

EMPLOYEE PAY & BENEFIT PLAN



2015-2016

WELCOME

We welcome you as a new employee with the City of Porterville. We hope that your employment with the City will offer you many pleasant and productive years. We are certain that your endeavors in your City position will be motivated by a genuine desire to provide the best services possible to the citizens of the community.

It is important that each employee understands their responsibilities, rights and benefits. This handbook has been prepared to promote that understanding. Please keep this as a reference for questions which may arise.

On behalf of the entire City staff, we wish you a fruitful and fulfilling career with the City of Porterville.

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SECTION I.

WORK HOURS

A. BUSINESS HOURS

1. All offices of the City, except those for which special regulations are required, shall be kept open for business continuously from 8:00 a.m. until 5:00 p.m. on all days of the year except Saturday, Sunday and holidays.
2. The Fire, Police and Communications Department will be open 24 hours per day, seven days per week. (Specific Police Department Shift Schedule adopted via Minute Order 11-041508; April 15, 2008; Fire Department Shift Schedule adopted via Resolution 18-2015; February 17, 2015)

(Business Hours adopted through Resolution 9081; October 5, 1978)

B. ATTENDANCE

1. Employees shall be in attendance at their work location in accordance with the rules regarding hours of work, holidays, and leaves. All departments shall keep daily attendance records of employees which shall be reported to the Director of Finance in the form and on the dates he/she specifies. Failure on the part of an employee, absent without leave, to return to duty within 24 hours after notice to return shall be cause for immediate discharge. (Resolution 9081;October 5, 1978)
2. The normal work period for regular employees will be eight (8) hours per day and forty (40) hours per week. At the discretion of the Department Head, the City agrees to allow some modifications to departmental work schedules for 40 hour work week employees, so long as the current level of service is delivered. (Alternative Work Schedules are further defined in Resolution 67-2005; May 17, 2005; Resolution 179-2005; December 20, 2005; Resolution 71-2011; December 20, 2011 and Resolution 18-2015; February 17, 2015)
3. Fire crews (assigned to a shift schedule) will work an average of fifty-six (56) hours per week, with twenty – four (24) hour shifts. (Resolution 9081; October 5, 1978)
4. Police employees (assigned to a shift schedule) will work an average of eighty (80) hours every two weeks, with twelve (12) hour shifts including one eight (8) hour shift; or strictly ten (10) hour shifts. (For details regarding 3-12 and 4-10 alternative work schedules please review the amendment to the 3-12 alternative work schedules for Police Officers agenda item approved by City Council on April 15, 2008 via minute order 11-041508)

C. MEAL AND REST PERIODS

The City fully complies with applicable California Labor Code sections regarding meal and rest periods. At the discretion of the Department Head, flexibility may exist concerning the scheduling of meal and rest periods so long as it does not create an undue hardship on the department.

SECTION II. COMPENSATION PLAN

Unless otherwise stated, all employees will be paid on the third (3rd) and eighteenth (18th) of each month. If one of these days falls on a week-end, the employee will be paid the Friday before. (Added to the 2015-2016 Pay and Benefit Plan)

Employees can request to have their pay check deposited directly into their checking or savings account. All employees will receive a detailed pay stub for each pay-period, regardless if they choose direct deposit or not. If interested in direct deposit, contact the Human Resources office to complete the necessary form. (Added to the 2015-2016 Pay and Benefit Plan)

A. PAY PLAN

1. The pay plan covering all classes of positions in the City service, and showing the rates of pay, is designated as the "Position Pay Plan" and located in the appendix. Within approved budget limits, the City Manager may provide additional compensation and forms of compensation to Management employees based upon performance. (Added to the 1978-1979 Pay and Benefit Plan, amended in the 1986-1987 Pay and Benefit Plan)

B. BASIC SALARY SCHEDULE

The salary schedule, which details the pay steps in each range, is designated as the "Basic Salary Schedule" and located in the appendix. The "Basic Salary Schedule" shall be administered as follows:

1. The salary range shall include a monthly salary with five (5) steps of rates of pay. The five steps within a salary range shall be administered in the following way:
 - a. Step "A" The first step of each range is the beginning salary level and is the standard hiring rate for a class or position. All departments shall adhere to hiring personnel at this range. The City Manager and Department Heads with the approval of the City Manager may hire at any step in the salary range for the position being recruited. In all cases it must be demonstrated that it was necessary and/or desirable for the benefit of the City to appoint a qualified candidate at a higher step.

- b. Step "B" Employees shall be advanced to Step "B" after six (6) months of satisfactory service in Step "A" and after advancement is recommended by the Department Head and approved by the City Manager.
- c. Step "C" Employees may be advanced to Step "C" of the salary range allocated to their class of position after a minimum time of one (1) year of satisfactory work has been spent in Step "B" and after recommendation has been made by the Department Head and approved by the City Manager. Step "C" is to be considered the standard satisfactory performance of duties. This pay is assigned to those personnel who are performing at a desirable level, and what would be considered the normal rate of pay for their particular type of work.
- d. Step "D" Merit This step is reserved for employees who are considered to be fully qualified in their class or position and who maintain a consistent, satisfactory standard of work performance. An employee may be advanced to Step "D" after a minimum of one years service in Step "C" upon the recommendation of the Department Head and approval of the City Manager.
- e. Step "E" Merit This step is to be considered a further and final step for employees who maintain a thoroughly satisfactory standard of work performance. An employee may be advanced to Step "E" after a minimum of one years service in Step "D" upon the recommendation of the Department Head and approved by the City Manager. An employee advanced to Step "E" of the pay range will retain such status as long as job performance remains at the level required to attain this step.
- f. Rates higher that Step "E" Whenever the salary of an employee exceeds the maximum of Step "E" of the salary range established for a classification, then such salary shall be designated as a "Y" rate. During such time as an employee's salary remains above the maximum rate of pay for his/her class, he/she shall not receive further salary increases.
- g. Advancement in step With approval of the City Manager a Department Head can advance employees in steps at any interval of time provided the Department Head can demonstrate the performance and abilities of the employee warrant the step increase.

2. Less Than Full Time.

All rates shown in the "Basic Salary Schedule" for monthly employees are in full payment for services rendered for the full number of hours regularly worked in each classification. Employees working less than full time shall be compensated at a monthly rate equivalent to the portion of the month worked, or at an hourly rate equivalent as shown in the "Basic Salary Schedule." For seasonal and part-

time employees not listed in the "Basic Salary Schedule" please review the "Seasonal and Part Time Pay Rates" schedule located in the appendix.

3. Step Increases.

No increase shall be considered automatic or subject to increase by reason of time in service. All increases shall be based upon increased service value of the employee, performance record, and must be recommended by the Department Head and approved by the City Manager. Withholding recommendation for advancement to merit steps "D" and "E" shall not be considered disciplinary action.

4. New Employees.

New employee advancement will be automatically reviewed after six (6) months of service. For all other employees, advancement will be automatically reviewed after each twelve (12) months of service from their anniversary date. Advancement for employees receiving promotions shall be as follows: If a promotion is to the "A" Step of the new classification, the employee's anniversary date shall be six (6) months after the promotion, and he/she shall be eligible for advancement review at that time. If a promotion is to any other step than the "A" Step, the employee's normal anniversary date shall be twelve (12) months after the promotion, and the employee shall be eligible for advancement at that time.

5. New Employee Performance Review.

The performances of all new employees shall be reviewed three times during their probationary period. The performance of all regular employees shall be reviewed annually on the employee's anniversary date.

(Entire Basic Salary Schedule adopted through Resolution 8743; June 29, 1977 and updated in the 2012-2013 Pay and Benefit Plan)

C. COMPENSATORY TIME/ OVERTIME

All overtime requires prior authorization by a management supervisor in the employee's chain of command. Authorized overtime is compensated as follows:

1. The forty (40) hour week begins at 11:00pm (2300 hours) on Sunday and concludes at 11:00pm (2300 hours) on the following Sunday. Overtime may be generated when an employee's days off are changed and likewise an employee may be short sufficient hours to total a forty (40) hour work week for the same reason. For a week where time may be less than forty (40) hours, leave credits (vacation, holiday) may be used to bring the work week hours up to a total of forty (40). (This definition is subject to existing Memorandums of Understanding with specific represented groups of employees)

2. Overtime worked in the same job classification by personnel with the Designation "2", "3", and Sworn Police Employees with the designation "4" (see the "Position Pay Plan" located in the appendix) shall be compensated at 1½ times their regular rate of pay for such time worked, and/or on paid leave, in the excess of the forty (40) hour work week, except Sworn Fire Employees with the designation "4". (Resolution 9081; October 5, 1978, re-stated via Resolution 32-2010; April 6, 2010)

For Fair Labor Standards Act (FLSA) guidelines regarding compensation for a full-time employee who also works another City of Porterville job classification in a part-time capacity please contact the Finance Department (Payroll). (Added to the 2015-2016 Pay and Benefit Plan)

3. Fire Series:

- a. Fire Series employees with the designation "4" (see the "Position Pay Plan" located in the appendix) are to be compensated at the rate of 1 ½ times the regular rate for hours worked in excess of 216 hours in a 27-day consecutive pay period, except that they shall be paid at 1 ½ times the 40 hour per week rate for 12 hours or less in a shift and at 1 ½ times the 56 hours per week rate for more than 12 hours in a shift. If required to work on a State Forest Fire, the employee's time will start from the time the employee is required to report for duty and end when he/she is returned to the City of Porterville. Any time on his/her regular work schedule will be at regular pay, all other time will be overtime, as outlined above. (Resolution 8743; June 29, 1977 and amended via Resolution 16-2004; February 17, 2004)
- b. Fire Lieutenants and Fire Captains may receive compensatory time at time and one-half (1 ½) in lieu of overtime pay. Compensatory time shall be recorded on the employee's time sheet and accounted for through the payroll system. Compensatory time accrual may be accumulated at not more than a maximum of 112 hours at any given time for employees assigned to a 56-hour per week shift, and a maximum of 80 hours at any given time for employees assigned to an administrative staff position (40-hour week). (Resolution 16-2004; February 17, 2004)
- c. Firefighters and Fire Engineers may receive compensatory time at time and one-half (1 ½) in lieu of overtime pay. Compensatory time shall be recorded on the employee's time sheet and accounted for through the payroll system. Compensatory time accrual may be accumulated at not more than a maximum of 168 hours at any given time for employees assigned to a 56-hour per week shift, and a maximum of 120 hours at any given time for employees assigned to an administrative staff position (40-hour week). (Resolution 71-2011; December 20, 2011)

4. Police Series:

Employees designated to the Police Series may choose to receive overtime compensation for that pay-period or bank the overtime hours to cash out at a later date, or use for compensatory time. (Resolution 32-2010; April 6, 2010)

a. Overtime: Overtime hours worked will be compensated at 1 ½ times the regular rate of pay, unless immediately after working overtime, the employee designates that their hours be banked. Employees shall not bank more than 120 hours per fiscal year (equivalent to 80 overtime hours worked). (Resolution 63-2011; October 18, 2011)

b. Overtime Cash Out: Subject to the Department Head's approval, employees may cash out their banked overtime hours twice per fiscal year (dates designated by Department Head). Employees shall be compensated at their current rate of pay at the time of cash out. Without prior notice, the Department Head can temporarily suspend overtime cash-outs. (Resolution 32-2010; April 6, 2010)

c. Compensatory Time: With approval from the Department Head or Supervisor and subject to staffing requirements and operational priorities, employees may request compensatory time off in lieu of cash payment for overtime hours worked. Compensation time accrues at the same rate as overtime (1 ½ hours per hour of overtime worked). (Resolution 32-2010; April 6, 2010)

d. Overtime cash out and compensatory time usage is subject to an annual evaluation by the Department Head. (Resolution 32-2010; April 6, 2010)

e. Upon termination, all accumulated compensatory time off will be paid to the employee at his/her current rate. (Resolution 32-2010; April 6, 2010)

Police Officers working the 3-12 Plan will receive overtime pay at the rate of one and one-half times their regular rate of pay for time worked in excess of 80 hours during their respective two-week work cycles. (Approved April 15, 2008, via council meeting minute order 041508)

Police Officers working the 4-10 Plan will receive overtime pay at the rate of one and one-half times their regular rate of pay for time worked in excess of 40 hours in a week. (Approved April 15, 2008 via Minute Order 041508)

5. Safety Support Unit employees may receive compensatory time at time and one-half (1 ½) in lieu of overtime pay. Compensatory time shall be recorded on the employee's time sheet and accounted for through the payroll system.

Compensatory time accrual may be accumulated at not more than a maximum of 120 hours at any given time. (Resolution 83-2014; December 2, 2014, Resolution 119-2015, December 15, 2015)

6. In addition to City provisions for overtime, the City shall pay the greater of the amount calculated as overtime from the above or that provided for under the Fair Labor Standard Act (FLSA). Safety employees in the Fire Series will have FLSA overtime calculated on a 27-hour work period, while Safety employees in the Police Series will have a 28-day work period. These are as a result of the "7K exemption" being applied. General Series employees and non-safety employees in the Fire and Police Series will have FLSA overtime calculated based upon the forty (40) hour work week as described above. Executive, Professional, Administrative and certain seasonal recreation employees are exempt from the FLSA provisions. (Resolution 62-86; July 1, 1986)

D. EXTRA DUTY

1. Safety Department Personnel
When Safety Officers (including Police Sergeants) are assigned to duty at an outside activity, wherein the organization requesting the service is to reimburse the City of Porterville for such service, the Safety Officer shall be paid at one and one-half (1 ½) times regular rate of pay for such organization. The City of Porterville will bill the organization to recover costs for services. (Resolution 9081; October 5, 1978)
2. Reserve Officer
When Reserve Officers are assigned to duty in an outside activity, wherein the organization requesting the service is to reimburse the City of Porterville for such services, the Reserve Officer shall be paid at the hourly rate of the "A" Step of the Police Officer range without education incentive for such time as the Reserve Officer is on active duty for such organization. The City of Porterville will bill the organization the salary cost and actual benefit cost to the City of Porterville. (Resolution 9081; October 5, 1978)

E. WORKING OUT OF CLASSIFICATION

1. Fire Department
 - a. Whenever a Firefighter or Fire Engineer is required to accept the responsibility and carry out the duties of a position or rank above their normal position for one-half or more of a complete shift, he/she shall be compensated by an additional five-percent (5%) salary increase. The additional salary shall be granted for the first one-half shift or more and

succeeding shifts worked. The additional compensation shall be paid monthly in accordance with the Fair Labor Standard Act 27-day period. (Resolution 73-2000; June 20, 2000)

- b. Whenever a Fire Series employee is required to accept the responsibility and carry out the duties of a current recognized functional position, he/she shall be compensated at a rate of five-percent (5%) above their base pay for each hour worked out of class. Time sheets will only be submitted whenever a minimum of twenty-four (24) hours of this hourly out of class pay has accrued. (Resolution 16-2006; February 7, 2006)
- c. Whenever a Firefighter or Fire Engineer is temporarily reassigned (does not apply to a light duty and/or modified duty assignment) to a forty (40) hour work week that exceeds sixty (60) calendar days, the employee shall receive an increase in pay equivalent to their previous Fair Labor Standards Act rate of compensation. (Resolution 62-2012; June 19, 2012)
- d. Whenever a Fire Lieutenant or Fire Captain is temporarily reassigned (does not apply to a light duty and/or modified duty assignment) to a forty (40) hour work week that exceeds sixty (60) calendar days, the employee shall receive an increase in pay equivalent to their previous Fair Labor Standards Act rate of compensation (Resolution 69-2011; December 7, 2011)

2. Police Department

Whenever a Police Officer is requested to accept the responsibility and carry out the duties of a position or rank above their normal position for a complete shift or more, he/she will be compensated with an additional five-percent (5%) of their salary. (Resolution 9081; October 5, 1978)

3. General Series and Confidential Employees

Whenever General Series or Confidential Employees temporarily work above their assigned classification for a period of more than ten (10) consecutive working days, they shall be paid at the rate of the classification he/she is required to work in or five-percent (5%) higher than his/her usual pay, whichever is greater. Any increase greater than five-percent (5%) requires the written approval of the City Manager. (Resolution 9081; October 5, 1978)

Whenever a General Series Employee is assigned to permanently work at a higher classification, they shall receive the same compensation of the higher classification, at a minimum of five-percent (5%) above their current pay scale. (Resolution 117-2010; November 2, 2010)

General Series Employees assigned to higher classifications will have one year from the date of appointment to achieve the necessary licenses and qualifications for said position. If an employee fails to achieve the required

license(s) and qualifications, the employee will be returned to his/her previous position held. (Resolution 117-2010; November 2, 2010)

If by no fault of the General Series employee, the qualifications are not met within the given time frame; the City Manager may extend the time period to obtain the qualification by six (6) months, not to exceed eighteen (18) months. (Resolution 117-2010; November 2, 2010)

F. ADDITIONAL PAY/ SPECIALTY PAY

Police Employees:

1. Sworn Police Officers and Police Sergeants assigned to canine duty will receive additional monthly compensation of 7 ½% of their base monthly salary. This amount recognizes the time spent in the off-duty care (including feeding and grooming), maintenance and training of his or her assigned dog, shall be considered hours worked, payable on an overtime basis at the rate of one-half times the base hourly rate of the respective employees. It is understood that canine employees normally spend 8.66 hours per month performing such off-duty work activities as described above. (Resolution 99-2000; August 17, 2010)

A canine employee who is required to perform extraordinary off-duty canine care, such as veterinary emergency or other rare occurrence which causes a substantial increase in the normal off-duty hours worked for that month shall submit a written request to the Police Chief, or the Chief's assigned designee, for additional compensation for the hours spent performing such extraordinary off-duty work. Any such additional compensation shall be calculated at one and one-half (1½) times the base hourly pay rate of the respective canine employee. (Resolution 99-2000; August 17, 2010)

Sworn Police Officers and Police Sergeants assigned to canine duties shall not be compensated in any manner whatsoever for hours spent in travel time to and from work in a City vehicle/unit, unless such travel time is interrupted to perform law enforcement duties. In the event such travel time is interrupted to perform law enforcement duties, such time spent shall be considered hours worked for computation of Fair Labor Standards Act mandated overtime. (Resolution 99-2000; August 17, 2010)

Police Officers and Police Sergeants assigned to K-9 duty shall be eligible for a take home vehicle, provided said employee resides within 40 miles of the Porterville Police Department located at 350 North "D" Street. (Resolution 45-2015; April 21, 2015)

2. Employees in the classification of Police Officer and Police Sergeant shall receive an additional 7 1/2% salary increase while assigned as Detective. Detectives perform plain clothes investigative duties in the Detective Bureau. (Resolution 73-2000; June 20, 2000; Resolution 45-2015; April 21, 2015)
3. Employees in the classification of Police Officer or Police Sergeant shall receive an additional five-percent (5%) salary increase while assigned to the Major Accident Investigation Team (MAIT). (Resolution 45-2015; April 21, 2015)
4. Employees in the classification of Police Officer or Police Sergeant shall receive an additional five-percent (5%) salary increase while assigned to the Hostage Negotiations Team (HNT) and Special Weapons and Tactics (SWAT). (Resolution 45-2015; April 21, 2015)
5. Employees in the classification of Police Officer shall receive an additional five-percent (5%) salary increase in daily increments while assigned as Field Training Officer. (Resolution 109-89; August 22, 1989)

* The 7 1/2% currently in place (as of April 21, 2015) for the Motorcycle Unit Assignment shall be phased out. Police Officers and Police Sergeants currently receiving said pay shall be "grandfathered," for the duration of their assignment to the Motorcycle Unit. The Motorcycle Unit specialty pay cannot be "stacked" with other specialty pay identified above. (Resolution 45-2015; April 21, 2015)

* In the event a Police Officer or Police Sergeant is assigned to more than once specialty assignment, stacking is permitted, with a 10% cap, except for concurrent assignments to SWAT/HNT and MAIT. The 10% cap does not apply to employees assigned to the K-9 unit. (Resolution 45-2015; April 21, 2015)

Fire Employees:

1. Whenever a Firefighter or Fire Engineer is temporarily assigned to the Fire Arson Investigation Unit they shall receive a \$40 per month salary differential. The salary differential will be calculated on a pro-rated basis for employees who do not complete a full month assignment to the Fire Arson Investigation Unit. (Resolution 62-2012; June 19, 2012)
2. Whenever a Firefighter or Fire Engineer is permanently assigned to an administrative staff position working a forty (40) hour work week, the employee shall receive an additional 7 1/2% salary increase. (Resolution 62-2012; June 19, 2012)
3. Whenever a Fire Lieutenant or Fire Captain is permanently assigned to an administrative staff position working a forty (40) hour work week, the employee

shall receive an additional 7 ½% salary increase. (Resolution 69-2011; December 7, 2011)

G. ACTING PAY

When a position is temporarily vacant due to a prolonged illness, injury, leave of absence, or vacancy, an employee appointed to the position on a temporary basis shall receive acting pay at the salary range assigned to the position. (Resolution 9448, June 30, 1980)

H. EXPERIENCE PAY

1. Full-time Communications Dispatchers shall be eligible to receive experience pay the first full pay-period following the applicable service years' completion, based on total years of California Peace Officers Standard and Training (POST) qualified dispatcher experience.

2.5% 10 years of Communications Dispatcher experience

2.5% 15 years of Communications Dispatcher experience

2.5% 20 years of Communications Dispatcher experience

(Resolution 119-2015, December 15, 2015)

2. Employees represented by the Porterville Peace Officers Association (Police Officers and Sergeants) shall be eligible to receive experience pay effective the first full pay-period following the applicable service years' completion based on total years of California Peace Officers Standards and Training (POST) qualified peace officer experience. Said experience pay shall be null and void upon the implementation of a new salary schedule.

2.5% 10 years of sworn law enforcement experience

2.5% 15 years of sworn law enforcement experience

2.5% 20 years of sword law enforcement experience

(Resolution 08-2016, February 16, 2016)

I. STAND-BY AND CALL BACK

1. All stand-by assignments must be authorized by the Department Head involved. Field Service Employees of the Finance, Public Works, and the Community Development Department as well as Community Services Officers of the Police Department who are directed to remain on call after normal working hours or on

a normal day off, shall be compensated at the rate of \$10.00 per shift of such stand-by service. (Resolution 157-2003; February 16, 2003; Community Services Officers- Side Agreement between the City of Porterville and Porterville Safety Support Unit signed on September 14, 2014)

If actually called back to work, the employee shall be paid for a minimum of two (2) hours at the rate of one and one-half (1 ½) times the employee's hourly rate of pay on the first call back. For any additional call backs, the employee shall be compensated a minimum of one (1) hour at the rate of one and one-half (1 ½) times the employee's hourly rate of pay. (Resolution 9081; October 5, 1978)

2. If a Fire Series employee is called back to work, the employee shall be paid for a minimum of (2) hours at the rate of one and one-half (1 ½) times the employee's hourly rate of pay, in accordance with overtime pay provisions. (Implemented in the 1988-1989 Pay & Benefit Plan)
3. If an employee in the classification of Police Officer assigned as a Detective is called back to work, the employee shall be paid for a minimum of four (4) hours at the rate of one and one-half (1 ½) times the employee's hourly rate of pay, in accordance with the overtime pay provision. (Resolution 160-2003; December 23, 2003)

J. COURT TIME/ COURT STAND BY

Court time is divided into two sessions: Morning and Afternoon.

Court Stand-by Officers shall be paid two (2) hours straight time for each court session for which they have been placed on standby. Officers shall submit an overtime slip with the corresponding subpoena and the slip shall be marked "Court Standby, Morning Session" or "Court Standby, Afternoon Session," depending upon which session the standby time is for. In the event the officer is on call for both the morning and afternoon session, the slip shall be submitted for four (4) hours and shall be marked "Morning and Afternoon Session." (Resolution 63-2011; October 18, 2011)

In the event the officer is called to court, they will be paid time and one half (1 ½) from the beginning of that court session, but in no case less than two (2) hours. Officers shall submit an overtime slip for that court session and the slip shall be marked "In Court." If the officer is on call during the morning session, and is called to testify in the afternoon session, the officer will be compensated two (2) straight time hours for standby in the morning session, and overtime for the afternoon session. Officers will submit two overtime slips with one subpoena. At no time will an officer be paid for both standby time and court time during any

individual morning or afternoon court session. (Resolution 63-2011; October 18, 2011)

In the event the officer is "In Court" for both sessions, the officer shall submit one slip documenting the times of both the morning session and the afternoon session. The officer shall be compensated for their time in each session. (Resolution 63-2011; October 18, 2011)

Travel time for Police Officers and Sergeants to and from court shall be compensable from Porterville to Visalia court and from Visalia to Porterville court at the rate of time and one-half (1 1/2), not to exceed one (1) hour. (Resolution 452015; April 21, 2015)

K. EDUCATIONAL INCENTIVE/CLASS ATTENDANCE/TRAINING ALLOWANCE

1. Sworn Police Officers, Sergeants, Lieutenants and Captains will receive education incentives upon receiving each of the following degrees and/or certificates:

Intermediate POST Certificate: 2.5% of base pay

Associate's Degree: 2.5% of base pay

Advanced POST Certificate: 2.5% of base pay

Bachelor's Degree: 2.5% of base pay

Master's Degree: 2.5% of base pay

The additional compensation for the Associate's, Bachelor's and Master's degrees will be allowed provided the officer has a 2.0 grade point average. No tuition, books or other education costs will be paid for classes taken to attain the educational incentive compensation other than for the pursuit of a Bachelor's or Master's degree. Police Officers eligible for the Bachelor's Degree incentive pay of 2.5% shall also be eligible to receive 2.5% for an Associate's Degree regardless of whether he/she has obtained an Associate's Degree. (Resolution 60-2007; July 10, 2007, updated via Resolution 32-2010; April 6, 2010)

Employees who are currently receiving five-percent (5%) educational incentive for an AA Degree or POST Intermediate Certificate will continue to receive the five-percent (5%) until such time as a degree or certificate beyond these two incentives is obtained. (Resolution 60-2007; July 10, 2007, re-stated on Resolution 32-2010; April 6, 2010)

2. Fire Series employees will receive education incentives upon receiving each of the following degrees and/ or certificates:

Associate's Degree (with min. of 21 units in Fire Science/Fire Tech):5%

Bachelor's Degree: 2%

Fire Officer Certificate: 2% upon satisfactory completion of all course work required by the Office of the State Fire Marshal, State Fire Training for Fire Officer Certification and prior to being appointed to a position that requires this certificate

Chief Fire Officer Certificate: 3% upon satisfactory completion of all course work required by the Office of the State Fire Marshal, State Fire Training for Chief Fire Officer Certification

(Resolution 71-2011; December 20, 201; Resolution 52-2015; May 19, 2015)

The additional compensation for the Associate's Degree and Bachelor's Degree will be allowed provided the employee has a 2.0 grade point average. No tuition, books or other education costs will be paid for classes taken to attain the educational incentive compensation other than for the pursuit of a Bachelor's or Master's degree Fire Series employees with a Bachelor's Degree will be eligible to receive the Associate's Degree five-percent (5%) incentive pay only if they have completed a minimum of 21 units in Fire Science. (Resolution 18-2008; March 4, 2008)

Fire Series employees who are currently receiving five-percent (5%) education incentive for an Associate's Degree will continue to receive the five-percent (5%). (Resolution 18-2008; March 4, 2008)

Employees represented by the Fire Officer Series (Fire Lieutenants and Fire Captains) will be granted forty (40) hours of classroom training (seat time) per calendar year to attend fire-related courses provided no overtime is incurred, functional position are filled and current level of service is delivered. At the discretion of the Department Head, employees may adjust their work schedule to attend fire-related training. (Resolution 69-2011; December 7, 2011)

Employees represented by the Porterville City Firefighters Association (Firefighters and Fire Engineers) shall continue the current practice of requesting vacation time when attendance at Fire Service training classes would require the employee to miss regularly scheduled work hours. Upon proof of satisfactory completion of an approved Fire Service training class, the City will reinstate up to a maximum of 40 hours of vacation time per calendar year when such vacation time was used for the purpose of attending Fire Service training classes. The

number of hours available under this provision shall not carry over from year to year or in any way create any property rights not previously in existence. This provision is not intended to change the current provisions pertaining to payment of tuition for Fire Service training classes, increase or decrease the number of vacation hours accrued in any given year, or in any way create overtime. (Resolution 62-2012; June 19, 2012)

The number of hours reinstated shall be limited to those hours that a Porterville City Firefighters Association employee actually spends in such classes (seat time) and shall not include travel time or other non-classroom hours. (Resolution 62-2012; June 19, 2012)

Employees represented by the Fire Officer Series (Fire Lieutenants and Captains) shall receive \$300 annually for fire-related training approved by the Department Head. This allowance may also be used for membership at a local gym. (For more information, please review the City of Porterville Fire Department Operations Manual).

Employees represented by the Porterville City Firefighters Association (Firefighters and Fire Engineers) shall receive \$500 annually for fire-related training approved by the Department Head. Pursuant to past-practice in the Fire Department, \$300 of this amount may be used toward membership at a local gym. Employees shall participate in professional development opportunities provided at the Porterville Fire Department Regional Training Facility if available within a three (3) month period from the date of the employee's request for training. The fee for Porterville Fire Department sponsored courses, taken by fire series employees at the Regional Training Facility, shall be no larger than to cover actual costs. Administrative fees shall not be applicable. No training expenses will be paid for classes taken to attain an A.A. or A.S. Degree (Resolution 52-2015, May 19, 2015)

3. Police Dispatchers will receive certification pay upon receiving each of the following certificates:

Intermediate POST Certificate: 2.5%

Advanced POST Certificate: 2.5%

Incentive pay is cumulative, and eligibility begins after completion of one year of employment as a Communications Dispatcher with the Porterville Police Department. Time employed in a provisional status shall count towards satisfying this requirement. (Resolution 67-2012; July 3, 2012, Resolution 119-2015, December 15, 2015)

4. Employees assigned to the Public Safety Support Unit shall be eligible to receive two and one-half (2.5%) for obtaining an A.A. or A.S. degree. (Resolution 67-2012; July 3, 2012)
5. Education and training expense reimbursements are provided in accordance with Administrative Policy IV-B-2 titled "Employee Training."

L. BILINGUAL DIFFERENTIAL

Employees who successfully demonstrate the ability to provide bilingual services to the public in the languages designated below shall be compensated as follows:

Occasional translation compensation - \$20.00 per month

- American Sign Language
- Hmong
- Spanish
- Tagalog

Frequent translation compensation -\$40.00 per month

- American Sign Language
- Spanish

Bilingual/Bi-literate certified compensation -\$80.00 per month

- Spanish

Upon passing the testing procedure administered by Human Resources, Department Heads will assign occasional or frequent translation compensation to the employee. Employees may receive Bilingual/Bi-literate certified compensation upon successfully passing an exam that tests their oral communication skills, reading and writing ability. (Resolution 110-2010; October 19, 2010, Resolution 23-2011; May 17, 2011; Resolution 71-2011; December 20, 2011)

M. UNIFORM AND SAFETY EQUIPMENT ALLOWANCE

<u>Job Classification</u>	<u>Uniform Allowance</u>
1. Firefighters and Fire Engineers	\$1,000.00 annually
Fire Lieutenants and Fire Captains	\$1,000.00 annually

Uniform allowance will be paid on pay-period ending on June 30 and December 31. Allowance will be provided by check and issued separately from payroll, and the employee will be required to maintain his/her uniform. Uniforms will be issued to new employees, and they will not be entitled to the uniform allowance until after one year of service. One year of service will include length of Provisional, Probationary, Permanent service or any combination thereof. (Resolution 18-2008, March 4, 2008 and Resolution 71-2011; December 20, 2011, Memo signed by City Manager on November 7, 2013 identifying service time; Resolution 18-2015; February 17, 2015; Resolution 52-2015; May 19, 2015)

Fire Chief & Battalion Chiefs \$830.00 annually
 Uniform allowance will be paid on pay-period ending on June 30 and December 31. (Resolution 73-2000; June 20, 2000, rate updated via Administrative Policy IV-B-4, June 1, 2012)

- 2. Police Officers, Sergeants and Detectives \$1,100.00 annually
 - Police Lieutenants and Captains \$900.00 annually
- Uniform allowance will be paid to the employee annually on December 1 of each year by check issued separately from payroll, and the employee will be required to maintain his/her uniform. Uniforms will be issued to new employees, and they will not be entitled to the uniform allowance until after one year of service. One year of service will include length of Provisional, Probationary, Permanent service or any combination thereof. (Resolution 60-2007; July 10, 2007, Memo signed by City Manager on November 7, 2013 identifying service time; Resolution 45-2015; April 21, 2015)

Police Chief \$900.00 annually
 Uniform allowance will be paid on pay-period ending on June 30 and December 31. (Resolution 99-2000; August 8, 2000)

- 3. Code Enforcement Officer \$500.00 annually
 Full amount paid on pay-period ending on 6/30
- Communications Dispatcher \$500.00 annually
 Full amount paid on pay-period ending on 6/30
- Community Services Officer I \$850.00 annually
 Compensated bi-annually, pay-period ending on 12/31 and 6/30
- Community Services Officer II \$700.00 annually

Compensated bi-annually, pay-period ending on 12/31 and 6/30

Public Education Officer \$700.00 annually
Compensated bi-annually, pay-period ending on 12/31 and 6/30

Records Clerk \$500.00 annually
Full amount paid on pay-period ending on 6/30

Senior Communications Dispatcher \$500.00 annually
Full amount paid on pay-period ending on 6/30

Senior Records Clerk \$500.00 annually
Full amount paid on pay-period ending on 6/30

Resolution 118-2010; November 2, 2010, Memo signed by City Manager on November 7, 2013 identifying service time, Resolution 119-2015, December 15, 2015)

For additional information, please refer to Administrative Policy IV-B-4, Use of Employee Uniforms.

1. All uniforms and clothing of Firefighters and Police Officers, damaged within the course and scope of employment shall be replaced or compensated for at no cost to the employee. This policy shall also include repair or replacement costs for prescription eye glasses having conventional frames, and wrist or pocket watches, providing that the repair or replacement costs to the latter may not exceed \$50.00. (Resolution 9672; December 15, 1981)
2. Knit-type shirts are allowed to be worn as part of the authorized City uniform during the summer months, which will be determined by Department Head for employees with manual and/ or public works nature who are required to wear a uniform. (Resolution 90-89; June 29, 1989)
3. Employees who are not required to wear a uniform, may purchase their own polo shirts and have the City pay to have the logo embroidered, or the employee may purchase an embroidered polo shirt from a contracted company. Both options shall not exceed \$40.00 per fiscal year. (Resolution 110-2010; October 19, 2010; Resolution 23-2011; May 17, 2011; Resolution 71-2011; December 20, 2011)
4. Laundry Costs:
The City of Porterville will pay the full amount of the laundry costs of certain General Series and Management employees having duties of a manual and/or public works nature, and who are required to wear uniforms. (Resolution 9081; October 5, 1978)

5. Safety Shoes/Boots:

General Series, Management and Confidential Series and Porterville Safety Support Unit employees (except Code Enforcement Officers), as determined by the Department Head, who are required to wear safety shoes/boots in accordance with the California Occupational Safety and Health Act shall be reimbursed by the City the amount of not to exceed \$175.00 per fiscal year. A receipt for the purchases of said safety shoes/boots shall be required and presented to the City prior to reimbursement. (Resolution 41-2012; May 1, 2012; Resolution 70-2014; October 8, 2014; Resolution 83-2014; December 2, 2014)

Code Enforcement Officers who are required to wear safety shoes/boots in accordance with the California Occupational Safety Health Act shall be provided the same footwear as a Reserve Firefighter. If a Code Enforcement Officer prefers to purchase his/her own footwear, he/she shall be reimbursed only the amount paid by the City for the current cost of a Reserve Firefighter boot. A receipt for the purchase of preferred safety shoe/boot shall be required and presented to the City prior to reimbursement. Both options are on an as needed basis, not to exceed once per fiscal year. (Resolution 118-2010; November 2, 2010)

6. Safety Equipment:

When upon referral by the City's Physician, and on the basis of a competent hearing examination, an employee is found to have a mechanically correctable hearing problem, and holds a position which in the opinion of the employee's Department Head and the Personnel Officer requires adequate hearing ability to perform, and whose personal safety and the safety of the general public would otherwise be in jeopardy if the hearing impairment were not corrected, the City shall consider such hearing aids/devices as required safety equipment, and will participate in the payment of normal and customary costs related to the procurement and maintenance of such equipment to the extent:

- a. Participation is limited to aids/devices determined to be the first level of adequacy necessary to restore hearing.
- b. Participation shall not exceed \$1,250 per aid/device; \$2,500, if such aids/devices are required for both ears.
- c. Participation shall not be more frequent than once every five (5) years.

(Safety Equipment allowance adopted via Resolution 85-97; July 15, 1997)

SECTION III.

EMPLOYEE BENEFITS

A. HEALTH INSURANCE

(For more details see the latest version of the Employee Health Plan Document for Medical, Dental, Vision, Prescription and Continuing Medical)

1. Schedule of Medical Benefits

Calendar Year Deductibles

Individual Deductible \$175

The Individual Deductible is an amount of eligible expenses that a covered person must pay each year. The deductible usually applies before the plan begins to provide benefits.

Family Maximum Deductible \$350

If \$350 in eligible medical expenses is incurred collectively by family members during a calendar year and is applied toward individual deductibles, the family maximum deductible is satisfied. A "family" includes a covered employee and his/her covered dependents.

Deductible Carry-Over

Eligible expenses incurred in the last 3 months of a calendar year and applied toward that year's deductible can be carried forward and applied toward the person's deductible for the next calendar year, provided the deductible amount is satisfied during a period of 12 consecutive months.

Common Accident Provision

If 2 or more covered persons who are members of the same family are injured in the same accident, only 1 individual deductible will be taken from the total eligible medical expenses incurred as the result of such accident during the calendar year in which the accident occurred.

Out of Pocket Maximum (Medical Only) \$5,000

As added protection for you, the plan placed a limit on how much you have to pay out of your pocket for covered medical expenses each year. Benefits will increase to 100% once \$5,000 of eligible major medical services which pay at less than 100% have been allowed. (20%=1,000 out of pocket expenses for each covered persons, 30% if using an out of network provider = \$1,500)

Last updated via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015

2. Schedule of Dental Benefits

Calendar Year Maximum \$2,000

Benefit

Plan benefits for each covered person will not exceed the maximum shown above.

Calendar Year Deductibles

Individual Deductible \$25

The individual deductible is an amount that a covered person must contribute toward payment of eligible dental expenses. Usually, the deductible applies before the plan begins to provide benefits.

Family Maximum Deductible \$75

If \$75 in eligible dental expenses is incurred collectively by family members during a calendar year and is applied toward individual deductibles, the family deductible is satisfied. A "family" includes a covered employee and his/her covered dependents.

Deductible Carry-Over

Eligible expenses incurred in the last 3 months of a calendar year and applied toward that year's deductible can be carried forward and applied toward the person's deductible for the next calendar year, provided the deductible amount is satisfied during a period of 12 consecutive months.

Eligible Dental Expenses:

Preventative and Basic Services

The benefits that you receive are based on the number of years you have been covered under this plan:

	Covered Person Pays	Plan Pays
1 st day through 1 st year	30%	70%
2 nd year	20%	80%
3 rd + year	10%	90%

Orthodontic

\$1,000 lifetime maximum benefit for children up to the age 19 only.

Dental Implants

Calendar year maximum limit applies.

If a person has an interruption of coverage for 1 year or less, benefits will be reinstated at the same level it was prior to the interruption. If the interruption of coverage is more than 1 year, the benefit level will start over at 70%

Note: Routine cleanings are limited to 2 per calendar year.

(Last updated via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015; Resolution 45-2015; April 21, 2015)

3. Schedule of Vision Benefits

Exam

	Every 12 months	
	<u>VSP Provider</u>	<u>Out-of-Network Provider</u>
	Covered in Full	Up to \$45

Prescription Glasses/Lenses

	Every 12 months	
	<u>VSP Provider</u>	<u>Out-of-Network Provider</u>
Single Vision Lenses	Covered in Full	Up to \$45
Lined Bifocals Lenses	Covered in Full	Up to \$65
Lined Trifocal Lenses	Covered in Full	Up to \$85
Lenticular Lenses	Covered in Full	Up to \$125
Progressive Lenses	Covered in Full	Up to \$85
Polycarbonate Lenses (for dependent children)	Covered in Full	

Frames

	Every 24 months	
	<u>VSP Provider</u>	<u>Out-of-Network Provider</u>
	Up to \$120	
	Up to \$140	Up to \$47
	(Featured frame brands)	
	20% savings on any amount over the allowance	

Contacts

	Every 12 months	
	<u>VSP Provider</u>	<u>Out-of-Network Provider</u>
	Up to \$105	Up to \$105
	When contact lenses are obtained in lieu of all other lens & frame benefits, covered person is not eligible for lenses again for 12 months or frames for 24 months	

Co-pay

Exam & Prescription Glasses	\$10
Contacts	No co-pay applies

(Last amended via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015; Resolution 45-2015; April 21, 2015)

4. Prescription Coverage

Member Co-Pays Retail Network:	
Generic	20%
Preferred Brand	20%
Non-Preferred Brand	20%
30 day non-maintenance and maintenance dispensing supply limit	

Member Co-Pays Mail-Order Network:	
Generic	20%
Preferred Brand	20%
Non-Preferred Brand	20%
90 day non-maintenance and maintenance dispensing supply limit	

Generic prescriptions shall be mandatory unless specifically requested otherwise by the treating physician. The patient will be required to pay the difference in cost between the brand and the generic, plus the generic co-pay.

(Last amended via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015; Resolution 45-2015; April 21, 2015; Resolution 52-2015; May 19, 2015)

5. Employee Monthly Contribution Rates:

Medical

Employee Only	2% of base salary
Plus Spouse	+\$170.00
Plus Child/Children	+\$160.00
Plus Spouse & Child/Children	+\$250.00

(Last amended via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)

Dental

Employee Only	\$0
Plus Spouse	\$21.00
Plus Child/Children	\$27.00
Plus Spouse & Child/Children	\$30.00

(Last amended via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)

Vision

Employee Only	\$0
Plus Spouse	\$11.00
Plus Child/Children	\$9.00
Plus Spouse & Child/Children	\$20.00

(Last amended via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)

6. Retired Employees

Retired employees are eligible to purchase the City's Medical, Dental and/or Vision Plan benefits for themselves and their spouse, provided the spouse was covered under each of the benefit plans proposed to be purchased for not less than thirty (30) days immediately prior to the employee's retirement date. (Resolution 85-97; July 15, 1997)

Medical Plan benefit coverage for retirees and eligible spouses will be effective until they reach the age of 65 provided continuous monthly payments are made. The monthly cost shall be 102% of the established insurance premium contribution rates and such rates are subject to change. (Resolution 85-97; July 15, 1997; Resolution 21-2005; February 15, 2005; Resolution 25-2005; March 1, 2005; Resolution 67-2005; May 17, 2005;)

Retired employees are eligible to purchase the City's Dental and Vision Plan benefits for themselves and their eligible spouses, without regard to age, for so long as timely and continuous monthly premium payments are made by or on behalf of the eligible retiree of the City of Porterville and/or by their eligible spouse. (Resolution 134-2002; August 20, 2002)

In anticipation of the Medicare eligibility age increasing from 65 to 67, the City agrees to amend the City's Health Plan Document from 65 until Medicare-eligible; however, employees shall bear the cost of such extended coverage which has yet to be determined. (Resolution 41-2012; May 1, 2012; Resolution 1132012; December 4, 2012)

Retiree Monthly Contribution Rates:

Medical

Retiree Only	\$490.00
Retiree + Spouse	\$980.00

(Rates updated effective January 1, 2016)

Dental

Retiree Only	\$30.00
Retiree + Spouse	\$52.00

(Rates updated effective January 1, 2015)

Vision

Retiree Only	\$16.00
Retiree + Spouse	\$25.00

(Rates updated effective January 1, 2015)

B. LIFE & A.D. & D. INSURANCE

The City provides \$50,000 Life and A.D. & D. Insurance through the City of Porterville's Self-Insured Plan for all full-time employees. (Resolution 110-2010; October 19, 2010; Resolution 23-2011; May 17, 2011; Resolution 71-2011; December 20, 2011)

C. AFLAC

The City of Porterville has contracted with the Aflac Company to provide employee- funded supplemental insurance.

Aflac is available for all full-time City employees. It is designed to help maintain some income in the event that an employee experiences a long-term/short-term illness or non-work related injury.

Aflac also offers life insurance policies (including juvenile life insurance). If interested in enrolling in Aflac, the open enrollment period will take place each year during the month of December. Employees who wish to add, update or cancel their existing policy must wait until December to do so in which changes will go into effect on January 1st. The only exception to this is if an employee was recently hired with the City and elects Aflac benefits within thirty-one (31) calendar days of being hired. (Approved September 21, 2004 via Minute Order 05-092104)

D. STATE DISABILITY INSURANCE

Employees represented by the Management and Confidential Series, Porterville City Employees Association and Porterville Safety Support Unit are covered by State Disability Insurance (SDI). This is a program operated by the State of California to protect an employee against loss of wages when he/she is unable to perform their usual work because of illness, pregnancy, or injury that is not work-

related. Employees represented by the aforementioned groups pay for SDI through payroll deductions based on a percentage of their annual wages. To obtain additional information regarding SDI, please contact the Human Resources office for a pamphlet. (Resolution 55-89; April 18, 1989; Resolution 14-2015; February 3, 2015)

E. HOLIDAYS

1. Municipal offices shall be closed on the following days which have been designated as holidays for most employees in the City service:

New Year's Day	(January 1 st)
President's Birthday	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4 th)
Labor Day	(First Monday in September)
Veteran's Day	(November 11 th)
Thanksgiving Day	(4 th Thursday of November)
The day after Thanksgiving	(Friday following Thanksgiving Day)
Christmas Eve	(December 24 th after 1:00 p.m., not Public Safety)
Christmas Day	(December 25 th)

2. Floating Holidays

- a. Three (3) additional days are granted to each full-time "General Series" employee; each full-time "Confidential" employee; and each Non-Safety "Management" employee. These floating holidays are included in the vacation accrual rate at 2 hours per month. (Floating holidays: Resolution 7516; June 27, 1974, Resolution 9815; June 7, 1983 & Resolution 73-2000; June 20, 2000)
- b. Two (2) additional vacation days are granted to each full-time Sworn Public Safety employee working in the Police Department. These floating holidays are included in the vacation accrual rate at 1.333 hours per month. (Floating holidays: Resolution 7516; June 27, 1974, Resolution 9815; June 7, 1983)
- c. Three (3) additional vacation days are granted to each full-time Sworn Public Safety employee working in the Fire Department. These floating holidays are included in the vacation accrual rate at 2 hours per month. (Floating holidays: Resolution 7516; June 27, 1974, Resolution 9815; June 7, 1983, Resolution 18-2008; March 4, 2008)

3. If a holiday falls on a Sunday, then Monday is to be taken. When a holiday falls on a Saturday, employees will be granted the preceding Friday off or be granted an extra day of vacation for such holiday, at the discretion of the City. There may be variations to when these holidays are observed by the State and Federal government. (Resolution 7516; June, 27, 1974)
4. Employees working on a shift basis in the Police and Fire Departments (including Communication Dispatchers, Community Service Officers, and Records Clerks) shall not be eligible for holidays. (Implemented in the 1966 Pay & Benefit Plan)
5. If an employee, other than a shift employee of the Police or Fire Department, is required to work on all or a portion of any of the listed holidays, he/she shall be granted additional vacation equal to the time worked, but not to exceed eight (8) hours. (Implemented in the 1966 Pay & Benefit Plan)
6.
 - a. If a holiday falls on a regular day off of an employee eligible for holidays, other than a Saturday and Sunday, the employee shall be credited with one day vacation time. (Resolution 9081; October 5, 1978)
 - b. General Series employees working in the Wastewater Treatment Facility, eligible for holidays, other than a Saturday or Sunday, shall have the option of either being compensated at the rate of one and one-half (1 ½) times their regular rate of pay for hours worked on a recognized City holiday, or credited one day of vacation time. (Resolution 157-2003; December 16, 2003)
6. When Christmas Eve falls during the normal work week (Monday through Friday), Municipal offices shall close at 1:00 p.m. and employees shall be granted four (4) hours of holiday pay. Employees required to work on Christmas Eve Day, regardless of on which day of the week it falls, shall be granted additional vacation time equal to the time worked, but not to exceed four (4) hours, as allowable by applicable law. (For employees unrepresented employees and employees represented by MCS and PCEA only, Resolution 94-2015; September 1, 2015; Resolution 95-2015; September 1, 2015; Resolution 120-2015; December 15, 2015).

F. SICK LEAVE

Definition/Approved Sick Leave Usage:

1. Sick leave is leave from duty which may be granted by the employer to the employee because of an illness, injury, exposure to a contagious disease,

preventative care, illness or injury of a member of the employee's immediate family requiring the employee's attendance. An employee's immediate family shall consist of the employee's:

- a. Spouse or registered domestic partner;
 - b. Children (biological, adopted, foster, step-child, legal ward or a child whom the employee stands in loco parentis) regardless of age or dependency status;
 - c. Parent (biological, foster, adoptive, step-parent, in-laws, legal guardian or a person who stood in loco parentis when the employee was a minor child);
 - d. Siblings;
 - e. Grandchildren or Grandparents of the employee.
2. To attend a medical, dental, or optical appointment if such appointment cannot be scheduled outside of the employee's normal work day.
 3. To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:
 - a. A temporary restraining order or restraining order;
 - b. Other injunctive relief to help ensure the health, safety or welfare of the employee or their children;
 - c. To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - d. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - e. To obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
 - f. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
 4. An employee may be granted sick leave only in case of actual illness as defined above. In the event that an employee or a member of the employee's immediate family recovers from any such illness after being granted sick leave,

and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.

5. Bereavement Leave: An absence of not more than 40 hours for full-time employees, 56 hours for full-time Fire Shift personnel and 24 hours for part-time employees, necessitated by the death or critical illness of a member of the employee's immediate family. For purposes of this section, a critical illness is defined as illness of such severity that death is imminent or a physician has directed that someone be immediately available to assist the afflicted and/or monitor his/her condition.
6. An absence or absences totaling not more than 48 hours of accrued and available sick leave per calendar year for full-time employees, 67.2 for full-time fire shift personnel and 24 hours for part-time employees, to attend to an illness whether requiring hospitalization or not, of an immediate family member as outlined above. In no event can an employee use more paid sick leave than he/she has accrued or will accrue in that pay-period.
7. In order to receive compensation while absent on sick leave, an employee shall provide reasonable advance notice to their supervisor of their need to use sick leave if the need is foreseeable (i.e. doctor's appointment scheduled in advance). If the need for sick leave is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as possible, preferably within 2 hours after the beginning of the employee's work day. In the event that an employee is incapacitated because of illness or injury to the point the employee is unable to contact his/her supervisor, the employee's designated representative (i.e. family member) shall notify the supervisor at the earliest possible moment. Failure to do so without good reason shall result in that day of absence being treated as leave of absence without pay or cause the employee to use other available and accrued leave.
8. If the employee is absent on sick leave for more than 1 day, the employee shall keep the immediate supervisor informed as to the date the employee expects to return to work.
9. Upon the oral or written request of an employee, the City shall provide paid sick days for the purposes described in previous sections. The City may request a note from a physician after an employee has used one-half of their annual sick leave accrual, or if evidence suggests that an employees is abusing the City's sick leave policy.

To accurately track leaves for those who meet the requirements under Federal and State laws (Family Medical Leave Act and California Family Rights Act), the

City may require a physician's certification for an employee's own serious health condition or to care for an eligible family member (parent, child, spouse, domestic partner and covered service member) after absent from work for three consecutive days.

10. Employees will not be permitted to use vacation in lieu of sick leave unless discussed with the Finance Department (Payroll) and approved by their immediate supervisor. Vacation should be used in special circumstances (i.e. sick leave balance has been exhausted and the use of vacation is needed to provide the employee with the full compensation).
11. Supervisors shall have the discretion to place employees on sick leave when, in the judgment of the supervisor, the presence of the employee at work would endanger the health and welfare of other employees or where the illness or injury of the employee interferes with the performance of such employee's duties.
12. The City shall not deny an employee the right to use sick leave, discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using, or attempting to exercise the right to use sick leave to attend to an illness or the preventative care of a family member, or for any other reason specified in sections above.

Sick Leave May Not Be Used For:

1. Employee serving their initial 90 calendar days of service to the City, except to care for an immediate family member as defined in the section above.
2. Sick leave will not be granted to any employee absent from duty during an authorized leave of absence without pay, or any other absence from duty not authorized the City.
3. Sick leave shall not be used in lieu of or in addition to vacation.

Accrual and Accumulation

1. Employees designated as full-time (limited term, provisional, probationary and permanent) shall be credited with 8 hours sick leave for each month of service. Full-time employees working on a 24-hour shift basis shall be credited with 11.2000 hours sick leave for each month of service. Employees designated as part-time (including temporary, seasonal and interns) shall accrue 1 hour for every 30 hours worked.

2. Sick leave shall be credited to the employee's sick leave accumulation account upon completion of each pay-period with pro-rated credit given for any portion of hours worked in that week. There is no limit on the amount of sick leave which can be accumulated and carried over from year to year for full-time employees. For part-time employees accumulation is limited 24 hours or 3 days, and sick leave accrual carry over is limited to 48 hours or 6 days, whichever is greater.
3. Sick leave will be accrued by any employee during the first 90 calendar days of employment. However, only upon the successful completion of 90 days of employment, will the employee be entitled to utilize accrued sick leave (except to care for an immediate family member).
4. Employees granted a leave of absence with pay (including military leave or other approved leave with pay) shall accrue sick leave as indicated above.
5. Sick leave will not be accrued by an employee absent from duty after separation from service or during an authorized leave of absence without pay, or any other absence from duty not authorized by the employer.

Reimbursement/Reinstatement of Unused Sick Leave

1. Termination of an employee's service shall abrogate all unused sick leave credit accrued by the employee at the time of termination, unless:
 - a. The employee is eligible for service credit at retirement under the California Public Employee's Retirement System (CalPERS), providing the employee's retirement date is within 120 days from the date of the employee's separation from employment with the City of Porterville.
 - b. The individual is re-hired by the City of Porterville. The employee's previously accrued and unused sick leave hours shall be reinstated once the employee has worked 90 days with the City of Porterville.
 - c. The employee resumes employment with the City upon release from active military duty, temporary military leave or other approved leave of absence.

Abuse of Sick Leave

Each Department Head is responsible for controlling abuse of sick leave. An employee shall be subject to disciplinary action for abuse of sick leave which is defined as a claim of entitlement to sick leave when the employee does not meet the requirements as defined above.

Excessive Use of Sick Leave

An employee's excessive use of sick leave, tardiness, and failing to notify his/her immediate supervisor when absent or tardy, can negatively impact the performance of his/her job or affect others in the performance of their job. Factors that will be considered in determining whether use of sick leave is excessive include, but are not limited to, the number of absences compared to other employees, whether absenteeism is limited to a finite time period or whether it continues over time, the basis for the absenteeism and the significance of the impact on the performance of his/her job, of others and their department.

Sick Leave policy updated on July 1, 2015 via Assembly Bill 304 and January 1, 2016 via Senate Bill 579.

G. VACATION

1. Regular full-time General Series employees, working on a non-shift basis, and full-time Management and Confidential employees, with the exception of Fire and Police Department Management employees, shall accrue vacation time in accordance with the following (three floating holidays are included):

Years of Service	Hours Accrual Per Month of Service	Annual Accrual	Max Accumulation
1-5	8.66	104	160
6-15	12.00	144	200
Over 15	15.33	184	240

(Maximum Accumulation amended via Resolution 179-2005; December 20, 2005 & Resolution 180-2005; December 20, 2005)

2. Regular full-time General Series employees, working on a shift-basis, (including Communications Dispatchers, Community Service Officers, and Records Clerks) shall accrue vacation time in accordance with the following (all regular holidays and three floating holidays are included);

Years of Service	Hours Accrual Per Month of Service	Annual Accrual	Max Accumulation
1-5	14.66	176	248
6-15	18.00	216	288
Over 15	21.33	256	328

(Maximum Accumulation amended via Resolution 180-2005; December 20, 2005)

3. Regular full-time Sworn Fire Department Public Safety employees, working on a shift basis, shall accrue vacation time in accordance with the following (all regular holidays and three floating holidays are included):

Years of Service	Hours Accrual Per Month of Service	Annual Accrual	Max Accumulation
1-5	19.60	235	336
6-15	24.26	291	392
Over 15	28.94	347	448

4. Regular full-time Sworn Police Department Public Safety Employees, working on a shift basis, shall accrue vacation time in accordance with the following (all regular holidays and two floating holidays are included):

Years of Service	Hours Accrual Per Month of Service	Annual Accrual	Max Accumulation
1-5	14.00	168	208
6-15	17.33	208	248
Over 15	20.66	248	288

5. Regular full-time Sworn Fire Department Public Safety Employees, and Sworn Police Department Public Safety Employees, working on a non-shift basis, shall accrue vacation time in accordance with the following (three floating holidays are included):

Years of Service	Hours Accrual Per Month of Service	Annual Accrual	Max Accumulation
1-5	8.66	104	120
6-15	12.00	144	160
Over 15	15.32	184	200

6. Vacation may be accumulated to not more than the appropriate maximum accumulation, except upon the written request of the employee's Department Head and approval of the Human Resources Officer. (Resolution 143-2001; December 4, 2001)

7. Use of Vacation Time:

- a. It is the intent that vacation time be used in time increments sufficiently long enough to permit the employee an adequate period of rest. The use of vacation time in less than weekly increments is to be discouraged. In no event may vacation be taken in increments of less than one-hour nor for a

period exceeding the number of accrued whole days except upon the recommendation of the Department Head. With the written recommendation of the Department Head and approval of the Human Resources Officer, a permanent employee may incur a negative vacation balance of up to five (5) days, or 4.6668 shifts for Fire Department personnel. (Resolution 9672; December 15, 1981)

- b. Vacations shall be taken at a time determined by the Department Head with due regard for the wishes of the employee and particular regard for the needs of the City. (Resolution 9672; December 15, 1981)
- c. Employees are not eligible to use accumulated vacation time until they have completed six (6) months of continuous service. Employees who terminate before completion of six (6) months of continuous service shall be entitled vacation or pay up to the amount earned as of the date of separation. (Resolution 9815; June 7, 1983)
- d. Subject to IRS regulations, Police Officers and Police Sergeants with at least five (5) years of peace officer service with the City of Porterville shall have the opportunity to sell back up to forty (40) hours of vacation time provided a balance of at least (40) hours remains on account after said sell back. Said sell back shall occur once per year, during the second pay-period of October. In the event of a catastrophic event of a Police Officer or Police Sergeant, the Chief of Police may authorize a sell back to said employee at any time during the fiscal year. (Resolution 45-2015; April 21, 2015)
- e. Subject to IRS regulations, employees represented by the Public Safety Support Unit with at least five (5) years of service with the City of Porterville shall have the opportunity to sell back up to forty (40) hours of vacation time provided said employee has utilized a minimum of eighty (40) hours of vacation time within the twelve (12) months prior to the sell back pay period and provided a balance of at least forty (40) hours remains on account after said sell back. Said sell back shall occur once per year, during the second pay-period of October. (Resolution 119-2015, December 15, 2015)
- f. Subject to IRS regulations, unrepresented employees and employees represented by the Management and Confidential Series and Porterville City Employees Association with at least five (5) years of service with the City of Porterville shall have the opportunity to sell back up to forty (40) hours of vacation time provided said employee has utilized a minimum of eighty (80) hours of vacation time within the twelve (12) months prior to the sell back pay period and provided a balance of at least forty (40) hours remains on account after sell back. Under extenuating circumstances

created by departmental workload, the City Manager may permit the sell back when an employee has utilized less than eighty (80) hours but more than forty (40) hours within the prior twelve (12) month period. Said sell back shall occur once per year, during the second pay-period of October. (Resolution 94-2015; September 1, 2015; Resolution 95-2015; September 1, 2015; Resolution 120-2015; December 15, 2015)

- g. In the event one or more holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave. (Resolution 9672; December 15, 1981)
- h. Regardless of salary range, employees may voluntarily donate their accrued vacation time to other employees who are experiencing a catastrophic event and have exhausted all leave balances. In no circumstances shall the vacation leave of the employee who is donating the leave incur a negative balance, nor shall the leave balance fall below a sufficient number of hours (40) to cover unanticipated emergencies of the donator. (Resolution 110-2010; October 19, 2010, Resolution 23-2011; May 17, 2011; Resolution 71-2011; December 20, 2011)

H. ADMINISTRATIVE LEAVE

Department Heads and the Deputy City Manager may, subject to the discretion of the City Manager, be granted up to ten (10) days Administrative Leave each calendar year. (Implemented in the 2000-2001 Pay & Benefit Plan)

Other Management employees with the overtime designation No. 1 (see Position Pay Plan located in the appendix), may, subject to the discretion of their respective Department Heads, be granted up to five (5) days Administrative Leave each calendar year. (Implemented in the 1984-1985 Pay & Benefit Plan)

Confidential employees with the overtime designation No. 2 (see Position Pay Plan located in the appendix) may be granted up to two (2) days Administrative Leave each calendar year. (Implemented in the 1984-1985 Pay & Benefit Plan)

Unused Administrative Leave may not be accumulated from one year to another. (Implemented in the 1984-1985 Pay & Benefit Plan)

<u>Military Stats 76</u> - A member may elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment. (Gov. Code 21024)	7-1-06
<u>LS Stats 57</u> - Local system service credit will be used in the computation of benefits payable under the Basic Death Benefit for those local miscellaneous members who were members of a local retirement system at the time the local system discontinued. (Gov. Code 21536)	7-1-06
<u>Retired DB \$500</u> - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate. (Gov. Code 21620)	7-1-06
<u>Cola 2%</u> - Beginning the 2 nd calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis of 2% maximum. The adjustment may not be greater than the change in the Consumer Price Index. (Gov. Code 21329)	7-1-06
<u>PRSA 50%</u> - Upon the death of a retiree, a monthly allowance of 50% will continue to an eligible survivor. Current allowances payable to a retired member who chose option 2, 2W, 3, 3W or 4, or the beneficiary of such retiree will be increased by 15%. (Gov. Code 21624/26/28)	7-1-06
<u>PRSA Continues</u> - The Post-Retirement Survivor Allowance (PRSA) payable to surviving spouses upon the death of a retiree will not cease upon remarriage of the surviving spouse. (Gov. Code 21635)	7-1-06
<u>DB Continues</u> -Provides the death benefits being paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry. (Gov. Code 21551)	7-1-06
<u>59 Survivor Benefit Level 4</u> - This benefit is for members who are not covered by Social Security. The 4 th Level of 1959 Survivor Benefit is a monthly allowance of \$950, \$1,900 or \$2,280 depending on the number of eligible survivors. (Gov. Code 21574)	7-1-06
<u>Loc Sys Transfer</u> –The assets in the local retirement system were transferred to CalPERS upon the effective date of the contract; applied against the liability for prior service and contributions required by the employee were credited to their account. (Gov. Code 20481)	7-1-06
<u>Prior Service Credit</u> –This is service rendered by the employee prior to the effective date of the contract with CalPERS. (Gov. Code 20055)	7-1-06

*Subject to your hire date, the benefits listed above may be different in accordance to the Public Employees Pension Reform Act.

Fire	Effective Date
<u>FC 1 Year</u> –The final compensation is the average full-time monthly pay rate for the highest 12 consecutive months. If the service is coordinated with Social Security, the final compensation will be reduced by \$133.33. (Gov. Code 20042)	12-29-95

<u>Three Year Final Compensation</u> For new members hired on or after January 1, 2013 the final compensation is the highest average annual pensionable compensation earned by a member during a period of 36 consecutive months (7522.32)	1-1-13
<u>Sick Leave Credit</u> - Any unused sick leave days will be converted to service credit at the rate of .004 years of service for each day of sick leave provided there is less than 120 days between the member's separation date and retirement date. (Gov. Code 20965)	12-29-95
<u>Military Stats 76</u> - A member may elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment. (Gov. Code 21024)	12-29-95
<u>Retired DB \$500</u> - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate. (Gov. Code 21620)	12-29-95
<u>Cola 2%</u> - Beginning the 2 nd calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis of 2% maximum. The adjustment may not be greater than the change in the Consumer Price Index .(Gov. Code 21329)	1-1-82
<u>LS Basic Death</u> –Local System service credit will be used in the computation of benefits payable under the Basic Death benefit for all local members who were members of a local retirement system at the time the local system was discontinued. (Gov. Code 21536)	1-1-82
<u>Public Srvc Layoff</u> -A member may elect to purchase up to 1 year of public service credit for periods of lay-off from employment on or after 1/1/84. (Gov. Code 21022)	7-1-05
<u>Pre-Ret Option 2W</u> -Upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected Option 2W. (Gov. Code 21548)	7-1-05
<u>Military Retiree</u> -Permits certain retired persons to purchase up to 4 years of service credit for continuous active military or merchant marine service prior to employment. (Gov. Code 21027)	7-1-05
<u>DB Continues</u> -Provides the death benefits being paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry. (Gov. Code 21551)	1-1-00
<u>59 Survivor Benefit Level 4</u> - This benefit is for members who are not covered by Social Security. The 4 th Level of 1959 Survivor Benefit is a monthly allowance of \$950, \$1,900 or \$2,280 depending on the number of eligible survivors. (Gov. Code 21574)	10-5-07
<u>Peace Corps: VISTA</u> -The member may elect to purchase up to 3 years of service credit for any volunteer service in the Peace Corps or AmeriCorps: VISTA (Volunteers In Service to America). (Gov. Code 21023.5)	7-1-05
<u>Loc Sys Transfer</u> –The assets in the local retirement system were transferred to CalPERS upon the effective date of the contract; applied against the liability for prior service and contributions required by the employee were credited to their account. (Gov. Code 20481)	1-1-82

Prior Service Credit –This is service rendered by the employee prior to the effective date of the contract with CalPERS. (Gov. Code 20055) 1-1-82

*Subject to your hire date, the benefits listed above may be different in accordance to the Public Employees Pension Reform Act.

Police

<u>Benefits</u>	<u>Effective Date</u>
<u>FC 1 Year</u> –The final compensation is the average full-time monthly pay rate for the highest 12 consecutive months. If the service is coordinated with Social Security, the final compensation will be reduced by \$133.33. (Gov. Code 20042)	12-29-95
<u>Three Year Final Compensation</u> For new members hired on or after January 1, 2013 the final compensation is the highest average annual pensionable compensation earned by a member during a period of 36 consecutive months (7522.32)	1-1-13
<u>Sick Leave Credit</u> - Any unused sick leave days will be converted to service credit at the rate of .004 years of service for each day of sick leave provided there is less than 120 days between the member's separation date and retirement date. (Gov. Code 20965)	12-29-95
<u>Military Stats 76</u> - A member may elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment. (Gov. Code 21024)	12-29-95
<u>Retired DB \$500</u> - Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate. (Gov. Code 21620)	1-1-82
<u>Cola 2%</u> - Beginning the 2 nd calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis of 2% maximum. The adjustment may not be greater than the change in the Consumer Price Index .(Gov. Code 21329)	1-1-82
<u>LS Basic Death</u> –Local System service credit will be used in the computation of benefits payable under the Basic Death benefit for all local members who were members of a local retirement system at the time the local system was discontinued. (Gov. Code 21536)	1-1-82
<u>Public Srvc Layoff</u> -A member may elect to purchase up to 1 year of public service credit for periods of lay-off from employment on or after 1/1/84. (Gov. Code 21022)	7-1-05
<u>59 Survivor Benefit Level 4</u> - This benefit is for members who are not covered by Social Security. The 4 th Level of 1959 Survivor Benefit is a monthly allowance of \$950, \$1,900 or \$2,280 depending on the number of eligible survivors. (Gov. Code 21574)	6-4-10
<u>Pre-Ret Option 2W</u> -Upon the death of a member who was eligible to retire, the spouse may receive an allowance equal to the amount the member would have received if the member had retired for service retirement on the date of death and elected Option 2W. (Gov. Code 21548)	7-1-05

<u>Military Retiree</u> -Permits certain retired persons to purchase up to 4 years of service credit for continuous active military or merchant marine service prior to employment. (Gov. Code 21027)	7-1-05
<u>DB Continues</u> -Provides the death benefits being paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry. (Gov. Code 21551)	1-1-00
<u>Peace Corps: VISTA</u> -The member may elect to purchase up to 3 years of service credit for any volunteer service in the Peace Corps or AmeriCorps: VISTA (Volunteers In Service to America). (Gov. Code 21023.5)	7-1-05
<u>Loc Sys Transfer</u> –The assets in the local retirement system were transferred to CalPERS upon the effective date of the contract; applied against the liability for prior service and contributions required by the employee were credited to their account. (Gov. Code 20481)	1-1-82
<u>Prior Service Credit</u> –This is service rendered by the employee prior to the effective date of the contract with CalPERS. (Gov. Code 20055)	1-1-82

*Subject to your hire date, the benefits listed above may be different in accordance to the Public Employees Pension Reform Act.

The employee contributions and earnings, irrespective of who pays them, remain the property of the employee, but may not be withdrawn other than upon retirement or separation from City employment. (Resolution 9730; July 13, 1982)

The Public Employee Retirement System (PERS) maintains each employee's account and provides a statement annually of contributions and interest earned. Benefits provided by this retirement program include survivor benefits, normal retirement benefits, disability retirement and industrial disability retirement for Local Safety employees. (Resolution 9730; July 13, 1982)

1. Survivor Benefits

Death benefits are available to the beneficiary of a PERS member whose death occurs during active employment. Benefits may vary depending upon whether the death is job-related, the employee has at least five (5) years PERS membership, and upon the number of dependent survivors. (Resolution 9730; July 13, 1982)

2. Normal Retirement

Various options are available to employees at the time of retirement. An employee may apply for credit from other employment if PERS has reciprocity with the former system. Five years of membership is the minimum to be eligible for service retirement. Depending upon the option selected at the time of retirement, monthly retirement benefits will vary. Informational brochures may be obtained through the Human Resources office, or you may call the Fresno Regional Office at 1-888-225-7377 to schedule an appointment to discuss your retirement options in detail. (Resolution 9730; July 13, 1982)

3. Disability Retirement

Miscellaneous and Public Safety employees are eligible after five years of PERS membership for disability retirement for non-work related disabilities which prevents an employee from being able to perform their job. Employees who recover from such disability are eligible for re-employment. (Resolution 9730; July 13, 1982)

4. Industrial Disability Retirement

Public Safety employees are eligible for Industrial Disability Retirement from the time they become members of PERS. Benefits are paid to employees in this group who become disabled due to job-related causes. (Resolution 9730; July 13, 1982)

Informational brochures may be obtained through the Human Resources office, or you may call the Fresno Regional Office at 1-888-225-7377 to schedule an appointment to discuss your retirement options in detail.

J. DEFERRED COMPENSATION PLAN

The City of Porterville has contracted with ICMA Retirement Corporation and Strategic Retirement Advisors to provide deferred compensation options for employees to save for their retirement. Participation is handled through payroll deductions and an employee may choose to increase, decrease, or stop payments. For more information please contact the Human Resources office. (Resolution 63-2011; October 18, 2011; Resolution 69-2011; December 7, 2011; Resolution 05-2012; January 17, 2012; Resolution 41-2012; May 1, 2012; Resolution 54-2012; June 5, 2012; Resolution 67-2012; July 3, 2012; Resolution 113-2012; December 4, 2012)

A supplemental retirement benefit program is available through ICMA and/or Strategic Retirement Advisors for employees hired on or after July 1, 2012. The City of Porterville will match from the first dollar contributed by the employee, all employee contributions to said supplemental retirement benefit program, on a tax year basis; provided that the City's contribution on behalf of the employee to PERS plus the City's contribution to the supplemental retirement benefit system shall not exceed twenty-five (25%) of the employee's gross salary, as calculated under PERS rules, in any tax year.

An employee's right to vest, as to City's contributions to the supplemental retirement benefit system, shall not accrue until and unless the employee has completed five (5) years of service with the City.

In exchange for the City matching contribution, employees hired on or after July 1, 2012, shall be required to have any amount of City contributions to PERS in excess of twenty-five percent (25%) in any tax year, be deducted from their salary and used by the City as an offset against said excess contribution to PERS. (Resolution 71-2011; December 20, 2011; Resolution 54-2012; June 5, 2012)

K. OCCUPATIONAL INJURY AND ILLNESS

1. Leave with pay for employees injured while at work shall be granted as follows:
 - a. All Employees (Including Public Safety)

The Workers Compensation benefit shall consist of no additional benefits other than those required by applicable State law. (Resolution 113-2012; December 4, 2012; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)
 - b. Public Safety Employees

When a sworn public safety employee actively engaged in the performance of duty, sustains an injury which is compensable under the Workers' Compensation Act and which necessitates absence from work, such employee shall be placed on leave of absence at full pay and shall be paid by the City for so long as required by related sections of the Labor Code (Labor Code 4850). During the time that the City is required to pay and actually pays such employee on such leave of absence, they shall not be entitled to receive any temporary disability payments under the Workers' Compensation Act, and the City shall be entitled to receive all payments which otherwise would be payable to the employee for temporary disability or upon retirement. (Resolution 9081; October 5, 1978)
2. Permanent Disability:

Medical care and payments for permanent disabilities incurred in the course of employment shall be as prescribed in the Workers' Compensation Act. (Resolution 9081; October 5, 1978)
3. Report of Injuries:

All injuries or illness sustained in the course of employment shall be reported at once to the Department Head, who shall, in turn, immediately report the same to the Human Resources office. When medical care is required, it is to be obtained from the City's physician or a hospital emergency room, unless previous arrangements have been made to report to some other designated medical provider. (Resolution 9730; July 13, 1982)

L. PHYSICAL FITNESS INCENTIVE/WELLNESS

The City realizes the importance of physical fitness as part of its overall Wellness Program and encourages each employee to participate in a voluntary fitness incentive program.

Monthly Incentive Rates:

	Good	Excellent	Superior
Monthly Workouts	10-13 times	14-17 times	18 or more
Incentive Pay	\$30	\$40	\$50

1. A maximum of one (1) workout per day shall be eligible. Further, eligible workouts must last at least one (1) hour in duration and should include cardio exercise.
2. To be eligible, workouts must be verifiable (i.e. sign in/out sheets at City fitness facilities witnessed/signed by Human Resources staff or employee supervisor; or a printout provided from a professional third-party gym/fitness membership or classes.)
3. To be eligible, participants must submit their completed work out logs (forms to be provided by Human Resources) to the Human Resources Department by the 10th day of each month for the prior month. Incentive pay shall be disbursed to participants on a monthly basis. Forms submitted after the 10th day, or not containing the appropriate supervisor/Human Resources sign- off or verified third-party gym/class printout shall not be eligible.
4. Employees who knowingly sign and/or submit inaccurate/fraudulent sign in/out sheets or workout logs shall be prohibited from participating in the Regular Physical Exercise program for one year from the date of discovery. The Risk Manager maintains the right to make such a determination.

The Risk Manager shall have the authority to approve or deny the eligibility of any and all proposed wellness programs.

M. SMOKING CESSATION PROGRAM

Participating employees shall be eligible for a one (1) time incentive payment up to \$200 for completion of a certified smoking cessation class which shall be pre-approved by the Risk Manager. Proof of completion must be provided to receive payment.

The Risk Manager shall have the authority to approve or deny the eligibility of any and all proposed wellness programs.

(Adopted via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)

N. TRAVEL AND CONFERENCE EXPENSE

1. Registration Fees, Public Transportation to and from, and Lodging: The actual costs of these expenses will be reimbursed to the employee.
2. Private Automobile:
If a private automobile is authorized as the most feasible transportation for City business, the owner of the vehicle will be reimbursed at the current IRS approved allowance per mile in accordance with the Administrative Policy No. II-E-1. Employee use of personal vehicles in the course and scope of employment must be in compliance with the Administrative Policy.
3. Meals and other Miscellaneous Expenses:
The actual cost of meals and miscellaneous expenses incidental to an employee attending conferences or training programs will be reimbursed at the current IRS approved rates in accordance with the Administrative Policy No. II-E-1. (Entire Travel and Conference expense adopted via Resolution 131-2005; September 6, 2005)

O. WEIGHT LOSS AND NUTRITION PROGRAM

Participating employees shall be eligible for up to two (2) payments of \$50 each per year for completion of a certified weight loss or nutrition program, which shall be pre-approved by the Risk Manager. Proof of completion must be provided to receive payment.

The Risk Manager shall have the authority to approve or deny the eligibility of any and all proposed wellness programs.

(Adopted via Resolution 70-2014, October 8, 2014; Resolution 83-2014; December 2, 2014; Resolution 84-2014; December 2, 2014; Resolution 90-2014; December 16, 2014; Resolution 18-2015; February 17, 2015)

P. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program provides limited, free, confidential, professional assistance to full-time employees and their families to help resolve personal and workplace challenges. The Employee Assistance Program is administered by MHN, a Health Net Company. For further information, contact MHN at 1 (800)535-4985 or access their website at members.mhn.com(company code is csjvrma).

SECTION IV.

EMPLOYEE LEAVES

The City of Porterville complies with current State and Federal law. This section describes common leaves that employees are entitled to. For more information pertaining to these leaves, or updates that may have been adopted after publication of this handbook, please contact the Human Resources office.

A. CALIFORNIA FAMILY RIGHTS ACT

The City of Porterville fully complies with current law. Since the California Family Rights Act is technical and runs concurrently with other State and Federal laws, including the Family Medical Leave Act, workers' compensation leave (except leave under California Labor Code 4850), leave for non-industrial injury or illness (including paid leave such as sick leave), leave as a reasonable accommodation for a qualified individual with a disability, and family sick leave for a qualifying reason, please contact the Human Resources office for additional information.

B. CRIME VICTIMS OR THEIR FAMILIES

An employee who is a victim of a crime (as outlined in California Government Code 230.2), an immediate family member of a victim, a registered domestic partner of a victim, or a child of a registered domestic partner of a victim may use accrued vacation time, administrative leave, sick leave, compensatory time, or unpaid time off to attend judicial proceedings related to that crime. (California Labor Code §230.2 b & d)

The employee shall provide his/her supervisor with a copy of the notice of each scheduled proceeding unless advance notice is not feasible. If an unscheduled absence should occur, the City will abide by applicable law. (California Labor Code §230.2 c)

The City will keep confidential any records regarding the employee's request for such leave. (California Labor Code §232.2 e)

C. FAMILY MEDICAL LEAVE ACT

The City of Porterville fully complies with current law. Since the Family Medical Leave Act is technical and runs concurrently with other State and Federal laws, including the California Family Rights Act, Pregnancy Disability Leave, workers' compensation leave (except leave under California Labor Code 4850), leave for

non-industrial injury or illness (including paid leave such as sick leave), leave as a reasonable accommodation for a qualified individual with a disability, and family sick leave for a qualifying reason, please contact the Human Resources office for additional information.

D. JURY DUTY AND COURT WITNESS

Employees shall be granted time off for trial jury duty or to appear as a subpoenaed witness in accordance with Administrative Policy IV-C-6 and California Labor Code §230 (a) and (b). (Revised February 16, 1999)

E. MILITARY LEAVE OF ABSENCE

The City of Porterville fully complies with Federal and State law regarding military leave. Please contact the Human Resources office for additional information.

F. PAID FAMILY LEAVE

Employees represented by the Management and Confidential Series, Porterville City Employees Association or Porterville Safety Support Unit are entitled to Paid Family Leave. This benefit is a component of the State Disability Insurance (SDI) program and provides employees with a maximum of six (6) weeks of partial pay while taking time off from work to bond with a newborn baby (biological, adopted or foster) or to care for a seriously ill parent, child or spouse. In the event an employee may need to take Paid Family Leave (PFL), contact the Human Resources office for assistance. (Resolution 55-89; April 18, 1989; Resolution 14-2015; February 3, 2015)

G. PREGNANCY DISABILITY LEAVE

Pregnancy Disability Leave (PDL) allows a female employee to take an absence of up to one-third (1/3) of a year or 17 1/3 weeks while disabled. The employee may use their accrued vacation, sick leave, administrative leave, compensatory time or take unpaid time off for the pregnancy, childbirth or related medical conditions. This leave runs concurrently with the Family Medical Leave Act, and does not need to be taken in one continuous period of time, and instead can be taken on an as needed basis. There is no length of service requirement before an employee disabled by pregnancy is entitled to PDL. (California Government Code §12945 b2)

The employee shall provide her supervisor with a reasonable notice of the date the leave will begin and the estimated duration of the leave. (California Government Code §12945 b2)

H. SCHOOL LEAVE/CHILD RELATED ACTIVITIES

An employee who is a parent, guardian, step-parent, foster parent, or grandparent having custody, of one or more children in kindergarten or grades 1 to 12, or attending a licensed child day care facility may take up to forty (40) hours of accrued vacation, administrative leave, compensatory time or unpaid time off each school year; not to exceed eight hours in any calendar month of the school year to participate in activities of the school or licensed child day care facility.

Leave may also be taken to address a child care provider or school emergency, including a request that the child be picked up from school/child care, behavior/discipline problems, closure or unexpected unavailability of the school (excluding planned holidays), or a natural disaster. Furthermore, leave may also be taken to find, enroll, re-enroll a child in a school or licensed child care facility. In order to qualify for this leave, the employee must provide his/her supervisor with reasonable notice and upon return documentation from the school or licensed child day care facility as proof that he or she participated in a school activity. (California Labor Code §230.8 a1, b1 & c)

An employee who is a parent or guardian of a child may take accrued vacation, administrative leave, compensatory time, or unpaid time off to appear at the child's school pursuant to a request made under Section 48900.1 of the Education Code, if the employee prior to taking time off, gives reasonable notice to his/her supervisor that he or she is requested to appear at the school. (California Labor Code § 230.7 a)

(Updates made via Senate Bill 579)

I. TIME OFF TO VOTE

If an employee (registered voter) does not have sufficient time outside of working hours to vote at a statewide election, the employee may, without loss of pay, take off no more than two hours to vote. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. The employee must provide his or her supervisor with at least two working days notice of his/her desire to take time off to vote. (Election Code §14000)

J. VICTIMS OF DOMESTIC VIOLENCE/SEXUAL ASSAULT

Employees who are a victim of domestic violence or sexual assault may take accrued vacation, sick leave, administrative leave, compensatory time, or unpaid time off to obtain or attempt to obtain any relief, including but not limited to, a restraining order (including a temporary restraining order), or other injunctive relief, to help ensure the health, safety, or welfare of the employee or his or her child(ren). (California Labor Code §230 c and updated Sick Leave Policy effective July 1, 2015)

The employee shall provide his/her supervisor with a reasonable advance notice of his/her intention to take time off, unless the advance notice is not feasible. If an unscheduled absence should occur, the City will abide by applicable law. (California Labor Code §230 d 1 & 2)

To the extent allowed by law, the City shall maintain confidentiality of any employee requesting such leave. (California Labor Code §230 d 3)

APPENDIX A

SEASONAL AND PART TIME PAY RATES

Last updated: January 1, 2016

<u>Position</u>	<u>Rate</u>
After School Assistant II.....	\$10.00 - \$10.82/hr.
After School Assistant III.....	\$10.82 - \$16.78/hr.
After School Site Supervisor.....	\$16.78 - \$21.42/hr.
Assistant Zalud House Curator.....	\$10.00 - \$12.00/hr.
Clerical Aide.....	\$10.00 - \$12.00/hr.
Library Aide.....	\$10.00 - \$11.25/hr.
Lifeguard (Senior Lifesaving).....	\$10.00 - \$12.00/hr.
Lifeguard (WSI).....	\$10.00 - \$11.75/hr.
Maintenance Aide (Seasonal).....	\$10.00 - \$12.00/hr.
Pool Cashier.....	\$10.00 - \$11.50/hr.
Pool Manager.....	\$10.50 - \$14.25/hr.
Pool Manager Assistant.....	\$10.25 - \$13.25/hr.
Recreation Leader I.....	\$10.00 - \$10.75/hr.
Recreation Leader II.....	\$10.75 - \$12.50/hr.
Recreation Leader III.....	\$12.50 - \$16.25/hr.
**Recreation Specialist.....	Percentage of Flat Rate
Reserve Firefighter.....	\$10.00 - \$10.50/hr.
Sports Official/ Umpire or Referee (Youth).....	\$10.00 - \$22.25/game
Sports Official/Umpire or Referee (Adult).....	\$10.00 - \$37.25/game
Student Intern.....	\$10.00 - \$12.00/hr.
***Off-Highway Vehicle Coordinator.....	\$11.25 - \$16.25/hr.
*** Off-Highway Vehicle Assistant Coordinator.....	\$10.00 - \$13.25/hr.

**Pay to be determined by the number of students enrolled and fees charged for self-supporting classes and activities.

***Funded by State of California Off-Highway Vehicle Division Grant.

(Resolution 112-2015)

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APPENDIX B

Position Allocation Schedule

Last Update: February 16, 2016

<u>ADMINISTRATION</u>			
Contract	*City Manager	1	0
266	* Deputy City Manager	1	0
208	Administrative Analyst II	1	0
155	Secretary to the Manager	1	0
Administration Total :		4	0
<u>AIRPORT</u>			
	Airport Area Manager	0	1
179	Airport Services Coordinator	1	0
144	Field Services Worker I –Airport Maintenance	2	2
130	Field Services Trainee	0	1
Airport Total :		3	4
<u>ADMINISTRATIVE SERVICES</u>			
246	*Administrative Services Director	1	0
234	*Administrative Services Manager	0	0
208	*Chief Deputy City Clerk	1	0
208	Human Resources Analyst II	0	0
194	Human Resources Analyst I	2	0
176	Deputy City Clerk	1	0
176	Human Resources Aide	0	0
150	Human Resources Assistant	1	0
147	Clerical Assistant III	1	0
142	Clerical Assistant II	0	0
Administrative Services Total:		7	0
<u>CITY ATTORNEY</u>			
Contract	* City Attorney	0	1
City Attorney Total :		0	1
<u>COMMUNITY DEVELOPMENT</u>			
252	*Community Development Director	1	0
213	Project Manager	1	0
208	Development Associate	2	0
208	Administrative Analyst II/ GIS	1	0
194	Development Assistant	1	0
176	Administrative Aide (Limited Term)	1	0
161	GIS Technician	1	0
150	Secretary	1	0
142	Clerical Assistant II	1	1
137	Clerical Assistant I	0	0
Total:		10	1
<u>PLANNING</u>			
235	Community Development Manager	1	0
213	Senior Planner	0	1
208	Associate Planner	1	0
194	Assistant Planner	1	0
161	Planning Technician	1	0

Total:		4	1
	Community Development Total:	14	2
<u>FINANCE</u>			
251	*Finance Director	1	0
239	*Chief Financial Officer	0	0
218	Information Technology Manager	1	0
211	Accountant II	0	0
208	Administrative Analyst II/ IT	1	0
197	Purchasing Agent	0	0
194	Administrative Analyst I/IT	1	0
194	Administrative Analyst I	2	0
183	Accountant I	1	0
176	Administrative Aide	2	0
166	Utility Billing Supervisor	0	0
162	Accounting Technician	1	0
152	Account Clerk III	0	0
152	Meter Reader	3	1
150	Secretary	0	0
147	Account Clerk II	4	0
142	Clerical Assistant II	1	0
137	Account Clerk I	1	0
137	Clerical Assistant I	0	0
127	Clerical Assistant Trainee	0	0
	Student Intern	0	2
	Finance Total:	19	3
<u>FIRE</u>			
256	*Fire Chief	1	0
234	*Fire Battalion Chief	2	0
210	Fire Captain	6	0
199	Fire Lieutenant	4	0
187	Fire Engineer	9	0
178	Firefighter	18	0
169	Code Enforcement Officer	1	0
150	Secretary	1	0
149	Public Education Officer	0	0
	Firefighter Reserves	0	20 (Varies)
	Fire Total:	42	20
<u>PARKS & LEISURE SERVICES</u>			
<u>Administration</u>			
246	*Parks & Leisure Services Director	1	0
194	Administrative Analyst I	1	0
186	Parks and Leisure Services Specialist	1	0
150	Secretary	0	0
	Assistant Zalud House Curator (Part-Time)	0	2
	Total:	3	2
<u>Parks</u>			
205	*Parks Superintendent	1	0
177	Parks Supervisor	0	0
164	Parks Maintenance Worker III	3	0
154	Parks Maintenance Worker II	9	0
142	Clerical Assistant II	1	0
139	Parks Maintenance Worker I	4	0

	Seasonal or Part-Time Employees	0	12 (varies)
	Total:	18	12
	<u>Leisure Services</u>		
199	Leisure Services Superintendent	0	0
175	Leisure Services Supervisor	1	0
160	Leisure Services Coordinator	2	0
160	Leisure Services Coordinator (Limited Term)	0	0
135	Zalud House Curator	0	0
142	Clerical Assistant II	1	0
137	Clerical Assistant I	0	0
	Seasonal or Part-Time Employees	0	100(varies)
	Total:	4	100
	<u>Library</u>		
213	*City Librarian	1	0
176	Library Supervisor II	1	0
164	Library Supervisor I	1	0
147	Library Assistant	7	2
147	Clerical Assistant III (Limited Term)	0	0
130	Library Assistant Trainee	0	2
137	Clerical Assistant I	0	0
	Library Aide (Part-Time)	0	4
	Total:	10	8
	Parks & Leisure Total:	35	122
	<u>POLICE</u>		
261	*Chief of Police	1	0
234	*Police Captain	3	0
219	Police Lieutenant	2	0
205	Police Sergeant	10	0
195	Animal Control Supervisor	1	0
191	Police Services Supervisor	0	0
183	Police Officer	46	0
183	Police Officer (Limited Term)	1	0
176	Live Release Coordinator	1	
159	Community Services Officer II	1	0
***164	Senior Communications Dispatcher	1	0
156	Senior Records Clerk	0	0
***154	Communications Dispatcher	11	1
***154	Communications Dispatcher (Limited Term)	0	0
154	Parks Maintenance Worker II	1	0
150	Secretary	1	0
149	Animal Control Officer	0	0
149	Community Services Officer I	7	0
149	Police Officer Trainee	5	0
147	Clerical Assistant III	1	0
146	Records Clerk	5	0
142	Clerical Assistant II	0	0
137	Clerical Assistant I	0	0
149	Property & Evidence Technician	1	0
	Police Officer Reserves	0	20 (Varies)
	Community Services Officer Reserves	0	14 (Varies)
	Police Total:	99	35

PUBLIC WORKS

Engineering/Building Division

255	*Public Works Director	1	0
245	*Deputy Public Works Director/ City Engineer	1	0
240	*City Engineer	0	0
234	Assistant City Engineer	1	0
218	Principal Civil Engineer	1	0
213	Associate Engineer	1	0
213	Construction Project Manager	1	0
208	Chief Building Inspector	1	0
202	Assistant Engineer	2	0
202	Assistant Engineer (Limited Term)	1	0
189	Building Inspector II	1	0
185	Engineering Specialist III	2	1
185	Engineering Specialist III (Limited Term)	1	0
185	Public Works Inspector	2	0
179	Building Inspector I	1	0
**174	Engineering Specialist II	2	0
165	Engineering Specialist I	0	1
150	Secretary	1	0
176	Administrative Aide	1	0
147	Clerical Assistant III	1	0
142	Clerical Assistant II	1	0

Total:

 23 2

Field Services Division

244	Deputy Public Works Director/Field Services Manager	1	0
221	Assistant Field Services Manager	1	0
205	Water Utility Superintendent	1	0
205	Field Services Superintendent	1	0
205	Field Services Shop Superintendent	1	0
194	Administrative Analyst I	0	0
186	Field Services Shop Supervisor	0	0
180	Electrician/ Instrument Technician	1	0
177	Field Services Supervisor		
	Streets	1	0
	Refuse	1	0
	Traffic Control	0	0
	Water	1	0
177	Water Systems Specialist	1	0
176	Administrative Aide	1	0
169	Water Utility Worker III	2	0
168	Mechanic II	5	0
164	Field Services Worker III	3	0
159	Water Utility Worker II	11	0
155	Mechanic I	0	0
152	Storekeeper	0	0
153	Field Services Worker II	22	0
149	Water Utility Worker I	1	0
147	Clerical Assistant III	1	0
142	Mechanic Assistant	0	0
144	Field Services Worker I	0	0
142	Clerical Assistant II	3	1
137	Clerical Assistant I	0	0
130	Field Services Worker Trainee	0	5 (varies)

		Total:	59	6
	<u>Wastewater Treatment Facility (WWTF)</u>			
205	Wastewater Treatment Facility Operator Superintendent		1	0
196	Industrial Waste Inspector II		0	0
181	WWTF Operator III		2	0
163	WWTF Operator II		5	0
154	WWTF Operator I		0	0
142	Clerical Assistant II		1	0
137	Clerical Assistant I		0	0
130	WWTF Operator Trainee		0	0
		Total:	9	0
	<u>Lab</u>			
216	Lab Superintendent		1	0
208	Chemist II		0	0
200	Chemist I		0	0
188	Lab Technician III		0	0
178	Lab Technician II		1	0
168	Lab Technician I		1	0
153	Lab Attendant		0	0
		Total:	3	0
	Public Works Total:		94	8
	Total Regular Employees:		317	195

Legend:

*Positions Exempt from the Competitive Service

**plus 1.44%

***plus 2.14%

#Position combined with other position(s)

The above allocation may vary at the discretion of each Department Head, depending upon capacity and as authorized by the City Manager.

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APPENDIX C

City of Porterville Position Pay Plan

Last Update: February 16, 2016

<u>POSITION</u>	<u>NO. OF POSITIONS</u>	<u>RANGE</u>	<u>SALARY RANGE</u>	<u>OVERTIME CITY/FLSA</u>	<u>REPRESENTATION</u>
Accountant I	1	183	4068-4964	1 P	1
Accountant II	0	211	5376-6561	1 E	1
Account Clerk I	1	137	2574-3141	3 40	2
Account Clerk II	4	147	2843-3469	3 40	2
Account Clerk III	0	152	2988-3646	2 A	1
Accounting Technician	1	162	3301-4028	2 A	1
Administrative Aide	4	176	3794-4630	1 A	1
Administrative Aide (Limited Term)	1	176	3794-4630	1 A	1
Administrative Analyst I	4	194	4538-5540	1 E	1
Administrative Analyst II	3	208	5218-6368	1 E	1
Administrative Services Manager	0	234	6760-8250	1 E	-
Administrative Services Director	1	246	7619-9296	1 E	-
Adult Lit. Prog. Coord. (Lt. Term)	0	176	3794-4630	1 E	1
Airport Services Coordinator	1	179	3909-4770	1 E	1
Animal Control Officer	0	149	2900-3539	3 40	5
Animal Shelter Supervisor	1	195	4584-5595	1 E	1
Assistant City Engineer	1	234	6760-8250	1 P	1
Assistant Engineer	2	202	4915-5998	1 P	1
Assistant Engineer (Limited Term)	1	202	4915-5998	1 P	1
Assistant Field Services Manager	1	221	5939-7249	1 A	1
Assistant Planner	1	194	4538-5540	1 P	1
Associate Engineer	1	213	5485-6693	1 P	1
Associate Planner	1	208	5218-6368	1 P	1

Building Inspector I	1	179	3909-4770	3	40	2
Building Inspector II	1	189	4319-5270	3	P	2
Chemist I	0	200	4818-5881	1	P	1
Chemist II	0	208	5218-6368	1	P	1
Chief Building Inspector	1	208	5218-6368	1	E	1
Chief Deputy City Clerk	1	208	5218-6368	1	E	1
Chief Financial Officer	0	239	7106-8671	1	E	-
Chief of Parks & Leisure Svcs. Ops.	0	235	6828-8332	1	E	-
City Attorney (part time)		Flat				
City Engineer	0	240	7177-8757	1	E	1
City Librarian	1	213	5485-6693	1	E	1
City Manager	1	CONTRACT		1	E	-
City Planner	0	235	6828-8332	1	E	1
Clerical Assistant I	0	137	2574-3141	3	40	2
Clerical Assistant II	9	142	2706-3301	3	40	2
Clerical Assistant III	4	147	2843-3469	3	A	2
Clerical Assistant Trainee	0	127	2330-2843	3	40	2
Code Enforcement Officer	1	169	3539-4319	3	40	5
Communications Dispatcher	11	*154	3113-3799	3	40	5
Communications Dispatcher (Lt. Term)	0	*154	3113-3799	3	40	5
Community Development Director	1	252	8087-9868	1	E	-
Community Development Manager	1	235	6828-8332	1	E	1
Community Services Officer I	7	149	2900-3539	3	40	5
Community Services Officer II	1	159	3204-3909	3	40	5
Construction/Project Manager	1	213	5485-6693	1	P	1
Deputy City Clerk	1	176	3794-4630	1	A	1
Deputy City Manager	1	266	9296-11345	1	E	-

Deputy Public Works Director/ City Engineer	1	245	7544-9204	1	E	-
Deputy Public Works Director/ Field Services Manager	1	245	7544-9204	1	E	-
Development Assistant	1	194	4538-5540	1	P	1
Development Associate	2	208	5218-6368	1	P	1
Electrician/Instrument Technician	1	180	3949-4818	3	40	2
Engineering Specialist I	0	165	3401-4150	3	40	2
Engineering Specialist II	2	**174	3773-4603	3	40	2
Engineering Specialist III	2	185	4150-5064	3	P	2
Engineering Specialist III – (Lt. Term)	1	185	4150-5064	3	P	2
Field Services Manager	0	235	6828-8332	1	E	1
Field Services Shop Superintendent	1	205	5064-6181	1	E	1
Field Services Shop Supervisor	0	186	4191-5115	1	E	1
Field Services Superintendent	1	205	5064-6181	1	E	1
Field Services Supervisor	3	177	3832-4676	1	E	1
Field Services Worker I	0	144	2760-3367	3	40	2
Field Services Worker I -Airport Maint.	2	144	2760-3367	3	40	2
Field Services Worker II	22	154	3048-3719	3	40	2
Field Services Worker III	3	164	3367-4109	3	40	2
Field Services Worker Trainee	0	130	2401-2930	3	40	2
Finance Director	1	251	8007-9770	1	E	-
G.I.S. Technician	1	161	3268-3988	3	40	2
Human Resources Aide	0	176	3794-4630	1	A	1
Human Resources Analyst I	2	194	4538-5540	1	A	1
Human Resources Analyst II	0	208	5218-6368	1	E	1
Human Resources Assistant	1	150	2930-3575	2	A	1
Industrial Waste Inspector I	0	184	4109-5014	3	P	2

Industrial Waste Inspector II	0	196	4630-5651	1	P	1
Information Technology Manager	1	218	5765-7035	1	E	1
Lab Attendant	0	153	3018-3683	3	40	2
Lab Superintendent	1	216	5651-6896	1	E	1
Lab Supervisor	0	216	5651-6896	1	E	1
Lab Technician I	1	168	3504-4276	3	40	2
Lab Technician II	1	178	3870-4723	3	40	2
Lab Technician III	0	188	4276-5218	3	P	2
Leisure Services Coordinator	2	160	3236-3949	3	40	2
Leisure Servs Coordinator (Lt. Term)	0	160	3236-3949	3	40	2
Leisure Services Superintendent	0	199	4770-5822	1	E	1
Leisure Services Supervisor	1	175	3757-4584	1	E	1
Library Assistant	7	147	2843-3469	3	40	2
Library Assistant (Limited Term)	0	147	2843-3469	3	40	2
Library Assistant Trainee	0	130	2401-2930	3	40	2
Library Supervisor I	1	164	3367-4109	1	E	1
Library Supervisor II	1	176	3794-4630	1	E	1
Live Release Coordinator	1	176	3794-4630	1	E	1
Mechanic I	0	155	3079-3757	3	40	2
Mechanic II	5	168	3504-4276	3	40	2
Mechanic Assistant	0	142	2706-3301	3	40	2
Meter Reader	3	152	2988-3646	3	40	2
Parks & Leisure Services Director	1	246	7619-9296	1	E	-
Parks and Leisure Services Specialist	1	186	4191-5115	1	P	1
Parks Maintenance Worker I	4	139	2626-3204	3	40	2
Parks Maintenance Worker II	9	154	3048-3719	3	40	2
Parks Maintenance Worker III	3	164	3367-4109	3	40	2

Parks Superintendent	1	205	5064-6181	1	E	1
Parks Supervisor	0	177	3832-4676	1	E	1
Planning Technician	1	161	3268-3988	3	A	2
Police Officer Trainee	5	149	2900-3539	3	40	5
Police Services Supervisor	0	191	4405-5376	1	A	1
Principal Civil Engineer	1	218	5765-7035	1	P	1
Project Manager	1	213	5485-6693	1	E	1
Property & Evidence Technician	1	149	2900-3539	3	40	5
Public Education Officer	0	149	2900-3539	3	40	5
Public Works Director	1	255	8332-10167	1	E	-
Public Works Inspector	2	185	4150-5064	3	P	2
Purchasing Agent	0	197	4676-5708	1	E	1
Records Clerk	5	146	2815-3435	3	40	5
Secretary	4	150	2930-3575	2	A	1
Secretary to City Manager	1	155	3079-3757	2	A	1
Senior Communications Dispatcher	1	*164	3439-4197	3	40	5
Senior Records Clerk	0	156	3110-3794	3	40	5
Senior Planner	0	213	5485-6693	1	P	1
Storekeeper	0	152	2988-3646	3	40	2
Utility Billing Supervisor	0	166	3435-4191	1	A	1
WWTF Operator Superintendent	1	205	5064-6181	1	E	1
WWTF Operator I	0	154	3048-3719	3	40	2
WWTF Operator II	5	163	3334-4068	3	40	2
WWTF Operator III	2	181	3988-4866	3	40	2
WWTF Operator Trainee	0	130	2401-2930	3	40	2
Water Systems Specialist	1	177	3832-4676	1	A	1
Water Utility Superintendent	1	205	5064-6181	1	E	1

Water Utility Worker I	1	149	2900-3539	3	40	2
Water Utility Worker II	11	159	3204-3909	3	40	2
Water Utility Worker III	2	169	3539-4319	3	40	2
Zalud House Curator	0	135	2524-3079	3	40	2

*includes 2.14%

**includes 1.44%

PUBLIC SAFETY POSITIONS

Fire Protection:

Fire Chief	1	256	8416-10268	1	E	-
Fire Battalion Chief	2	234	6760-8250	1	E	-
Fire Captain	6	210	5323-6496	4	27	6
Fire Lieutenant	4	199	4770-5822	4	27	6
Fire Engineer	9	187	4233-5166	4	27	4
Firefighter	18	178	3870-4723	4	27	4

Administrative Staff (a)

Police Protection:

Chief of Police	1	261	8845-10792	1	E	-
Police Captain	2	234	6760-8250	1	E	-
Police Lieutenant	3	219	5822-7106	1	E	-
Police Sergeant	10	205	5064-6181	4	E	3
Police Officer	46	183	4068-4964	4	28	3
Police Officer (Limited Term)	1	183	4068-4964	4	28	3

EMPLOYEE PAY & BENEFIT PLAN NOTES

Designation

OVERTIME CITY DESIGNATION

- | | |
|-----------------------------|-----------------------------------|
| 1. Management Employees | No Compensation for Overtime Work |
| 2. Confidential Employees | Shall be Paid for Overtime Work |
| 3. General Series Employees | Shall be Paid for Overtime Work |
| 4. Fire/Police Employees | Shall be Paid for Overtime Work |

FLSA DESIGNATION

- E= Executive, exempt
P= Professional, exempt
A= Administrative, exempt
40 =40 hr., 7 day work period, non-exempt
28 =171 hr., 28 day work period, "7K" exempt
27 =204 hr., 27 day work period, "7K" exempt

EMPLOYEE GROUP DESIGNATION (REPRESENTATION)

1. Management and Confidential Series
 2. Porterville City Employees' Association
 3. Porterville Police Officers' Association
 4. Porterville City Firefighters' Association
 5. Public Safety Support Unit
 6. Fire Officer Series
- Unrepresented Management

ASSIGNMENT

- a. Firefighters, Fire Engineers, Fire Lieutenants, and Fire Captains assigned to any of three administrative staff positions (40 hour week) performing the duties of Deputy Fire Marshal, shall receive an additional 7 ½ % over their base salary.
- b. Police officer given Field Training Officer assignments shall receive an additional 5% salary increase, in daily increments, over their base salary.
- c. Police Officers and Police Sergeants assigned to HNT (Hostage Negotiations Team), MAIT (Major Accident Investigation Team), SWAT (Special Weapons and Tactics) shall receive an additional 5 % salary increase over their base salary.
- d. Police Officers and Police Sergeants given Detective assignments shall receive an additional 7 1/2 % salary increase over their base salary.
- e. Police Officers and Police Sergeants assigned to the K-9 Unit shall receive an additional 7 1/2 % salary increase over their base salary.

*In the event Police Officers and Police Sergeants are assigned to more than one specialty assignment, stacking is permitted with a 10% cap, except for concurrent assignments to SWAT/HNT and MAIT. Police Officers and Police Sergeants who are assigned (as of April 21, 2015) to the motorcycle unit and have been grandfathered in to continue to receive 7 1/2% specialty pay shall not have their specialty assignments stacked.

APPENDIX D

City of Porterville Basic Salary Schedule Last Update: July 1, 2003

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
1	3.837	7,980	665	700	736	773	812
2	3.877	8,064	672	707	743	780	821
3	3.912	8,136	678	714	751	787	829
4	3.952	8,220	685	722	758	796	837
5	3.992	8,304	692	729	765	804	846
6	4.038	8,400	700	736	773	812	854
7	4.079	8,484	707	743	780	821	862
8	4,119	8,568	714	751	787	829	871
9	4.165	8,664	722	758	796	837	879
10	4.206	8,748	729	765	804	846	887
11	4.246	8,832	736	773	812	854	897
12	4.287	8,916	743	780	821	862	906
13	4.333	9,012	751	787	829	871	915
14	4.373	9,096	758	796	837	879	925
15	4.413	9,180	765	804	846	887	934
16	4.460	9,276	773	812	854	897	944
17	4.500	9,360	780	821	862	906	953
18	4.540	9,444	787	829	871	915	962
19	4.592	9,552	796	837	879	925	972
20	4.638	9,648	804	846	887	934	981
21	4.685	9,744	812	854	897	944	990
22	4.737	9,852	821	862	906	953	1,001
23	4.783	9,948	829	871	915	962	1,011
24	4.829	10,044	837	879	925	972	1,022
25	4.881	10,152	846	887	934	981	1,032
26	4.927	10,248	854	897	944	990	1,043
27	4.973	10,344	862	906	953	1,001	1,053
28	5.025	10,452	871	915	962	1,011	1,063
29	5.071	10,548	879	925	972	1,022	1,074
30	5.117	10,644	887	934	981	1,032	1,084
31	5.175	10,764	897	944	990	1,043	1,095
32	5.227	10,872	906	953	1,001	1,053	1,106
33	5.279	10,980	915	962	1,011	1,063	1,118
34	5.337	11,100	925	972	1,022	1,074	1,129
35	5.388	11,208	934	981	1,032	1,084	1,140
36	5.446	11,328	944	990	1,043	1,095	1,152
37	5.498	11,436	953	1,001	1,053	1,106	1,163

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
38	5.550	11,544	962	1,011	1,063	1,118	1,175
39	5.608	11,664	972	1,022	1,074	1,129	1,186
40	5.660	11,772	981	1,032	1,084	1,140	1,198
41	5.712	11,880	990	1,043	1,095	1,152	1,209
42	5.775	12,012	1,001	1,053	1,106	1,163	1,222
43	5.833	12,132	1,011	1,063	1,118	1,175	1,234
44	5.896	12,264	1,022	1,074	1,129	1,186	1,247
45	5.954	12,384	1,032	1,084	1,140	1,198	1,259
46	6.017	12,516	1,043	1,095	1,152	1,209	1,272
47	6.075	12,636	1,053	1,106	1,163	1,222	1,284
48	6.133	12,756	1,063	1,118	1,175	1,234	1,297
49	6.196	12,888	1,074	1,129	1,186	1,247	1,309
50	6.254	13,008	1,084	1,140	1,198	1,259	1,323
51	6.317	13,140	1,095	1,152	1,209	1,272	1,336
52	6.381	13,272	1,106	1,163	1,222	1,284	1,350
53	6.450	13,416	1,118	1,175	1,234	1,297	1,363
54	6.513	13,548	1,129	1,186	1,247	1,309	1,377
55	6.577	13,680	1,140	1,198	1,259	1,323	1,391
56	6.646	13,824	1,152	1,209	1,272	1,336	1,404
57	6.710	13,956	1,163	1,222	1,284	1,350	1,418
58	6.779	14,100	1,175	1,234	1,297	1,363	1,432
59	6.842	14,232	1,186	1,247	1,309	1,377	1,447
60	6.912	14,376	1,198	1,259	1,323	1,391	1,461
61	6.975	14,508	1,209	1,272	1,336	1,404	1,476
62	7.050	14,664	1,222	1,284	1,350	1,418	1,491
63	7.119	14,808	1,234	1,297	1,363	1,432	1,505
64	7.194	14,964	1,247	1,309	1,377	1,447	1,520
65	7.263	15,108	1,259	1,323	1,391	1,461	1,535
66	7.338	15,264	1,272	1,336	1,404	1,476	1,551
67	7.408	15,408	1,284	1,350	1,418	1,491	1,567
68	7.483	15,564	1,297	1,363	1,432	1,505	1,582
69	7.552	15,708	1,309	1,377	1,447	1,520	1,598
70	7.633	15,876	1,323	1,391	1,461	1,535	1,614
71	7.708	16,032	1,336	1,404	1,476	1,551	1,629
72	7.788	16,200	1,350	1,418	1,491	1,567	1,646
73	7,863	16,356	1,363	1,432	1,505	1,582	1,662
74	7.944	16,524	1,377	1,447	1,520	1,598	1,679
75	8.025	16,692	1,391	1,461	1,535	1,614	1,696
76	8.100	16,848	1,404	1,476	1,551	1,629	1,713
77	8.181	17,016	1,418	1,491	1,567	1,646	1,729
78	8.262	17,184	1,432	1,505	1,582	1,662	1,747

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
79	8.348	17,364	1,447	1,520	1,598	1,679	1,765
80	8.429	17,532	1,461	1,535	1,614	1,696	1,782
81	8.515	17,712	1,476	1,551	1,629	1,713	1,800
82	8.602	17,892	1,491	1,567	1,646	1,729	1,818
83	8.683	18,060	1,505	1,582	1,662	1,747	1,835
84	8.769	18,240	1,520	1,598	1,679	1,765	1,854
85	8.856	18,420	1,535	1,614	1,696	1,782	1,873
86	8.948	18,612	1,551	1,629	1,713	1,800	1,892
87	9.040	18,804	1,567	1,646	1,729	1,818	1,910
88	9.127	18,984	1,582	1,662	1,747	1,835	1,929
89	9.219	19,176	1,598	1,679	1,765	1,854	1,949
90	9.312	19,368	1,614	1,696	1,782	1,873	1,969
91	9.398	19,548	1,629	1,713	1,800	1,892	1,989
92	9.496	19,752	1,646	1,729	1,818	1,910	2,008
93	9.588	19,944	1,662	1,747	1,835	1,929	2,028
94	9.687	20,148	1,679	1,765	1,854	1,949	2,048
95	9.785	20,352	1,696	1,782	1,873	1,969	2,069
96	9.883	20,556	1,713	1,800	1,892	1,989	2,090
97	9.975	20,748	1,729	1,818	1,910	2,008	2,111
98	10.079	20,964	1,747	1,835	1,929	2,028	2,131
99	10.183	21,180	1,765	1,854	1,949	2,048	2,152
100	10.281	21,384	1,782	1,873	1,969	2,069	2,174
101	10.385	21,600	1,800	1,892	1,989	2,090	2,196
102	10.488	21,816	1,818	1,910	2,008	2,111	2,218
103	10.587	22,020	1,835	1,929	2,028	2,131	2,240
104	10.696	22,248	1,854	1,949	2,048	2,152	2,262
105	10.806	22,476	1,873	1,969	2,069	2,174	2,285
106	10.915	22,704	1,892	1,989	2,090	2,196	2,307
107	11.019	22,920	1,910	2,008	2,111	2,218	2,330
108	11.129	23,148	1,929	2,028	2,131	2,240	2,353
109	11.244	23,388	1,949	2,048	2,152	2,262	2,377
110	11.360	23,628	1,969	2,069	2,174	2,285	2,401
111	11.475	23,868	1,989	2,090	2,196	2,307	2,425
112	11.585	24,096	2,008	2,111	2,218	2,330	2,449
113	11.700	24,336	2,028	2,131	2,240	2,353	2,474
114	11.815	24,576	2,048	2,152	2,262	2,377	2,499
115	11.937	24,828	2,069	2,174	2,285	2,401	2,524
116	12.058	25,080	2,090	2,196	2,307	2,425	2,549
117	12.179	25,332	2,111	2,218	2,330	2,449	2,574
118	12.294	25,572	2,131	2,240	2,353	2,474	2,600
119	12.415	25,824	2,152	2,262	2,377	2,499	2,626

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
120	12.542	26,088	2,174	2,285	2,401	2,524	2,652
121	12.669	26,352	2,196	2,307	2,425	2,549	2,678
122	12.796	26,616	2,218	2,330	2,449	2,574	2,706
123	12.923	26,880	2,240	2,353	2,474	2,600	2,733
124	13.050	27,144	2,262	2,377	2,499	2,626	2,760
125	13,183	27,420	2,285	2,401	2,524	2,652	2,787
126	13.310	27,684	2,307	2,425	2,549	2,678	2,815
127	13.442	27,960	2,330	2,449	2,574	2,706	2,843
128	13.575	28,236	2,353	2,474	2,600	2,733	2,871
129	13,713	28,524	2,377	2,499	2,626	2,760	2,900
130	13.852	28,812	2,401	2,524	2,652	2,787	2,930
131	13.990	29,100	2,425	2,549	2,678	2,815	2,959
132	14.129	29,388	2,449	2,574	2,706	2,843	2,988
133	14.273	29,688	2,474	2,600	2,733	2,871	3,018
134	14.417	29,988	2,499	2,626	2,760	2,900	3,048
135	14.562	30,288	2,524	2,652	2,787	2,930	3,079
136	14.706	30,588	2,549	2,678	2,815	2,959	3,110
137	14.850	30,888	2,574	2,706	2,843	2,988	3,141
138	15.000	31,200	2,600	2,733	2,871	3,018	3,172
139	15.150	31,512	2,626	2,760	2,900	3,048	3,204
140	15.300	31,824	2,652	2,787	2,930	3,079	3,236
141	15.450	32,136	2,678	2,815	2,959	3,110	3,268
142	15.612	32,472	2,706	2,843	2,988	3,141	3,301
143	15.767	32,796	2,733	2,871	3,018	3,172	3,334
144	15.923	33,120	2,760	2,900	3,048	3,204	3,367
145	16.079	33,444	2,787	2,930	3,079	3,236	3,401
146	16.240	33,780	2,815	2,959	3,110	3,268	3,435
147	16.402	34,116	2,843	2,988	3,141	3,301	3,469
148	16.563	34,452	2,871	3,018	3,172	3,334	3,504
149	16.731	34,800	2,900	3,048	3,204	3,367	3,539
150	16.904	35,160	2,930	3,079	3,236	3,401	3,575
151	17.071	35,508	2,959	3,110	3,268	3,435	3,610
152	17.238	35,856	2,988	3,141	3,301	3,469	3,646
153	17.412	36,216	3,018	3,172	3,334	3,504	3,683
154	17.585	36,576	3,048	3,204	3,367	3,539	3,719
155	17.763	36,948	3,079	3,236	3,401	3,575	3,757
156	17.942	37,320	3,110	3,268	3,435	3,610	3,794
157	18.121	37,692	3,141	3,301	3,469	3,646	3,832
158	18.300	38,064	3,172	3,334	3,504	3,683	3,870
159	18.485	38,448	3,204	3,367	3,539	3,719	3,909
160	18.669	38,832	3,236	3,401	3,575	3,757	3,949

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
161	18.854	39,216	3,268	3,435	3,610	3,794	3,988
162	19.044	39,612	3,301	3,469	3,646	3,832	4,028
163	19.235	40,008	3,334	3,504	3,683	3,870	4,068
164	19.425	40,404	3,367	3,539	3,719	3,909	4,109
165	19.621	40,812	3,401	3,575	3,757	3,949	4,150
166	19.817	41,220	3,435	3,610	3,794	3,988	4,191
167	20.013	41,628	3,469	3,646	3,832	4,028	4,233
168	20.215	42,048	3,504	3,683	3,870	4,068	4,276
169	20.417	42,468	3,539	3,719	3,909	4,109	4,319
170	20.625	42,900	3,575	3,757	3,949	4,150	4,361
171	20.827	43,320	3,610	3,794	3,988	4,191	4,405
172	21.035	43,752	3,646	3,832	4,028	4,233	4,449
173	21.248	44,196	3,683	3,870	4,068	4,276	4,494
174	21.456	44,628	3,719	3,909	4,109	4,319	4,538
175	21.675	45,084	3,757	3,949	4,150	4,361	4,584
176	21.888	45,528	3,794	3,988	4,191	4,405	4,630
177	22.108	45,984	3,832	4,028	4,233	4,449	4,676
178	22.327	46,440	3,870	4,068	4,276	4,494	4,723
179	22.552	46,908	3,909	4,109	4,319	4,538	4,770
180	22.783	47,388	3,949	4,150	4,361	4,584	4,818
181	23.008	47,856	3,988	4,191	4,405	4,630	4,866
182	23.238	48,336	4,028	4,233	4,449	4,676	4,915
183	23.469	48,816	4,068	4,276	4,494	4,723	4,964
184	23.706	49,308	4,109	4,319	4,538	4,770	5,014
185	23.942	49,800	4,150	4,361	4,584	4,818	5,064
186	24.179	50,292	4,191	4,405	4,630	4,866	5,115
187	24.421	50,796	4,233	4,449	4,676	4,915	5,166
188	24.669	51,312	4,276	4,494	4,723	4,964	5,218
189	24.917	51,828	4,319	4,538	4,770	5,014	5,270
190	25.160	52,332	4,361	4,584	4,818	5,064	5,323
191	25.413	52,860	4,405	4,630	4,866	5,115	5,376
192	25.667	53,388	4,449	4,676	4,915	5,166	5,430
193	25.927	53,928	4,494	4,723	4,964	5,218	5,485
194	26.181	54,456	4,538	4,770	5,014	5,270	5,540
195	26.446	55,008	4,584	4,818	5,064	5,323	5,595
196	26.712	55,560	4,630	4,866	5,115	5,376	5,651
197	26.977	56,112	4,676	4,915	5,166	5,430	5,708
198	27.248	56,676	4,723	4,964	5,218	5,485	5,765
199	27.519	57,240	4,770	5,014	5,270	5,540	5,822
200	27.796	57,816	4,818	5,064	5,323	5,595	5,881
201	28.073	58,392	4,866	5,115	5,376	5,651	5,939

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
202	28.356	58,980	4,915	5,166	5,430	5,708	5,998
203	28.638	59,568	4,964	5,218	5,485	5,765	6,059
204	28.927	60,168	5,014	5,270	5,540	5,822	6,119
205	29.215	60,768	5,064	5,323	5,595	5,881	6,181
206	29.510	61,380	5,115	5,376	5,651	5,939	6,242
207	29.804	61,992	5,166	5,430	5,708	5,998	6,305
208	30.104	62,616	5,218	5,485	5,765	6,059	6,368
209	30.404	63,240	5,270	5,540	5,822	6,119	6,432
210	30.710	63,876	5,323	5,595	5,881	6,181	6,496
211	31.015	64,512	5,376	5,651	5,939	6,242	6,561
212	31.327	65,160	5,430	5,708	5,998	6,305	6,627
213	31.644	65,820	5,485	5,765	6,059	6,368	6,693
214	31.962	66,480	5,540	5,822	6,119	6,432	6,760
215	32.279	67,140	5,595	5,881	6,181	6,496	6,828
216	32.602	67,812	5,651	5,939	6,242	6,561	6,896
217	32.931	68,496	5,708	5,998	6,305	6,627	6,965
218	33.260	69,180	5,765	6,059	6,368	6,693	7,035
219	33.588	69,864	5,822	6,119	6,432	6,760	7,106
220	33.929	70,572	5,881	6,181	6,496	6,828	7,177
221	34.263	71,268	5,939	6,242	6,561	6,896	7,249
222	34.604	71,976	5,998	6,305	6,627	6,965	7,322
223	34.956	72,708	6,059	6,368	6,693	7,035	7,395
224	35.302	73,428	6,119	6,432	6,760	7,106	7,469
225	35.660	74,172	6,181	6,496	6,828	7,177	7,544
226	36.012	74,904	6,242	6,561	6,896	7,249	7,619
227	36.375	75,660	6,305	6,627	6,965	7,322	7,695
228	36.738	76,416	6,368	6,693	7,035	7,395	7,772
229	37.108	77,184	6,432	6,760	7,106	7,469	7,850
230	37,477	77,952	6,496	6,828	7,177	7,544	7,928
231	37.852	78,732	6,561	6,896	7,249	7,619	8,007
232	38.233	79,524	6,627	6,965	7,322	7,695	8,087
233	38.613	80,316	6,693	7,035	7,395	7,772	8,169
234	39.000	81,120	6,760	7,106	7,469	7,850	8,250
235	39.392	81,936	6,828	7,177	7,544	7,928	8,332
236	39.785	82,752	6,896	7,249	7,619	8,007	8,416
237	40.183	83,580	6,965	7,322	7,695	8,087	8,500
238	40.587	84,420	7,035	7,395	7,772	8,169	8,586
239	40.996	85,272	7,106	7,469	7,850	8,250	8,671
240	41.406	86,124	7,177	7,544	7,928	8,332	8,757
241	41.821	86,988	7,249	7,619	8,007	8,416	8,845
242	42.242	87,864	7,322	7,695	8,087	8,500	8,934

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
243	42.663	88,740	7,395	7,772	8,169	8,586	9,023
244	43.090	89,628	7,469	7,850	8,250	8,671	9,113
245	43.523	90,528	7,544	7,928	8,332	8,757	9,204
246	43.956	91,428	7,619	8,007	8,416	8,845	9,296
247	44.394	92,340	7,695	8,087	8,500	8,934	9,389
248	44.838	93,264	7,772	8,169	8,586	9,023	9,483
249	45.288	94,200	7,850	8,250	8,671	9,113	9,578
250	45.738	95,136	7,928	8,332	8,757	9,204	9,673
251	46.194	96,084	8,007	8,416	8,845	9,296	9,770
252	46.656	97,044	8,087	8,500	8,934	9,389	9,868
253	47.129	98,028	8,169	8,586	9,023	9,483	9,966
254	47.596	99,000	8,250	8,671	9,113	9,578	10,066
255	48.069	99,984	8,332	8,757	9,204	9,673	10,167
256	48.554	100,992	8,416	8,845	9,296	9,770	10,268
257	49.038	102,000	8,500	8,934	9,389	9,868	10,372
258	49.535	103,032	8,586	9,023	9,483	9,966	10,475
259	50.025	104,052	8,671	9,113	9,578	10,066	10,580
260	50.521	105,084	8,757	9,204	9,673	10,167	10,685
261	51.029	106,140	8,845	9,296	9,770	10,268	10,792
262	51.542	107,208	8,934	9,389	9,868	10,372	10,901
263	52.056	108,276	9,023	9,483	9,966	10,475	11,010
264	52.575	109,356	9,113	9,578	10,066	10,580	11,121
265	53.100	110,448	9,204	9,673	10,167	10,685	11,232
266	53.631	111,552	9,296	9,770	10,268	10,792	11,345
267	54.167	112,668	9,389	9,868	10,372	10,901	11,458
268	54.710	113,796	9,483	9,966	10,475	11,010	11,573
269	55.258	114,936	9,578	10,066	10,580	11,121	11,689
270	55.806	116,076	9,673	10,167	10,685	11,232	11,923
271	56.365	117,240	9,770	10,268	10,792	11,345	12,042
272	56.931	118,416	9,868	10,372	10,901	11,458	12,163
273	57.496	119,592	9,966	10,475	11,010	11,573	12,285
274	58.073	120,792	10,066	10,580	11,121	11,689	12,408
275	58.656	122,004	10,167	10,685	11,232	11,923	12,532
276	59.238	123,216	10,268	10,792	11,345	12,042	12,657
277	59.838	124,464	10,372	10,901	11,458	12,163	12,783
278	60.433	125,700	10,475	11,010	11,573	12,285	12,911
279	61.038	126,960	10,580	11,121	11,689	12,408	13,040
280	61.644	128,220	10,685	11,232	11,923	12,532	13,302
281	62.262	129,504	10,792	11,345	12,042	12,657	13,435
282	62.890	130,812	10,901	11,458	12,163	12,783	13,569
283	63.519	132,120	11,010	11,573	12,285	12,911	13,705

RANGE	STEP A		STEPS				
	HOURLY	ANNUAL	A	B	C	D	E
284	64.160	133,452	11,121	11,689	12,408	13,040	13,842
285	64.800	134,784	11,232	11,923	12,532	13,302	13,981
286	65.452	136,140	11,345	12,042	12,657	13,435	14,121
287	66.104	137,496	11,458	12,163	12,783	13,569	14,262
288	66.767	138,876	11,573	12,285	12,911	13,705	14,405
289	67.437	140,268	11,689	12,408	13,040	13,842	14,549
290	68.787	143,076	11,923	12,532	13,302	13,981	14,695
291	69.473	144,504	12,042	12,657	13,435	14,121	14,842
292	70.171	145,956	12,163	12,783	13,569	14,262	14,990
293	70.875	147,420	12,285	12,911	13,705	14,405	15,140
294	71.585	148,896	12,408	13,040	13,842	14,459	15,291
295	72.300	150,384	12,532	13,302	13,981	14,695	15,444
296	73.021	151,884	12,657	13,435	14,121	14,842	15,598
297	73.748	153,396	12,783	13,569	14,262	14,990	15,754
298	74.487	154,932	12,911	13,705	14,405	15,140	15,912
299	75.231	156,480	13,040	13,842	14,549	15,291	16,071
300	76.742	159,624	13,302	13,981	14,695	15,444	16,232
301	77.510	161,220	13,435	14,121	14,842	15,598	16,394
302	78.283	162,828	13,569	14,262	14,990	15,754	16,558
303	79.067	164,460	13,705	14,405	15,140	15,912	16,724
304	79.858	166,104	13,842	14,549	15,291	16,071	16,890
305	80.660	167,772	13,981	14,695	15,444	16,232	17,059
306	81.467	169,452	14,121	14,842	15,598	16,394	17,230
307	82.281	171,144	14,262	14,990	15,754	16,558	
308	83.106	172,860	14,405	15,140	15,912	16,724	
309	83.937	174,588	14,549	15,291	16,071	16,890	
310	84.779	176,340	14,695	15,444	16,232	17,059	
311	85.627	178,104	14,842	15,598	16,394	17,230	
312	86.481	179,880	14,990	15,754	16,558		
313	87.346	181,680	15,140	15,912	16,724		
314	88.217	183,492	15,291	16,071	16,890		
315	89.100	185,328	15,444	16,232	17,059		
316	89.988	187,176	15,598	16,394	17,230		
317	90.888	189,048	15,754	16,558			
318	91.800	190,944	15,912	16,724			
319	92.717	192,852	16,071	16,890			
320	93.646	194,784	16,232	17,059			
321	94.581	196,728	16,394	17,230			
322	95.527	198,696	16,558				
323	96.485	200,688	16,724				
324	97.442	202,680	16,890				

ADDITIONAL INFORMATION

If you have any questions, please contact your immediate supervisor, Department Head, or the Human Resources Office. Here is a list of additional helpful publications/resources you may want to locate:

- **Administrative Policy Manual**
The City's Administrative Policy Manual outlines general policies, program procedures, regulations and explanations that have been issued through City Council resolutions, City Manager memoranda and/or oral instructions.
- **Bargaining Unit Memorandum of Understandings/Resolutions**
Memorandum of Understandings (MOU's) outline items specifically negotiated by bargaining units. Once submitted and approved by the Porterville City Council, a resolution is adopted.
- **City of Porterville Employee Benefit Trust Fund Plan Document**
The City's Plan Document outlines in detail the health benefits provided to all full-time and offered to full-time equivalent employees.
- **City of Porterville Personnel System Rules and Regulations**
The City's Rules and Regulations provides a system of personnel rules based on Federal/ State law, City Council resolutions, Administrative Policy and Procedures, agreements with employee associations; describes standards of workplace conduct; and outlines a detailed recruitment process for potential employees.
- **City of Porterville Internet**
The City of Porterville website, <http://www.ci.porterville.ca.us/> is available to anyone seeking information about City services, programs, events and/or activities.
- **City of Porterville Intranet at <http://icity/>**
The City of Porterville intranet, <http://icity/> is accessible by City of Porterville employees only. It displays a wide array of information including forms and newsletters.
- **Employer-Employee Relations Resolution of the City of Porterville**
The Employer-Employee Relations Resolution of the City of Porterville provides a procedure for the recognition, suspension and revocation of recognition status of employee organizations and establishes a reasonable and orderly method for the meet and confer process.