

15. Benefits Resolution No. 24-011 and Table of Organization

Recommendation:

That the Honorable City Council adopt Benefits Resolution No. 24-011, revising the Table of Organization and Compensation Schedule, effective February 20, 2024.



Item Number: 15

City Council / Board of Directors

Written Communications

Meeting of: February 20, 2024

Submitted By:

Sophie Smith, Deputy City Manager
Josie Trevino, Human Resources Officer

Subject:

Benefits Resolution No. 24-011 and Table of Organization

Recommendation:

That the Honorable City Council adopt Benefits Resolution No. 24-011, revising the Table of Organization and Compensation Schedule, effective February 20, 2024.

Fiscal Impact:

The fiscal impact associated with the net additional positions will be absorbed in the 2023-2024 Budget; therefore no additional appropriation is required.

Strategic Plan Goal:

This item is consistent with Strategic Plan Goal G – Organizational Effectiveness and Sustainability in that the organizational structure must be reviewed and evaluated regularly, and revised accordingly, to maximize organizational effectiveness and sustainability.

Discussion:

The Mid-Year Table of Organization and Benefits Resolution No. 24-011 is attached with the following proposed changes:

Changes to Personnel:

The total authorized full-time positions increased from 538 to 540 positions, reflecting a net increase of two positions. The Table of Organization includes seven added positions, five deleted positions, and one title change. The Finance Department is adding two positions and deleting one position. Additionally, the Airport is adding two positions, deleting one position, and requesting a title change for one position. (Please reference Attachment A – Summary of Changes to the Table of Organization)

Changes to Benefits:

As of January 1, 2024 full-time employees are eligible to transfer up to \$23,000 of annual salary per year into a City-approved Deferred Compensation Plan. This is an increase per federal guidelines.

Staff is requesting your favorable consideration on this item and remains available for any questions or comments.

Attachments:

- A. Summary of Changes to the Table of Organization
- B. Benefits Resolution No. 24-011 and Table of Organization and Part-time Table of Compensation

ATTACHMENT A

Summary of Changes to the Table of Organization

CITY OF VICTORVILLE
SUMMARY OF RECOMMENDED CHANGES TO MID-YEAR 2023-2024 TABLE OF ORG

Department	Title	Range/Title
CITY MANAGER DEPARTMENT		
ADDED: 1	1 MANAGEMENT SPECIALIST	35
DELETE: 1	1 EXECUTIVE ASSISTANT TO THE DEPUTY CITY MANAGER	37
BUILDING DEPARTMENT		
DELETED: 1	1 SENIOR PLAN CHECKER	42
FINANCE DEPARTMENT		
ADDED: 2	2 FINANCE TECHNICIAN	29
DELETE: 1	1 SENIOR ACCOUNT CLERK	24
FIRE DEPARTMENT		
ADDED: 1	1 FIRE ADMINISTRATIVE MANAGER	52
DELETE: 1	1 DEPUTY CHIEF OF ADMINISTRATION	59
PUBLIC WORKS AND WATER DEPARTMENT		
ADDED: 1	1 PUBLIC WORKS & WATER ADMINISTRATIVE MANAGER	52
SOUTHERN CALIFORNIA LOGISTICS AIRPORT		
ADDED: 2	1 AIRPORT ADMINISTRATIVE MANAGER	52
	1 AIRPORT BUSINESS TECHNICIAN	29
DELETED: 1	1 AIRPORT SPECIALIST	35
TITLE CHANGE: 1	1 FROM AIRPORT TECHNICIAN TO AIRPORT PROJECT TECHNICIAN	29
7 NEW POSITIONS 5 DELETED POSITIONS 1 TITLE CHANGES 0 RANGE CHANGES 2 NET ADDED POSITIONS		

ATTACHMENT B

Benefits Resolution No. 24-011 and Table of Organization and Part-Time Table of Compensation

RESOLUTION NO. 24-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VICTORVILLE AMENDING THE TABLE OF ORGANIZATION, FIXING THE RATES OF COMPENSATION, AND ESTABLISHING FRINGE BENEFITS FOR NON-REPRESENTED FULL-TIME EMPLOYEES OF THE CITY OF VICTORVILLE INCLUDED IN RESOLUTION NUMBER 23-077, RESOLUTION NUMBER 24-007 AND SUBSEQUENT AMENDMENTS.

WHEREAS, copies of said Table of Organization, Rates of Compensation, and Fringe Benefits relating to an appropriation of funds at the City of Victorville were prepared and distributed to the City Council and have been available for the inspection by the public in the office of the City Clerk of the City of Victorville.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VICTORVILLE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Table of Organization for Mid-Year 2023-2024 is hereby revised. A total of 540 full-time positions on such revised Table of Organization are authorized to be filled in accordance with the Personnel Ordinance of the City of Victorville. The salaries and compensation of officers and employees of the City of Victorville shall be established as provided in said Personnel Ordinance for the salary ranges to which position is assigned by this Benefit Resolution for Mid-Year 2023-2024.



CITY OF VICTORVILLE
FISCAL YEAR 2023-2024 TABLE OF ORGANIZATION

Revised and adopted by the City of Victorville Council effective February 20, 2024

NO.	POSITION	RANGE	MONTHLY SALARY	NO.	POSITION	RANGE	MONTHLY SALARY
2	ACCOUNTANT	40	7581 9215	1	FIRE PLAN CHECKER	35	6701 8145
6	ADMINISTRATIVE ANALYST	41	7771 9445	0	FIREFIGHTER EMT	FFEMT	5778 7023
5	ADMINISTRATIVE SECRETARY	29	5778 7023	36	FIREFIGHTER PARAMEDIC	FFPM	7056 8663
1	AIRPORT ADMINISTRATIVE MANAGER	52	10196 12393	1	FLEET ADMINISTRATIVE TECHNICIAN	27	5499 6685
1	AIRPORT BUSINESS ANALYST	41	7771 9445	1	FLEET MANAGER	52	10196 12393
1	AIRPORT BUSINESS TECHNICIAN	29	5778 7023	1	FLEET SUPERVISOR	40	7581 9215
1	AIRPORT DIRECTOR	66	14406 17511	1	GAS OPERATIONS SUPERINTENDENT	45	8577 10426
1	AIRPORT LEASING COORDINATOR	35	6701 8145	1	GIS COORDINATOR	39	7396 8990
1	AIRPORT MAINTENANCE SUPERVISOR	40	7581 9215	1	GIS MANAGER	52	10196 12393
7	AIRPORT MAINTENANCE WORKER	18	4404 5353	1	GIS TECHNICIAN	27	5499 6685
3	AIRPORT OPERATIONS OFFICER	23	4982 6056	1	HOMELESSNESS SOLUTIONS COORDINATOR	42	7965 9681
1	AIRPORT OPERATIONS SUPERVISOR	40	7581 9215	1	HOMELESSNESS SOLUTIONS MANAGER	52	10196 12393
1	AIRPORT PROJECT TECHNICIAN	29	5778 7023	3	HUMAN RESOURCES ANALYST	41	7771 9445
2	ANIMAL CARE & CONTROL SUPERVISOR	40	7581 9215	1	HUMAN RESOURCES OFFICER	66	14406 17511
6	ANIMAL CONTROL OFFICER	30	5922 7199	1	HUMAN RESOURCES SPECIALIST	35	6701 8145
2	ANIMAL CONTROL TECHNICIAN	27	5499 6685	1	IT TECHNICAL WRITER	27	5499 6685
1	ASSISTANT AIRPORT DIRECTOR	59	12119 14731	1	LEAD ACCOUNT CLERK	28	5637 6852
1	ASSISTANT CITY CLERK	35	6701 8145	1	LEAD ELECTRICIAN	38	7216 8771
1	ASSISTANT CITY ENGINEER	59	12119 14731	1	LEAD LINE LOCATOR	28	5637 6852
1	ASSISTANT CITY PLANNER	59	12119 14731	2	LEAD MECHANIC	36	6868 8348
1	ASSISTANT CITY SURVEYOR	41	7771 9445	2	LIBRARY COORDINATOR	27	5499 6685
1	ASSISTANT DIRECTOR OF FINANCE	59	12119 14731	1	LIBRARY MANAGER	52	10196 12393
1	ASSISTANT DIRECTOR OF HUMAN RESOURCES	59	12119 14731	1	LICENSING TECHNICIAN	27	5499 6685
2	ASSISTANT DIRECTOR OF PUBLIC WORKS & WATER	59	12119 14731	1	LINE LOCATOR	25	5234 6363
1	ASSISTANT DIRECTOR OF UTILITIES	59	12119 14731	9	MAINTENANCE LEAD WORKER	28	5637 6852
8	ASSISTANT ENGINEER I	41	7771 9445	1	MAINTENANCE SUPERVISOR	40	7581 9215
1	ASSISTANT ENGINEER II	45	8577 10426	48	MAINTENANCE WORKER	18	4404 5353
1	ASSISTANT PLANNER	37	7040 8557	4	MANAGEMENT SPECIALIST	35	6701 8145
1	ASSISTANT TO THE CITY MANAGER	59	12119 14731	6	MANAGEMENT TECHNICIAN	29	5778 7023
1	ASSOCIATE CIVIL ENGINEER	52	10196 12393	1	MARKETING TECHNICIAN	29	5778 7023
2	ASSOCIATE PLANNER	44	8368 10171	1	MECHANIC	23	4982 6056
1	BATT CHIEF-DFM	56	11254 13679	1	NETWORK ADMINISTRATOR	39	7396 8990
3	BATTALION CHIEF	56	11254 13679	1	NETWORK ENGINEER	52	10196 12393
1	BILLING TECHNICIAN	29	5778 7023	8	OFFICE ASSISTANT	17	4296 5222
1	BUILDING DIVISIONS MANAGER	52	10196 12393	1	PARKS SUPERVISOR	40	7581 9215
2	BUILDING INSPECTOR	35	6701 8145	1	PAYROLL SPECIALIST	35	6701 8145
1	BUILDING OFFICIAL	66	14406 17511	1	PAYROLL SUPERVISOR	40	7581 9215
1	BUSINESS INTELLIGENCE DEVELOPER	39	7396 8990	2	PAYROLL TECHNICIAN	29	5778 7023
1	BUYER	33	6378 7752	5	PERMIT TECHNICIAN	27	5499 6685
1	CHILDREN'S LIBRARIAN	27	5499 6685	1	PLAN CHECKER	35	6701 8145
1	CITY CLERK	66	14406 17511	1	PLANNING TECHNICIAN	27	5499 6685
5	CITY COUNCIL MEMBER		1200	1	PUBLIC INFORMATION OFFICER	66	14406 17511
1	CITY ENGINEER	66	14406 17511	1	PUBLIC WORKS & WATER ADMINISTRATIVE MANAGER	52	10196 12393
1	CITY MANAGER		27323	1	PUBLIC WORKS & WATER DIRECTOR	66	14406 17511
1	CITY PLANNER	66	14406 17511	4	PUBLIC WORKS INSPECTOR	35	6701 8145
1	CITY SURVEYOR	52	10196 12393	2	PUBLIC WORKS MANAGER	52	10196 12393
3	CODE COMPLIANCE TECHNICIAN	27	5499 6685	2	PUBLIC WORKS SUPERVISOR	40	7581 9215
3	CODE ENFORCEMENT OFFICER I	30	5922 7199	1	PUBLIC WORKS TECHNICIAN	29	5778 7023
11	CODE ENFORCEMENT OFFICER II	35	6701 8145	1	PURCHASING MANAGER	52	10196 12393
1	CODE ENFORCEMENT OFFICIAL	66	14406 17511	1	REAL ESTATE SPECIALIST	38	7216 8771
3	CODE ENFORCEMENT SUPERVISOR	42	7965 9681	1	RECREATION MANAGER	52	10196 12393
1	COMMUNICATION ASSISTANT	21	4742 5764	3	RECREATION SUPERVISOR	40	7581 9215
1	COMMUNITY RELATIONS SPECIALIST	35	6701 8145	1	RISK MANAGER	52	10196 12393
1	COMMUNITY SERVICES COORDINATOR	27	5499 6685	1	SCADA COORDINATOR	42	7965 9681
1	CONTRACT SPECIALIST	35	6701 8145	17	SECRETARY	21	4742 5764
1	CROSS CONNECTION COORDINATOR	35	6701 8145	7	SENIOR ACCOUNT CLERK	24	5107 6207
1	CROSS CONNECTION TECHNICIAN	31	6070 7379	2	SENIOR ADMINISTRATIVE ANALYST	47	9011 10954
1	CUSTOMER SERVICE LEAD REP	28	5637 6852	1	SENIOR AIRPORT MAINTENANCE LW	32	6222 7563
12	CUSTOMER SERVICE REP	20	4626 5624	1	SENIOR AIRPORT MAINTENANCE WORKER	22	4861 5908
1	CYBER SECURITY ADMINISTRATOR	39	7396 8990	1	SENIOR AIRPORT OPERATIONS OFFICER	27	5499 6685
1	DEPUTY CHIEF OF OPERATIONS	59	12119 14731	1	SENIOR BUILDING INSPECTOR	42	7965 9681
1	DEPUTY CITY CLERK	29	5778 7023	2	SENIOR CIVIL ENGINEER	55	10980 13346
2	DEPUTY CITY MANAGER	73	17124 20815	2	SENIOR CUSTOMER SERVICE REP	24	5107 6207
1	DEVELOPMENT SPECIALIST	35	6701 8145	3	SENIOR EQUIPMENT OPERATOR	27	5499 6685
1	DEVELOPMENT TECHNICIAN	29	5778 7023	1	SENIOR FIRE MECHANIC	34	6537 7946
1	DIRECTOR OF COMMUNITY SERVICES	66	14406 17511	3	SENIOR MAINTENANCE LEADWORKER	32	6222 7563
1	DIRECTOR OF ELECTRIC UTILITY SVCS	66	14406 17511	23	SENIOR MAINTENANCE WORKER	22	4861 5908
1	DIRECTOR OF FINANCE	66	14406 17511	6	SENIOR MECHANIC	29	5778 7023
1	DIVISION CHIEF	DC	11595 14093	1	SENIOR PLAN CHECKER	42	7965 9681
1	ECONOMIC DEVELOPMENT MANAGER	52	10196 12393	1	SENIOR PLANNER	52	10196 12393
1	ECONOMIC DEVELOPMENT TECHNICIAN	27	5499 6685	2	SENIOR TRAFFIC SIGNAL MAINTENANCE TECHNICIAN	33	6378 7752
2	ELECTRIC DISTRIB SPECIALIST	33	6378 7752	2	SENIOR WATER DISTRIBUTION LEAD WORKER	36	6868 8348
1	ELECTRICAL TECHNICIAN ASSISTANT	31	6070 7379	10	SENIOR WATER DISTRIBUTION WORKER	23	4982 6056
1	ELECTRICIAN	33	6378 7752	1	SENIOR WATER SUPPLY LEAD OPERATOR	38	7216 8771
1	EMERGENCY MANAGEMENT COORDINATOR	45	8577 10426	8	SENIOR WATER SUPPLY OPERATOR	29	5778 7023
1	EMS ADMINISTRATIVE TECHNICIAN	27	5499 6685	1	SIGN TECHNICIAN	24	5107 6207
1	EMS MANAGER	52	10196 12393	1	STRATEGIC COMMUNICATIONS SPECIALIST	35	6701 8145
1	EMS SPECIALIST	35	6701 8145	4	SWEeper OPERATOR	24	5107 6207
1	ENFORCEMENT MANAGER	52	10196 12393	2	TECHNOLOGY COORDINATOR	39	7396 8990
2	ENGINEERING LEAD WORKER	28	5637 6852	1	TECHNOLOGY MANAGER	52	10196 12393
1	ENVIRONMENTAL PROGRAMS COMPLIANCE INSPECTOR	30	5922 7199	1	TECHNOLOGY OFFICER	66	14406 17511
1	ENVIRONMENTAL PROGRAMS SPECIALIST	35	6701 8145	4	TECHNOLOGY TECHNICIAN	27	5499 6685
1	ENVIRONMENTAL PROGRAMS TECHNICIAN	29	5778 7023	1	TRAFFIC MAINTENANCE SUPERVISOR	40	7581 9215
1	ENVIRONMENTAL PROGRAMS COORDINATOR	43	8164 9923	2	TRAFFIC SIGNAL MAINTENANCE TECHNICIAN	28	5637 6852
1	ENVIRONMENTAL PROGRAMS MANAGER	52	10196 12393	1	TRAINING BATTALION CHIEF	56	11254 13679
6	EQUIPMENT OPERATOR	24	5107 6207	1	UTILITY DISTRIBUTION SUPERINTENDENT	45	8577 10426
1	FACILITIES MANAGER	52	10196 12393	3	VEHICLE SERVICE WORKER	18	4404 5353
3	FINANCE ANALYST	47	9011 10954	1	WAREHOUSE CLERK	20	4626 5624
1	FINANCE MANAGER	52	10196 12393	2	WAREHOUSE TECHNICIAN	23	4982 6056
1	FINANCE SPECIALIST	35	6701 8145	2	WATER CONSERVATION SPECIALIST	30	5922 7199
3	FINANCE SUPERVISOR	40	7581 9215	4	WATER DISTRIBUTION LEAD WORKER	28	5637 6852
5	FINANCE TECHNICIAN	29	5778 7023	2	WATER DISTRIBUTION SUPERVISOR	40	7581 9215
1	FIRE ADMINISTRATIVE MANAGER	52	10196 12393	11	WATER DISTRIBUTION WORKER	19	4514 5486
18	FIRE CAPTAIN	FC	8526 10468	2	WATER MANAGER	52	10196 12393
1	FIRE CHIEF	66	14406 17511	2	WATER RESOURCES SUPERVISOR	40	7581 9215
18	FIRE ENGINEER	FE	7309 8972	1	WATER SAMPLING & COMPLIANCE COORDINATOR	35	6701 8145
3	FIRE INSPECTOR	30	5922 7199	2	WATER SUPPLY LEAD OPERATOR	32	6222 7563
1	FIRE MECHANIC	31	6070 7379	1	WATER SUPPLY SUPERVISOR	42	7965 9681
				1	WINDOWS SERVER ADMINISTRATOR	39	7396 8990

CITY OF VICTORVILLE
MID-YEAR 2023-2024 TABLE OF COMPENSATION - MONTHLY RATE OF PAY
 Revised and adopted by the City of Victorville Council effective February 20, 2024

Range	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
17	4296	4511	4737	4973	5222
18	4404	4624	4855	5098	5353
19	4514	4739	4976	5225	5486
20	4626	4858	5101	5356	5624
21	4742	4979	5228	5490	5764
22	4861	5104	5359	5627	5908
23	4982	5231	5493	5768	6056
24	5107	5362	5630	5912	6207
25	5234	5496	5771	6060	6363
26	5365	5634	5915	6211	6522
27	5499	5774	6063	6366	6685
28	5637	5919	6215	6525	6852
29	5778	6067	6370	6689	7023
30	5922	6218	6529	6856	7199
31	6070	6374	6693	7027	7379
32	6222	6533	6860	7203	7563
33	6378	6697	7031	7383	7752
34	6537	6864	7207	7568	7946
35	6701	7036	7387	7757	8145
36	6868	7211	7572	7951	8348
37	7040	7392	7761	8149	8557
38	7216	7577	7955	8353	8771
39	7396	7766	8154	8562	8990
40	7581	7960	8358	8776	9215
41	7771	8159	8567	8995	9445
42	7965	8363	8781	9220	9681
43	8164	8572	9001	9451	9923
44	8368	8786	9226	9687	10171
45	8577	9006	9456	9929	10426
46	8792	9231	9693	10177	10686
47	9011	9462	9935	10432	10954
48	9237	9699	10184	10693	11227
49	9468	9941	10438	10960	11508
50	9704	10190	10699	11234	11796
51	9947	10444	10967	11515	12091
52	10196	10705	11241	11803	12393
53	10451	10973	11522	12098	12703
54	10712	11247	11810	12400	13020
55	10980	11529	12105	12710	13346
56	11254	11817	12408	13028	13679
57	11535	12112	12718	13354	14021
58	11824	12415	13036	13688	14372
59	12119	12725	13362	14030	14731
60	12422	13044	13696	14381	15100
61	12733	13370	14038	14740	15477
62	13051	13704	14389	15109	15864
63	13378	14046	14749	15486	16261
64	13712	14398	15118	15873	16667
65	14055	14758	15495	16270	17084
66	14406	15127	15883	16677	17511
67	14766	15505	16280	17094	17949
68	15136	15892	16687	17521	18397
69	15514	16290	17104	17959	18857
70	15902	16697	17532	18408	19329
71	16299	17114	17970	18868	19812
72	16707	17542	18419	19340	20307
73	17124	17981	18880	19824	20815
FF	7056	7457	7859	8262	8663
FE	7309	7724	8140	8556	8972
FC	8526	9013	9498	9983	10468
DC	11595	12175	12783	13423	14093

SECTION 2. FRINGE BENEFITS - The following is provided as an overview and should not be considered as a complete description of benefits. The fringe benefits for the City of Victorville full-time employees effective July 1, 2023, unless otherwise specified, through June 30, 2024, shall be:

Annual Vacation Leave - All full-time employees shall earn annual vacation credits accrued bi-weekly in the beginning of the years listed below and are authorized to accumulate vacation leave credits as follows:

Years of Full-Time Employment	Annual Vacation Hours Earned	Hours Earned Per Pay Period (26 pay periods per year)	Maximum Vacation Accrual Hours
0-5	80	3.08	160
6-10	120	4.62	240
11-15	160	6.15	320
16+	200	7.69	400

Full-time employees are eligible to use annual leave time as it accrues. Effective January 1, 2012, accruals will be earned every pay period. (See City of Victorville Personnel Rules, Rule X, Sections 1 and 2.)

Sick Leave – Accrued at the rate of 3.7 hours per pay period for all probationary and full-time employees, for a total of 96 hours per year.

Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave – A part-time employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employees' regular wage rate. Accrual shall begin on the first day of employment. Accruals may be capped at 48 hours or 6 days.

Sick Leave Yearly Payoff - Non-represented full-time employees who maintain a minimum of 144 hours and have completed 5 years of full-time or continuous service with the City of Victorville will be able to receive a payoff of their accrued sick leave hours. The maximum payoff cannot exceed 144 hours, every December, beginning December 2021.

Non-represented part-time employees who maintain a minimum of 72 hours and have completed 5 years of part-time continuous service with the City of Victorville will be able to receive a payoff of their accrued sick leave hours. The maximum payoff cannot exceed 72 hours, every December, beginning December 2021.

The sick leave payoff will be based on the following scale:

Sick Leave Accrued as of Date of Termination	Cash Payment of hours of Accrued Sick Leave
240 hours or less	35%
241 to 320 hours	40%
321 to 400 hours	45%
401 to 480 hours	50%
481 to 560 hours	55%
561 to 640 hours	60%
641 to 720 hours	65%
721 to 800 hours	70%
801 to 880 hours	75%
881 to 960 hours	80%
961 to 1,040 hours	85%
1,041 to 1,120 hours	90%
1,121 to 1,200 hours	95%
1,201 hours and above	100%

Upon completion of five (5) years of continuous service, sick leave payout upon separation of service or termination is calculated according to the above formula, pursuant to Resolution 09-103.

Holidays

Day	Date	Holiday
Monday	July 3, 2023	Independence Day Eve
Tuesday	July 4, 2023	Independence Day
Monday	September 4, 2023	Labor Day
Friday	November 10, 2023	Veterans Day
Thursday	November 23, 2023	Thanksgiving Day
Friday	November 24, 2023	Day after Thanksgiving
Monday	December 25, 2023	Christmas Holiday
Friday	December 29, 2023	Christmas Eve Holiday (Observed)
Monday	January 1, 2024	New Year's Day Holiday
Monday	January 15, 2024	Martin Luther King, Jr. Day
Monday	February 19, 2024	President's Day
Monday	May 27, 2024	Memorial Day Holiday
Wednesday	June 19, 2024	Juneteenth
		1 Floating Holiday

Total of 14 Holidays

Note: Actual holidays vary each year. Three days in December are designated as permanent Cost of Living Adjustment (COLA) reduction days and applied to the December holiday schedule. Actual COLA reduction days taken are based on individual department needs and must be taken within 30 days. Days off during the December holidays shall not be prorated for any employee hired after January 1, 2023.

Floating Holiday may be taken in conjunction with another holiday, vacation, or sick leave day. No partial holiday may be taken. Floating Holiday may be taken after six months of service.

Premium Holiday Pay- Based on the approved holidays in this section and excluding the floating holiday, nonexempt, full-time, non-represented employees who are eligible for paid holidays but who are required to work on a company holiday will be paid at one and one-half times their regular rate of pay for the hours worked in addition to holiday pay. Part-time employees who are required to work on an approved company holiday will be eligible to receive one and one-half times their regular rate of pay for the hours worked.

Stability Pay – Non-represented employees will receive stability pay, starting after 10 years of part-time or full-time service or the combination of the two with the City of Victorville, during the last pay period of the fiscal year, beginning on July 2023, based on the following scale:

Years of Service	Amount
10 - 14	\$500
15 - 19	\$1,000
20 +	\$1,500

Executive Leave – Provided to Department Heads, Assistant Department Heads, and other designated staff, based on the City Manager’s evaluation of the amount of time worked. Advance written approval by the City Manager is required. (See Administrative Policy D-1.)

Compensatory Time – Employees eligible for compensatory time may accrue such time, up to the limit of 80 hours for full-time employees. Compensatory time may not be earned until 40 hours have been worked in a workweek. Compensatory time earned after 40 hours in a workweek are earned at one and one-half rates. It is the employee’s choice whether to receive compensatory time or overtime pay. Part-time employees and Safety Shift Personnel are not eligible for compensatory time.

Retirement – Effective July 1, 2015, the City ceased to pay the 8.0% employee share of contributions to the California Public Employees’ Retirement System (CalPERS). The City ceased to report the Employer Paid Member Contributions (EPMC) to PERS as special compensation. The City shall participate in the CalPERS replacement benefit plan or equivalent. The City provides all full-time employees 4th level 1959 Survivor’s Benefits.

For full-time employees and Council Members hired on or after January 1, 2013, CalPERS contributions will be implemented according to the Public Employees’ Pension Reform Act of 2013 (PEPRA) AB 340 and AB 197. Council Members have the option to elect membership to CalPERS.

Miscellaneous Classic Formula: Member formula: 2.5% @ 55 Employees pay CalPERS 8% employee contribution.

Miscellaneous PEPRA Formula: Member formula 2.0% @ 62 Employee will pay the statutorily mandated employee contribution rate of one half of the total normal cost.

Safety Classic Formula: Member formula: 2% @ 50 Employee pay CalPERS 9% employee contribution.

Safety PEPRA Formula: Member formula 2.7% @ 57. Employee will pay the statutorily mandated employee

contribution rate of one half of the total normal cost.

Deferred Compensation – As of January 1, 2024, full-time employees shall be eligible to transfer up to **\$23,000** of annual salary per year into a City-approved Deferred Compensation Plan; full-time employees 50 years of age and above are allowed a catch-up provision of \$7,500. An additional standard provision is available to full-time employees who are planning on retiring within three years. Under this provision funds not utilized may be contributed the year prior to retirement. Deferred Compensation funds may be accessed through a loan program.

A 401(a) Defined Contribution Plan is available for new full-time employees who may elect an employee contribution, under Section 401(a) of the Internal Revenue Code. The plan document allows a 60-day period for the individuals to make an election from the initial date of hire. Pursuant to Federal Regulations, effective December 31, 2009, existing full-time employees may not enroll or modify an existing 401(a) plan.

Employer contributions will not be offered in any new recruitments effective July 1, 2022. Employees receiving employer contributions toward deferred compensation prior to July 1, 2022, will be grandfathered into the pre-existing deferred compensation structure, and will continue to receive the employer contribution offered for the following non-represented classifications (should the grandfathered employee maintain continuous employment with the City and receive a promotion to a higher position): Fire Chief \$800, Division Chief \$750, Battalion Chief \$750, Fire Marshal \$750.

Retirement Medical Coverage – City employees and Council Members who meet CalPERS's requirements and retire simultaneously with the City of Victorville are considered City retirees.

The City shall be responsible for retirees' (beginning with eight years of service) medical insurance premium as follows:

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%

Retirees must have been previously enrolled in medical coverage, for twelve consecutive months, in the City's medical insurance plan at time of retirement to be eligible to receive the medical reimbursement based on the above table.

For early retirees under age 65 - Payment is based on the single-party rate of the medical options available through the City's insurance plan, not to exceed \$900 per month.

For retirees age 65 and over – Payment is based on available Medicare Supplemental options single-party rate, available through the City's insurance plan, not to exceed \$900 per month.

City Retirees from non-represented groups may postpone their medical insurance enrollment to a later date.

Out-of-state City Retirees Medical Reimbursement– City Retirees from non-represented groups residing outside the state of California will be eligible to enroll in medical insurance plans outside of CalPERS and remain eligible to receive medical reimbursement based on the years of service according to the table above. Proof of payment will be required.

Retirees age 65 and over must be enrolled with Medicare Part A (Hospital) and Part B (Medical) in order to

be eligible for a retiree medical plan offered through the City.

Retirees may continue dental and vision insurance coverage at their own expense.

Retirees must have been previously enrolled in medical coverage, for twelve consecutive months, in the City's medical insurance plan at time of retirement to be eligible to receive the one time pay-off option.

Effective February 11, 2000, an employee may opt for a one-time pay-off, at the time of retirement, in lieu of monthly medical retirement benefits. This shall be paid on a pro-rated basis, contingent upon years of service described in the chart below.

Years of Service	25 +	20-24	15-19	8-14
City Paid	100%	75%	50%	25%
Pay-off Amount	\$18,800	\$15,039	\$11,278	\$7,522

These amounts may change annually, based on the CPI applied to the City employees' wages.

Medicare - Employees hired after April 1, 1986, shall contribute 1.45% of their base salary as a matching share of contribution to provide Medicare coverage, available upon retirement, based on Social Security Administration guidelines.

Fringe – The amount of \$900 per month is provided by the City for health, dental, and vision coverage for all full-time employees and Council Members. Married couples who are both full-time employees with the City may utilize the full fringe each for family medical, dental and vision. If eligible family members are enrolled, they must be enrolled in the same coverage as elected by the employee. The maximum cash back benefit for employees and Council Members waiving medical benefits is \$400 per month. Any Council Member who is a CalPERS Retiree and not allowed to enroll in the City's active plan may apply up to a maximum of \$900 towards a CalPERS retiree medical premium. Employees and Council Members may purchase dental and vision coverage with this amount. Any remaining balance may be deposited into a flexible spending account or included as taxable income on their paychecks. Flexible spending accounts are provided for pre-tax deposits to cover expenses for health care and/or dependent day care. The City is responsible for the monthly administrative fee associated with the health care and dependent day care plans.

Additionally, full-time employees who enroll in medical, dental and vision plans and are paying out-of-pocket, the City will subsidize 50% of the total out-of-pocket cost up to \$700 per month. This subsidy does not apply to Council Members or retirees.

Workers' Compensation Program – Insurance provided by the City for work-related injuries occurring to the employee during the course of employment. (See City of Victorville Personnel Rules, Rule X, Section 4.) (See Family and Medical Leave Act Policy No. B-25)

Employee Assistance Program – The City provides for a confidential counseling program for employees and eligible dependents.

Unemployment Insurance – May provide income for the employee if laid off or involuntarily terminated for reasons other than misconduct.

Life insurance - Group term life insurance and accidental death and dismemberment insurance is paid by

the City at the rate of .162 per thousand dollars of base salary and is rounded to the nearest \$1,000. For Full-time employees, the benefit is one times annual salary, to a maximum of \$250,000. A maximum of \$10,000 life insurance policy is paid by the City for Council Members.

Short-Term Disability (STD) Insurance – Full-time employees shall contribute .61% per \$100 of monthly salary. Employee premiums are post-tax; therefore, benefits will not be taxed upon receipt of payment. Employees may be eligible to receive disability payments after 7 days of missed work, and benefits shall continue for 13 weeks for a qualifying illness or injury. STD pays 60% of employees' weekly base pay, with a minimum of \$50 per week, up to a maximum of \$1,600 per week. Part-time employees are not eligible. (See City of Victorville Personnel Rules, Rule X, Section 12.) (See Family and Medical Leave Act Policy No. B-25).

Long-Term Disability – The City provides coverage for full-time employees after 90 days of disability. The City's premium is \$.70 per \$100 of monthly salary and covers 66.67% of employees' monthly salary. Minimum of \$50 per month to a maximum of \$5,000 per month.

Paid Parental Leave - Non-represented full-time and part-time employees are eligible for up to four (4) weeks of paid maternity/paternity/adoption leave. Paid Parental Leave (PPL) is compensated at 60% of the employee's weekly earnings and must be coordinated with sick and/or annual leave accruals, accordingly. Paid Parental Leave may not be used in conjunction with short-term disability benefits.

Paid Parental Leave is associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. Paid Parental Leave may be taken within the first year of the employee's child's arrival by birth or adoption. This leave is not subject for an extension or a payout.

If both parents are employees, both may access the paid benefits of this policy. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. In order to be eligible to take Paid Parental Leave, a full-time employee must have been employed with the City for at least 12 months and have passed probation. A part-time employee must have 12 months of continuous service. Additionally, the employee must have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin, (Temporary employees, interns, planning commissioners, and council members are not eligible for this benefit).

Safety shoes - All employees, with the exception of Safety Personnel, who are required to wear safety shoes, shall receive \$225 reimbursement per fiscal year. Employees may purchase multiple pairs of shoes so long the allowance is not exceeded. Exceptions are governed by Administrative Policy No. G-7.

Uniforms - Payment for non-safety uniform service shall not exceed \$174 per year per employee for those employees required to wear uniforms. Reimbursement to Victorville Municipal Utilities Service employees who maintain their own uniforms, due to specialized uniforms and handling, shall not exceed \$300 per year.

The following non-represented Victorville Fire Department Positions will receive uniform allowance as follows: Fire Chief, Deputy Chief of Operations, Division Chief, Battalion Chief, Battalion Chief / Deputy Fire Marshal, EMS Manager \$75.00 per month. Emergency Management Coordinator, EMS Specialist, EMS Administrative Technician, Fire Inspector \$37.50 per month.

Per CalPERS PEPPRA legislation passed January 1, 2013, Uniform allowance is not pensionable for PEPPRA CalPERS members.

Stand-by Pay – Available to qualified full-time non-safety and non-exempt regular employees who are required to be immediately available for duty. Employees called to work while on Stand-by will be paid at a rate of \$300 per week plus their regular rate of pay for the hours actually worked, subject to FLSA overtime provisions.

Bilingual Pay – Upon the recommendation of the Department Head and based on the need of the Department, full-time and part-time employees who are proficient in speaking a qualified foreign language shall receive \$50.00 per month of additional pay as a bilingual pay incentive. To be eligible, personnel must pass the City's written and oral exam. Currently the qualified foreign language is Spanish.

Tuition Reimbursement – Available to full-time regular employees, after one year of full-time service. All courses taken for reimbursement must be approved by the City Manager/Deputy City Manager and the Personnel Officer prior to the beginning of the course. Courses eligible for reimbursement must be job related and toward a related degree. Tuition reimbursement will include any associated fees including books, permits and other required fees (excluding shipping costs) up to a maximum of \$3,000 per fiscal year based on prior approval by the Department Head and Personnel Officer. The Tuition Reimbursement program may be suspended if allocated funds are exhausted and/or if the Council chooses not to allocate the funds necessary to continue the program in any particular fiscal year due to budget constraints. (See Tuition Reimbursement Administrative Policy No: B-31)

Work Week – Full-time non-safety employees will work a 40-hour week schedule. All Safety non-shift employees will work a 40-hour week schedule.

Work schedules:

The work schedule effective July 13th, 2019, will be a 9/80 schedule, whereby all full-time employees will work 40 hours per week. Exceptions to the 9/80 schedule may be approved by the City Manager if it is determined that it is in the best interest of the City. The work week begins each Friday at 12:01pm and ends each Friday at 12:00pm, with the exception of certain Library Staff, Airport Field Operations Workers, VMUS Field Operations Workers, Community Services Park Maintenance Workers, Code Enforcement Officers, Engineering Traffic Field Workers and Animal Control Officers, who will have a work week beginning each Saturday at 12:00am and ending each Friday at 11:59pm.

Overtime will be calculated for all non-exempt employees, who exceed 40 total actual hours worked over a consecutive 168 hours or 7 days (per FLSA) between these times, excluding Safety Shift Personnel.

For all non-exempt, employees, including Safety Shift Personnel, only hours actually worked will be counted when calculating overtime pay. Approved paid leave shall not be considered as time worked for the purpose of computing the total number of hours worked in the work period. Overtime is calculated pursuant to federal law.

Per Resolution No. 22-096, any overtime pay provided to the Battalion Chiefs is a benefit provided pursuant

to this resolution and is not required under the FLSA; and thus, the City will compensate Battalion Chiefs' overtime at a rate which will be one and one-half times the Battalion Chief's base hourly rate.

Regular hours worked each pay period will continue to be paid at a standard 112 hours and not based on the actual shift hours worked.

Extra hours actually worked in a pay period will be computed as overtime based on the standard 112 hours that are paid in each pay period for the Battalion Chief classification. An example is provided in Exhibit A to Resolution No. 22-096 for further illustration.

All overtime work is subject to pre-approval by the Fire Chief; and the Fire Chief may authorize overtime for shift work or emergency incidents beyond the Battalion Chiefs' regularly scheduled assignments.

Time spent in meetings and trainings outside the Battalion Chiefs' regularly scheduled assignments, as pre-approved by the Fire Chief, will be compensated at the overtime rate.

The Battalion Chiefs will no longer qualify for Executive Leave under Rule IV, Section 5 of the City's Personnel Rules and Regulations.

The Battalion Chief/Deputy Fire Marshal and the Battalion Chief assigned to the Training Division will continue to be eligible for Executive Leave under Rule IV, Section 5 of the City's Personnel Rules and Regulations for extra hours worked beyond their 9/80 work schedule and directly related to their primary assignments. However, if either position works beyond their primary assignment to cover as Battalion Chief over a suppression shift, or assist on incidents, the City will compensate such hours as overtime at a rate which will be one and one-half times the Battalion Chief's base hourly rate based on a 56-hour workweek.

City of Victorville Fire Department Additional Compensation – Included in Memorandum of Understanding in effect May 17, 2022, through May 16, 2027.



CITY OF VICTORVILLE
MID-YEAR 2023-2024 PART-TIME TABLE OF COMPENSATION

Title	Salary Range	Current Hourly Rate	Hourly Rate Effective 2-20-24
Aquatic Aide	M	\$17.00	\$17.00
Recreation Leader I	M	\$17.00	\$17.00
Lifeguard	1	\$18.41	\$18.41
Senior Recreation Leader	1	\$18.41	\$18.41
Senior Lifeguard	2	\$19.83	\$19.83
Administrative Intern	2	\$19.83	\$19.83
Library Aide	2	\$19.83	\$19.83
Recreation Specialist	3	\$21.53	\$21.53
Pool Manager	3	\$21.53	\$21.53
Library Clerk	4	\$23.79	\$23.79
Office Aide	4	\$23.79	\$23.79
Maintenance Aide	5	\$24.93	\$24.93
Vehicle Service Worker - PT	5	\$24.93	\$24.93
Library Technician	6	\$26.34	\$26.34
Engineering Intern	6	\$26.34	\$26.34
Recreation Supervisor - PT	10	\$45.38	\$45.38
Assistant Engineer - PT	20	\$79.31	\$79.31