

**CITY OF CERRITOS**

**RESOLUTION NO. 2021-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CERRITOS PROVIDING FOR CERTAIN ADJUSTMENTS IN THE EMPLOYMENT SYSTEM AND THE PERSONNEL POLICIES, FOR ALL PART-TIME TEMPORARY EMPLOYEES, INCLUDING TEMPORARY PART-TIME EMPLOYEES REPRESENTED BY THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 619, AND REPEALING RESOLUTION NO. 2020-24 AND ALL RELATED AMENDMENTS.**

WHEREAS, in the interest of maintaining harmonious and stable relationships between the City of Cerritos and the employees, the City, through its representatives, met with employee representatives of the part-time temporary bargaining unit to confer in good faith concerning wages, benefits and working conditions.

WHEREAS, the management representatives have reached an understanding with the representatives of the temporary part-time bargaining unit as to certain recommendations to be made to the City Council of the City of Cerritos and have agreed that the parties will jointly urge City Council to adopt the appropriate resolution providing for the changes concerning salaries, fringe benefits, and other terms and conditions of employment as contained in these joint recommendations.

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

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

**SECTION 1. Repeal of Previous Resolutions.** Resolution No. 2020-24 is hereby repealed by this Resolution and all related amendments.

**SECTION 2. Classification/Compensation Plan.** All represented part-time temporary employees are covered by this plan.

**SECTION 3. Part-Time Temporary Classifications.** The following position classifications are hereby established as part-time temporary classifications at the indicated salary grade effective July 1, 2021.

CLASSIFICATIONS-TEMPORARY-PART-TIME <small>(Salary last modified 7/1/21)</small>	GRADE/ TIER	PAYRATE/HOURLY
Box Office Aide I	2	14.93/16.33
Facility Assistant I	2B	14.71/16.09
Library Page	2C	14.49/15.85
Recreation Leader	2D	14.28/15.62
Recreation Leader I		
Security/Parking Assistant I		
Senior Center Specialist I		
Stage Assistant I	3	15.09/16.49
	3B	14.86/16.25
	3C	14.64/16.01
	3D	14.42/15.77
Recreation Leader II	7	15.69/18.75
Senior Center Specialist II	7B	15.45/16.89
	7C	15.23/16.66
	7D	15.00/16.41

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/21)	GRADE/	PAYRATE/HOURLY
	TIER	
Box Office Aide II	13	16.89/21.09
Clerical Aide	13B	16.40/19.60
Crossing Guard	13C	15.92/19.02
Facility Assistant II	13D	15.46/17.68
Library Aide		
Parks Maintenance Assistant (Unskilled)		
Recreation Leader III		
Senior Center Specialist III		
Stage Assistant II		
Administrative Intern	19	19.49/24.32
Communications Intern	19B	18.14/22.62
Emergency Preparedness Intern	19C	16.97/21.46
Engineering Intern	19D	15.79/19.95
Planning Intern		
Public Works Intern		
Recreation Leader IV		
Security/Parking Assistant II		
Senior Center Specialist IV		
Stage Assistant III		
Box Office Teller	23	22.46/27.43
Custodian I	23B	20.89/25.51
Facility Assistant III	23C	19.73/24.36
Parking Enforcement Officer	23D	18.35/22.65
Security/Parking Assistant III		
Senior Lifeguard		
Stage Assistant IV		
Pedestrian Safety Coordinator	25	23.43/28.83
	25B	21.80/26.82
	25C	20.62/25.64
	25D	19.19/23.85
Secretary/Receptionist	28	25.09/30.70
Water Maintenance I	28B	23.34/28.55
	28C	22.18/27.39
	28D	20.61/25.47
Account Clerk	29	25.79/31.66
Building & Safety Clerk	29B	23.98/29.44
Geographic Information Systems Clerk	29C	22.81/28.27
Graphic Design Artist	29D	21.22/26.28
IT Clerk		
Library Clerk		
Purchasing Clerk		
Stage Assistant V	31	27.00/33.10
	31B	25.11/30.80
	31C	23.96/29.63
	31D	22.28/27.57
Assistant Lighting Specialist	32	27.58/33.85
Audio Specialist	32B	25.64/31.49
Code Enforcement Officer	32C	24.47/30.31
Community Services Officer	32D	22.77/28.19
Division Secretary		
Library Assistant		
Rigger Specialist		
Wardrobe/Backstage Prod. Asst.		
Zoning Enforcement Officer		

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-TEMPORARY-PART-TIME EXEMPT  
(Salary last modified 7/1/21)

	GRADE/ TIER	PAYRATE/HOURLY
Crime Analyst	40	33.00/41.21
	40B	30.67/38.31
	40C	29.51/37.16
	40D	27.44/34.56
Librarian I	42	34.65/43.20
	42B	32.21/40.19
	42C	31.04/39.02
	42D	28.87/36.28

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

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

- a. Salary Schedules. The City shall grant a 2% salary increase effective July 1, 2021. The salary classification steps and the classification table for represented part-time temporary employees are presented in Exhibits 1 and 2.

CalPERS has sole discretion in determining pensionable compensation.

The salary system will meet minimum wage requirements.

As soon as practical, the City shall grant a payment equal to 2% COLA for a six-month period to active part-time employees. This one-time payment will be administered via a payroll process. CalPERS has sole discretion in determining pensionable compensation. IRS withholding and reporting requirements will apply.

Effective July 1, 2022, the City shall adjust the salary schedule to reflect a 2% salary increase. The salary classification steps and the classification table for represented part-time temporary employees are presented in Exhibits 3 and 4. CalPERS has sole discretion in determining pensionable compensation.

Effective July 1, 2023, the City shall adjust the salary schedule to reflect a 2% salary increase. The salary classification steps and the classification table for represented part-time temporary employees are presented in Exhibits 5 and 6. CalPERS has sole discretion in determining pensionable compensation.

Employees shall receive a regular unpaid meal period of thirty (30) minutes during each six (6) hour or greater workday and a paid break of fifteen (15) minutes during each four (4) hours of work.

Each part-time employee currently employed at the City who applies for a full-time position with the City shall be interviewed for that position whenever interviews occur.

In compliance with AB 119, the Union will be allowed up to one (1) hour each orientation session to talk to new unit members and to explain the rights and benefits under the MOU. The Union will be given notice of a new employee orientation at least ten (10) days prior to the session, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The City will hold new employee orientation on a regular basis, given there are new employees.

The City will provide the Union with an Excel electronic copy of the name, home address, personal and work email address, and personal cell phone number of all new bargaining unit employees within 30 days of hire.

The City reserves the right to impose any discipline it deems to be appropriate to the circumstances of a case, but will endeavor to impose progressive discipline where appropriate in a fair and consistent manner. Notwithstanding the foregoing, nothing in the section shall change the at-will status of a part-time employee.

Deferred Comp Plan (Governmental 457(b) Plan). Subject to the terms and conditions set forth in the plan policies, all part-time employees shall be entitled to contribute their income to the City sponsored deferred compensation plan. The City shall deduct from the employee's salary authorized deductions from the pay of those employees who individually request in writing that such deductions be made.

IRS Section 125 Plan. As soon as practical, the City will establish and administer an IRS Section 125 Plan, in which employees may contribute their income towards medical and dependent care expenses on a pre-tax basis. The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such deductions be made. If fewer than twenty (20) employees enroll in the plan, the cost to administer the plan will be paid by the employees enrolled in the plan.

Effective with this Resolution of 2021, the City will implement salary schedule adjustments to grades 2, 2B, 2C, 2D, 3, 3B, 3C, 3D, 7, 7B, 7C, 7D, 13, 13B, 13C, and 13D. These adjustments will be in effect for all part-time employees in these pay grades. These salary schedule adjustments are reflected on attachment A of the part-time Memorandum of Understanding of 2021-2024.

Effective with the Memorandum of Understanding of 2021-2024, there is a new Layoff and Re-Employment Procedure. This Layoff and Re-Employment Procedure will be in effect for all part-time employees. The Layoff and Re-Employment Procedure is reflected on attachment C of the part-time Memorandum of Understanding of 2021-2024.

- b. In compliance with AB 1522, eligible part-time employees shall accrue sick leave in accordance with the legislation and shall be granted the sick leave with pay to attend to employee's own illness, or illness of a child, spouse, registered domestic partner, parent, grandparent, grandchild, or sibling.

Eligible part-time employees shall be granted their accrued sick leave with pay required to cover the shift. Employee must use a minimum of 2 hours of sick leave.

- c. 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: The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such deductions be made. The total amount of all such deductions shall be remitted by the City to the Union to provide a Short Term Disability policy for employees who elect to authorize such deductions. The Union will provide the City an annual audit of the deductions and payments to the provider.

Any overpayment will be returned directly to the affected employee. By January 31 of each year, the City will provide the Union with the gross income as reflected on the W-2 Form of each participant enrolled in the short term disability insurance program.

Dues Deductions: The City shall deduct dues and assessments and other monies, provided there is no more than one deduction per pay period, from the pay of those represented employees who individually request in writing, through their recognized employee organization, that such deductions be made. The total amount of all such deductions shall be remitted by the City to the recognized employee organization.

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.

- d. 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.
- e. 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.
- f. 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.

- g. 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.
- h. 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 \$520 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.

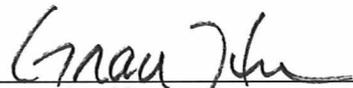
- i. The City will provide up to 20 eligible stage crew employees of the CCPA with nine uniform pieces. The eligible employees will be determined by a management supervisor. The City will provide up to 20 eligible stage crew employees of the CCPA with one jacket a year, without substituting uniforms. The eligible employees will be determined by a management supervisor. The monetary value of uniforms will be up to \$500 per year per employee. However, this amount will be adjusted upward if the actual cost of uniforms increases.

The City will provide up to 20 eligible stage crew employees of the CCPA with \$300 toward the purchase of safety shoes, without substituting uniforms. The eligible employees will be determined by a management supervisor.

- j. Cerritos Center for the Performing Arts employees who are called to work will be scheduled a minimum of four hours provided the employee performs four hours of work for the City.
- k. Employees assigned to the Cerritos Center for the Performing Arts as Stage Assistant I, II, III, or IV will receive a four-hour pay minimum regardless if the employee works less than four hours.
- l. The City will continue with its current uniform allotment practice and will provide five uniforms a year for personnel within the Recreation Division who are required to wear uniforms on duty. Such uniforms will consist of five pairs of pants or shorts or a combination.
- m. Employees required to work on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, or Christmas Day shall receive compensation at one and one-half times the number of hours actually worked.
- n. 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.
- o. Assignment Pay:
  - a. House Manager Assignment – When assigned by Management, a Facility Assistant III may be assigned the duties of “house manager” when the full-time Facility Coordinator is not working. The assigned part-time employee shall receive 10% above their normal pay for the hours they have this assignment during a performance. Only one employee at a time can receive this assignment.

- b. Stage Crew Supervisor Assignment – When assigned by Management, a part-time Stage Assistant IV or V may be assigned the duties of the Stage Crew Supervisor when the full-time Stage Crew Supervisor is not working. The assigned part-time employee is eligible to receive 10% above their normal pay for the hours they have this assignment during a performance. Only one employee at a time can receive this assignment.
  
- p. 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.
  
- q. 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.
  
- r. 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.

PASSED, APPROVED and ADOPTED this 9<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
Grace Hu, Mayor

ATTEST:

  
\_\_\_\_\_  
Vida Barone, City Clerk

**CITY OF CERRITOS CLASSIFICATION STEPS**  
**2021/2022**  
**(2%)**

Exhibit 1

**CLASSIFICATION STEPS-TEMPORARY PART-TIME EMPLOYEES (Salary last modified 7/1/21)**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
2 Hourly	14.93	15.09	15.23	15.38	15.54	15.70	15.85	16.01	16.17	16.33
2B Hourly	14.71	14.86	15.00	15.16	15.31	15.46	15.62	15.77	15.93	16.09
2C Hourly	14.49	14.64	14.79	14.93	15.09	15.23	15.38	15.55	15.70	15.85
2D Hourly	14.28	14.42	14.57	14.71	14.86	15.00	15.16	15.31	15.46	15.62
3 Hourly	15.09	15.23	15.38	15.54	15.70	15.85	16.01	16.17	16.33	16.49
3B Hourly	14.86	15.00	15.16	15.31	15.46	15.62	15.77	15.93	16.09	16.25
3C Hourly	14.64	14.79	14.93	15.09	15.23	15.38	15.55	15.70	15.85	16.01
3D Hourly	14.42	14.57	14.71	14.86	15.00	15.16	15.31	15.46	15.62	15.77
7 Hourly	15.69	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75
7B Hourly	15.45	15.61	15.76	15.91	16.08	16.24	16.40	16.57	16.73	16.89
7C Hourly	15.23	15.38	15.54	15.69	15.84	16.00	16.17	16.33	16.49	16.66
7D Hourly	15.00	15.16	15.31	15.46	15.62	15.77	15.92	16.09	16.25	16.41
13 Hourly	16.89	17.31	17.75	18.19	18.65	19.11	19.58	20.07	20.58	21.09
13B Hourly	16.40	16.73	17.07	17.40	17.76	18.11	18.47	18.84	19.22	19.60
13C Hourly	15.92	16.24	16.57	16.89	17.23	17.58	17.93	18.29	18.65	19.02
13D Hourly	15.46	15.70	15.93	16.17	16.41	16.66	16.91	17.17	17.41	17.68
19 Hourly	19.49	19.97	20.49	20.97	21.55	22.08	22.61	23.15	23.81	24.32
19B Hourly	18.14	18.58	19.06	19.49	20.04	20.54	21.01	21.52	22.11	22.62
19C Hourly	16.97	17.41	17.90	18.34	18.86	19.38	19.85	20.36	20.96	21.46
19D Hourly	15.79	16.19	16.64	17.04	17.56	18.02	18.46	18.95	19.49	19.95
23 Hourly	22.46	22.95	23.43	23.96	24.53	25.08	25.62	26.23	26.84	27.43
23B Hourly	20.89	21.34	21.80	22.29	22.81	23.32	23.85	24.40	24.95	25.51
23C Hourly	19.73	20.18	20.62	21.11	21.64	22.17	22.69	23.24	23.79	24.36
23D Hourly	18.35	18.76	19.19	19.66	20.15	20.60	21.09	21.60	22.10	22.65
25 Hourly	23.43	23.96	24.53	25.08	25.62	26.23	26.84	27.43	28.11	28.83
25B Hourly	21.80	22.29	22.81	23.32	23.85	24.40	24.95	25.51	26.16	26.82
25C Hourly	20.62	21.11	21.64	22.17	22.69	23.24	23.79	24.36	24.99	25.64
25D Hourly	19.19	19.66	20.15	20.60	21.09	21.60	22.10	22.65	23.25	23.85
28 Hourly	25.09	25.62	26.23	26.89	27.45	28.11	28.72	29.37	30.10	30.70
28B Hourly	23.34	23.85	24.40	25.02	25.52	26.16	26.70	27.32	28.00	28.55
28C Hourly	22.18	22.69	23.24	23.85	24.37	24.99	25.55	26.16	26.84	27.39
28D Hourly	20.61	21.09	21.60	22.19	22.66	23.25	23.77	24.33	24.96	25.47
29 Hourly	25.79	26.33	27.00	27.58	28.19	28.86	29.50	30.22	30.90	31.66
29B Hourly	23.98	24.49	25.11	25.64	26.22	26.85	27.43	28.09	28.72	29.44
29C Hourly	22.81	23.34	23.96	24.47	25.06	25.67	26.27	26.93	27.57	28.27
29D Hourly	21.22	21.70	22.28	22.77	23.30	23.88	24.43	25.05	25.62	26.28
31 Hourly	27.00	27.58	28.19	28.86	29.50	30.22	30.90	31.66	32.37	33.10
31B Hourly	25.11	25.64	26.22	26.85	27.43	28.09	28.72	29.44	30.09	30.80
31C Hourly	23.96	24.47	25.06	25.67	26.27	26.93	27.57	28.27	28.92	29.63
31D Hourly	22.28	22.77	23.30	23.88	24.43	25.05	25.62	26.28	26.90	27.57
32 Hourly	27.58	28.19	28.86	29.50	30.22	30.90	31.66	32.37	33.10	33.85
32B Hourly	25.64	26.22	26.85	27.43	28.09	28.72	29.44	30.09	30.80	31.49
32C Hourly	24.47	25.06	25.67	26.27	26.93	27.57	28.27	28.92	29.63	30.31
32D Hourly	22.77	23.30	23.88	24.43	25.05	25.62	26.28	26.90	27.57	28.19
35 Hourly	29.50	30.23	30.90	31.66	32.33	33.11	33.82	34.66	35.51	36.32
35B Hourly	27.43	28.10	28.72	29.44	30.06	30.81	31.46	32.22	33.03	33.79
35C Hourly	26.27	26.95	27.57	28.27	28.89	29.64	30.29	31.05	31.87	32.63
35D Hourly	24.43	25.06	25.62	26.28	26.87	27.58	28.17	28.88	29.62	30.35

Exhibit 1

**CITY OF CERRITOS CLASSIFICATION STEPS**  
**2021/2022**  
**(2%)**

Exhibit 1

**CLASSIFICATION STEPS-TEMPORARY PART-TIME EXEMPT EMPLOYEES (Salary last modified 7/1/21)**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
40 Hourly	33.00	33.82	34.66	35.54	36.41	37.34	38.24	39.23	40.20	41.21
40B Hourly	30.67	31.46	32.22	33.05	33.86	34.73	35.57	36.47	37.38	38.31
40C Hourly	29.51	30.29	31.05	31.89	32.70	33.57	34.41	35.30	36.22	37.16
40D Hourly	27.44	28.17	28.88	29.64	30.42	31.21	31.99	32.83	33.68	34.56
42 Hourly	34.65	35.51	36.39	37.22	38.19	39.15	40.09	41.21	42.18	43.20
42B Hourly	32.21	33.03	33.83	34.63	35.52	36.41	37.29	38.31	39.24	40.19
42C Hourly	31.04	31.87	32.67	33.46	34.35	35.25	36.11	37.16	38.08	39.02
42D Hourly	28.87	29.62	30.39	31.10	31.96	32.78	33.60	34.56	35.41	36.28

Note: In certain cases rounding adjustments may apply.

**CITY OF CERRITOS CLASSIFICATION TABLE  
2021/2022**

Exhibit 2

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/21)	GRADE/ TIER	PAYRATE/HOURLY
Box Office Aide I	2	14.93/16.33
Facility Assistant I	2B	14.71/16.09
Library Page	2C	14.49/15.85
Recreation Leader	2D	14.28/15.62
Recreation Leader I		
Security/Parking Assistant I		
Senior Center Specialist I		
Stage Assistant I	3	15.09/16.49
	3B	14.86/16.25
	3C	14.64/16.01
	3D	14.42/15.77
Recreation Leader II	7	15.69/18.75
Senior Center Specialist II	7B	15.45/16.89
	7C	15.23/16.66
	7D	15.00/16.41
Box Office Aide II	13	16.89/21.09
Clerical Aide	13B	16.40/19.60
Crossing Guard	13C	15.92/19.02
Facility Assistant II	13D	15.46/17.68
Library Aide		
Parks Maintenance Assistant (Unskilled)		
Recreation Leader III		
Senior Center Specialist III		
Stage Assistant II		
Administrative Intern	19	19.49/24.32
Communications Intern	19B	18.14/22.62
Emergency Preparedness Intern	19C	16.97/21.46
Engineering Intern	19D	15.79/19.95
Planning Intern		
Public Works Intern		
Recreation Leader IV		
Security/Parking Assistant II		
Senior Center Specialist IV		
Stage Assistant III		
Box Office Teller	23	22.46/27.43
Custodian I	23B	20.89/25.51
Facility Assistant III	23C	19.73/24.36
Parking Enforcement Officer	23D	18.35/22.65
Security/Parking Assistant III		
Senior Lifeguard		
Stage Assistant IV		
Pedestrian Safety Coordinator	25	23.43/28.83
	25B	21.80/26.82
	25C	20.62/25.64
	25D	19.19/23.85
Secretary/Receptionist	28	25.09/30.70
Water Maintenance I	28B	23.34/28.55
	28C	22.18/27.39
	28D	20.61/25.47
Account Clerk	29	25.79/31.66
Building & Safety Clerk	29B	23.98/29.44
Geographic Information Systems Clerk	29C	22.81/28.27
Graphic Design Artist	29D	21.22/26.28
IT Clerk		
Library Clerk		
Purchasing Clerk		

Exhibit 2

**CITY OF CERRITOS CLASSIFICATION TABLE  
2021/2022**

Exhibit 2

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/21)	GRADE/ TIER	PAYRATE/HOURLY
Stage Assistant V	31	27.00/33.10
	31B	25.11/30.80
	31C	23.96/29.63
	31D	22.28/27.57
Assistant Lighting Specialist Audio Specialist Code Enforcement Officer Community Services Officer Division Secretary Library Assistant Rigger Specialist Wardrobe/Backstage Prod. Asst. Zoning Enforcement Officer	32	27.58/33.85
	32B	25.64/31.49
	32C	24.47/30.31
	32D	22.77/28.19

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-TEMPORARY-PART-TIME EXEMPT (Salary last modified 7/1/21)	GRADE/ TIER	PAYRATE/HOURLY
Crime Analyst	40	33.00/41.21
	40B	30.67/38.31
	40C	29.51/37.16
	40D	27.44/34.56
Librarian I	42	34.65/43.20
	42B	32.21/40.19
	42C	31.04/39.02
	42D	28.87/36.28

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

**CITY OF CERRITOS CLASSIFICATION STEPS**  
**2022/2023**  
**(2%)**

Exhibit 3

**CLASSIFICATION STEPS-TEMPORARY PART-TIME EMPLOYEES (Salary last modified 7/1/22)**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
2 Hourly	15.23	15.39	15.54	15.69	15.85	16.01	16.17	16.33	16.49	16.66
2B Hourly	15.00	15.16	15.30	15.46	15.62	15.77	15.93	16.09	16.25	16.41
2C Hourly	14.78	14.93	15.09	15.23	15.39	15.54	15.69	15.86	16.01	16.17
2D Hourly	14.57	14.71	14.86	15.00	15.16	15.30	15.46	15.62	15.77	15.93
3 Hourly	15.39	15.54	15.69	15.85	16.01	16.17	16.33	16.49	16.66	16.82
3B Hourly	15.16	15.30	15.46	15.62	15.77	15.93	16.09	16.25	16.41	16.58
3C Hourly	14.93	15.09	15.23	15.39	15.54	15.69	15.86	16.01	16.17	16.33
3D Hourly	14.71	14.86	15.00	15.16	15.30	15.46	15.62	15.77	15.93	16.09
7 Hourly	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.13
7B Hourly	15.76	15.92	16.08	16.23	16.40	16.57	16.73	16.90	17.07	17.23
7C Hourly	15.54	15.69	15.85	16.00	16.16	16.32	16.49	16.66	16.82	16.99
7D Hourly	15.30	15.46	15.62	15.77	15.93	16.09	16.24	16.41	16.58	16.74
13 Hourly	17.23	17.66	18.11	18.55	19.02	19.49	19.97	20.47	20.99	21.51
13B Hourly	16.73	17.07	17.41	17.75	18.12	18.47	18.84	19.22	19.60	19.99
13C Hourly	16.24	16.57	16.90	17.23	17.58	17.93	18.29	18.66	19.02	19.40
13D Hourly	15.77	16.01	16.25	16.49	16.74	16.99	17.25	17.51	17.76	18.03
19 Hourly	19.88	20.37	20.90	21.39	21.98	22.52	23.06	23.61	24.29	24.81
19B Hourly	18.50	18.95	19.44	19.88	20.44	20.95	21.43	21.95	22.55	23.07
19C Hourly	17.31	17.76	18.26	18.71	19.24	19.77	20.25	20.77	21.38	21.89
19D Hourly	16.11	16.51	16.97	17.38	17.91	18.38	18.83	19.33	19.88	20.35
23 Hourly	22.91	23.41	23.90	24.44	25.02	25.58	26.13	26.76	27.38	27.98
23B Hourly	21.31	21.77	22.24	22.74	23.27	23.79	24.33	24.89	25.45	26.02
23C Hourly	20.13	20.58	21.03	21.53	22.07	22.61	23.14	23.71	24.27	24.85
23D Hourly	18.72	19.14	19.57	20.05	20.55	21.01	21.51	22.03	22.54	23.10
25 Hourly	23.90	24.44	25.02	25.58	26.13	26.76	27.38	27.98	28.67	29.41
25B Hourly	22.24	22.74	23.27	23.79	24.33	24.89	25.45	26.02	26.68	27.36
25C Hourly	21.03	21.53	22.07	22.61	23.14	23.71	24.27	24.85	25.49	26.15
25D Hourly	19.57	20.05	20.55	21.01	21.51	22.03	22.54	23.10	23.72	24.33
28 Hourly	25.59	26.13	26.76	27.43	28.00	28.67	29.29	29.96	30.70	31.31
28B Hourly	23.81	24.33	24.89	25.52	26.03	26.68	27.23	27.87	28.56	29.12
28C Hourly	22.62	23.14	23.71	24.33	24.86	25.49	26.06	26.68	27.38	27.94
28D Hourly	21.02	21.51	22.03	22.63	23.11	23.72	24.25	24.82	25.46	25.98
29 Hourly	26.31	26.86	27.54	28.13	28.75	29.44	30.09	30.82	31.52	32.29
29B Hourly	24.46	24.98	25.61	26.15	26.74	27.39	27.98	28.65	29.29	30.03
29C Hourly	23.27	23.81	24.44	24.96	25.56	26.18	26.80	27.47	28.12	28.84
29D Hourly	21.64	22.13	22.73	23.23	23.77	24.36	24.92	25.55	26.13	26.81
31 Hourly	27.54	28.13	28.75	29.44	30.09	30.82	31.52	32.29	33.02	33.76
31B Hourly	25.61	26.15	26.74	27.39	27.98	28.65	29.29	30.03	30.69	31.42
31C Hourly	24.44	24.96	25.56	26.18	26.80	27.47	28.12	28.84	29.50	30.22
31D Hourly	22.73	23.23	23.77	24.36	24.92	25.55	26.13	26.81	27.44	28.12
32 Hourly	28.13	28.75	29.44	30.09	30.82	31.52	32.29	33.02	33.76	34.53
32B Hourly	26.15	26.74	27.39	27.98	28.65	29.29	30.03	30.69	31.42	32.12
32C Hourly	24.96	25.56	26.18	26.80	27.47	28.12	28.84	29.50	30.22	30.92
32D Hourly	23.23	23.77	24.36	24.92	25.55	26.13	26.81	27.44	28.12	28.75
35 Hourly	30.09	30.84	31.52	32.29	32.98	33.77	34.50	35.35	36.22	37.05
35B Hourly	27.98	28.66	29.29	30.03	30.66	31.43	32.09	32.86	33.69	34.47
35C Hourly	26.80	27.49	28.12	28.84	29.47	30.23	30.90	31.67	32.51	33.28
35D Hourly	24.92	25.56	26.13	26.81	27.41	28.13	28.73	29.46	30.21	30.96

Exhibit 3

**CITY OF CERRITOS CLASSIFICATION STEPS**  
**2022/2023**  
**(2%)**

Exhibit 3

**CLASSIFICATION STEPS-TEMPORARY PART-TIME EXEMPT EMPLOYEES (Salary last modified 7/1/22)**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
40 Hourly	33.66	34.50	35.35	36.25	37.14	38.09	39.01	40.02	41.00	42.03
40B Hourly	31.28	32.09	32.86	33.71	34.54	35.43	36.28	37.20	38.13	39.08
40C Hourly	30.10	30.90	31.67	32.53	33.35	34.24	35.10	36.01	36.94	37.90
40D Hourly	27.99	28.73	29.46	30.23	31.03	31.83	32.63	33.49	34.35	35.25
42 Hourly	35.34	36.22	37.12	37.96	38.95	39.93	40.89	42.03	43.02	44.06
42B Hourly	32.85	33.69	34.51	35.32	36.23	37.14	38.04	39.08	40.03	40.99
42C Hourly	31.66	32.51	33.32	34.13	35.04	35.96	36.83	37.90	38.84	39.80
42D Hourly	29.45	30.21	31.00	31.72	32.60	33.44	34.27	35.25	36.12	37.01

Note: In certain cases rounding adjustments may apply.

**CITY OF CERRITOS CLASSIFICATION TABLE  
2022/2023**

Exhibit 4

CLASSIFICATIONS-TEMPORARY-PART-TIME <small>(Salary last modified 7/1/22)</small>	GRADE/ TIER	PAYRATE/HOURLY
Box Office Aide I	2	15.23/16.66
Facility Assistant I	2B	15.00/16.41
Library Page	2C	14.78/16.17
Recreation Leader	2D	14.57/15.93
Recreation Leader I		
Security/Parking Assistant I		
Senior Center Specialist I		
Stage Assistant I	3	15.39/16.82
	3B	15.16/16.58
	3C	14.93/16.33
	3D	14.71/16.09
Recreation Leader II	7	16.00/19.13
Senior Center Specialist II	7B	15.76/17.23
	7C	15.54/16.99
	7D	15.30/16.74
Box Office Aide II	13	17.23/21.51
Clerical Aide	13B	16.73/19.99
Crossing Guard	13C	16.24/19.40
Facility Assistant II	13D	15.77/18.03
Library Aide		
Parks Maintenance Assistant (Unskilled)		
Recreation Leader III		
Senior Center Specialist III		
Stage Assistant II		
Administrative Intern	19	19.88/24.81
Communications Intern	19B	18.50/23.07
Emergency Preparedness Intern	19C	17.31/21.89
Engineering Intern	19D	16.11/20.35
Planning Intern		
Public Works Intern		
Recreation Leader IV		
Security/Parking Assistant II		
Senior Center Specialist IV		
Stage Assistant III		
Box Office Teller	23	22.91/27.98
Custodian I	23B	21.31/26.02
Facility Assistant III	23C	20.13/24.85
Parking Enforcement Officer	23D	18.72/23.10
Security/Parking Assistant III		
Senior Lifeguard		
Stage Assistant IV		
Pedestrian Safety Coordinator	25	23.90/29.41
	25B	22.24/27.36
	25C	21.03/26.15
	25D	19.57/24.33
Secretary/Receptionist	28	25.59/31.31
Water Maintenance I	28B	23.81/29.12
	28C	22.62/27.94
	28D	21.02/25.98
Account Clerk	29	26.31/32.29
Building & Safety Clerk	29B	24.46/30.03
Geographic Information Systems Clerk	29C	23.27/28.84
Graphic Design Artist	29D	21.64/26.81
IT Clerk		
Library Clerk		
Purchasing Clerk		

**Exhibit 4**

**CITY OF CERRITOS CLASSIFICATION TABLE  
2022/2023**

Exhibit 4

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/22)	GRADE/ TIER	PAYRATE/HOURLY
Stage Assistant V	31	27.54/33.76
	31B	25.61/31.42
	31C	24.44/30.22
	31D	22.73/28.12
Assistant Lighting Specialist Audio Specialist Code Enforcement Officer Community Services Officer Division Secretary Library Assistant Rigger Specialist Wardrobe/Backstage Prod. Asst. Zoning Enforcement Officer	32	28.13/34.53
	32B	26.15/32.12
	32C	24.96/30.92
	32D	23.23/28.75

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-TEMPORARY-PART-TIME EXEMPT (Salary last modified 7/1/22)	GRADE/ TIER	PAYRATE/HOURLY
Crime Analyst	40	33.66/42.03
	40B	31.28/39.08
	40C	30.10/37.90
	40D	27.99/35.25
Librarian I	42	35.34/44.06
	42B	32.85/40.99
	42C	31.66/39.80
	42D	29.45/37.01

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

**CITY OF CERRITOS CLASSIFICATION STEPS**  
**2023/2024**  
**(2%)**

Exhibit 5

**CLASSIFICATION STEPS-TEMPORARY PART-TIME EMPLOYEES (Salary last modified 7/1/23)**

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
2 Hourly	15.54	15.70	15.85	16.00	16.17	16.33	16.49	16.66	16.82	16.99
2B Hourly	15.30	15.46	15.61	15.77	15.93	16.09	16.25	16.41	16.58	16.74
2C Hourly	15.08	15.23	15.39	15.54	15.70	15.85	16.00	16.18	16.33	16.49
2D Hourly	14.86	15.00	15.16	15.30	15.46	15.61	15.77	15.93	16.09	16.25
3 Hourly	15.70	15.85	16.00	16.17	16.33	16.49	16.66	16.82	16.99	17.16
3B Hourly	15.46	15.61	15.77	15.93	16.09	16.25	16.41	16.58	16.74	16.91
3C Hourly	15.23	15.39	15.54	15.70	15.85	16.00	16.18	16.33	16.49	16.66
3D Hourly	15.00	15.16	15.30	15.46	15.61	15.77	15.93	16.09	16.25	16.41
7 Hourly	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.13	19.51
7B Hourly	16.08	16.24	16.40	16.56	16.73	16.90	17.07	17.24	17.41	17.58
7C Hourly	15.85	16.00	16.17	16.32	16.48	16.65	16.82	16.99	17.16	17.33
7D Hourly	15.61	15.77	15.93	16.09	16.25	16.41	16.57	16.74	16.91	17.08
13 Hourly	17.58	18.01	18.47	18.92	19.40	19.88	20.37	20.88	21.41	21.94
13B Hourly	17.07	17.41	17.76	18.11	18.48	18.84	19.22	19.60	19.99	20.39
13C Hourly	16.57	16.90	17.24	17.58	17.93	18.29	18.66	19.03	19.40	19.79
13D Hourly	16.09	16.33	16.58	16.82	17.08	17.33	17.60	17.86	18.12	18.39
19 Hourly	20.28	20.78	21.32	21.82	22.42	22.97	23.52	24.08	24.78	25.31
19B Hourly	18.87	19.33	19.83	20.28	20.85	21.37	21.86	22.39	23.00	23.53
19C Hourly	17.66	18.12	18.63	19.08	19.63	20.17	20.66	21.19	21.81	22.33
19D Hourly	16.43	16.84	17.31	17.73	18.27	18.75	19.21	19.72	20.28	20.76
23 Hourly	23.37	23.88	24.38	24.93	25.52	26.09	26.65	27.30	27.93	28.54
23B Hourly	21.74	22.21	22.69	23.20	23.74	24.27	24.82	25.39	25.96	26.54
23C Hourly	20.53	20.99	21.45	21.96	22.51	23.06	23.60	24.18	24.76	25.35
23D Hourly	19.09	19.52	19.96	20.45	20.96	21.43	21.94	22.47	22.99	23.56
25 Hourly	24.38	24.93	25.52	26.09	26.65	27.30	27.93	28.54	29.24	30.00
25B Hourly	22.69	23.20	23.74	24.27	24.82	25.39	25.96	26.54	27.21	27.91
25C Hourly	21.45	21.96	22.51	23.06	23.60	24.18	24.76	25.35	26.00	26.67
25D Hourly	19.96	20.45	20.96	21.43	21.94	22.47	22.99	23.56	24.19	24.82
28 Hourly	26.10	26.65	27.30	27.98	28.56	29.24	29.88	30.56	31.31	31.94
28B Hourly	24.29	24.82	25.39	26.03	26.55	27.21	27.78	28.43	29.13	29.70
28C Hourly	23.07	23.60	24.18	24.82	25.36	26.00	26.58	27.21	27.93	28.50
28D Hourly	21.44	21.94	22.47	23.08	23.57	24.19	24.74	25.32	25.97	26.50
29 Hourly	26.84	27.40	28.09	28.69	29.33	30.03	30.69	31.44	32.15	32.94
29B Hourly	24.95	25.48	26.12	26.67	27.28	27.94	28.54	29.22	29.88	30.63
29C Hourly	23.74	24.29	24.93	25.46	26.07	26.70	27.34	28.02	28.68	29.42
29D Hourly	22.07	22.57	23.19	23.70	24.25	24.85	25.42	26.06	26.65	27.35
31 Hourly	28.09	28.69	29.33	30.03	30.69	31.44	32.15	32.94	33.68	34.44
31B Hourly	26.12	26.67	27.28	27.94	28.54	29.22	29.88	30.63	31.30	32.05
31C Hourly	24.93	25.46	26.07	26.70	27.34	28.02	28.68	29.42	30.09	30.82
31D Hourly	23.19	23.70	24.25	24.85	25.42	26.06	26.65	27.35	27.99	28.68
32 Hourly	28.69	29.33	30.03	30.69	31.44	32.15	32.94	33.68	34.44	35.22
32B Hourly	26.67	27.28	27.94	28.54	29.22	29.88	30.63	31.30	32.05	32.76
32C Hourly	25.46	26.07	26.70	27.34	28.02	28.68	29.42	30.09	30.82	31.54
32D Hourly	23.70	24.25	24.85	25.42	26.06	26.65	27.35	27.99	28.68	29.33
35 Hourly	30.69	31.46	32.15	32.94	33.64	34.45	35.19	36.06	36.94	37.79
35B Hourly	28.54	29.23	29.88	30.63	31.27	32.06	32.73	33.52	34.36	35.16
35C Hourly	27.34	28.04	28.68	29.42	30.06	30.84	31.52	32.30	33.16	33.95
35D Hourly	25.42	26.07	26.65	27.35	27.96	28.69	29.31	30.05	30.81	31.58

Exhibit 5

CITY OF CERRITOS CLASSIFICATION STEPS

2023/2024

(2%)

CLASSIFICATION STEPS-TEMPORARY PART-TIME EXEMPT EMPLOYEES (Salary last modified 7/1/23)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
40 Hourly	34.33	35.19	36.06	36.98	37.88	38.85	39.79	40.82	41.82	42.87
40B Hourly	31.91	32.73	33.52	34.38	35.23		37.01	37.94	38.89	39.86
40C Hourly	30.70	31.52	32.30	33.18	34.02	34.93	35.80	36.73	37.68	38.66
40D Hourly	28.55	29.31	30.05	30.84	31.65	32.47	33.28	34.16	35.04	35.96
42 Hourly	36.05	36.94	37.86	38.72	39.73	40.73	41.71	42.87	43.88	44.94
42B Hourly	33.51	34.36	35.20	36.03	36.96	37.88	38.80	39.86	40.83	41.81
42C Hourly	32.29	33.16	33.99	34.81	35.74	36.68	37.57	38.66	39.62	40.60
42D Hourly	30.04	30.81	31.62	32.35	33.25	34.11	34.96	35.96	36.84	37.75

Note: In certain cases rounding adjustments may apply.

**CITY OF CERRITOS CLASSIFICATION TABLE  
2023/2024**

Exhibit 6

CLASSIFICATIONS-TEMPORARY-PART-TIME <small>(Salary last modified 7/1/23)</small>	GRADE/ TIER	PAYRATE/HOURLY
Box Office Aide I	2	15.54/16.99
Facility Assistant I	2B	15.30/16.74
Library Page	2C	15.08/16.49
Recreation Leader	2D	14.86/16.25
Recreation Leader I		
Security/Parking Assistant I		
Senior Center Specialist I		
Stage Assistant I	3	15.70/17.16
	3B	15.46/16.91
	3C	15.23/16.66
	3D	15.00/16.41
Recreation Leader II	7	16.32/19.51
Senior Center Specialist II	7B	16.08/17.58
	7C	15.85/17.33
	7D	15.61/17.08
Box Office Aide II	13	17.58/21.94
Clerical Aide	13B	17.07/20.39
Crossing Guard	13C	16.57/19.79
Facility Assistant II	13D	16.09/18.39
Library Aide		
Parks Maintenance Assistant (Unskilled)		
Recreation Leader III		
Senior Center Specialist III		
Stage Assistant II		
Administrative Intern	19	20.28/25.31
Communications Intern	19B	18.87/23.53
Emergency Preparedness Intern	19C	17.66/22.33
Engineering Intern	19D	16.43/20.76
Planning Intern		
Public Works Intern		
Recreation Leader IV		
Security/Parking Assistant II		
Senior Center Specialist IV		
Stage Assistant III		
Box Office Teller	23	23.37/28.54
Custodian I	23B	21.74/26.54
Facility Assistant III	23C	20.53/25.35
Parking Enforcement Officer	23D	19.09/23.56
Security/Parking Assistant III		
Senior Lifeguard		
Stage Assistant IV		
Pedestrian Safety Coordinator	25	24.38/30.00
	25B	22.69/27.91
	25C	21.45/26.67
	25D	19.96/24.82
Secretary/Receptionist	28	26.10/31.94
Water Maintenance I	28B	24.29/29.70
	28C	23.07/28.50
	28D	21.44/26.50
Account Clerk	29	26.84/32.94
Building & Safety Clerk	29B	24.95/30.63
Geographic Information Systems Clerk	29C	23.74/29.42
Graphic Design Artist	29D	22.07/27.35
IT Clerk		
Library Clerk		
Purchasing Clerk		

**Exhibit 6**

**CITY OF CERRITOS CLASSIFICATION TABLE  
2023/2024**

Exhibit 6

CLASSIFICATIONS-TEMPORARY-PART-TIME (Salary last modified 7/1/23)	GRADE/ TIER	PAYRATE/HOURLY
Stage Assistant V	31	28.09/34.44
	31B	26.12/32.05
	31C	24.93/30.82
	31D	23.19/28.68
Assistant Lighting Specialist Audio Specialist Code Enforcement Officer Community Services Officer Division Secretary Library Assistant Rigger Specialist Wardrobe/Backstage Prod. Asst. Zoning Enforcement Officer	32	28.69/35.22
	32B	26.67/32.76
	32C	25.46/31.54
	32D	23.70/29.33

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-TEMPORARY-PART-TIME EXEMPT (Salary last modified 7/1/23)	GRADE/ TIER	PAYRATE/HOURLY
Crime Analyst	40	34.33/42.87
	40B	31.91/39.86
	40C	30.70/38.66
	40D	28.55/35.96
Librarian I	42	36.05/44.94
	42B	33.51/41.81
	42C	32.29/40.60
	42D	30.04/37.75

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

**Document Date: November 1, 2021  
July 1, 2021 to June 30, 2024**

**A MEMORANDUM OF UNDERSTANDING BETWEEN THE MUNICIPAL  
EMPLOYEE RELATIONS REPRESENTATIVE OF THE CITY OF CERRITOS AND  
THE REPRESENTATIVES OF THE CERRITOS CITY TEMPORARY PART-TIME  
EMPLOYEES BARGAINING UNIT, AFSCME LOCAL 619, DISTRICT COUNCIL 36.**

This Memorandum of Understanding is entered into with reference to the following facts:

**SECTION A.** In the interest of maintaining harmonious and stable relationships between the City of Cerritos (hereinafter referred to as "City") and the employees thereof of the Temporary Part-Time Bargaining Unit, the Municipal Employees Relations Representative (hereinafter referred to as the "MERR"), together with the designated management representatives of the City, have met on a number of occasions with the representatives of the Cerritos City Temporary Part-Time Employees Bargaining Unit, AFSCME Local 619, District Council 36 (hereinafter referred to as the "Union"), to confer in good faith and exchange a number of proposals concerning wages, hours, fringe benefits and other terms and conditions of employment for the employee-members represented by the Union in the temporary, part-time bargaining unit.

**SECTION B.** The MERR and said management representatives have reached an understanding with the representatives of the Union as to certain recommendations to be made to the City Council of the City of Cerritos and have agreed that the parties hereto will jointly urge said Council to adopt appropriate resolutions providing for the changes concerning salaries, fringe benefits, and other terms and conditions of employment as contained in these joint recommendations.

**SECTION C.** Therefore, effective July 1, 2021 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agree that the City shall grant the following changes to wages, benefits and working conditions, provided that the Union has agreed to drop all other economic and non-economic requests throughout the life of the agreement as follows:

1. Effective July 1, 2021, the City shall grant a 2% salary increase. CalPERS has sole discretion in determining pensionable compensation.
2. As soon as practical, the City shall grant a payment equal to 2% COLA for a six-month period to active part-time employees. This one-time payment will be administered via a payroll process. CalPERS has sole discretion in determining pensionable compensation. IRS withholding and reporting requirements will apply.
3. Effective July 1, 2022, the City shall adjust the salary schedule to reflect a 2% salary increase. CalPERS has sole discretion in determining pensionable compensation.

4. Effective July 1, 2023, the City shall adjust the salary schedule to reflect a 2% salary increase. CalPERS has sole discretion in determining pensionable compensation.
5. Employees shall receive a regular unpaid meal period of thirty (30) minutes during each six (6) hour or greater workday and a paid break of fifteen (15) minutes during each four (4) hours of work.
6. Effective with the signing of the contract, the City shall contribute \$520 per month to be used towards the PERS health insurance premium.
7. Employees required to work on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, or Christmas Day, shall receive compensation at one and one-half times the number of hours actually worked.
8. Each part-time employee currently employed at the City who applies for a full-time position with the City shall be interviewed for that position whenever interviews occur.
9. In compliance with AB 119, the Union will be allowed up to one (1) hour each orientation session to talk to new unit members and to explain the rights and benefits under the MOU. The Union will be given notice of a new employee orientation at least ten (10) days prior to the session, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The City will hold new employee orientation on a regular basis, given there are new employees.

The City will provide the Union with an Excel electronic copy of the name, home address, personal and work email address, and personal cell phone number of all new bargaining unit employees within 30 days of hire.

10. The City reserves the right to impose any discipline it deems to be appropriate to the circumstances of a case, but will endeavor to impose progressive discipline where appropriate in a fair and consistent manner. Notwithstanding the foregoing, nothing in this section shall change the at-will status of a part-time employee.
11. Deferred Comp Plan (Governmental 457(b) Plan). Subject to the terms and conditions set forth in the plan policies, all part-time employees shall be entitled to contribute their income to the City sponsored deferred compensation plan. The City shall deduct from the employee's salary authorized deductions from the pay of those employees who individually request in writing that such deductions be made.
12. IRS Section 125 Plan. As soon as practical, the City will establish and administer an IRS Section 125 Plan, in which employees may contribute their income towards medical and dependent care expenses on a pre-tax basis. The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such

deductions be made. If fewer than twenty (20) employees enroll in the plan, the cost to administer the plan will be paid by the employees enrolled in the plan.

13. Salary schedule adjustments were made to grades 2, 2B, 2C, 2D, 3, 3B, 3C, 3D, 7, 7B, 7C, 7D, 13, 13B, 13C, and 13D as reflected on attachment A.
14. The Grievance Procedure for Temporary Part-Time Employees is reflected on attachment B.
15. Layoff and Re-Employment Procedure is reflected on attachment C.

**SECTION D.** Therefore, effective July 1, 2020 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agree that the City shall grant the following changes to wages, benefits and working conditions, provided that the Union has agreed to drop all other economic and non-economic requests throughout the life of the agreement as follows:

1. Effective July 1, 2020, the City shall grant a 0% salary increase. CalPERS has sole discretion in determining pensionable compensation.

**SECTION E.** Therefore, effective July 1, 2017 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agree that the City shall grant the following changes to wages, benefits and working conditions, provided that the Union has agreed to drop all other economic and non-economic requests throughout the life of the agreement as follows:

1. Effective July 1, 2017, the City shall grant a 5.7% salary increase. CalPERS has sole discretion in determining pensionable compensation.
2. As soon as practical, the City shall grant a one-time lump sum payment of \$350 to active part-time employees. This one-time lump sum payment will be administered via a payroll process in a separate payment. In accordance with CalPERS regulations, this one-time lump sum payment will not be reported to CalPERS as pensionable compensation. CalPERS has sole discretion in determining pensionable compensation. IRS withholding and reporting requirements will apply.
3. Effective July 1, 2018, the City shall adjust the salary schedule according to the CPI (Los Angeles-Riverside-Orange County for all urban consumers) for a one-year period reflecting the average of January, February, March 2018 with no rounding and with a minimum guarantee of a 1% COLA and a maximum increase of a 3% COLA.
4. Effective July 1, 2019, the City shall adjust the salary schedule according to the CPI (Los Angeles-Riverside-Orange County for all urban consumers) for a

one-year period reflecting the average of January, February, March 2019 with no rounding and with a minimum guarantee of a 1% COLA and a maximum increase of a 3% COLA.

5. The City will provide up to 20 eligible stage crew employees of the CCPA with \$300 toward the purchase of safety shoes, without substituting uniforms. The eligible employees will be determined by a management supervisor.
6. The City will provide up to 20 eligible stage crew employees of the CCPA with one jacket a year, without substituting uniforms. The eligible employees will be determined by a management supervisor. The monetary value of uniforms will be up to \$500 per year per employee. However, this amount will be adjusted upward if the actual cost of uniforms increases.
7. In compliance with AB 1522, eligible part-time employees shall accrue sick leave in accordance with the legislation and shall be granted the sick leave with pay to attend to employee's own illness, or illness of a child, spouse, registered domestic partner, parent, grandparent, grandchild, or sibling.
8. Eligible part-time employees shall be granted their accrued sick leave with pay required to cover the shift. Employee must use a minimum of 2 hours of sick leave.

**SECTION F.** Therefore, effective July 1, 2014 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agree that the City shall grant the following changes to wages, benefits and working conditions, provided that the Union has agreed to drop all other economic and non-economic requests throughout the life of the agreement as follows:

1. Effective July 1, 2014, the City shall grant a 2% salary increase.
2. Wage Reopener Terms: In order to reopen the MOU for negotiations of a cost of living increase for fiscal year 2015-2016, the Union shall submit a request to meet and confer regarding salaries and their proposal in writing to the City by April 1, 2015. The City and the Union shall begin meeting and conferring by no later than April 15, 2015 regarding salaries provided in the MOU. The meet and confer process regarding salaries provided in the MOU shall be completed by no later than May 15, 2015, unless both parties agree in writing to extend the period to meet and confer to a specific date certain. Nothing contained herein guarantees the employees covered by the MOU will receive any increase in salaries and the foregoing is not a formula for an increase of salaries based on an increase in the CPI.

Nothing contained herein guarantees the employees covered by the MOU will receive any increase in salaries for fiscal year 2015-2016 and the foregoing is not a formula for the increase of salaries in accordance with increases in the CPI. The City and the Union agree not to discuss any other salary issues, including but not limited to reclassification of positions during the meet and confer discussion relating to salaries only.

3. The salary system will meet minimum wage requirements.
4. Public Employees Retirement System. 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.

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".

5. The City will provide up to 20 eligible stage crew employees of the CCPA with \$145 toward the purchase of safety shoes, without substituting uniforms. The eligible employees will be determined by a management supervisor.
6. Dues Deductions. The City shall deduct dues and assessments and other monies, provided there is no more than one deduction per pay period, from the pay of those represented employees who individually request in writing, through their recognized employee organization, that such deductions be made. The total amount of all such deductions shall be remitted by the City to the recognized employee organization.

**SECTION G.** Therefore, effective July 1, 2011 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agreed that the City granted the following changes to wages, benefits and working conditions, provided that the Union has agreed to drop all other economic and non-economic requests throughout the life of the agreement as follows:

1. The Union agrees to maintain all the wages, benefits, and working conditions for temporary part-time employees as specified in Resolution No. 2011-09, except as specifically stated herein.
2. Effective July 1, 2011, the City shall grant a 0% salary increase.
3. Wage Reopener Terms: In order to reopen the MOU for negotiations of a cost of living increase for fiscal year 2012-2013 the Consumer Price Index (CPI) for Los Angeles-Riverside-Orange County for all urban consumers average for January and February of 2012 must be at least 1%. If the CPI for January and February of 2012 is at least 1% in the cost of living, the City and the Union shall begin meeting and conferring by no later than April 15, 2012 regarding salaries provided in the MOU. The meet and confer process regarding salaries provided in the MOU shall be completed by no later than May 15, 2012, unless both parties

agree in writing to extend the period to meet and confer to a specific date certain. The parties may agree to increase salaries up to 3%, subject to the approval of the City Council. Nothing contained herein guarantees the employees covered by the MOU will receive any increase in salaries and the foregoing is not a formula for an increase of salaries based on an increase in the CPI.

Nothing contained herein guarantees the employees covered by the MOU will receive any increase in salaries for fiscal year 2012-2013 and the foregoing is not a formula for the increase of salaries in accordance with increases in the CPI. The City and the Union agree not to discuss any other salary issues, including but not limited to reclassification of positions during the meet and confer discussion relating to salaries only.

In order to reopen the MOU for negotiations of a cost of living increase of up to 3% for fiscal year 2013-2014, the Consumer Price Index (CPI) Los Angeles-Riverside-Orange County for all urban consumers average for January and February 2013 must be at least 1%. If the CPI for January and February of 2013 is at least 1% the City and the Union shall begin meeting and conferring by no later than April 15, 2013 regarding salaries provided in the MOU. The meet and confer process for salaries provided in the MOU shall be completed by no later than May 15, 2013, unless both parties agree in writing to extend the period to meet and confer to a specific date certain. The parties may agree to increase salaries up to 3%, subject to the approval of the City Council.

Nothing contained herein guarantees the employees covered by the MOU will receive any increase in salaries for fiscal year 2013-2014 and the foregoing is not a formula for the increase of salaries in accordance with increases in the CPI. The City and the Union agree not to discuss any other salary issues, including but not limited to reclassification of positions during the meeting and confer discussion relating to salaries only.

4. 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.
5. The City will provide up to 20 eligible stage crew employees of the CCPA with nine uniform pieces. The eligible employees will be determined by a management supervisor.
6. Union Sponsored Short Term Disability: The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such deductions be made. The total amount of all such deductions shall be remitted by the City to the Union to provide a Short Term Disability policy for employees who elect to authorize such deductions. The Union will provide the City an annual audit of the deductions and payments to the provider. Any overpayment will be returned directly to the affected employee.

7. 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.

**SECTION H.** Therefore, effective July 1, 2010 the MERR, together with the management representatives of the City, and the City of Cerritos Temporary Part-Time Employees, AFSCME Local 619, District Council 36, agreed that the City granted the following changes to wages, benefits and working conditions, that continue throughout the life of this agreement as follows:

1. 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.
2. 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.
3. 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.

4. 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. 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.

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.

**SECTION I.** Except as otherwise provided, the Municipal Employees Relations Representative and representatives of the Union agree that all changes in salaries, wages and monetary fringe benefits, as set forth herein, shall be binding on the parties hereto for the life of this Memorandum of Understanding. However, during economic uncertainty from the State, the Union shall have the right to meet and confer with the City regarding the impact on employees and if the Union and the City are unable to reach an agreement, the City may revert to layoffs. Further, it is agreed by the parties hereto that, with the exception of the said changes in salaries, wages and monetary fringe benefits as set forth in the Memorandum of Understanding there shall be no reduction in the benefits or other terms and conditions of employment as set forth in the existing personnel ordinances and resolutions of the City for all employees covered by this agreement.

**SECTION J.** It is understood and agreed that this Memorandum of Understanding is subject to all present and future applicable federal and state laws and regulations. If any part of this Memorandum of Understanding is in conflict or inconsistent with applicable provisions of federal or state laws or regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable laws or regulations and the remainder of this Memorandum of Understanding shall not be affected thereby and shall remain in full force and in effect.

**SECTION K.** This agreement shall contain all the covenants, stipulations and provisions agreed upon by the parties. It is understood that all items relating to employee wages, hours, and other terms and conditions of employment, not covered in the Agreement, are covered by existing ordinances, resolutions, policies, written

understanding and practices of the City, as well as the Personnel Rules and Regulations presently in effect. Therefore, for the life of the Agreement, neither party shall be compelled to Meet and Confer with the other except by mutual agreement of the parties, or unless compelled to do so by state law.

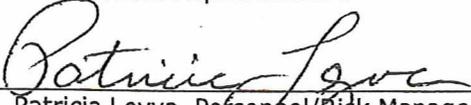
THIS MEMORANDUM OF UNDERSTANDING SHALL BE EFFECTIVE JULY 1, 2021, AND SHALL REMAIN IN FULL FORCE AND EFFECTIVE UNTIL JUNE 30, 2024.

AGREED UPON AND SIGNED BY:

CITY OF CERRITOS

AFSCME, LOCAL 619

  
\_\_\_\_\_  
Pam K. Lee, Attorney  
Management Representative

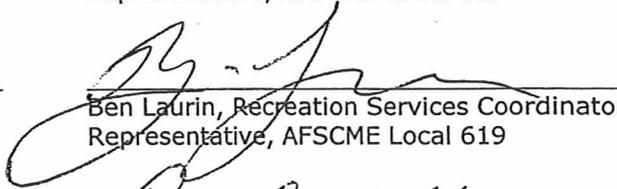
  
\_\_\_\_\_  
Patricia Leyva, Personnel/Risk Manager  
Municipal Employee Relations Representative

  
\_\_\_\_\_  
Torrey Contreras, Senior Assistant City Manager  
Management Representative

  
\_\_\_\_\_  
Amy Thomas, Personnel Administrator  
Management Representative

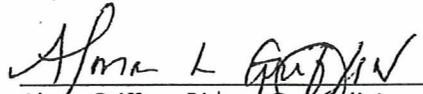
  
\_\_\_\_\_  
Rogan Girard, Master Carpenter  
President, AFSCME Local 619

  
\_\_\_\_\_  
Mary Ann Camacho, Accounting Technician  
Representative, AFSCME Local 619

  
\_\_\_\_\_  
Ben Laurin, Recreation Services Coordinator  
Representative, AFSCME Local 619

  
\_\_\_\_\_  
David Walter, Park Gardener II  
Representative, AFSCME Local 619

  
\_\_\_\_\_  
Hugo Zepeda, Library Clerk  
Representative, AFSCME Local 619

  
\_\_\_\_\_  
Alma Griffen, Rigger Specialist  
Representative, AFSCME Local 619

  
\_\_\_\_\_  
Joan Heithoff, AFSCME Representative  
AFSCME District Council 36

## Adjustments to Part-Time Salary Schedules

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
2	14.64	14.79	14.93	15.08	15.23	15.39	15.54	15.70	15.85	16.01
2B	14.42	14.57	14.71	14.86	15.01	15.16	15.31	15.46	15.62	15.77
2C	14.21	14.35	14.50	14.64	14.79	14.93	15.08	15.24	15.39	15.54
2D	14.00	14.14	14.28	14.42	14.57	14.71	14.86	15.01	15.16	15.31
3	14.79	14.93	15.08	15.23	15.39	15.54	15.70	15.85	16.01	16.17
3B	14.57	14.71	14.86	15.01	15.16	15.31	15.46	15.62	15.77	15.93
3C	14.35	14.50	14.64	14.79	14.93	15.08	15.24	15.39	15.54	15.70
3D	14.14	14.28	14.42	14.57	14.71	14.86	15.01	15.16	15.31	15.46
7	15.38	15.69	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38
7B	15.15	15.30	15.45	15.60	15.76	15.92	16.08	16.24	16.40	16.56
7C	14.93	15.08	15.23	15.38	15.53	15.69	15.85	16.01	16.17	16.33
7D	14.71	14.86	15.01	15.16	15.31	15.46	15.61	15.77	15.93	16.09
13	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.18	20.68
13B	16.08	16.40	16.73	17.06	17.41	17.75	18.11	18.47	18.84	19.22
13C	15.61	15.92	16.24	16.56	16.89	17.23	17.58	17.93	18.28	18.65
13D	15.16	15.39	15.62	15.85	16.09	16.33	16.58	16.83	17.07	17.33

## **Grievance Procedure Temporary Part-Time Employee**

### **PERSONNEL REVIEW PROCEDURE**

Whenever an employee feels that the policy of the City is not being appropriately applied to his/her circumstance, he/she shall take the following action:

1. He/she shall discuss the matter fully with his/her immediate supervisor within five working days of the incident. The supervisor will make every effort to dispose of the grievance in a fair and amiable manner and in accordance with the established policy of the City. After the employee and his/her supervisor have discussed the incident in question, the supervisor will give the employee a verbal or a written answer within three working days.
2. If either party is not satisfied with the resolution at the first step, he/she should contact the Personnel Division within one week and request further consideration. The Personnel Manager will contact the Department Head and suggest the steps to be taken to resolve the problem within the jurisdiction of the Department involved. Within ten working days, the parties will be provided a written or verbal answer by the Department Head. If the employee is still not satisfied with the action taken on his/her request, he/she may again contact the Personnel Manager within five working days to request further consideration of the situation.
3. **Right of Appeal.** Any employee in the Part-Time Employee Union shall, within seven days, have the right to appeal to the City Manager any disciplinary action, interpretation of alleged violation of the Personnel Ordinance, except in instances where the right of appeal is specifically prohibited by the Personnel Ordinance or these rules.

**Method of Appeal.** Appeals shall be in writing, subscribed by the appellant and filed with the Personnel Manager who shall, within three days after receipt of the appeal, inform the City Manager, the appointing power and such other persons or officers named or affected by the appeal of the filing of the appeal. The appeal shall be a written statement, addressed to the City Manager, explaining the matter appealed from, and setting forth therein, a statement of the action desired by the appellant, with his/her reasons therefore. The formality of a legal pleading is not required.

**Notice.** Upon the filing of an appeal, the City Manager may reject it or direct the Personnel Manager to set a date to hear the appeal, not more than fifteen days from the date of filing.

**Findings and Recommendations.** The decision of the City Manager, who shall decide all cases in the best interest of the City, is final and binding upon all parties.

## **LAYOFF AND RE-EMPLOYMENT PROCEDURE TEMPORARY PART-TIME EMPLOYEE**

When it is deemed necessary to reduce the workforce, the City will first endeavor to avoid layoff of employees through such means as attrition, transfer, and demotion. 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 an employee resigns leaving the position vacant, the City may abolish any position or employment in the community service, and an employee may be laid off without the right to appeal. However, prior to a layoff, the City will meet and confer with the Union on alternative courses of action and impact.

### **PERSONNEL PROCEDURE**

1. The appointing authority will identify those classifications which will be reduced which will minimize the impact on the continued effectiveness of that Department and will meet the necessary reduction in force requirements as determined by the City.
2. No less than thirty (30) days before the effective date of the layoff, the appointing authority will notify the Personnel/Risk Manager of the name(s), classification(s), and reason(s) for layoff of employees.
3. All employees to be laid off shall be given advance written notice of the effective date of the layoff as far in advance as reasonably possible, but no later than thirty (30) days before the effective date of the layoff, unless an Emergency Order is issued by the City Manager in response to an unanticipated emergency and/or event beyond the control of the City. The notice will be personally delivered or sent by certified mail.
4. The written notice shall inform the employee of his/her displacement and employment rights.

**Order of Layoffs.** The least senior employee (measured in years or portions thereof employed at the City) in a job classification subject to layoff will be laid off first.

**Recall of Employees Laid Off As A Result Of A Reduction In Work Force.** Employees who are laid off shall have their names placed on a recall list for the classification in which they previously held status and for a classification at the same or lower salary range for which they qualify, in the order of their seniority. Vacant positions in such classification will be offered to eligible employees on the recall list who qualify for such vacancies prior to an open or promotional recruitment.

**Duration Of Recall Lists.** The eligibility of the individual on the recall list shall exist for a period of one (1) year from the date of layoff or demotion. Eligible employees not responding to written notification of an opening within fourteen (14) days shall have their names removed from the re-employment list.

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. 2021-30** was duly approved and adopted by the City Council of the City of Cerritos at a Regular Meeting held on the 9th day of December, 2021, and that it was so adopted as follows:

AYES:            Councilmembers – Barrows, Solanki, Yokoyama, Vo, Hu  
NOES:            Councilmembers – None  
ABSENT:          Councilmembers – None  
ABSTAIN:         Councilmembers – None

DATED: December 9, 2021



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Vida Barone, City Clerk