

**RESOLUTION NO. 2017-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ESTABLISHING SALARIES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES AND REPEALING RESOLUTION NUMBERS 2014-22, 2015-04, 2015-13, AND 2016-20 IN THEIR ENTIRETY**

**WHEREAS**, the City of Los Alamitos desires to promote improved employer-employee relations between the City of Los Alamitos and its employees by establishing and presenting the rights and benefits of the employees and the City of Los Alamitos.

**WHEREAS**, on July 21, 2014 the City Council adopted Resolution 2014-22 establishing the salaries and benefits for Non-Represented Employees; and,

**WHEREAS**, on February 18, 2015 the City Council adopted Resolution 2015-04 which amended Section 24 to clarify the retiree medical benefit for sworn non-represented is consistent with the Police Officers' Association MOU; and,

**WHEREAS**, on June 15, 2015 the City Council adopted Resolution 2015-33 which amended the salary schedules; and,

**WHEREAS**, on June 20, 2016 the City Council adopted Resolution 2016-20 which amended the salary schedules and Section 18 of the Resolution; thus, requiring reference to four different resolutions for the non-represented employees; and,

**WHEREAS**, this resolution shall repeal all prior resolutions for the Non-Represented Employees and establish one all-inclusive Resolution; and,

**WHEREAS**, the City of Los Alamitos seeks to amend the salary schedules and health benefit contributions for Executive Management and Non-Represented employees; and,

**WHEREAS**, the changes to the salary schedules and Section 16, Administrative Leave, will become effective July 1, 2017.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1. Title of Resolution.** This Resolution shall be known as the Salary and Benefit Resolution for Non-Represented Employees of the City of Los Alamitos.

**SECTION 2. Statement of Purpose.** Employer and Non-Represented Employee Relations. This Resolution is adopted to provide reasonable and orderly procedures for the administration of employer-employee relations between the City and its non-represented employees.

### **SECTION 3. Definitions.**

- A. CITY: The City of Los Alamitos, a municipal corporation, and where appropriate herein, "City" refers to the City Council, the governing body of said City, or any duly authorized representative of the City of Los Alamitos.
- B. DAYS: Calendar days, unless otherwise stated.
- C. EMPLOYEE OR NON-REPRESENTED EMPLOYEE: Except as otherwise specified in this Resolution, any person regularly employed by the City of Los Alamitos in one or more full-time positions of Executive Management, Middle Management or Confidential Employees.
  - 1. Executive Management employees are the following positions: City Clerk, Administrative Services Director, Police Chief, Development Services Director, Recreation and Community Services Director, Assistant City Manager, and City Manager.
  - 2. Middle Management employees are the following positions: Community Services Manager, Police Captain, Public Services Superintendent, and Support Services Manager.
  - 3. Confidential employees are the following positions: Assistant to the City Manager, Deputy City Clerk, and Benefits Coordinator/Executive Assistant.

### **SECTION 4. City Responsibilities and Rights.**

Rights Enumerated. Nothing herein shall be construed to restrict any legal or inherent exclusive City rights with respect to matters of general legislative or managerial policy. Except as otherwise specifically provided in this Resolution, or amendments or revisions thereto, the City has and retains the sole and exclusive rights and functions of management, including, but not limited to, the following:

- A. To determine the merits, necessity, nature or extent of services to be performed, as well as the right to determine and implement its public function and responsibility, and the mission of its constituent departments, commissions and boards.
- B. To set standards of service and manage all facilities and operations of the City, including the methods, means and personnel by which the City's operations are to be conducted.
- C. To schedule working hours, allot, and assign work.
- D. To establish, modify, or change work schedules or standards.

- E. To direct the working forces, including the right to hire, promote, demote or transfer any employee, and determine the procedures and standards of selection for employment.
- F. To determine the location of all plants and facilities.
- G. To determine the layout and the machinery, equipment, or materials to be used.
- H. To determine processes, techniques, methods and means of all operations, including changes or adjustments of any machinery or equipment.
- I. To determine the size and composition of the working force.
- J. To determine the policy and procedure affecting the selection or training of new employees.
- K. To establish, assess and implement employee performance standards, including, but not limited to, quality and quantity standards, the assessment of employee performance, and the procedures for said assessment.
- L. To control and determine the use of City's property, material, machinery, and equipment.
- M. To schedule the operation of and to determine the number and duration of shifts.
- N. To determine measures to promote safety and to protect health and property and take all necessary actions to carry out its mission in emergencies.
- O. To transfer work from one job to another or from one plant or unit to another.
- P. To introduce new, improved or different methods of operations, or to change existing methods.
- Q. To relieve employees from duty for lack of work or for other reasons deemed legitimate by management.
- R. To reprimand, suspend, demote, reduce in pay, discharge or otherwise discipline employees for cause. The judgment of management shall govern except for an abuse of discretion.
- S. To establish and determine job classifications.
- T. To contract or subcontract work with outside public or private entities and maintain the efficiency of governmental operations.
- U. To take such other and further action as may be necessary to organize and operate the City in the most efficient and economical manner for the best interest of the public it serves.

- V. To terminate at-will employees with or without cause or notice, and without right of appeal or hearing.

### **SECTION 5. Salary Ranges.**

- A. The salary steps and ranges of all classifications governed by this Resolution shall be as specified in Exhibits A1 and A2 attached hereto and incorporated by reference.
- B. Market Adjustment Policy: In order to retain high-performing employees, promote excellent job performance, recruit competitively, but remain fiscally prudent, the City Manager is authorized to adjust the steps and ranges in Exhibits A1 and A2 for management employees position-by-position based upon performance, as follows:
  - 1. The City Manager may conduct salary surveys from time to time with respect to some or all of the non-represented employees' positions and to adjust steps and ranges, within the parameters stated in this section, based on performance and market conditions.
  - 2. The surveyed cities shall, at a minimum, include those in Orange County with populations of less than 30,000 and the immediately adjacent cities of Cypress and Seal Beach.
  - 3. Adjusted compensation may not exceed the compensation provided to the lowest top-step of a comparable position in Orange County according to the survey.
  - 4. All compensation adjustments must be within the Council-approved budget.

### **SECTION 6. Vacation.**

- A. Purpose. The purpose of annual vacation is to enable eligible employees to take time off to provide a break from their work-related duties and responsibilities and to return to work refreshed.
- B. Basis of Accrual. New employees shall begin accrual of vacation leave effective their first day of employment. New employees shall not be allowed to take vacation leave until six months of continuous full-time service. Vacation leave shall accrue to employees on a bi-weekly basis at a pro-rated amount equivalent to the annual amounts specified below. No employee may accumulate more than three hundred (300) hours of vacation leave. When an employee's accumulated vacation leave balance reaches three hundred (300) hours, that employee shall not accrue any further vacation leave until such time as the employee's accumulated vacation leave balance is reduced below three hundred (300) hours. In order to promote recruiting and retention efforts, the City Manager shall have the discretion to modify this schedule for an individual employee at the time of hire or promotion when he or she determines it to be in the best interests of the City.

Annual vacation leave accrual for employees hired before August 1, 1987 shall be limited as follows:

<u>Years of Service</u>	<u>Hours</u>
0-3	120
4	128
5	136
6-10	144
11	152
12	160
13	168
14	176
15	184
16	192
17 and over	200

Annual vacation leave accrual for employees hired on or after August 1, 1987, shall be limited as follows:

<u>Years of Service</u>	<u>Hours</u>
0-2	80
3	88
4	96
5	104
6	112
7	120
8	128
9	136
10	144
11	152
12	160
13	168
14 and over	176

- C. Effect of Holiday(s) on Vacation Leave. In the event one or more municipal holidays fall within an annual vacation leave, such holiday shall not be charged as vacation leave, but may be credited as a holiday.
- D. Effect of Leave of Absence on Accrual of Vacation Leave. The granting of any leave of absence without pay shall cause the accrual of vacation leave to cease. Upon return to the City, an employee shall resume his or her regular accrual of vacation leave. A leave of absence without pay shall not count towards years of service for the accrual of vacation leave.
- E. Compensation for City Work During Vacation Prohibited. No person shall be permitted to work for compensation for the City in any capacity during the time of his or her vacation leave from City service. This clause shall not limit the City's

right to recall an employee from vacation leave in the event of an emergency and place him or her on regular pay status.

- F. Scheduling Vacations. The times during a calendar year at which an employee may take his or her vacation leave shall be determined by the Department Director or the City Manager when the employee is a Department Director, with due regard for the wishes of the employee and particular regard for the needs of service.
- G. Annual Vacation Payoff. Employees may receive pay for up to 80 hours of vacation time during the calendar year provided they have used a minimum of 80 vacation hours during the previous calendar year. Employees not using a minimum of 80 hours of vacation during the previous calendar year may receive vacation payoff if such payoff is approved by the City Manager.
- H. Vacation Payoff Upon Termination. Upon termination of employment, the employee shall be paid in a lump sum for all accumulated vacation leave time at the rate of pay in effect upon termination.

#### **SECTION 7. Sick Leave.**

- A. Accrual and Use of Sick Leave. Sick leave with pay shall accrue at the rate of eight (8) hours for each calendar month of service. Accumulation shall be unlimited. Pursuant to Government Code Section 21163, sick leave shall only be granted for non-industrial injury or illness and shall be allowed if: (1) actual non-industrial illness or disability makes it impossible for the employee to perform his or her normal work assignments; (2) because of the illness of the employee's spouse or dependent child who requires constant care and no other care is available and/or financially feasible except that of the employee; or (3) a prescheduled doctor, dental or optometry appointment which has been approved by their Department Director.
- B. Proof of Illness. In order to receive compensation while absent on sick leave, the employee shall notify his or her immediate supervisor thirty (30) minutes prior to the time set for beginning his or her daily duties, or as may be specified by the employee's supervisor. The employee may be required to file a physician's certificate justifying the need for any absence. Proof of violation of sick leave privileges may result in disciplinary action and/or loss of pay when in the opinion of the City Manager the employee has abused such privileges. Employees on approved Family Medical Leave for intermittent illness or injuries shall not be required to show proof of illness for each instance of sick leave usage.
- C. Effect of Holidays on Sick Leave. Observed holidays occurring during sick leave shall not count as a day of sick time.
- D. Annual Sick Leave Payoff. An employee shall be allowed to accumulate sick leave from year to year. In December, upon the written request of the employee, the City shall compensate the employee for either (1) up to 25% of his or her current year's unused sick leave, or (2) up to twenty-four (24) hours of accumulated sick

leave, provided that in either case a minimum of 480 hours remains in the employee's account.

E. Regular Service Retirement Sick Leave Options. Upon a regular service retirement as defined by the Public Employees Retirement System, an employee may receive compensation for accumulated sick leave under either of the following two options:

1. A lump sum payment of 25% of the first 720 hours of accumulated sick leave and 50% of the hours between 720 and 1,040. There will be no compensation for any hours in excess of 1,040 under this option. Said sum shall be based on the employee's salary rate being paid at the time of the employee's service retirement.
2. If allowed by CalPERS, an exchange of all accumulated sick leave for service credit time in the Public Employees Retirement System.

An employee must choose option 1 or 2. An employee will not be allowed to do both.

F. Family Member Illness. Each calendar year, an employee may use up to one-half (1/2) of annual sick leave accrual to attend to the illness of a parent, child, spouse or registered domestic partner of the employee.

**SECTION 8. Bereavement Leave.** Whenever an employee is compelled to be absent from duty by reason of death or critical illness (where death appears imminent) of members of the employee's immediate family (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren) said employee shall be entitled to a leave of absence with pay for a period not to exceed twenty-four (24) working hours. Bereavement Leave in excess of twenty-four (24) working hours may be granted at the sole discretion of the City Manager for employees who must travel out of state to attend a funeral covered under this provision. Where such death or critical illness has occurred, the employee shall furnish satisfactory evidence of such death or illness to his or her Department Director. Such leave of absence shall not be allowed in any case where in the preceding six (6) calendar months a leave on the grounds of critical illness of that same relative has been granted. Bereavement leave shall not be charged against sick leave.

### **SECTION 9. Temporary Disability Leave.**

A. Industrial Related Disability. Employees shall be entitled to the benefits under this subsection only after the City has determined that the disability is industrial related. If an employee is injured on the job to such an extent that temporary industrially related disability leave is necessary, the employee's salary shall be continued at the full rate of pay for a period up to thirty (30) calendar days with no charge to sick leave. After thirty (30) calendar days, the employee may utilize accrued vacation leave, sick leave and compensatory time off to supplement the

benefits received pursuant to worker's compensation laws to provide for full salary maintenance during the period of temporary industrially related disability.

Further disability leave benefits and requirements shall be provided as set forth in the City of Los Alamitos' Family Care and Medical Leave Policy.

If leave without pay is utilized, no accruals of sick leave, vacation leave, other benefits or seniority will be credited to the employee. The employee shall not forfeit any of the benefits or seniority accumulated prior to the commencement of the leave without pay.

- B. Non-Industrial Related Disability. Upon submission of a certificate from a licensed physician indicating that an employee shall be placed on temporary disability leave for a non-industrially-related disability, the employee shall be entitled to non-industrially related temporary disability leave. The employee utilizing non-industrially related temporary disability leave may utilize all accumulated sick leave, vacation leave and compensatory time off. When the employee is not using accumulated sick leave, vacation leave and compensatory time off, the absence will be on the basis of leave without pay.

Further disability leave benefits and requirements shall be provided as set forth in the City of Los Alamitos' Family Care and Medical Leave Policy.

If leave without pay is utilized, no accruals of sick leave, vacation leave, other benefits or seniority will be credited to the employee. The employee shall not forfeit any of the benefits or seniority accumulated prior to the commencement of the leave without pay.

**SECTION 10. Employee Contracts.** In order to be eligible for the benefits provided for under this Resolution and prior to receipt of such benefits, each Executive Management employee must execute an employment agreement in a form approved by the City Council, City Manager, and City Attorney prior.

**SECTION 11. Labor Code Section 4850 Disability Benefits For Safety Service Personnel.** Those employees in the positions of Police Chief and Police Captain shall be provided with the applicable disability benefits provided under Labor Code Section 4850.

**SECTION 12. Parental Leave.** The City Manager shall grant a female employee's request for a leave of absence without pay for the purposes of pregnancy, childbirth, or because of a disability caused by pregnancy or related complications, for a period not to exceed seven months. When the employee has notified the City Manager as to the period of the leave of absence required, any change in the length of the period of leave shall not be effective unless approved by the City Manager.

The City Manager shall grant the request of a male employee for a leave of absence without pay for a period not to exceed six months to care for his newborn child. When the employee has notified the City Manager as to the period of the leave of absence



required, any change in the length of the period of leave shall not be effective unless approved by the City Manager.

The City Manager may grant an employee's request for a leave of absence without pay to care for a newly adopted child for a period not to exceed 6 months. The employee shall provide documentation to support the request for adoption leave. When the employee has notified the City Manager as to the period of the leave of absence required, any change in the length of the period of leave shall not be effective unless approved by the City Manager.

If leave without pay is utilized, no accruals of sick leave, vacation leave, other benefits or seniority will be credited to the employee. The employee shall not forfeit any of the benefits or seniority accumulated prior to the commencement of the Parental Leave.

Where permitted by law, leave granted under this Parental Leave Section shall run concurrently with leave as provided in the City of Los Alamitos' Family Care and Medical Leave Policy, and the pregnancy disability leave portions of the California Fair Employment and Housing Act.

**SECTION 13. Jury Duty.** Subject to the exception described below, the City shall compensate an employee on jury duty for up to forty (40) working hours within the calendar year. When called to jury duty, an employee, having provided at least five (5) working days written notice, shall be entitled to his or her regular compensation provided that said employee deposits his or her compensation fees for jury service with the Finance Officer. Employees released early from jury duty shall report to their Department Director for the duration of their shift. Employees shall be entitled to keep mileage reimbursement pay while on jury duty. Consideration for salary continuation in excess of forty (40) working hours shall be conditioned upon sufficient evidence being presented to the City Manager that the employee advised the Court of a forty (40) working hour limitation on salary continuation being provided by the City, requested dismissal from jury duty, and that the Court did not excuse the employee from jury service.

**SECTION 14. Leave of Absence Without Pay.** Any employee may be granted a personal leave of absence without pay for ninety (90) days or less with the approval of the City Manager. A request for a personal leave of absence exceeding ninety (90) days must also be approved by the City Manager.

- A. Authorization Procedure. Requests for leave of absence without pay shall be made upon forms prescribed by the City Manager. The employee shall state the reason for the request, the date when the absence is to begin, and the probable date of return. The request shall normally be initiated by the employee, but may be initiated by the City Manager. The City Manager shall make his or her recommendation in writing and forward to the employee.
- B. Length of Leave and Extension. A leave of absence without pay may be made for a period not to exceed six (6) months. Provisions for granting an extension of up to six (6) months shall be the same as that in granting the original leave, provided

that the extension request is made no later than fourteen (14) calendar days prior to the expiration of the original leave.

- C. Return From Leave. When an employee intends to return from an authorized leave of absence without pay, he or she shall contact the City Manager at least fourteen (14) calendar days prior to the day he or she plans to return.
- D. Leave Without Pay - Insurance Payments. An employee on leave without pay may continue his or her City insurance benefits by reimbursing the City for the cost of insurance on a monthly basis during the period of the leave. Failure to reimburse the City for such benefits during the term of the leave of absence will result in the employee's coverage terminating on the last day of the month in which the last payment was received.
- E. Leave Without Pay - Other Benefits. When leave of absence without pay is utilized, no accruals of sick leave, vacation leave, other benefits or seniority will be credited to the employee. The employee shall not forfeit any of the benefits or seniority accumulated prior to the commencement of the leave without pay.
- F. Family Medical Leave – Insurance Payments. The City will continue to make insurance contributions on behalf of employees on approved Family Medical Leave for a maximum of twelve (12) weeks. Employees on approved Family Medical Leave will continue to be responsible for their out-of-pocket contribution toward insurance costs.

#### **SECTION 15. Holidays.**

- A. Authorized Holidays. Employees shall be entitled to the following holidays with pay each calendar year as well as other such days as may be designated by action of the City Council:
  - January 1 (New Years Day)
  - The third Monday in January (King's Birthday)
  - The third Monday in February (President's Day)
  - The last Monday in May (Memorial Day)
  - July 4 (Independence Day)
  - The first Monday in September (Labor Day)
  - November 11 (Veterans Day)
  - The fourth Thursday in November (Thanksgiving Day)
  - The Friday after Thanksgiving Day
  - December 24 (Christmas Eve)
  - December 25 (Christmas)
  - Eighteen (18) hours of floating holiday time to be used by the employee with City Manager approval during the calendar year (January 1 - December 31).

No employee shall accumulate more than eighteen (18) hours of floating holiday. On January 1 of each year, each employee will receive only that number of floating

holiday hours that is necessary to bring the accumulated total to eighteen (18) hours.

Employees that work "regular" eight hour days shall receive eight hours of holiday pay. Employees that work a "9/80" schedule shall receive nine hours of holiday pay except when the holiday falls on the Friday that the employee would normally work an eight hour day, in which case the employee shall receive eight hours of holiday pay.

- B. Floating Holidays for New Employees. At the time of hire, new employees shall receive the following floating holiday hours based upon their date of hire:

Date of Hire	9/80	Regular
January 1 – March 31	18	16
April 1 – June 30	14	12
July 1 – September 30	10	8
October 1 – December 31	0	0

- C. Procedure if Holiday Falls on Saturday or Sunday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.
- D. Non-Management Employees Required to Work on Holiday. Any Non-Management employee who shall be required to work on any holiday which he or she is entitled to take off under the above provisions shall receive equivalent time off, as determined by the City Manager.

**SECTION 16. Administrative Leave.** Exempt employees may receive a maximum of eighty (80) hours of Administrative Leave annually. Employees shall not accrue more than eighty (80) hours of Administrative Leave, and shall not receive compensation for accrued Administrative Leave upon termination of employment. Administrative Leave accrual shall be prorated for exempt employees hired after the first full pay period in January.

**SECTION 17. Exempt Employees.** All non-represented employees are exempt and therefore not entitled to receive overtime compensation in accordance with the provisions of the Fair Labor Standards Act.

**SECTION 18. Monthly Insurance Contribution.** The monthly contribution from the City toward the payment of premiums for health, dental, and optical insurance programs shall be:

\$1,258 on January 1, 2017  
\$1,294 on January 1, 2018

Any contribution necessary to maintain benefits under any insurance program in excess of the monthly City contribution shall be borne entirely by the employee.

Any employee who can certify that he/she is insured under another health plan, which has equal or better coverage than the City's plan, may elect to receive \$500.00 per month in lieu of participation in the City's health program. Any employee who can certify that he/she is also insured under other dental and vision plans having equal or better coverage than the City's plans, may elect to receive an additional \$200.00 per month in lieu of participation in the City's dental and vision programs, for a total of \$700.00 per month of compensation in lieu of health, dental and vision insurance plan participation.

**SECTION 19. Dental Plan.** The City agrees to make available a dental plan to employees and dependents. Participation in this plan shall be at the option of the employee. Employees electing to participate in this plan may apply excess funds from the City's monthly medical insurance contribution towards the premium payment of the dental plan. Any additional cost in excess of the City's monthly medical insurance contribution shall be borne by the employee

**SECTION 20. Optical Plan.** The City agrees to make available an optical plan to employees and dependents. Participation in this plan shall be at the option of the employee. Employees electing to participate in this plan may apply excess funds from the City's medical insurance contribution towards the premium payment of the optical plan. Any additional cost in excess of the City's medical contribution shall be borne by the employee.

**SECTION 21. Term Life Insurance.**

- A. Confidential Employees. After sixty (60) days on the payroll, the City will provide each employee with term life insurance and accidental life and dismemberment policies. The amount of coverage will be based on one and one-half times the annual salary up to a maximum of \$50,000.
- B. Executive Management Employees and Middle Management Employees. After sixty (60) days on the payroll, the City will provide each Executive Management Employee and Middle Management with term life insurance and accidental life and dismemberment policies. The amount of coverage will be based on the employee's annual salary, rounded up to the nearest \$1,000.

**SECTION 22. Long Term Disability.** After sixty (60) days on the payroll, the City shall continue to pay for long-term disability coverage based on two-thirds of the monthly salary to a maximum benefit of \$2,000 per month. Participation in this plan is mandatory.

**SECTION 23. Physical Examination.**

- A. All Employees Other Than Executive Management Employees. The City agrees to pay a licensed physician/clinic selected by the City the fee not to exceed \$370

for a physical examination. Frequency of the examination shall be in accordance with the following schedule:

<u>Age</u>	<u>Frequency</u>
To 30	Once every 4 years
31 – 39	Once every 3 years
40 - 49	Once every 2 years
50 and over	Once per year

Before undergoing a physical examination, the employee must make a written request to the City Manager for approval.

- B. Executive Management Employees. The City agrees to pay a licensed physician/clinic selected by the employee the fee not to exceed \$400 for an annual physical examination. Before undergoing a physical examination, the employee must make a written request to the City Manager for approval.

#### **SECTION 24. Retirees Medical Insurance.**

- A. PERS Medical Retirement Contribution. The City shall contribute an amount in accordance with the City's contractual obligation with PERS, if any, to the medical insurance premium cost for each retiring employee and their spouse.

- B. Supplemental Benefits. Unless otherwise provided in the City Manager's discretion in an employee's employment contract with the City dated on or before September 6, 2005, in which case the City Manager may provide Pre-August 1, 1994 benefits to an employee hired after August 1, 1994, the City shall provide additional contributions to eligible employees, depending upon the employee's date of hire, as described in subsections 1 and 2 below. After September 6, 2005, the City Manager shall not have such discretion.

1. Employees Hired Before August 1, 1994. Those employees hired before August 1, 1994, who retire from the City with at least ten (10) years of continuous service and have reached the age of fifty (50) may be eligible for supplemental health care benefits effective on the date of retirement.
2. Employees Hired On Or After August 1, 1994. Those employees hired after August 1, 1994, who retire from the City with at least fifteen (15) years of continuous service and have reached the age of fifty-five (55) may be eligible for supplemental health care benefits effective on the date of retirement.

The City shall contribute a portion of the out-of-pocket premium cost for each such employee and their spouse up to the maximum amount then being contributed, and subject to the same conditions and plans provided, to the active employees pursuant to Section 18 above.

The benefits hereunder shall be available to each employee and their spouse upon a regular service retirement as defined by PERS law. The City's contribution toward employee or spousal coverage shall continue while either the employee or spouse is alive, but shall terminate at age sixty-five (65) when the employee or spouse becomes eligible for Medicare, MediCal or other public supported health insurance. In no event will the City contribute toward the medical insurance any longer than for the number of years equal to the number of years of the employee's service to the City.

Employees retiring under a regular service retirement shall be allowed to participate in the City's dental, optical and life insurance policies at their expense. Failure to reimburse the City within thirty (30) days will result in the termination of this coverage.

- C. Minimum Retiree Medical Contribution. Employees who retire from City services shall, at a minimum, be provided the retiree health stipend required by PERS law. For 2008, the minimum contribution amount is ninety-seven dollars (\$97) per month. Commencing January 1, 2009, the employer contribution shall be adjusted annually by the board to reflect any change in the medical care component of the Consumer Price Index and shall be rounded to the nearest dollar.
- D. For sworn, public safety employees hired before January 1, 1995, the insurance received for 10 years of service with the City, with a regular service retirement, shall be equal to and subject to the same conditions and plans provided to the active bargaining unit employees. City paid employee or spousal coverage shall continue while the employee or spouse is alive, but shall terminate when the employee or spouse becomes eligible for Medicare, MediCal, or other public supported health insurance; or when coverage has been for a period equal to the numbers of years of the employee's service to the City.

For sworn, public safety employees hired on or after January 1, 1995, the following schedule shall apply for those employees retiring with a regular service retirement:

Years of Service with the City of Los Alamitos	% of active Employee Benefit
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or >	100

The City paid employee or spousal coverage shall continue while the employee or spouse is alive, but shall terminate when the employee or spouse becomes eligible for Medicare, MediCal, or other public supported health insurance; or when coverage has been for a period equal to the number of years of the employee's service to the City.

**SECTION 25. Retirement.** Employees qualify for minimum retirement benefits after they attain five (5) years of service and fifty (50) years of age. Retirement benefits will be based on the highest twelve months salary (except for PEPRA employees which is based upon three years) as well as employee age and length of service.

- A. Safety Service Employees. The City will provide the three percent (3%) at 50 PERS Plan for sworn safety service personnel. For PEPRA employees hired after January 1, 2013, the PEPRA retirement law will apply and the City will provide the 2.7% at 57 formula, based upon three highest years' salary.
- B. All Other Employees. Retirement benefits for non-safety service employees will be provided under the 2.7% at 55 Plan of PERS, the Level 4 of the 1959 Survivor Benefits, and the Pre-Retirement Option 2 Death Benefit. Retirement benefits will be based on the highest twelve-months' salary as well as the employee's age and length of service. For employees hired as a PEPRA employee after January 1, 2013, the PEPRA retirement law will apply and the the City will provide the 2% at 62 formula, based upon three highest years' salary.
- C. Employer Share Contribution. The City shall pay the employer share of the CalPERS retirement contribution as actuarially determined by CalPERS for each fiscal year covered by the Resolution at the applicable retirement benefit level (3.0% at 50 for sworn safety service employees and 2.7% at 55 for all other employees). At no time during this agreement will the employee be responsible for any part of the Employer's contribution to the Public Employees Retirement System. For PEPRA employees hired after January 1, 2013, in compliance with PEPRA, the City will pay 50% of the normal cost.
- D. Employee Share Contribution. Each employee will pay the full employee's share in the amount of 8% for miscellaneous employees and 9% for sworn safety employees. For employees hired after January 1, 2013, in compliance with PEPRA, PEPRA employees will pay 50% of the normal cost.

**SECTION 26. Mileage Reimbursement And Car Allowance.**

- A. Executive Management Employees. Executive Management employees shall be given the choice of receiving either (1) a car allowance as provided below, or (2) the use of a City vehicle for business purposes and mileage reimbursement as provided below. Executive Management employees may choose only one of these two options.

If an Executive Management employee chooses a car allowance, the City shall provide a car allowance of \$300.00 per month. All employees provided with a car

allowance hereunder must provide proof of automobile insurance, and are precluded from receiving mileage reimbursement.

If an Executive Management Employee chooses to use City vehicles for business purposes, such employee shall also be entitled to mileage reimbursement when the employee utilizes his or her own vehicle for City business. Upon the submittal of a reimbursement form with their Department Director approval, the employee shall be reimbursed at the rate allowed by the Internal Revenue Service.

- B. Police Chief and Police Captains. The Police Chief and Police Captains shall be provided with a City vehicle for personal and business use within the State of California. The City shall provide insurance and maintenance of the vehicle.
- C. Return of City Vehicles. Any employee receiving the use of a City vehicle shall return the vehicle upon separation from employment or if the employee is absent from active duty service for more than thirty (30) days.

**SECTION 27. Education Reimbursement.** All Middle Management and Confidential employees are eligible for reimbursement by the City for tuition in connection with educational endeavors. Tuition reimbursement shall not exceed the per unit cost charged by the California State University System. The per unit cost shall be based on three (3) units if one (1) class is taken during a quarter or semester, or based on six (6) units if more than one (1) class is taken during a quarter or semester. Only those courses, which have a bearing on the employee's position with the City, will be considered by the City Manager for reimbursement.

In order to be reimbursed, an employee must submit a request for reimbursement to his or her Department Director for recommendation to the City Manager. The request must be in writing and include the name of the school, the course title, the cost of enrollment, and the reasons why the course is beneficial to the employee and City. The request will then be forwarded to the City Manager for final approval or disapproval.

The employee will pay for all costs for the approved course. In order to be reimbursed, an employee must submit proof of successful completion of the course. In graded courses, a letter grade of C or better is required; in a pass/fail course, a pass is required; and in a credit/no credit course, a credit is required.

An employee must also submit receipts for tuition expense. This will then be processed through the Administrative Services Department.

Employees who utilize the City's Tuition/Education/Textbooks Reimbursement program understand if they leave the City within 5 years of a reimbursement, they will be required to repay the tuition costs based on the following schedule: 100% within the first year of receiving that reimbursement;; 80% within the second year; 60% within the third year; 40% within the fourth year; 20% within the fifth year. This schedule shall apply to those reimbursements received after adoption of this Resoulution by Council, July 21, 2014. If an employee separates from employment due to injury (industrial or non-industrial) or retirement, he/she will be exempt from repayment.



## **SECTION 28. Not Used**

**SECTION 29. Attendance.** Employees shall be in attendance at their work station in accordance with the rules regarding hours of work, holidays, and leaves stated in this Resolution, the employee's employment contract, the employee's job description or as otherwise directed by the City. All departments shall keep daily attendance records of employees, which shall be reported to the Administrative Services Director in the form and on the dates specified.

Failure on the part of an employee, who is absent without authorization or permission, to return to duty within twenty-four (24) hours after a due notice to return to duty has been issued through a registered letter, shall constitute resignation from City employment by the employee.

## **SECTION 30. Construction.**

- A. Nothing in this Resolution shall be construed to deny any person or employee the rights granted by Federal and State laws and the City Charter provisions.
- B. The rights, powers and authority of the City Council in all matters, including the right to maintain any legal action, shall not be modified or restricted by this Resolution.
- C. To the extent that this Resolution conflicts in any way with the Personnel Rules of the City of Los Alamitos, the provisions of this Resolution shall take precedence and shall control.

**SECTION 31. Professional Organizations.** Participation in professional organizations, appointive boards and committees, and voluntary programs by employees is encouraged, provided that this participation is consistent with the responsibilities of the employee and the goals and priorities set by the City Council and/or City Manager. Employees shall inform their appropriate supervisor and obtain authorization to participate, if necessary, prior to commencement of any such activities. In accordance with City Policy, the City will provide membership fees to such organizations, reimburse expenses necessary to retain professional licenses, reimburse reasonable conference fees, and travel and subsistence expenses incurred in an employee's professional and official travel, meetings, and conferences; provided, however, that such reimbursements and expenses shall be within the scope of the City's annual budget and within the City's discretion. The City Manager shall have the discretion to determine authorized organizations and reimbursable expenses for employees, provided such determinations are consistent with these provisions and applicable City policy.

## **SECTION 32. Not Used**

**SECTION 33. Severability.** If any provision of this Resolution, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

**SECTION 34. Notices.** Any notices to be given under this Resolution shall be in writing and may be transmitted by personal delivery or mail, registered or certified, postage prepaid. Mailed notices shall be addressed to the City of Los Alamitos at 3191 Katella Avenue, Los Alamitos, California, 90720; and shall be addressed to employees at the address the employee provides to the Personnel Officer.

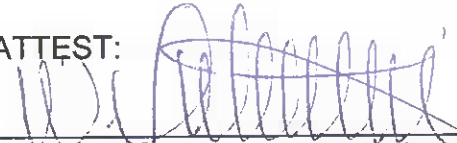
Notices delivered personally shall be deemed communicated as of the date of actual receipt. Mailed notices shall be deemed communicated as of the date the notice is postmarked.

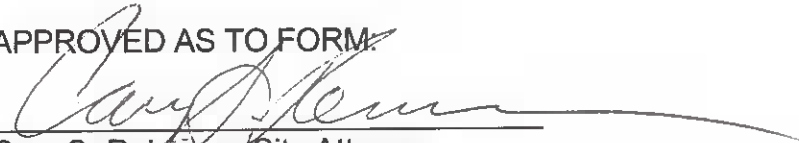
**SECTION 35. Repeal.** Resolution Nos. 2014-22, 2015-04, 2015-13, and 2016-20 are hereby repealed in their entirety.

**SECTION 36. Certification.** The City Clerk shall certify as to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of June, 2017.

  
\_\_\_\_\_  
Shelley Hasselbrink, Mayor


ATTEST:   
\_\_\_\_\_  
Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Cary S. Reisman, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LOS ALAMITOS )

I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a Special meeting of the City Council held on the 19<sup>th</sup> day of June, 2017 by the following vote, to wit:

AYES: COUNCILMEMBERS: Wilson, Murphy, Edgar, Hasselbrink, Kusumoto  
NOES: COUNCILMEMBERS: None  
ABSENT: COUNCILMEMBERS: None  
ABSTAIN: COUNCILMEMBERS: None

  
\_\_\_\_\_  
Windmera Quintanar, CMC, City Clerk

**CITY OF LOS ALAMITOS NON-REPRESENTED EMPLOYEES**

**SALARY SCHEDULE**

**Tier 1**

Effective July 1, 2017

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
320	Deputy City Clerk	332	C - E	HOURLY	31.44	33.01	34.66	36.39	38.21
				BI-WEEKLY	2,515	2,641	2,773	2,911	3,057
				MONTHLY	5,450	5,722	6,008	6,308	6,623
				ANNUAL	65,395	68,661	72,093	75,691	79,477
330	Assistant to the City Manager	333	C - E	HOURLY	38.81	40.75	42.79	44.93	47.18
				BI-WEEKLY	3,105	3,260	3,423	3,594	3,774
				MONTHLY	6,727	7,063	7,417	7,788	8,178
				ANNUAL	80,725	84,760	89,003	93,454	98,134
350	Community Services Manager	350	MM - E	HOURLY	38.97	40.92	42.97	45.12	47.38
360	Public Services Superintendent	350	MM - E	BI-WEEKLY	3,118	3,274	3,438	3,610	3,790
				MONTHLY	6,755	7,093	7,448	7,821	8,213
				ANNUAL	81,058	85,114	89,378	93,850	98,550
380	Support Services Manager	369	MM - E	HOURLY	47.19	49.55	52.03	54.63	57.36
				BI-WEEKLY	3,775	3,964	4,162	4,370	4,589
				MONTHLY	8,180	8,589	9,019	9,469	9,942
				ANNUAL	98,155	103,064	108,222	113,630	119,309
390	Police Captain	395	MM - E	HOURLY	58.98	61.93	65.03	68.28	71.69
				BI-WEEKLY	4,718	4,954	5,202	5,462	5,735
				MONTHLY	10,223	10,735	11,272	11,835	12,426
				ANNUAL	122,678	128,814	135,262	142,022	149,115

**Employment Category**

A = At Will  
 C = Confidential  
 MM = Mid-Management

**Fair Labor Standards Act Classification**

NE = Non Exempt from Overtime  
 E = Exempt from overtime

Exhibits A1 and A2 represent the salary ranges for non-represented employees appointed before December 16, 2013.

Exhibits B1 and B2 represent the salary ranges for non-represented employees appointed after December 16, 2013.

**CITY OF LOS ALAMITOS NON-REPRESENTED EMPLOYEES  
SALARY SCHEDULE  
Tier 2  
Effective July 1, 2017**

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY/FLSA	STEP A	STEP B	STEP C	STEP D	STEP E	
310	Benefits Coordinator/Executive Asst	322	C - E	HOURLY	29.17	30.63	32.16	33.77	35.46
				BI-WEEKLY	2,334	2,450	2,573	2,702	2,837
				MONTHLY	5,056	5,309	5,574	5,853	6,146
				ANNUAL	60,674	63,710	66,893	70,242	73,757
320	Deputy City Clerk	332	C - E	HOURLY	29.14	30.60	32.13	33.74	35.43
				BI-WEEKLY	2,331	2,448	2,570	2,699	2,834
				MONTHLY	5,051	5,304	5,569	5,848	6,141
				ANNUAL	60,611	63,648	66,830	70,179	73,694
330	Assistant to the City Manager	333	C - E	HOURLY	35.97	37.77	39.66	41.64	43.72
				BI-WEEKLY	2,878	3,022	3,173	3,331	3,498
				MONTHLY	6,235	6,547	6,874	7,218	7,578
				ANNUAL	74,818	78,562	82,493	86,611	90,938
350	Community Services Manager	350	MM - E	HOURLY	36.11	37.92	39.82	41.81	43.90
360	Public Services Superintendent	350	MM - E	BI-WEEKLY	2,889	3,034	3,186	3,345	3,512
				MONTHLY	6,259	6,573	6,902	7,247	7,609
				ANNUAL	75,109	78,874	82,826	86,965	91,312
380	Support Services Manager	369	MM - E	HOURLY	43.72	45.91	48.21	50.62	53.15
				BI-WEEKLY	3,498	3,673	3,857	4,050	4,252
				MONTHLY	7,578	7,958	8,356	8,774	9,213
				ANNUAL	90,938	95,493	100,277	105,290	110,552
390	Police Captain	395	MM - E	HOURLY	54.16	56.87	59.71	62.70	65.84
				BI-WEEKLY	4,333	4,550	4,777	5,016	5,267
				MONTHLY	9,388	9,857	10,350	10,868	11,412
				ANNUAL	112,653	118,290	124,197	130,416	136,947

**Employment Category**  
A = At Will  
C = Confidential  
MM = Mid-Management

**Fair Labor Standards Act Classification**  
NE = Non Exempt from Overtime  
E = Exempt from overtime

Exhibits A1 and A2 represent the salary ranges for non-represented employees appointed before December 16, 2013.

Exhibits B1 and B2 represent the salary ranges for non-represented employees appointed after December 16, 2013.

**CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT  
SALARY SCHEDULE  
Tier 1  
Effective July 1, 2017**

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY/FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
370	City Clerk	357	A - E	HOURLY	39.71	41.70	43.79	45.98	48.28
				BI-WEEKLY	3,177	3,336	3,503	3,678	3,862
				MONTHLY	6,883	7,228	7,590	7,970	8,369
				ANNUAL	82,597	86,736	91,083	95,638	100,422
400	Administrative Services Director	E1	A - E	HOURLY	53.76	59.13	64.51	69.15	75.25
430	Recreation & Community Svcs Director	E1	A - E	BI-WEEKLY	4,301	4,730	5,161	5,532	6,020
				MONTHLY	9,318	10,249	11,182	11,986	13,043
				ANNUAL	111,821	122,990	134,181	143,832	156,520
410	Development Services Director	410	A - E	HOURLY	56.45	62.08	67.74	72.61	79.00
				BI-WEEKLY	4,516	4,966	5,419	5,809	6,320
				MONTHLY	9,785	10,761	11,742	12,586	13,693
				ANNUAL	117,416	129,126	140,899	151,029	164,320
440	Police Chief	E2	A - E	HOURLY	62.54	68.78	75.04	81.29	87.55
				BI-WEEKLY	5,003	5,502	6,003	6,503	7,004
				MONTHLY	10,840	11,922	13,007	14,090	15,175
				ANNUAL	130,083	143,062	156,083	169,083	182,104
450	Assistant City Manager	E3	A - E	HOURLY	66.44	73.09	79.74	86.39	93.01
				BI-WEEKLY	5,315	5,847	6,379	6,911	7,441
				MONTHLY	11,516	12,669	13,822	14,974	16,122
				ANNUAL	138,195	152,027	165,859	179,691	193,461
500	City Manager	E4	A - E	HOURLY	68.84	75.74	82.62	89.50	96.34
				BI-WEEKLY	5,507	6,059	6,610	7,160	7,707
				MONTHLY	11,932	13,128	14,321	15,513	16,699
				ANNUAL	143,187	157,539	171,850	186,160	200,387

**Employment Category**

A = At Will

**Fair Labor Standards Act Classification**

E = Exempt from overtime

Exhibits A1 and A2 represent the salary ranges for non-represented employees appointed before December 16, 2013.

Exhibits B1 and B2 represent the salary ranges for non-represented employees appointed after December 16, 2013.

## CITY OF LOS ALAMITOS EXECUTIVE MANAGEMENT

## SALARY SCHEDULE

## Tier 2

Effective July 1, 2017

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY/FLSA	STEP A	STEP B	STEP C	STEP D	STEP E	
370	City Clerk	357	A - E	HOURLY	36.79	38.64	40.56	42.59	44.72
				BI-WEEKLY	2,943	3,091	3,245	3,407	3,578
				MONTHLY	6,377	6,698	7,030	7,382	7,751
				ANNUAL	76,523	80,371	84,365	88,587	93,018
400	Administrative Services Director	E1	A - E	HOURLY	49.81	54.79	59.77	64.08	69.72
430	Recreation & Community Svcs Director	E1	A - E	BI-WEEKLY	3,985	4,383	4,782	5,126	5,578
				MONTHLY	8,634	9,497	10,360	11,107	12,085
				ANNUAL	103,605	113,963	124,322	133,286	145,018
410	Development Services Director	410	A - E	HOURLY	52.30	57.53	62.75	67.29	73.21
				BI-WEEKLY	4,184	4,602	5,020	5,383	5,857
				MONTHLY	9,065	9,972	10,877	11,664	12,690
				ANNUAL	108,784	119,662	130,520	139,963	152,277
440	Police Chief	E2	A - E	HOURLY	57.42	63.16	68.90	74.64	80.39
				BI-WEEKLY	4,594	5,053	5,512	5,971	6,431
				MONTHLY	9,953	10,948	11,943	12,938	13,934
				ANNUAL	119,434	131,373	143,312	155,251	167,211
450	Assistant City Manager	E3	A - E	HOURLY	61.56	67.72	73.89	80.04	86.20
				BI-WEEKLY	4,925	5,418	5,911	6,403	6,896
				MONTHLY	10,670	11,738	12,808	13,874	14,941
				ANNUAL	128,045	140,858	153,691	166,483	179,296
500	City Manager	E4	A - E	HOURLY	63.79	70.17	76.56	82.92	89.31
				BI-WEEKLY	5,103	5,614	6,125	6,634	7,145
				MONTHLY	11,057	12,163	13,270	14,373	15,480
				ANNUAL	132,683	145,954	159,245	172,474	185,765

Employment Category

A = At Will

Fair Labor Standards Act Classification

E = Exempt from overtime

Exhibits A1 and A2 represent the salary ranges for non-represented employees appointed before December 16, 2013.Exhibits B1 and B2 represent the salary ranges for non-represented employees appointed after December 16, 2013.