
 - 4) Employees pay the entire Employee Contribution.
- e. Miscellaneous employees pay a total of eight percent (8%) Employee Contribution for the 2.5% at 55 Full formula.
- f. The City currently contracts with PERS to provide the following benefit to the Public Safety retirement plan, to sworn Police and Fire management employees:
- 1) Section 21362.2 (3% at 50 Full formula for local Public Safety members)
 - 2) Section 20024.2 (Highest Year)
 - 3) Section 20862.8 (Credit for Unused Sick Leave)
 - 4) Sworn Public Safety Management employees pay the entire Employee Contribution.
- g. Pursuant to the Public Employees' Pension Reform Act of 2013 (PEPRA) and notwithstanding any provision of any other City Council Resolution or Memorandum of Understanding, a new member employee, as defined by PEPRA, who is hired on or after January 1, 2013, shall be subject to the following retirement benefits:

For Non-Safety Employees

- 1) Government Code Section 7522.20 (2% @ 62 retirement formula).
- 2) Government Code Section 7522.32 (final compensation rate used to calculate pension benefit is average of member's highest annual pensionable compensation over a consecutive 36 month period).

For Safety Employees

- 3) Government Code Section 7522.25 (2% @ 50 retirement formula, maximum benefit of 2.7% @ 57).
- 4) Government Code Section 7522.32 (final compensation rate used to calculate pension benefit is average of member's highest annual

pensionable compensation over a consecutive 36 month period).

SECTION 6: ADDITIONAL ASSIGNMENT PAY

The City Manager may authorize additional compensation (Administrative Secretary Premium, Computer Operations Premium, or Temporary Upgrade Premium) of up to five percent (5%) over base pay to an employee who has assumed additional job duties. The duration of this additional pay shall be at the sole determination of the City Manager.

SECTION 7: EDUCATION INCENTIVE

Effective January 1, 1999, all other Management employees not already qualifying and receiving benefits in the Education Incentive program shall no longer be eligible for that program. Any Management employee receiving these benefits may participate in the Tuition Reimbursement program; however, they then are no longer eligible to participate and receive Education Incentive pay under this program.

SECTION 8: TUITION REIMBURSEMENT

All Management employees are eligible to participate in the Tuition Reimbursement Program.

SECTION 9: FRINGE BENEFITS

a. Cafeteria Benefit

For Middle Management employees enrolled in the cafeteria benefit plans, the monthly City contribution shall be a composite rate of \$858.50. Should another unit receive an increase in their monthly City contribution to composite rate, the same increase, on either a percentage or dollar amount basis, may be provided to Middle Management employees if authorized by the City Manager. The distribution of this monthly composite rate into tiers (e.g., single, two-person, family, and waiver) shall be determined annually by the Human Resources Director and approved by the City Manager.

b. Health Insurance

The City shall contribute on behalf of each employee and each eligible retiree, the PERS mandatory amount per month toward the payment of premiums for health insurance under the PERS Health Insurance program. This amount is included in the Cafeteria Benefit contribution listed in subsection (a) above.

Retiring employees and their dependents shall have available the ability to

continue to participate in the PERS Health Insurance program. The eligibility of participation shall be determined by the PERS program.

c. Long-Term Disability

The plan will provide up to 2/3 of base salary after the employee has been disabled for 60 calendar days or has used all accrued sick leave, whichever is longer.

d. Vacation Buy-Back

Middle Management employees who have a minimum of eighty (80) hours of vacation retained on account may receive, at the employee's option, a cash payment for any vacation amount in excess of those eighty (80) hours retained at any time during the calendar year.

e. Sick Leave Sell Back/Payoff

Middle Management employees who are eligible and meet the same conditions for annual sick leave sell back as other employees shall receive \$.70 on the dollar based upon the pay rate in effect as of June 30.

At retirement, Middle Management employees shall be paid off at the 50% rate for all accumulated, but unused sick leave. At the written request of the employee, 100% of accumulated but unused sick leave hours may be used toward the extension of his or her service period under PERS rules and no payout will occur.

f. Uniforms

Employees may be required to wear uniforms issued by the City if so determined by their respective department director(s). The City will replace uniforms due to normal wear.

The cost of uniforms shall not constitute compensation for purposes of the regular rate calculation under the Fair Labor Standard Act. This policy shall remain in effect unless a change is dictated by applicable law.

The City shall report to CalPERS the monetary value of uniforms and uniform maintenance for those employees required to wear uniforms. The monetary value by classification is listed in Exhibit A, entitled "UNIFORM ALLOWANCE."

Uniform allowance is defined as compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain.

SECTION 10: FIRE DEPARTMENT LEAVE BENEFITS

Sworn Fire Management employees shall receive the same holiday benefits as other Management employees, based upon their workweek schedules, except those employees regularly assigned to Fire Suppression. Fire Management is not covered under the same "Annual Leave Program" as the Fire Unit. The vacation and sick leave accruals are the same as other managers and are adjusted for those assigned to a 56-hour shift schedule.

SECTION 11: POSITIONS EXEMPT FROM FAIR LABOR STANDARDS ACT (FLSA)

Employees in Middle Management positions are designated as exempt from the provisions of the Fair Labor Standards Act (FLSA) except as determined by the Human Resources Director. Employees in the classifications of Administrative Secretary, Deputy City Clerk and Public Works Foreman are determined as non-exempt for FLSA purposes.

Sworn Fire Battalion Chiefs regularly assigned to Fire Suppression shall be eligible to receive overtime pay, at time and one-half the base hourly rate, for hours worked for extra shifts (e.g., to cover absences) in addition to the employee's normal work schedule.

Those exempt Middle Management employees who have used all their accrued leave benefits and are absent for less than one (1) day, shall not have that time treated as an absence without pay. Employees in this category shall be subject to disciplinary actions involving unpaid time off in accordance with FLSA regulations.

SECTION 12: ADMINISTRATIVE LEAVE

The Middle Management positions listed in this Resolution shall be exempt from all overtime provisions contained in the Municipal Code or in any Memorandum of Understanding in the group(s) supervised, except as specifically authorized by the City Manager.

Employees in Middle Management positions shall receive forty (40) hours of Administrative Leave each January. Upon the recommendation of the department

director, the City Manager may approve additional Administrative Leave hours, not to exceed forty (40) hours, for employees involved in extraordinary major projects or assignments. Employees in the classifications of Administrative Secretary, Deputy City Clerk and Public Works Foreman are exempt from Administrative Leave. The granting of additional leave time shall be at the sole determination of the City Manager.

Administrative Leave cannot be cashed out at any time. No employee may have more than eighty (80) hours of Administrative Leave time on the books at any time. The Human Resources Director shall establish procedures for employees who are hired or who terminate during a calendar year.

SECTION 13: EXEMPT MIDDLE MANAGEMENT CLASSES

All classes listed in this Middle Management Resolution shall be designated as exempt and be considered to be exempt from the provisions of the Municipal Code Section 2.44.390.

SECTION 14: APPOINTMENT OF DEPARTMENT HEADS, DIVISION HEADS, AND PRIMARY ASSISTANTS IN THE CITY MANAGER'S OFFICE

The appointment and removal of Division heads and the primary assistants in the City Manager's Office are governed by the Municipal Code Section 2.08.100.