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OFFICE OF THE
CITY MANAGER

CITY OF SACRAMENTO
CALIFORNIA

January 5, 1988

CITY HALL
ROOM 109
915 I STREET
SACRAMENTO, CA
95814-2684

City Council
Sacramento, California

APPROVED
BY THE CITY COUNCIL 916-449-5704

Honorable Members in Session:

JAN 5 1988

SUBJECT: Amendment to Personnel Resolution 87-756

OFFICE OF THE
CITY CLERK

SUMMARY

Personnel Resolution 87-756, relating to terms and conditions of employment for employees not represented by recognized employee organizations, needs to be amended to add insurance benefits for the non-career, unrepresented classifications of Fire Recruit and Police Cadet. The City currently provides the same monthly City insurance contribution for the transitional classification of Police Cadet as is contributed for Police Officers, limited to the City-sponsored medical and dental plans. This practice was inadvertently not previously incorporated in the Personnel Resolution. In addition, with the adoption of the non-career unrepresented classification of Fire Recruit, employees in that transitional classification should receive the same monthly City insurance contribution as contributed for Firefighters, limited to the City-sponsored medical and dental plans.

This report recommends that Personnel Resolution 87-756 be amended to add a new subsection 12(c)(3) to provide health and welfare benefits for Fire Recruits and Police Cadets.

FINANCIAL IMPACT

The estimated annual cost for this benefit of \$17,000 is offset by the salary savings to the City through the Fire Recruit program.

RECOMMENDATION

It is recommended that the City Council approve the attached resolution amending the Personnel Resolution.

Respectfully submitted,

WALTER J. SLIPE
City Manager

Attachment

All Districts
January 5, 1988

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RESOLUTION NO. 88-012

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

JANUARY 5, 1988

A RESOLUTION AMENDING RESOLUTION NO. 87-756,
RELATING TO TERMS AND CONDITIONS OF EMPLOYMENT
FOR EMPLOYEES NOT REPRESENTED BY RECOGNIZED
EMPLOYEE ORGANIZATIONS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO, as follows:

Resolution No. 87-756, Exhibit "A", adopted September 15, 1987, is amended effective January 9, 1988, by the addition of the following subparagraph (3) to Section 12(c):

"Employees in the classifications of Police Cadet and Fire Recruit shall receive the same City monthly health and welfare contribution amount as provided for the classifications of Police Officer and Firefighter, respectively. Such contribution may only be applied toward City-sponsored health and dental plans."

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL
JAN 5 1988
OFFICE OF THE
CITY CLERK

RESOLUTION NO. 87-756

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

SEPTEMBER 15, 1987

A RESOLUTION ENACTING A PERSONNEL RESOLUTION COVERING SALARY ADMINISTRATION, HOURS OF WORK, AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR OFFICERS AND EMPLOYEES NOT REPRESENTED BY A RECOGNIZED EMPLOYEE ORGANIZATION, AND REPEALING RESOLUTION NO. 85-512, AND AMENDMENTS, COVERING THE SAME SUBJECT MATTERS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO, as follows:

Section 1.

Resolution No. 85-512, and amendments, covering salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization, is hereby repealed.

Section 2.

This resolution supercedes any other resolution relating to salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization.

Section 3.

The Personnel Resolution covering salary administration, hours of work, and other terms and conditions of employment for officers and employees not represented by a recognized employee organization shall be as set forth in Exhibit "A".

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Section 4.

This resolution is enacted pursuant to City Code Section 2.90.

ANNE RUDIN
MAYOR

ATTEST:

LORRAINE MAGANA
CITY CLERK

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EXHIBIT "A"

PERSONNEL RESOLUTION
COVERING
UNREPRESENTED OFFICERS AND EMPLOYEES

September 15, 1987

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ARTICLE I
SALARY ADMINISTRATION

1. ORIGINAL APPOINTMENT COMPENSATION RATE

a. The rate of compensation upon original appointment in the civil service shall normally be Step "A". However, if the City Manager or designee finds that the appointee has extraordinary qualifications, or that a higher step is necessary in order to recruit, appointment at any step in the range may be made. This provision shall apply to original appointments to career positions and appointments to non-career positions.

b. The rate of compensation upon appointment to an exempt classification shall normally be Step "A". However, if the appointing authority finds that the appointee has extraordinary qualifications or that a higher step is necessary in order to recruit, appointment at any step in the range may be made.

2. ADVANCEMENT IN RATE OF COMPENSATION

a. Advancement in Steps

Upon successful completion of twenty-six (26) weeks (1,040 hours) of service, an employee shall be advanced to the next higher step of the salary range of the classification. Employees who thereafter maintain a satisfactory level of performance shall be advanced at fifty-two (52) week (2,080 hours) intervals to succeeding steps of the assigned salary range. After the first twenty-six (26) weeks of service, management and confidential/administrative employees may be advanced to a higher step in the salary range when their performance warrants it, or as needed for retention, if approved by the City Manager; provided however, employees in the civil service who are not advanced in less than fifty-two (52) week intervals shall have no right to appeal to the Civil Service Board. (This subsection shall not apply to non-career employees.)

b. Denial of Step Increase and Reduction in Grade

Employees who do not maintain a satisfactory level of performance shall be denied advancement, and may be reduced within grade upon approval of the appointing authority. Employees in the civil service who are denied advancement, or who are reduced in grade, shall have the right to appeal to the Civil Service Board in accordance with its rules and regulations. (This subsection shall not apply to non-career employees.)

c. Effective Date of Step Increases

Increases to employees who successfully complete twenty-six (26) weeks of service shall become effective on the first day of the following weekly pay period, which weekly pay period shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. Increases to succeeding steps of the assigned salary range shall become effective at fifty-two (52) week intervals from the anniversary date of the first increase, or on the first day of the weekly pay period following completion of a shorter period as described above.

3. EFFECT OF CLASSIFICATION CHANGE ON RATE OF COMPENSATION

a. Movement to a Higher Classification

When an employee moves from one class to another which has a higher salary, through examination, appointment to an exempt position, temporary appointment in the absence of an eligible list, or reallocation, the employee shall receive a one step (5%) increase or the "A" step of the higher classification, whichever is greater, but not to exceed the maximum rate of the higher classification.

b. Movement to Another Position in the Same Classification or to a Classification With the Same Salary Range

When an employee moves to another position in the same classification or to another classification with the same salary range, the employee shall maintain the same salary and same anniversary date. Where the employee is in civil service, such movement shall be in accordance with the rules and regulations of the Civil Service Board.

c. Movement to a Lower Classification

When an employee's position is reallocated to a classification with a lower salary, the employee shall suffer no reduction in salary, and the Y-rate provisions of this Resolution shall apply. The salary of a civil service employee who voluntarily demotes shall be determined by the Civil Service Board, but shall not exceed that paid in the previous class.

4. EFFECT OF CHANGE OF SALARY RANGE UPON COMPENSATION

Whenever the salary range of a classification is adjusted upward, the salary rate of each employee in the classification shall be adjusted to the step in the new range which corresponds to the step received in the former range, and the employee shall retain the current anniversary date for further increases within the new range.

5. RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same salary step paid at the time of departure.

6. EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the step increase eligibility date. For such leaves in excess of ten (10) consecutive working days, all leave time shall not count toward step increases.

7. RATES HIGHER THAN STEP "E" (Y-RATE)

Whenever the salary of an employee exceeds Step "E" of the salary range established for a classification, such salary shall be designated as a "Y-rate". During such time as an employee's salary remains above the Step "E", the employee shall not receive further salary increases, except that upon promotion to a higher classification, the employee shall immediately advance to the step of the range of the higher classification next above the "Y-rate", and be eligible for advancement to succeeding steps in the range as outlined in this Resolution.

8. SUPPLEMENTAL SALARY RANGE

a. The City Council may establish a Supplemental Salary Range for specified exempt management positions. Appointments to the Supplemental Salary Range shall be at the discretion of the City Manager based on the following criteria:

- (1) Severe salary compaction problems defined as less than a five percent (5%) maximum salary spread between the manager and the immediate subordinate; or
- (2) Recruitment or retention difficulties; or
- (3) Exceptional job performance.

b. No more than sixty-six and two-thirds percent (66-2/3%) of all eligible positions may be appointed at the Supplemental Salary Range by the City Manager.

9. LONGEVITY PAY

a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.

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- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.
 - (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
 - (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
 - (6) Employees working on a part-time basis on a regular year-round daily work schedule shall be eligible for longevity pay on a pro-rata basis, upon completion of the required number of years of service in such part-time position.
 - (7) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro-rata basis.
- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro-rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when

he/she shall receive, in the month of July first following his/her return, the pro-rata portion of longevity pay from the date of return.

- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro-rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro-rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.
- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

c. Administration

It shall be the duty and responsibility of the Personnel Department to administer these provisions and to notify each department of the City yearly of the employees who shall be eligible to receive longevity pay. In any unusual situation not covered by the provisions of this Resolution, the determination of the Director of Personnel shall prevail.

10. TEMPORARY WORK IN HIGHER CLASSIFICATION

a. Temporary assignments to higher classifications shall be permitted only in those classifications where in the judgment of the department head or designee, it is necessary to maintain proper and efficient departmental operations. An employee temporarily assigned to a higher classification shall be compensated for the duration of the out-of-classification assignment by the payment of five percent (5%) of the regular salary the employee received prior to the out-of-classification assignment, or the salary provided for in Step "A" of the higher classification, whichever is greater, but not to exceed Step "E" of the higher classification.

b. Any temporary assignment which may exceed thirty (30) calendar days requires the advance approval of the City Manager.

c. Application of this Section to exempt management classifications shall be limited to the following:

- (1) The City Manager may delegate to department heads the authority to apply this Section to employees in civil service classifications temporarily assigned to exempt management classifications.

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(2) A temporary appointment to an exempt management classification requires the approval of the City Manager. Fringe benefits shall be governed by the employee's permanent classification. The salary step for the exempt management classification shall be determined by the City Manager.

11. STAFF AIDE POSITIONS

The classification of Staff Aide may be used when an interim classification is needed pending establishment of a regular classification. A Staff Aide may be employed for a maximum period of twelve (12) months. The salary for Staff Aide shall be established by Resolution.

ARTICLE II
FRINGE BENEFITS AND DEFERRED COMPENSATION

12. FRINGE BENEFIT PLAN

The fringe benefit plan for the Mayor, City Council members, management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	50,000
City Council members	100,000
Assistant City Manager	
Assistant City Manager/Executive Director	
Mayor	150,000
City Manager	

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

c. Health and Welfare

(1) The Mayor and City Council members shall receive a monthly health and welfare contribution of \$350 which may be applied to City-sponsored health and dental plans, deferred compensation, and dependent life insurance.

(2) Confidential/administrative employees shall receive a monthly health and welfare contribution of \$320 which may be applied to City-sponsored health and dental plans, deferred compensation, short-term disability, supplemental life insurance in the amount of \$30,000, additional supplemental life insurance in the amount of \$10,000, and dependent life insurance. In the first two (2) paydays in a calendar month, the City's contribution may also be applied toward deferred compensation. Any remaining unused portion of the City's contribution shall automatically be applied toward the employee's retirement contribution, up to the maximum of such retirement contribution, for that pay period.

d. Health and Welfare Plus Optional Benefit Plan

Management employees shall receive a monthly health and welfare contribution of \$330 and a 5% of base salary optional benefit plan which may be combined and applied to City-sponsored health and dental plans, short-term disability, dependent life insurance, employee's retirement contribution, deferred compensation, professional organization dues, and tuition reimbursement. Exceptions to the monthly health and welfare and the optional benefit plan contributions are as follows:

<u>Classification</u>	<u>Optional Benefit Plan</u>	<u>Monthly Health and Welfare</u>
City Manager	12.0%	\$350
Assistant City Manager/ Executive Director	12.5%	\$350
City Attorney	10.0%	\$350
City Clerk	10.0%	\$350
City Treasurer	10.0%	\$350

e. Insurance Over \$50,000

- (1) The Mayor and City Council members may purchase out-of-pocket supplemental life insurance in the amount of \$20,000 and additional supplemental life insurance in the amount of \$10,000.
- (2) Management employees may purchase out-of-pocket supplemental life insurance in the amount of one times annual salary and additional supplemental life insurance in the amount of \$10,000.
- (3) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of one times annual salary.

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The fringe benefit plan shall be applicable to the Mayor, City Council members, and full-time management and confidential/administrative employees. The fringe benefit plan for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

13. DEFERRED COMPENSATION PLAN

The Mayor, City Council members, management, and confidential/administrative employees may participate in the City's deferred compensation plan, and may also apply the unused portion of the City's health and welfare contribution toward deferred compensation as long as the deferred compensation salary limit is not exceeded.

ARTICLE III
LEAVES

14. VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

b. Vacation allowance administration shall be in accordance with the rules and regulations of the Civil Service Board.

15. HOLIDAYS

a. Holiday Hours for Fire Management

(1) Fire Battalion Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.

(2) The Fire Marshal and the Battalion Chief assigned to serve as the Fire Department's Director of Training, shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

d. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

c. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

<u>Number of Recognized Holidays in the Workweek</u>	<u>Minimum Number of Paid Hours in the Workweek</u>	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

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d. Monday-Friday Schedule

If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

e. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

f. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

g. Floating Holidays

(1) Accrual

(a) In addition to the recognized holidays specified above, each employee shall receive the equivalent of three (3) floating holidays per fiscal year on an accrual basis as follows:

(i) Each full-time employee shall accrue floating holiday credit at the rate of .923 hours per pay period. The employee shall accrue floating holiday credit for each pay period for which the employee is paid one or more hours of salary.

(ii) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = .923 hours accrual; 40-63.9 hours paid = .462 hours accrual; less than 40 hours paid = 0 hours accrual.

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(b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

(a) The scheduling of floating holiday time must be approved in advance by the appointing authority or designated representative.

(b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

(c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

16. MANAGEMENT LEAVE TIME

a. Management employees exempt from the provisions of the Fair Labor Standards Act shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.

b. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro-rata share of forty (40) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.

c. Management leave time shall not accumulate from fiscal year to fiscal year. If an employee is unable to take all of his or her management leave time by the end of the pay period which includes June 30 of any fiscal year, the employee shall forfeit the unused portion of such leave time, unless an exception is authorized by the City Manager under appropriate circumstances.

d. Upon separation from City service for any reason an employee shall be paid for all credited and unused management leave time at the employee's base hourly rate as of the date of separation.

17. SICK LEAVE

a. A full-time employee shall accumulate sick leave credits at the rate of one day per month (3.692 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the

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Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro-rata basis.

b. An employee in active service of the City eligible to accumulate sick leave credits shall in January each year, receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31, immediately preceding the date for payment, a total of at least sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation.

c. Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Finance Department in writing of such election no later than January 1 of each year.

d. Upon termination of any employee eligible to accumulate sick leave credits for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of such retirement, resignation, layoff, or death. No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of two (2) year's service, shall be eligible for payment of any portion of accumulated sick leave credits.

e. Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

f. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.

g. A County of Sacramento employee in the classification of Librarian IV who is employed with the Sacramento City-County Library System, and who transfers to career City employment in the Sacramento City-County Library System, shall be entitled to receive City sick leave credits upon transfer, as follows:

- (1) The amount of City sick leave credit shall be the amount of County sick leave credits earned as of the effective date of transfer, or thirty (30) days (240 hours), whichever is less.
- (2) City credit for sick leave accrued in County service shall be for actual sick leave usage only, and shall not be utilized towards sick leave cash payoff as provided in this Section. Sick leave credit earned while in City service may be utilized for sick leave cash payoff.
- (3) Any sick leave taken shall first be debited against sick leave credits granted under this Section, until such sick leave credits are exhausted.

h. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all eligible employees.

18. INJURY-ON-DUTY

a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.

b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.

c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

19. JURY DUTY

a. When an employee is absent from work to serve on a jury or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert and remain on the job until such time as called to serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the jury commissioner and the City will be responsible to insure that the employee is available for jury duty. Pay for work time lost shall be computed at the employee's regular rate of pay at the time of such absence. The employee shall return all jury remuneration received, less transportation allowance, to the City.

b. If a swing shift or graveyard shift employee who is scheduled to work an eight (8) hour shift has served in excess of four (4) hours on jury duty, he/she will notify his/her supervisor in advance of his/her start time so he/she can be excused from his/her shift. If the employee is on jury duty less than four (4) hours, he/she will be required to work.

c. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a juror or appearance in court for that purpose, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.

d. When a non-career employee is regularly scheduled to work and is ordered to report for jury duty, such employee shall be entitled to jury duty benefits in accordance with the above-stated procedure.

20. DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs assigned to fire suppression duty.

ARTICLE IV
REIMBURSEMENTS AND ALLOWANCES

21. REIMBURSEMENTS AND EXPENSES

a. Reimbursement for Use of Privately-Owned Vehicles

(1) The City Manager may offer any one of the following categories of reimbursement for use of privately-owned vehicles on City business or compensation in lieu of the use of personal vehicles on City business:

<u>Category</u>	<u>Reimbursement/Compensation</u>
A	General mileage reimbursement for actual City business mileage at the rate of 28¢ per mile for the first 600 miles per month and 14¢ per mile over 600 miles and free parking

<u>Category</u>	<u>Reimbursement/Compensation</u>
B	Monthly vehicle allowance of \$50 and free parking
C	Monthly vehicle allowance of \$100 and free parking
D	Monthly vehicle allowance of \$150 and free parking
E	Monthly vehicle allowance of \$200 and free parking
F	Monthly vehicle allowance of \$250 and free parking
G	100% City-paid SRTD monthly pass, non-zone sticker, or free parking with availability of City vehicle for use on City business

- (2) The Mayor, City Council members, City Manager, and Assistant City Manager/Executive Director shall receive a \$350 monthly vehicle allowance and free parking.
- (3) With the authorization of the City Manager, other employees shall receive general mileage reimbursement for actual City business at the rate of 28¢ per mile for the first 600 miles per month and 14¢ per mile over 600 miles for local use only.
- (4) Reimbursement for out-of-town travel shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach air fare, whichever is lower.
- (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Regional Transit Monthly Pass

Full-time confidential/administrative employees who utilize the Sacramento Regional Transit District (SRTD) for home-to-work transportation are eligible for a 100% City-paid SRTD monthly non-zone sticker pass. Part-time career employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue and Collections Division, prior to the first day of the month to obtain the monthly pass discount for that next month.

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c. Expense and Subsistence Allowance

- (1) The sum of \$250 per month is established as a City expense reimbursement allowance for the City Council members, other than the Mayor, for which no vouchers need be furnished.
- (2) The sum of \$350 per month is established as a secretarial expense allowance for the Mayor, for which no vouchers need be furnished.
- (3) The sum of \$350 per month is established as a City expense reimbursement allowance for the City Manager and for the Executive Director of the Sacramento Housing and Redevelopment Agency, for which no vouchers need be furnished.
- (4) The Mayor, City Council members and City Manager are authorized to claim \$60 per diem for lodging and meals when traveling outside of the County in lieu of vouchered claims for actual cost of lodging and meals, or when lodging is more practical at the headquarters of seminars, workshops, conferences or conventions, or in the alternative, at suitable and reasonable nearby facilities, they may receive full reimbursement to cover actual costs when an itemized voucher for the actual costs of lodging and meals is submitted to the Department of Finance.
- (5) All other City employees and officials are authorized a maximum of \$60 per diem for lodging and meals when traveling outside the County when conducting official City business. An itemized voucher claim must be submitted to the Department of Finance to claim reimbursement. The actual reimbursement shall be based on reasonable and necessary actual costs or per diem rate, whichever is lower, except that when lodging is more practical at the headquarters of seminars, workshops, conferences or conventions, or in the alternative, at suitable and reasonable nearby facilities, the City Manager may authorize full reimbursement to cover actual costs.

22. SAFETY UNIFORM ALLOWANCE

a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Police Department Unit.

b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to employees in the Fire Department Unit.

23. TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of \$50.00 per semester pursuant to the City's existing policy for such education reimbursement.

ARTICLE V
HOURS OF EMPLOYMENT AND OVERTIME

24. HOURS OF EMPLOYMENT

a. The work period for employees, except Fire Battalion Chiefs assigned to fire suppression duty, shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.

b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions, except Fire Battalion Chiefs assigned to fire suppression duty shall normally be scheduled to work four (4), twenty-four (24) hour periods in a twelve (12) day work period.

c. The workweek for part-time employees shall be determined by the appointing authority.

25. OVERTIME

a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the appointing authority.

b. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.

c. Employees may accrue up to eighty (80) hours of CTO.

d. The use of accrued CTO shall be at the discretion of the appointing authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.

e. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

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ARTICLE VI
MISCELLANEOUS

26. OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

a. Exempt employees shall not engage in any other employment, work, profession, business or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is inimical to the most effective performance of the mission of City management or the best interests of the City.

b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.

c. An exempt employee shall not work:

- (1) In any employment which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will reduce an individual's efficiency or usefulness as a City employee.
- (2) In any employment requiring an affiliation, membership or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
- (3) In any employment for any other municipality or political subdivision of the state or federal government (except by express permission of the City Manager).
- (4) In any off-duty position while on sick leave or injured-on-duty status.

d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.

e. The department head will notify each exempt employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.

f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.

g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

27. DEFERRED LUMP SUM PAYMENT

An employee who retires from the City may request to defer the lump sum payment on vacation accumulation, holiday credit, and sick leave buy-out until the next calendar year after the date of retirement. Upon such request, the City will defer such lump sum payment to the month selected by the employee in the next calendar year. The amount of lump sum payment shall be the same as the employee would have received upon retirement and with no interest.

28. CITY VEHICLE RETENTION

The City Manager may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

29. EXEMPT APPOINTMENTS

Nothing in this resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions which are exempt from the classified service. Exempt employees serve at the pleasure of the appointing authority. Consequently, "just cause" is not required for discipline, and there are no appeal rights.

30. APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.