

CITY OF CERRITOS

RESOLUTION NO. 2016-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CERRITOS PROVIDING FOR CERTAIN ADJUSTMENTS IN THE EMPLOYMENT SYSTEM AND THE PERSONNEL POLICIES, FOR FULL-TIME EXEMPT EMPLOYEES, FULL-TIME CONFIDENTIAL EMPLOYEES, PART-TIME CONFIDENTIAL EMPLOYEES AND REPEALING RESOLUTION NO. 2014-39 AND AMENDING RESOLUTION NO. 2014-38 AS IT RELATES TO PART-TIME CONFIDENTIAL EMPLOYEES.

WHEREAS, the City Council has authorized and directed for the adoption of the appropriate resolution providing for the changes concerning salaries, fringe benefits, and other terms and conditions of employment; and

WHEREAS, after careful consideration, the City has identified certain changes to the wages, benefits and working conditions of employment for non-represented full-time and part-time employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CERRITOS DOES HEREBY FIND, RESOLVE, AND DECLARE AS FOLLOWS:

SECTION 1. Repeal and Amendment of Previous Resolutions. Resolution No. 2014-39 is hereby repealed by this Resolution and all related amendments. Resolution No. 2014-38 is hereby amended by this Resolution.

SECTION 2. Classification/Compensation Plan. All non-represented confidential part-time temporary employees are covered by sections 3 and 4 of this plan. Full-time exempt employees, and full-time confidential employees (defined in section 5) are covered by sections 5 through 31 of this plan.

SECTION 3. Part-Time Confidential Temporary Classifications. The following position classifications are hereby established as confidential part-time temporary classifications at the indicated salary grade effective July 1, 2016.

PART-TIME CONFIDENTIAL EMPLOYEES CLASSIFICATION TABLE

CLASSIFICATION	GRADE	SALARY
Clerical Aide, Confidential	13	15.18/18.92
	13B	14.12/17.59
	13C	13.07/16.54
	13D	12.15/15.38
Human Resources Assistant, Confidential Secretary/Receptionist, Confidential	28	22.64/27.71
	28B	21.05/25.76
	28C	20.00/24.71
	28D	18.60/22.98

PART-TIME CONFIDENTIAL EMPLOYEES CLASSIFICATION TABLE (Continued)

CLASSIFICATION	GRADE	SALARY
Division Secretary, Confidential Human Resources Benefits Coordinator, Confidential	32	24.87/30.55
	32B	23.13/28.41
	32C	22.08/27.36
	32D	20.54/25.44

SECTION 4. Part-Time Confidential Temporary Salary and Benefit Administration Policies. The following salary tables, policies and employment/benefit practices shall govern the employment/benefit administration for part-time confidential temporary classifications.

- a. Salary Schedules. The City shall grant a 3% salary increase effective July 1, 2016. The salary schedule for part-time confidential employees is presented in Exhibit 1.

Effective July 1, 2017, the City shall grant a 0% salary increase.

The salary system will meet minimum wage requirements.

In compliance with AB 1522, eligible part-time employees shall accrue sick leave and shall be granted sick leave with pay in accordance with the legislation.

Effective with the Memorandum of Understanding of 2006-2008, the City implemented a two-tier salary plan. This new salary system will provide a reduction in salaries of 7% for new part-time employees. This new compensation/classification plan, noted as "B", will be in effect for all part-time employees hired after this amendment.

Effective with this Resolution of 2011, the City implemented a third tier salary plan. This new salary system will provide a reduction in salaries of \$1.00 per hour for new part-time employees. This new compensation/classification plan, noted as "C", will be in effect for all part-time employees hired after this amendment.

Employees hired after the City Council's approval of this MOU will be subject to a fourth tier salary table. The fourth tier salary table created for all new employees hired after the approval of this MOU is calculated as follows: all wages/steps are reduced by 7% below tier three salary table for part-time employees. This is for the purpose of paying the employee's contribution to the Public Employee's Retirement System.

Union Sponsored Short Term Disability: Not Applicable. Applies to represented employees only.

Dues Deductions: No Applicable. Applies to represented employees only.

The City reserves the right to implement a time clock system which accurately reports attendance of employees and their work time for employees that do not presently use time clocks.

In the event there is difficulty in recruiting and/or retaining qualified personnel, the City Manager, at his sole discretion, may elect to utilize the higher salary tier for part-time employees hired after the adoption of this Resolution.

- b. The first step is the minimum rate and is normally the hiring rate for the class. An employee may be assigned, upon appointment, to other than the normal entering salary step upon the recommendation of the Department Head and Personnel Manager and with approval of the City Manager when it is decided that such action is in the best interest of the City.
- c. The remaining steps are adjustments which may be given based on the performance evaluation to recognize seniority and increased skill on the job. Employees are normally eligible for a merit adjustment after the completion of nine months of service. Each adjustment shall be made at the recommendation of the Department Head and Personnel Manager and if approved by the City Manager.
- d. Public Employees Retirement System. Eligibility requirements, benefit provisions, and effective dates are in accordance with PERS rules and regulations and subject to PERS contract amendments made by the City. The PERS contract currently provides:
 - a. 2.5% at age 55 benefit formula for employees subject to the Resolution No. 2004-28.
 - b. 3% at age 60 benefit formula for employees subject to the Resolution No. 2002-24.

Effective with this Resolution of 2011, the City shall amend the PERS contract to change the benefit formula to 2% at age 60. This benefit formula replaces the 2.5% at age 55 benefit formula for employees hired after the PERS contract amendment date. The eligibility requirements, benefit provisions and effective date will be in accordance with PERS rules and regulations.

These benefits exclude employees retired or separated from the City prior to the amendment's effective date, as determined by PERS.

In compliance with the California Public Employees Pension Reform Act of 2013 (PEPRA), the City will provide "New Members", hired by the City on or after January 1, 2013 and that meet the CalPERS "New Member" definition, the CalPERS 2% at age 62 benefit formula. All "New Members" will be subject to the terms and conditions of PEPRA and will not be eligible for the 3% at age 60 or the 2.5% at age 55 or the 2% at age 60 benefit formulas.

One percent (1%) of the employee's base salary shall be applied by the City to the employee's contribution to the Public Employee's Retirement System. The employee's base salary has been increased by 7% in the said salary tables so that the City may apply it towards the employee's retirement plan, as applicable.

Effective with the California Public Employees Pension Reform Act of 2013 (PEPRA), "New Members" hired after January 1, 2013 as defined by CalPERS shall pay 50% of the pension contribution rate. This contribution rate is calculated by CalPERS and is subject to change.

PEPRA limits the availability of some or all benefit options for those defined by CalPERS as "New Members".

Members who elect will also be allowed to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment (Section 20930.3 of the PERS Optional Benefit Provisions).

Eligible part-time members of PERS will be provided with Fourth Level 1959 Survivor Benefit, PERS Survivor Continuance, and Optional Settlement 2 Death Benefit.

- e. Employees designated as part-time shall not be eligible for any benefits, beyond hourly wages, provided to full-time employees in this Resolution or any other rule, regulation, resolution or City practice.
- f. Active and retired part-time employees enrolled in PERS retirement are eligible to enroll in the PERS health insurance program for the hourly PERS bargaining unit. The City shall contribute \$320 per month to be used towards the PERS health insurance premium. The active part-time employee must work a minimum of 80 hours per month. If the part-time employee falls below 80 hours for more than one month then the part-time employee will be considered on inactive status and responsible for the full cost of their health insurance, but, if the active part-time employee works 1,000 hours in a calendar year they will be reimbursed.

Effective with this Resolution of 2011, the City shall amend the PERS contract, when permitted by PERS, to require retiree health benefits be based on the member's completed years of credited years of service at retirement. The percentage of employer contribution payable for postretirement health benefits for employees hired after the PERS contract amendment date shall be based on the employee's years of credited PERS service at retirement as follows:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

The eligibility requirements, benefit provisions and effective date will be in accordance with PERS rules and regulations.

- g. Not Applicable. Applies to represented employees only.
- h. Not Applicable. Applies to represented employees only.
- i. Not Applicable. Applies to represented employees only.
- j. Not Applicable. Applies to represented employees only.
- k. Employees required to work on Martin Luther King, Jr. Day and/or Thanksgiving Day and/or Christmas Day shall receive compensation at one and one-half times the number of hours actually worked.
- l. The City agrees to pay \$2.00 per hour above base pay to all employees working between the hours of 12:00 a.m. and 4:00 a.m. This only applies to the hours actually worked between 12:00 a.m. and 4:00 a.m.
- m. Assignment Pay: Not Applicable. Applies to represented employees only.

- n. In the event there is difficulty in recruiting and/or retaining qualified personnel, at the sole discretion of the City Manager, a Department Director, for these specified reasons, may increase the hours of a non-PERS part-time employee so that they may become a member of PERS. The exercise of this option is not grievable.
- o. As provided for in Section 3507.5 of the Meyers-Milias-Brown Act, the City has designated the following positions as confidential: non-exempt positions assigned to the City Manager's Office, Assistant City Manager's Office, Administrative Services Director's Office, the Human Resources Division and City Clerk's Office.
- p. No employee shall be promoted, demoted, discharged, in any way favored or discriminated against because of political opinions or affiliations, race, color, ancestry, national origin, religious creed, age, sex or because of exercise of his/her rights under the Meyers-Milias-Brown Act.

SECTION 5. Full-Time Permanent Classifications. The following exempt and confidential position classifications are hereby established as full-time, permanent classifications at the indicated salary grade effective July 1, 2016.

FULL-TIME CONFIDENTIAL NON-EXEMPT EMPLOYEES CLASSIFICATION TABLE

CLASSIFICATION	GRADE	SALARY	
Secretary/Receptionist, Confidential	28	21.43/26.30	3714/4558
Secretary to the City Clerk, Confidential	30	22.43/27.51	3887/4769
Division Secretary, Confidential	32	23.51/28.81	4075/4992
Accounting Technician, Confidential Department Secretary, Confidential Human Resources Technician, Confidential	35	25.10/30.93	4350/5360
Deputy City Clerk/Records Coordinator, Confidential	37	26.30/32.38	4558/5611
Administrative Secretary, Confidential	38	26.94/33.14	4670/5743

FULL-TIME EXEMPT EMPLOYEES CLASSIFICATION TABLE

CLASSIFICATION	GRADE	SALARY	
Human Resources Analyst	39	27.34/34.13	4738/5916
Code Enforcement Officer Information Technician I Video Production Specialist	40	27.99/35.09	4850/6082
Custodial Services Supervisor Library Supervisor	41	28.74/35.91	4980/6224
Associate Planner GIS Analyst Information Technician II Librarian I	42	29.50/36.80	5113/6379
Administrative Assistant Assistant City Clerk Communications Specialist Public Works Inspector Senior Code Enforcement Officer Senior Services Supervisor Water Constr./ Cross-Conn. Control Inspector	43	30.23/37.73	5239/6538
Building Maintenance Engineer Maintenance Supervisor Parks Supervisor Trees Supervisor	45	31.70/39.67	5495/6874

FULL-TIME EXEMPT EMPLOYEES CLASSIFICATION TABLE (Continued)

CLASSIFICATION	GRADE	SALARY	
Management Analyst	46	32.50/40.58	5632/7034
Accountant Event Sales Manager Marketing Supervisor Water Supervisor	47	33.34/41.64	5777/7218
Community Services Supervisor IT Analyst Personnel Administrator Senior Planner	48	34.13/42.70	5916/7402
Assistant Civil Engineer GIS Administrator Librarian II Recreation Services Supervisor Senior Accountant Utility Analyst	49	35.09/43.75	6082/7584
IT Supervisor	51	36.80/45.96	6379/7965
Accounting Supervisor Associate Civil Engineer Community Participation Manager Manager Network Administrator Theater Administrator	53	38.68/48.31	6703/8373
Advanced Planning Manager Current Planning Manager Environmental Services Manager Manager Public Information Manager Support Services Manager	55	40.58/50.76	7034/8797
Budget Manager Maintenance Superintendent Manager Parks Superintendent	58	43.75/54.62	7584/9467
Assistant City Engineer Performance Manager Technical Administrator	60	45.96/57.37	7965/9945
Manager Recreation Services Superintendent Theater Administrator Water Superintendent	61	47.14/58.84	8171/10199
City Librarian and Marketing Manager Deputy City Manager Finance Manager Information Technology Manager Personnel/Risk Manager	64	50.76/63.39	8797/10986
Assistant City Manager	68	56.03/69.94	9711/12122
Community Development Director Director Director of Community & Cultural Services Director of Public Works/City Engineer Theater Executive Director	72	61.82/77.22	10714/13384
Senior Assistant City Manager	77	69.93/87.32	12120/15136

SECTION 6. Full-Time Salary Administration Policies. The following salary policies shall govern the administration of the salary schedule hereinafter set forth in Section 4 for all full-time classifications:

- a. The first step is the minimum rate and is normally the hiring rate for the class. An employee may be assigned, upon appointment, to other than the normal entering salary step upon the recommendation of the Department Head and the

Personnel Manager, and with approval of the City Manager when it is decided that such action is in the best interest of the City.

- b. The next step is an adjustment which may be given at the end of the employee's probationary period. Employees are normally eligible for this adjustment after the completion of a minimum of six months of service at the first or starting step. The adjustment shall be made only if recommended by the Department Head and the Personnel Manager, and, if approved by the City Manager. Such approval by the City Manager signifies that the employee is considered a permanent City employee.
- c. The remaining steps are incentive adjustments based on performance evaluation to encourage an employee to improve his/her work and to recognize seniority and increased skill on the job. Employees are normally eligible for these adjustments any time after the completion of six months of service at the preceding step. This period may be modified in conjunction with the performance appraisal recommendations and if approved by the Department Head, the Personnel Manager and the City Manager.
- d. All rates shown are in full payment for services rendered and cover full payment for the number of hours now being regularly worked in each class.
- e. The comprehensive wage and salary plan, as outlined herein, is based on a 40-hour workweek for all full-time employees.
- f. As provided for in Section 3507.5 of the Meyers-Milias-Brown Act, the City has designated the following positions as confidential: non-exempt positions assigned to the City Manager's Office, Assistant City Manager's Office, Administrative Services Director's Office, the Human Resources Division, and City Clerk's office.

SECTION 7. General Salary Schedule. The general salary schedule shall consist of ten steps within each grade and be applicable to positions and classifications in the City.

The salary schedules for full-time classifications covered by this resolution for the 2016/2017 fiscal year are presented in Exhibits 2 and 3 and reflect a 3% salary increase, effective July 1, 2016. Effective July 1, 2017, the City shall grant a 0% salary increase.

SECTION 8. Retirement System.

- a. **Public Employees' Retirement System (PERS).** Employees covered by this agreement participate in the Public Employees' Retirement – the PERS program. Employees eligibility for benefit options and formulas are in accordance with the PERS contract with the City of Cerritos, PERS rules and regulations and the effective dates (as determined by PERS) of each amendment.

Retirement Formula

Effective December 1, 2002, the City amended its contract with PERS to provide the PERS 3% at age 60 benefit formula.

Effective with the Memorandum of Understanding of 2004-2006, the City amended its contract with PERS to provide the PERS 2.5% at age 55 benefit

formula to employees hired by the City after the PERS contract is amended. Employees hired after this amendment will not be eligible for the 3% at age 60 benefit formula.

Effective with the PERS amendment, the City will provide the PERS 2% at age 60 benefit formula to employees hired by the City after the PERS contract is amended. Employees hired after this amendment will not be eligible for the 3% at age 60 or the 2.5% at age 55 benefit formulas.

In compliance with the California Public Employees Pension Reform Act of 2013 (PEPRA), the City will provide "New Members", hired by the City on or after January 1, 2013 and that meet the CalPERS "New Member" definition, the CalPERS 2% at age 62 benefit formula. All "New Members" will be subject to the terms and conditions of PEPRA and will not be eligible for the 3% at age 60 or the 2.5% at age 55 or the 2% at age 60 benefit formulas.

Member Contributions

The CalPERS required percentage of the employee's base salary shall be applied by the City to the employee's contribution to the Public Employees' Retirement System and included in the Employer Paid Member Contributions in the manner permitted by PERS, including reporting the contribution as compensation earnable. The following exception applies: Employees hired after July 1, 2011 will be required to pay seven percent (7%) of their base salary to be applied by the City to the employee's contribution to the Public Employees' Retirement System.

Effective with the California Public Employees Pension Reform Act of 2013 (PEPRA), "New Members" hired after January 1, 2013 as defined by CalPERS shall pay 50% of the pension contribution rate. This contribution rate is calculated by CalPERS and is subject to change.

Optional Benefits

The following PERS options are also included in the City's contract with PERS. Benefit details, eligibility and effective dates are specified by PERS. PEPRA limits the availability of some or all of these options for those defined by CalPERS as "New Members".

Section 20042	1.	Final Compensation – Single Highest Year
Section 21024	2.	Military Service Credit – Buy-Back (1976)
Section 21427	3.	Disability Retirement Allowance – Maximum 50%
Section 21620	4.	Retired Death Benefit \$500
Section 21329	5.	COLA 2%
Section 21574	6.	4 th Level 1959 Survivor Benefit
Section 21551	7.	Death Benefit continues if spouse remarries
Section 1624/26/28	8.	Post Retirement Survivor Allowance (PRSA) 50%
Section 21635	9.	PRSA continues if spouse remarries
Section 21548	10.	Optional Settlement 2 Death Benefit

- b. **Public Agency Retirement System (PARS).** Employees hired by the City in a position classified as permanent full-time prior to July 1, 2004 will be eligible for the following benefit (all other employees are excluded):

Effective with the PERS 3% at 60 amendment, non-retired employees and members of PERS who retire with a service retirement through PERS and Cerritos City service concurrently will be provided a coordinated 0.5% supplement to their PERS retirement program for their years of service with Cerritos. The coordinated PERS and PARS benefit is limited to the 3% maximum earned by age 60 in the PERS plan and is subject to the terms and conditions set forth in the PARS plan document for currently employed, full-time, non-exempt employees.

In order to be eligible for this benefit, non-exempt employees must complete five (5) or more years of full-time continuous employment as of the last day of employment with the City. Exempt or confidential employees hired on or after July 1, 2003 must complete fifteen (15) or more years of full-time continuous employment as of the last day of employment with the City.

SECTION 9. Compensation for Overtime for Non-Exempt Employees.

Subject to approval of the City Manager and to the following provisions, a Department Head may prescribe reasonable periods of overtime work to meet the operational needs of the department.

Overtime is defined as work required by an authorized management supervisor in excess of 40 hours in one week.

Except as otherwise provided herein, overtime shall be paid at one and one-half times the hourly equivalent of the employee's monthly salary rate based on the number of overtime hours actually worked.

- a. **Exempt Personnel.** Exempt personnel are all administrative, professional, and managerial personnel salary grade 39 and above. For exempt personnel, compensation for work beyond the normal work week may be granted only at the discretion of the City Manager.
- b. **Court Time.** Employees who are required to appear in court during their off-duty hours in connection with City business shall receive overtime compensation at one and one-half times the number of hours they spend in court.

SECTION 10. Working Hours. The City operates on a 40-hour workweek. Actual working hours will be determined on the basis of operational efficiency and employee preference. Supervisors will establish working schedules subject to approval of Department Directors and the City Manager.

SECTION 11. Pay Periods and Pay Days. All officers and employees of the City of Cerritos shall be paid once every two weeks. Compensation shall be made available by the City to employees and officers of the City on an every-other-Friday basis. In the event that a pay day falls on a holiday, all warrants or checks in payment of compensation shall be made available to the City employees on the first day preceding the holiday.

SECTION 12. Computation of Advancement Dates. Advancement dates shall be computed from the first day of appointment or from the effective date of any subsequent actions.

SECTION 13. Payroll Deductions. The following payroll deductions may be made from the salary of employees where applicable:

- a. **Obligations to the City:** The City, if deemed necessary by the City Manager, may deduct from the employee's pay, amounts equal to obligations incurred through cash advances and damage to City property entrusted in the care of the employee if said damage results from proven negligence on the part of the employee.
- b. **Health and Life Insurance Benefits:** The City will make deductions of those amounts authorized by the employee equal to the employee's share of the health and life insurance benefits as identified in Section 23.
 1. **Suspensions.** The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with day two that the employee is suspended without pay. Partial days will count as full days for health insurance deduction purposes. The employee will not lose holiday pay. There will be no loss of vacation leave and sick leave accruals for suspensions less than two weeks.
 2. **Family and Medical Leave.** The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with the first day of week thirteen of the leave. Partial days will count as full days for health insurance deduction purposes. The employee will not accrue vacation leave or sick leave for the full pay period beginning with the first day of their leave of absence without pay.
 3. **Personal Leave.** The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with the first day of their leave of absence without pay. Partial days will count as full days for health insurance deduction purposes. This includes vacation leave without pay and any time without pay in which the employee reports late to work. The employee will not accrue vacation leave or sick leave for the full pay period in which the absence occurs.

- c. **Income Tax:** The City shall make deductions from the employee's salary in the amount required by Federal and State law for income tax purposes and to make payment thereof as required.
- d. **Public Employees' Retirement System:** The City shall deduct from the employee's salary the amount required to contribute to the Public Employee's Retirement System.
- e. **Credit Union Deductions:** The City shall deduct from the employees' salary authorized deductions to the Credit Union and pay such amounts to the Credit Union.
- f. **Charitable Deductions:** The City shall deduct charitable contributions periodically when authorized by employees and the City Manager.

SECTION 14. Physical Examination. All applicants considered for positions with the City of Cerritos may be required to undergo a physical examination (if, in the discretion of the City Manager, such examination is necessary). In addition, all exempt employees shall be entitled to an allowance for a physical examination by a licensed physician of the employee's choice. All grades 53 and above shall receive a maximum annual allowance of \$500 within a fiscal year. All other exempt employees shall receive a maximum annual allowance of \$300 within a fiscal year. Department Directors and higher are permitted to receive this benefit in cash if they have used the allowance for a reimbursable exam within the last two years.

SECTION 15. Investigation. All applicants upon employment may be photographed and fingerprinted and shall successfully undergo any further investigation deemed necessary by the City Manager as a requisite for employment.

SECTION 16. Service Awards. City employees become eligible for service awards recognizing their contributions to the City according to the following schedule:

Years of Service
1
3
5
10
15
20
25
30
35

In addition, employees retiring with twenty (20) or more full-time years of service with the City of Cerritos will receive a lifetime pass to one of the following: the golf course, the swim center, or the library.

SECTION 17. Expense Allowances. In City travel, expense claims for use of private automobiles must be approved by the Department Director. Such use will be paid at the IRS reimbursement rate. The IRS reimbursement rate will be reviewed and adjusted accordingly July 1 of every year.

- a. **Car Allowance:** A car allowance in lieu of mileage for normal day-to-day operation will be allocated in the amount of \$300 per month for grades 53 through all Division Head classifications, and \$400 per month for all Department Director classifications and above.

Use of personal cars for business trips out of the metropolitan area may be approved by the City Manager when use of commercial transportation is not practical.

- b. **Cellular Phone Allowance:** A cellular phone allowance in lieu of an assigned City cellular phone will be allocated in the amount of \$50 per month for grades 39 and above that have been approved and authorized by the City Manager and Department Director to receive this allowance.
- c. **Uniform Allowance:** The City will provide fifteen uniform pieces a year for grades 39 and above that have been approved and authorized by the City Manager and Department Director to receive this allotment. The City will also provide one cap and one jacket a year to personnel required to wear uniforms on duty that choose to wear a cap and jacket while at work. Only City issued caps and jackets are allowed. The monetary value of uniforms will not exceed \$500 per year per employee.
- Employees grades 39 and above that have been approved and authorized to wear uniforms on duty will receive \$300 toward the purchase of safety shoes, without substituting uniforms.
- d. **Travel Expenses:** When air, rail or public transportation is used, expenses for local transportation such as taxi cab or automobile rental will be allowed when necessary for the conduct of City business.

Expenses will be allowed for adequate lodging. Hotel accommodations should be appropriate for the purpose of the trip.

Expenses for meals will be reimbursed according to the Travel Reimbursement and Ethics Training Policy. Receipts for meals may be required.

SECTION 18. Jury Duty. An employee required to serve as a trial juror shall be compensated for the difference between their normal salary and the compensation for jury duty, less travel pay, during the period of such service.

SECTION 19. Annual Vacation Leave. After twelve months of continuous service, each employee earns and is eligible for a vacation of 12 working days.

Commencing with the second year of employment, each employee begins to accrue 12 working days vacation.

Commencing with the fifth year of employment, accrual will begin at the rate of 17 working days vacation.

Commencing with the eleventh year of employment, an employee begins to accrue 18 working days vacation.

For each year thereafter, vacation accrual will increase by one day per year to a maximum of 22 days accrual commencing with the fifteenth year of employment.

Vacations are expected to be taken within one year of the date earned. However, accumulation of up to twice annual accrued vacation leave may be authorized by the Department Directors. Accumulation of more than twice annual accrued vacation leave requires approval of the City Manager. Earned vacation pay shall be compensated for upon termination at the rate of one-to-one

Department Directors and above, after twelve months of continuous service, are eligible for a vacation of 17 working days. Commencing with the second year of employment, said employees begin to accrue 17 days vacation. Further increases in accrual rates

shall be treated as all other employees.

Employees, grades 23 through 38, with a minimum of five years of service, and who have used at least one week of vacation during the preceding fiscal year, are eligible to sell a maximum of one week vacation leave back to the City at the rate of one-to-one – AND/OR – may contribute up to the yearly maximum allowed by the Internal Revenue Service (IRS) into his/her 457(b) account. This buyback and/or deferred compensation contribution is available during July and must be at the written request of the employee.

Employees, grades 39 and higher, with a minimum of five years of service, and who have used at least two weeks of vacation during the preceding 12-month period, are eligible to sell any amount of their vacation leave back to the City at the rate of one-to-one. This buyback is available two times per year and must be at the written request of the employee. Employees who utilize this benefit will not be eligible for leave without pay.

SECTION 20. Administrative and Executive Leave. All exempt employees, grades 39 through 68, excluding Division Head classifications, will receive two days administrative leave. Division Heads will receive three days administrative leave. Department Directors and above shall accrue five days executive leave each year. Department Directors are eligible to sell any amount of their executive leave back to the City at the rate of one-to-one. This buyback is available at any time of year and must be at the written request of the employee.

SECTION 21. Sick Leave. The granting of sick leave shall be determined by the following rules:

1.
 - a. Sick leave with pay for all non-exempt, confidential employees shall accrue at the rate of one working day for each full calendar month of the employee's service and any such leave may accrue without limit. At termination, the City will compensate the employee leaving City service for one-half of all accrued sick leave earned.
 - b. Current employees, hired prior to August 24, 2006, as a full-time, exempt employee, grades 39 through 68, excluding Division Head and Department Director classifications, will receive a one-time, lump sum, 12 days of sick leave.
 - c. Effective July 1, 2006 all exempt employees, grades 39 through 68, excluding Division Head and Department Director classifications, shall accrue sick leave with pay at the rate of one working day for each full calendar month of the employee's service and any such leave may accrue without limit. At termination, the City will compensate the employee leaving City service for one-half of all accrued sick leave earned.
 - d. Upon separation after July 1, 2015 the City will compensate all exempt employees, grades 39 through 68, excluding Department Directors, one-half of all accrued sick leave earned. Employees that promote to a Department Director classification will be compensated for one-half of all eligible accrued sick leave earned prior to the promotion. The leave payment would be calculated according to the employee's rate of pay prior to the effective date of the promotion. Sick leave used as a Department Director will be deducted from the leave payment.
 - e. Division Head and Department Director classifications are granted sick leave with pay, up to a maximum of 90 calendar days per incident with no accumulation. Leave beyond 90 calendar days may be granted only at the discretion of the City Manager.

- f. Effective October 9, 2014 all exempt employees, grades 39 through 68, hired by the City after October 9, 2014, excluding Department Director classifications, shall accrue sick leave with pay at the rate of one working day for each full calendar month of the employee's service and any such leave may accrue without limit. At termination, the City will compensate the employee leaving City service for one-half of all accrued sick leave earned.
2. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
 - a. Personal illness or physical incapacity.
 - b. Enforced quarantine of the employee in accordance with community health regulations.
 - c. If an employee is required to be absent over three days due to death in the family, additional days may be charged against earned or accrued sick leave.
 - d. Doctor and dental appointments.
 - e. Kin Care Leave. Up to a maximum of six days per calendar year to attend to an illness of a child, parent, spouse, or registered domestic partner.
 - f. Pregnancy Maternity Leave. Non-exempt, confidential employees shall be able to apply sick leave to pregnancy maternity leave in the amount of their accrued sick leave to date.

All exempt employees, grades 39 through 68, excluding Division Head and Department Director classifications, shall be able to apply sick leave to pregnancy maternity leave in the amount of their accrued sick leave to date.

Division Head and Department Director classifications shall be able to apply sick leave to maternity/sick leave in the amount of six days per year of full-time employment.

- g. Paternity Leave. Up to a maximum of five days per individual situation.
 - h. Where permitted by federal or state law.
3. Eligibility for sick leave shall commence when earned or accrued.

Any employee requesting sick leave shall inform their immediate supervisor of the fact and the reason therefore within 30 minutes of the regularly scheduled starting time. Failure to do so may be cause for denial of sick leave with pay for the period of absence.
4. Sick Leave Incentive Program. Non-exempt, confidential employees who have accumulated more than 360 hours of sick leave may sell all or part of those hours in excess of 360 back to the City at the rate of 1/2 to one. Eligible leave would be based on accumulated leave as of the first pay period in November. Payment would be made at the written request of the employee and would be received by the first pay period of December.

SECTION 22. Bereavement Leave. Full-time employees are eligible for a maximum of three days bereavement in the event of the death of a member of the employee's immediate family. Immediate family is limited to current definition and to members covered under applicable law. Immediate family is limited to any relative by

blood or marriage who is a member of the employee's household, under the same roof, and any parent, spouse, child, registered domestic partner, brother or sister, mother-in-law or father-in-law, grandfather or grandmother, grandchild, son-in-law or daughter-in-law of the employee, regardless of residence. Employees are also eligible for one day bereavement leave in the event of the death of an aunt, uncle, niece, nephew, brother-in-law, sister-in-law, great-grandparent, or great-grandchild. Additional leave may be granted under Section 18, Paragraph 2(c) hereof.

SECTION 23. Court Time. Employees required to appear in court on their own behalf during working hours may have the option of utilizing accrued vacation or floating holiday or take leave without pay, provided that sufficient notice has been given to an authorized supervisor.

SECTION 24. Workers' Compensation. In the event that a permanent employee incurs a job-related accident or injury while in the conduct of official City business, and said accident or injury renders the employee unable to fulfill the requirements of his or her position classification for an extended period of time, the City will compensate the employee to insure against loss of income in an amount equalling the differential between any workers' compensation payments made to the employee as a result of said accident or injury and the employee's monthly salary up to the equivalent of 10 working days from the first day of lost time at the employee's then current monthly salary. After the expiration of 10 working days, the employee may also supplement fractional use of earned sick leave or vacation time.

SECTION 25. Holidays. Employees shall have the following holidays as vacation with pay:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
	Christmas Day

One additional floating holiday per fiscal year scheduled with supervisor authorization. Every day proclaimed by the President, Governor, or Mayor of this City as a public holiday.

SECTION 26. Health and Life Insurance.
Plan Types and Enrollment

All full-time employees will be covered as a primary insured under PERS for medical, surgical and hospital insurance.

All full-time employees will be covered as a primary insured under a dental, optical and life insurance plan provided by the City. The dental plan will include a \$2,000 annual cap and orthodontia coverage.

City Contribution

The City will contribute monthly to active and retired employees of PERS the cost of PERS Choice family coverage, which can be applied towards any PERS health insurance plan.

For employees hired to full-time permanent positions, the City will contribute monthly to active employees the amount necessary to pay up to the full cost of his/her family enrollment in the City's PERS medical, dental, vision and life plan; however, the following exception applies: Employees hired after June 30, 2004 will be required to pay \$30/month toward their dental and vision plan.

Effective with the PERS amendment, employee retiree health benefits will be based on the member's completed years of credited years of service at retirement. The percentage of employer contribution payable for postretirement health benefits for employees hired after the PERS contract amendment date shall be based on the employee's years of credited PERS service at retirement as follows:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

The eligibility requirements, benefit provisions and effective date, will be in accordance with PERS rules and regulations.

Health Rebate

Active employees hired prior to July 1, 2002 as a full-time employee will be eligible to receive a cash rebate for the unused portion of \$780/month, the City's PERS Health contribution. For purposes of calculating the rebate the City's contribution utilized to determine the rebate is \$780/month. All other current and future employees are excluded from this benefit. The qualified employee's rebate will be based on the difference between their PERS medical plan cost and \$780/month.

Life Insurance

Subject to the terms and conditions set forth in the policies of insurance employees shall be covered by term life insurance as follows:

Grade 23 - 38	\$50,000
39 - 68, excluding Division Head Classifications	\$100,000
Division Heads	\$150,000
Department Director and Above	\$200,000
Note: Policy value reduced by age.	

SECTION 27. Pay for Serving in Higher Job Classification. An employee who is required, on the basis of an acting appointment or other reason, to serve in a class with a higher salary range than that of the class in which he/she is normally assigned, shall receive the entrance salary rate of the higher salary range or one rate higher than the rate he/she normally receives, whichever is greater, provided the employee performs the majority of the duties and assumes the majority of responsibility of the higher class and meets the minimum qualifications for the clerical positions, and only after the employee has served for 10 consecutive days in the higher classification.

SECTION 28. Long Term Disability. Full-time employees are entitled to benefits under a Long Term Disability Plan. All exempt employees, grades 39 through 68, excluding Division Head and Department Director classifications, hired prior to August 24, 2006, are entitled to benefits at the expiration of a 30-calendar-days waiting period. All future and/or promoted exempt employees, grades 39 through 68, excluding Division Head and Department Director classifications, and all non-exempt employees are entitled to benefits at the expiration of a 60-calendar-days waiting period. Division Head and Department Director classifications are entitled to benefits at the expiration of a 90-calendar-days waiting period.

SECTION 29. Tuition Reimbursement. The City will provide to employees \$2,800 per fiscal year tuition reimbursement for courses which relate to their job assignment or when they are pursuing a degree in a major with potential value to the City. The completion date of the class shall be used in determining the fiscal year in which the benefit shall apply. To be eligible an employee must: have full-time, permanent status; receive no other duplicate benefits under any student aid program; receive required approvals prior to class registration; provide the Personnel Office with evidence of satisfactory completion of a course within 30 days; return all classroom materials for which City reimbursement is being requested; and, remain in City employment for at least six months after course completion. The City may withhold from an employee's pay check sums equal to any amounts that may have been advanced or reimbursed if: an employee does not provide evidence of satisfactory completion of a course within 30 days; or an employee terminates within six months after course completion.

SECTION 30. Layoff, Re-employment and Contracting of Full-Time Positions. The City agrees not to exercise its rights to layoff and/or to furlough without pay as follows:

During the period from July 1, 2016 through June 30, 2017 the City agrees not to layoff or furlough without pay any regular full time employee. This provision not to layoff and/or furlough without pay shall not apply to employees who work in the Cerritos Center for the Performing Arts.

During the period from July 1, 2017 through June 30, 2018 the City agrees not to layoff and/or furlough without pay any regular full time employee. This provision not to layoff and/or furlough without pay shall not apply to employees who work in the Cerritos Center for the Performing Arts.

The no layoff and no furloughs provision of this Resolution will sunset and be of no force and effect on and after June 30, 2018.

Except as specifically provided above whenever in the judgment of the City Council it becomes necessary, in the interest of economy or because the necessity of a position no longer exists, or the employee retires leaving the position vacant, the City Council may abolish any position or employment in the community service, and the employee holding such position for employment may be laid off without the right of appeal.

The order of layoff of employees shall be established by the Personnel Officer. No permanent full-time employee shall be laid off from their position in any department while any part-time, temporary, seasonal and/or probationary employee is serving in the same class in the department. Seniority shall be observed in affecting layoffs in personnel. The least senior employee in a job classification subject to layoff will be laid

off first. An employee subject to layoff may exercise his/her seniority within their specific job classification. Employees to be laid off shall be given at least 30 days prior notice.

The names of regular and probationary employees laid off or demoted in lieu of layoff shall be placed upon re-employment lists for two years for those classes requiring basically the same qualifications, duties and responsibilities of the class from which layoff or demotion in lieu of layoff was made.

Persons whose names are placed on re-employment lists in accordance with this section, and who are re-employed within the prescribed period, shall be regarded as having been on leave of absence during this period of absence, and entitled to all benefits accruing from such leave.

A position filled by a permanent employee shall not be contracted out unless it can be done without layoff. Effective July 1, 2012 this provision does not apply to the staff of the Cerritos Center for the Performing Arts.

SECTION 31. Non-Discrimination Policy. No employee shall be promoted, demoted, discharged, in any way favored or discriminated against because of political opinions or affiliations, race, color, ancestry, national origin, religious creed, age, sex or because of the exercise of his/her rights under the Meyers-Milias-Brown Act.

PASSED, APPROVED and ADOPTED this 20th day of June, 2016.


George Ray, Mayor

ATTEST:


Vida Barone, City Clerk

CITY OF CERRITOS SALARY TABLES (3%)

Exhibit 1

July 1, 2016 - June 30, 2018
 Temporary Part-Time Confidential Employees

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
13 Hourly	15.18	15.60	15.94	16.32	16.72	17.16	17.59	18.01	18.49	18.92
13B Hourly	14.12	14.51	14.83	15.17	15.55	15.94	16.37	16.76	17.20	17.59
13C Hourly	13.07	13.46	13.78	14.12	14.50	14.89	15.32	15.71	16.15	16.54
13D Hourly	12.15	12.51	12.81	13.13	13.48	13.85	14.24	14.61	15.02	15.38
28 Hourly	22.64	23.12	23.67	24.26	24.77	25.37	25.91	26.49	27.16	27.71
28B Hourly	21.05	21.52	22.01	22.57	23.03	23.60	24.10	24.65	25.26	25.76
28C Hourly	20.00	20.47	20.96	21.52	21.98	22.55	23.05	23.60	24.21	24.71
28D Hourly	18.60	19.03	19.49	20.01	20.45	20.97	21.43	21.95	22.52	22.98
32 Hourly	24.87	25.44	26.04	26.62	27.26	27.87	28.56	29.20	29.87	30.55
32B Hourly	23.13	23.66	24.22	24.75	25.35	25.91	26.55	27.15	27.79	28.41
32C Hourly	22.08	22.61	23.16	23.70	24.30	24.86	25.50	26.10	26.74	27.36
32D Hourly	20.54	21.02	21.55	22.04	22.60	23.12	23.71	24.27	24.86	25.44

Note: In certain cases rounding adjustments may apply and pay is based on hourly rate.

CITY OF CERRITOS SALARY TABLE (3%)

July 1, 2016 - June 30, 2018
Full-Time Confidential Employees

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
28 Hourly	21.43	21.93	22.43	22.98	23.51	24.03	24.56	25.10	25.75	26.30
28 Monthly	3714	3800	3887	3982	4075	4164	4255	4350	4463	4558
30 Hourly	22.43	22.98	23.51	24.03	24.56	25.10	25.75	26.30	26.94	27.51
30 Monthly	3887	3982	4075	4164	4255	4350	4463	4558	4670	4769
32 Hourly	23.51	24.03	24.56	25.10	25.75	26.30	26.94	27.51	28.20	28.81
32 Monthly	4075	4164	4255	4350	4463	4558	4670	4769	4887	4992
35 Hourly	25.10	25.75	26.30	26.94	27.51	28.20	28.81	29.52	30.22	30.93
35 Monthly	4350	4463	4558	4670	4769	4887	4992	5117	5237	5360
37 Hourly	26.30	26.94	27.51	28.20	28.81	29.52	30.22	30.93	31.63	32.38
37 Monthly	4558	4670	4769	4887	4992	5117	5237	5360	5483	5611
38 Hourly	26.94	27.51	28.20	28.81	29.52	30.22	30.93	31.63	32.38	33.14
38 Monthly	4670	4769	4887	4992	5117	5237	5360	5483	5611	5743

Note: In certain cases rounding adjustments may apply and pay is based on hourly rate.

CITY OF CERRITOS SALARY TABLE (3%)

July 1, 2016 - June 30, 2018
Full-Time Exempt Employees

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
39 Hourly	27.34	27.99	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13
39 Monthly	4738	4850	4980	5113	5239	5366	5495	5632	5777	5916
40 Hourly	27.99	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09
40 Monthly	4850	4980	5113	5239	5366	5495	5632	5777	5916	6082
41 Hourly	28.74	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91
41 Monthly	4980	5113	5239	5366	5495	5632	5777	5916	6082	6224
42 Hourly	29.50	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91	36.80
42 Monthly	5113	5239	5366	5495	5632	5777	5916	6082	6224	6379
43 Hourly	30.23	30.96	31.70	32.50	33.34	34.13	35.09	35.91	36.80	37.73
43 Monthly	5239	5366	5495	5632	5777	5916	6082	6224	6379	6538
45 Hourly	31.70	32.50	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67
45 Monthly	5495	5632	5777	5916	6082	6224	6379	6538	6703	6874
46 Hourly	32.50	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58
46 Monthly	5632	5777	5916	6082	6224	6379	6538	6703	6874	7034
47 Hourly	33.34	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64
47 Monthly	5777	5916	6082	6224	6379	6538	6703	6874	7034	7218
48 Hourly	34.13	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64	42.70
48 Monthly	5916	6082	6224	6379	6538	6703	6874	7034	7218	7402
49 Hourly	35.09	35.91	36.80	37.73	38.68	39.67	40.58	41.64	42.70	43.75
49 Monthly	6082	6224	6379	6538	6703	6874	7034	7218	7402	7584
50 Hourly	35.91	36.80	37.74	38.68	39.67	40.58	41.64	42.70	43.75	44.82
50 Monthly	6224	6379	6541	6703	6874	7034	7218	7402	7584	7768
51 Hourly	36.80	37.73	38.68	39.67	40.58	41.64	42.70	43.75	44.82	45.96
51 Monthly	6379	6538	6703	6874	7034	7218	7402	7584	7768	7965
53 Hourly	38.68	39.67	40.58	41.64	42.70	43.75	44.82	45.96	47.14	48.31
53 Monthly	6703	6874	7034	7218	7402	7584	7768	7965	8171	8373

CITY OF CERRITOS SALARY TABLE (3%)

**July 1, 2016 - June 30, 2018
Full-Time Exempt Employees**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
55 Hourly	40.58	41.64	42.70	43.75	44.82	45.96	47.14	48.31	49.55	50.76
55 Monthly	7034	7218	7402	7584	7768	7965	8171	8373	8589	8797
58 Hourly	43.75	44.82	45.96	47.14	48.31	49.55	50.76	52.00	53.28	54.62
58 Monthly	7584	7768	7965	8171	8373	8589	8797	9014	9236	9467
60 Hourly	45.96	47.14	48.31	49.55	50.76	52.00	53.28	54.62	56.03	57.37
60 Monthly	7965	8171	8373	8589	8797	9014	9236	9467	9711	9945
61 Hourly	47.14	48.31	49.55	50.76	52.00	53.28	54.62	56.03	57.37	58.84
61 Monthly	8171	8373	8589	8797	9014	9236	9467	9711	9945	10199
63 Hourly	49.51	50.77	52.07	53.31	54.64	55.99	57.39	58.87	60.29	61.83
63 Monthly	8582	8798	9025	9239	9471	9704	9948	10204	10448	10716
64 Hourly	50.76	52.00	53.28	54.62	56.03	57.37	58.84	60.32	61.82	63.39
64 Monthly	8797	9014	9236	9467	9711	9945	10199	10455	10714	10986
68 Hourly	56.03	57.37	58.84	60.32	61.82	63.39	64.97	66.57	68.25	69.94
68 Monthly	9711	9945	10199	10455	10714	10986	11261	11538	11829	12122
69 Hourly	57.37	58.84	60.32	61.82	63.39	64.97	66.57	68.25	69.94	71.66
69 Monthly	9945	10199	10455	10714	10986	11261	11538	11829	12122	12421
72 Hourly	61.82	63.39	64.97	66.57	68.25	69.94	71.66	73.50	75.31	77.22
72 Monthly	10714	10986	11261	11538	11829	12122	12421	12739	13054	13384
75 Hourly	66.56	68.23	69.91	71.66	73.48	75.29	77.18	79.13	81.06	83.10
75 Monthly	11536	11825	12117	12421	12736	13051	13377	13715	14050	14404
76 Hourly	68.23	69.91	71.65	73.48	75.29	77.18	79.13	81.06	83.11	85.19
76 Monthly	11825	12117	12419	12736	13051	13377	13715	14050	14406	14766
77 Hourly	69.93	71.64	73.46	75.31	77.18	79.11	81.09	83.08	85.19	87.32
77 Monthly	12120	12417	12732	13054	13377	13712	14056	14400	14766	15136

Note: In certain cases rounding adjustments may apply and pay is based on hourly rate.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CERRITOS)

I, Vida Barone, City Clerk of the City of Cerritos, California, DO HEREBY CERTIFY that the foregoing **Resolution No. 2016-16** was duly adopted by the City Council of the City of Cerritos at a Special Meeting held on the 20th day of June, 2016, and that it was so adopted as follows:

AYES: Councilmembers - Chen, Edwards, Pulido, Solanki, Ray
NOES: Councilmembers - None.
ABSENT: Councilmembers - None.
ABSTAIN: Councilmembers - None.

DATED: June 20, 2016



Vida Barone
City Clerk