

EMPLOYEE PAY & BENEFIT PLAN



2019-2020

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 7:30 a.m. until 5:30 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; Resolution 65-2017; November 7, 2017; Resolution 66-2017; November 7, 2017)

(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 the 48/96 schedule (48 hours on, 96 hours off). (This work schedule is on a trial basis for three years commencing January 2017. This schedule is further defined in Resolution 65-2017; November 7, 2017; Resolution 66-2017; November 7, 2017)
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)

5. Communications Dispatchers will work a 3-12 Alternative Work Schedule. During the two-week cycle, employees assigned to this classification will work eighty (80) hours and have seven (7) days off. (For details regarding this schedule, please review Resolution 46-2017 approved by City Council on August 1, 2017; Resolution 42-2019 approved by City Council on June 18, 2019)

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)

Full time 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 than 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 182 hours in a 24-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. Work cycle amended via Resolution 69-2017; December 5, 2017; Resolution 70-2017; December 5, 2017)
- b. 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 scheduled for firearms qualifications shall be compensated at the rate of one and one-half (1 ½) times their regular rate of pay for one (1) hour. (Resolution 41-2018; June 19, 2018).

Police Officers working the 3-12 Plan will receive overtime pay at the rate of one and one-half (1 ½) times their regular rate of pay for all time worked in excess of 80 hours during their respective two-week work cycles. (Approved April 15, 2008, via council meeting minute order 041508 and Resolution 41-2018; June 19, 2018)

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 and Resolution 41-2018; June 19, 2018)

Police Officers and Police Sergeants 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 one and one-half (1 ½) times the regular rate of pay. (Resolution 41-2018, June 19, 2018)

b. Compensatory (CTO) Time: With approval from Department Head or Supervisor and subject to staffing requirements and operational priorities, employees may request CTO in lieu of pay for overtime hours worked. CTO accrues at the same rate as overtime one and one-half (1 ½) hours per hour of overtime worked. Banked CTO shall not exceed more than one-hundred and twenty (120) hours (equivalent to 80 hours overtime hours worked). (Resolution 41-2018, June 19, 2018)

c. CTO Buy Back: Subject to Department Head's approval, employees may cash out CTO hours twice per fiscal year (dates designated by Department Head). Employees shall be cashed out at their current regular rate of pay. Without prior notice, the Department Head can temporarily suspend CTO buy back. (Resolution 41-2018, June 19, 2018)

d. CTO Buy Back and CTO time usage is subject to annual evaluation by the Department Head. (Resolution 41-2018, June 19, 2018)

e. Upon termination, all accumulated CTO will be paid to the employee at their current regular rate of pay. (Resolution 41-2018, June 19, 2018)

5. Safety Support Unit employees may choose to receive compensatory time at time and one-half (1½) 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 (equivalent to 80 overtime hours worked) per fiscal year.

Subject to the Department Head's approval, Safety Support Unit employees may cash out their accrued compensatory time twice per fiscal year. Employees shall be compensated at their current rate of pay at the time of cash out. Compensatory time cash out is subject to an annual evaluation by the Department Head, and can be temporarily suspended at any time. Upon termination, all accumulated compensatory time off will be paid to employee as his/her current rate. (Resolution 46-2017; August 1, 2017)

6. The City shall record any and all compensatory time for employees assigned to the Porterville City Employees Association and Management Confidential Series (those eligible for overtime) in accordance with all applicable State and Federal laws and regulations. (Resolution 41-2017; July 15, 2017; Resolution 47-2017; August 15, 2017)
7. 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 24-day 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, work period amended via Resolution 69-2017; December 5, 2017; Resolution 70-2017; December 5, 2017)

D. EXTRA DUTY

1. Safety Department Personnel
Officers (including Police Sergeants) who are assigned to provide security at an outside activity, for which the organization requesting the service is to reimburse the City of Porterville for such service, shall be compensated at the rate of one and one-half (1 ½) times their regular rate of pay. The City of Porterville will bill the organization to recover costs for services. (Resolution 9081; October 5, 1978; Resolution 41-2018; June 19, 2018)

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 24-day period. (Resolution 73-2000; June 20, 2000, FLSA work period amended via Resolution 69-2017; December 5, 2017; Resolution 70-2017; December 5, 2017)
- 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 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 or Police Sergeant is requested to accept the responsibility and carry out the duties of a position or rank above their normal duty for a complete shift or more, he/she shall be compensated with an additional five-percent (5%) of their base salary. (Resolution 9081; October 5, 1978; Resolution 41-2018; June 19, 2018)

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. Furthermore, employees assigned to this unit

are required to be on-call. (Resolution 99-2000; August 8, 2000; Resolution 41-2018; June 19, 2018)

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 8, 2000)

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 8, 2000)

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. Employees assigned to this unit are required to be on-call. (Resolution 73-2000; June 20, 2000; Resolution 45-2015; April 21, 2015; Resolution 41-2018; June 19, 2018)
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). Employees assigned to this unit are required to be on-call and meet the educational requirements assigned for this assignment. (Resolution 45-2015; April 21, 2015; Resolution 41-2018; June 19, 2018)
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) due to the hazards associated with this assignment. Employees assigned to this unit are required to be on call. (Resolution 45-2015; April 21, 2015; Resolution 41-2018; June 19, 2018)

5. Employees in the classification of Police Officer shall receive an additional five-percent (5%) salary increase while assigned the role of Field Training Officer (FTO) due to the education and experience necessary to train new officer. Employees shall receive this pay for hours actively training new employees. (Resolution 109-89; August 22, 1989; Resolution 41-2018; June 19, 2018)
6. Employees in the classification of Police Officer assigned to Corporal shall receive an additional five – percent (5%) salary increase due to the education and experience necessary to serve in this capacity. In the event a Police Officer is assigned as a Corporal, they shall not receive additional pay while performing duties of a Sergeant or Field Training Officer. (Resolution 41-2018; June 19, 2018)

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. Fire Office Series (FOS) employees assigned as Fire Arson Lead Investigator's will receive a two percent (2%) incentive based on the employee's annual base salary. (Resolution 64-2019; August 6, 2019)
3. 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 ½% salary increase. (Resolution 62-2012; June 19, 2012)
4. Whenever a 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. SHIFT DIFFERENTIAL PAY

PSSU employees assigned to the night shift shall receive shift differential pay in the amount of five percent (5%) of base pay. This shift differential pay is not available to employees regularly assigned to a day shift who may periodically work a night shift. (Resolution 66-2018; September 4, 2018)

H. 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)

I. 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% 5 years of Communications 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; Resolution 66-2018; September 4, 2018)

2. Sworn law enforcement employees represented by the Porterville Peace Officers Association and employees within Unrepresented Management 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% 5 years of sworn law enforcement experience

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; Resolution 41-2018; June 19, 2018; Resolution 84-2018, December 18, 2018)

J. 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 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. Community Services Officers and Communications Dispatchers of the Police Department who are scheduled to remain on-call after normal working hours or on a normal day off shall be compensated at the rate of \$20.00 per day of such 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; Resolution 46-2017; August 1, 2017) (Resolution 66-2018; September 4, 2018)

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 regular rate of pay, in accordance with the overtime pay provision. (Resolution 160-2003; December 23, 2003; Resolution 41-2018; June 19, 2018)

K. COURT TIME/ COURT STAND BY

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

Court Stand-by Police Officers, Police Sergeants, Communications Dispatchers, or Community Service Officers (hereinafter referred to as Employees) shall be compensated two (2) hours straight time, at the employee's regular rate of pay, for each court session for which they have been placed on standby. Employees 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 Employee 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; Resolution 41-2018; June 19, 2018)

In the event the Employee is called to court, they shall be compensated at the rate of one and one half (1 ½) times their regular rate of pay from the beginning of that court session, but in no case less than two (2) hours. Employees shall submit an overtime slip for that court session and the slip shall be marked "In Court." If the Employee is on call during the morning session, and is called to testify in the afternoon session, the Employee shall be compensated for two (2) straight time hours for standby in the morning session, and at the rate of one and one-half (1 ½) times their regular rate of pay for the afternoon session. Employees

will submit two overtime slips with one subpoena. At no time will an Employee be paid for both standby time and court time during any individual morning or afternoon court session. (Resolution 63-2011; October 18, 2011; Resolution 41-2018; June 19, 2018)

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

Travel time for Employees 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 45-2015; April 21, 2015; Resolution 66; September 4, 2018)

L. EDUCATIONAL INCENTIVE/CLASS ATTENDANCE/TRAINING ALLOWANCE

1. Unrepresented Management Employees (with the exception of Police Lieutenant and Police Captain) that possess or earn one of the following degrees shall be eligible to receive education pay identified below, calculated as a percentage of the employee's base salary. This item is intended to compensate employees for degrees which enhance the employee's ability to perform their jobs and is only compensable if the determination is made by the City Manager that the degree is beneficial to the City in its operations. If the degree is a requirement of the classification, the employee shall not be eligible for the incentive.

Bachelor's Degree: 2.5%; or

Master's Degree: 5%

2. Management and Confidential Series and Porterville City Employee Association employees that possess or earn one of the following degrees shall be eligible to receive education pay identified below, calculated as a percentage of the employee's base salary.

Associate's Degree: 2.5%; or

Bachelor's Degree: 5%

This item is intended to compensate employees for degree which enhance the employees' ability to perform their jobs and is only compensable if a determination is made by the applicable department head in concurrence with HR that the degree is beneficial to the City in its operations. Education pay is not stackable. Education pay and certificate pay shall have a combined cap of 10%

per employee. (Resolution 70-2018; September 18, 2018, Resolution 57-2019; July 16, 2019)

3. Management and Confidential Series employees who possess and maintain the following certifications shall receive the certificate pay identified below, calculated as a percentage of the employee's base salary.

Notary: 2%

Compensation to MCS employees who obtain and maintain a notary public certificate from the State of California.

Passport Acceptance Agent: 2%

Compensation to MCS employees who obtain and maintain a certificate through the U.S. Department of State.

Certified Municipal Clerk (CMC): 2%

Master Municipal Clerk (MMC): 2%

Compensation to MCS employees who obtain and maintain the designation.

IPMA-HR Certified Professional Certificate: 2%

IPMA-HR Senior Professional Certificate: 2%

Compensation to MCS employees who obtain and maintain the designation.

Microsoft Certified Solutions Expert Certificate (MCSE) Pay: 2%

Microsoft Certified Solutions Associate Certificate (MSCA): 2%

Cisco Certified Network Associate Certificate (CCNA): 2%

AWS Solutions Architect Certificate: 2%

Compensation to MCS employees who obtain and maintain the certificate.

American Institute of Certified Planners (AICP): 2%

Compensation to MCS employees who obtain and maintain the designation.

Certified Access Specialist (CASp): 2%

Compensation to MCS employees who obtain and maintain the designation.

Qual. Stormwater Pollution Prev. Plan (SWPPP) Practitioner (QSP): 2%

Qualified SWPPP Developer (QSD): 2%

Compensation to MCS employees who obtain and maintain the designation.

This item is intended to compensate employees for the extra training, education and work associated with said certificate/designation and is only compensable if a determination is made by the applicable department head in concurrence with HR that the certificate is beneficial to the City in its operations. Education pay (identified above) and certificate pay shall have a combined cap of 10% per employee.

4. Porterville City Employee Association employees who possess and maintain the following certifications shall receive the certificate pay identified below, calculated as a percentage of the employee's base salary.

Notary: 2%

Compensation to PCEA employees who obtain and maintain a notary public certificate from the State of California.

Passport Acceptance Agent: 2%

Compensation to PCEA employees who obtain and maintain a certificate through the U.S. Department of State.

Land Surveyor in Training Pay: 2%

Compensation to PCEA employees who obtain and maintain the LSIT (Land Surveyor in Training) Certificate.

This item is intended to compensate employees for the extra training, education and work associated with said certificate/designation and is only compensable if a determination is made by the applicable department head in concurrence with HR that the certificate is beneficial to the City in its operations. (Resolution 57-2019; July 16, 2019)

5. 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)

6. 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%

(Resolution 71-2011; December 20, 2011)

Fire Officer Certificate: 2% upon satisfactory completion of all course work up to the certification task book and prior to being appointed to a position that requires this certificate. In order to qualify for the Fire Officer Incentive Program, a Department employee shall either maintain a Fire Officer Certificate from the Office of the State Fire Marshal (OSFM) or complete both of the following:

- o OSFM certified Fire Fighter II
- o All education and instruction that is required by the OSFM for company officer certification, with the exception of the Fire Officer Task Book.

(Resolution 66-2017; November 7, 2017)

Chief Fire Officer Certificate: 3% upon satisfactory completion of all course work up to the certification task book required by the Office of the State Fire Marshal, State Fire Training for Chief Fire Officer Certification. In order to qualify for the Chief Officer Incentive Program, a Department employee shall either maintain a Chief Officer Certificate from the Office of the State Fire Marshal (OSFM) or complete all of the following:

- o All education and instruction that is required by the OSFM for chief officer certification, with the exception of the Chief Officer Task Book.
- o Certification as a Fire Officer through the OSFM
- o Possession of, at a minimum, an associate degree or higher (any major), or an accredited post-secondary institution. A copy of your degree must be submitted to the Chief.
- o Have a minimum of five (5) years full-time, paid experience in a California fire department as a fire fighter performing suppression duties.
- o Have a minimum of two (2) years' experience at the officer level (Lieutenant or higher). This experience may be included in with the five year fire service requirement. Performing in an "acting" capacity does not qualify.

(Resolution 65-2017; November 7, 2017)

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 and Porterville City Employees Association may receive a maximum of 2 ½% for certifications received from an accredited trade school. Skills acquired from accredited trade school must be beneficial to the City of Porterville's Fire Department. Examples of eligible certifications include, but are not limited to: Auto and diesel mechanics, any medical licenses or certificates other than those listed as minimum qualifications for employment, instructor certification or licensure in any of the fire sciences. Compensation eligibility for trade school certification other than those listed above will be determined by the Fire Chief, on a case-by-case basis. (Resolution 76, 2016; November 1, 2016; Resolution 66-2017; November 7, 2017)

Employees represented by the Fire Officer Series and Porterville City Employees Association may count the units taken for EMT, EMT-II, and EMT-P certification towards the qualifying units for AA Degree incentive pay. (Resolution 76, 2016; November 1, 2016; Resolution 66-2017; November 7, 2017)

Employees represented by the Fire Officer Series (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 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 and Porterville City Firefighters Association shall be allowed to attend training classes that are held at station 72 training site so long as all response areas are covered for emergency response. The Chief or his designee shall pick the members that will attend based on seniority and department needs. (Resolution 65-2017; November 7, 2017; Resolution 66-2017; November 7, 2017)

Employees represented by the Fire Officer Series (Fire Captains) shall receive \$800 annually for fire-related training approved by the Department Head. This allowance may also be used for membership at a local gym. No training expenses will be paid for classes taken to attain an A.A. or A.S. Degree to be eligible for educational incentive compensation. (For more information, please review the City of Porterville Fire Department Operations Manual). (Resolution 64-2019; August 6, 2019)

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)

7. 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)

8. 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)
9. Education and training expense reimbursements are provided in accordance with Administrative Policy IV-B-2 titled "Employee Training."

M. 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)

N. UNIFORM AND SAFETY EQUIPMENT ALLOWANCE

- | <u>Job Classification</u> | <u>Uniform Allowance</u> |
|---|--------------------------|
| 1. Firefighters and Fire Engineers | \$1,000.00 annually |
| Fire Captains | \$1,100.00 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; Resolution 64-2019; August 6, 2019) | |
| 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. Employees will be required to maintain his/her uniform. Uniforms will be issued to new employees. Employees hired on or before June 1 will receive a pro-rated uniform allowance. 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; Resolution 41-2018; June 19, 2018) | |
| 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. Animal Shelter Supervisor | |
| Full amount paid on pay-period ending on 6/30 | \$500.00 annually |

Code Enforcement Officer
Full amount paid on pay-period ending on 6/30 \$500.00 annually

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

Community Services Officer I
Compensated bi-annually, pay-period ending on 12/31 and 6/30 \$850.00 annually

Community Services Officer II
Compensated bi-annually, pay-period ending on 12/31 and 6/30 \$500.00 annually

Live Release Coordinator
Full amount paid on pay-period ending on 6/30 \$500.00 annually

Property and Evidence Technician
Full amount paid on pay-period ending on 6/30 \$500.00 annually

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

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

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

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

Resolution 118-2010; November 2, 2010, Memo signed by City Manager on November 7, 2013 identifying service time, Resolution 119-2015, December 15, 2015; Resolution 41-2017, July 15, 2017; Resolution 46-2017, August 1, 2017)

For additional information, please refer to Administrative Policy IV-B-4, Use of Employee Uniforms, City of Porterville Fire Department Manual, City of Porterville Police Department Manual and individual bargaining group Memorandum of Understandings (MOU's).

1. All uniforms and clothing of employees represented by Porterville Peace Officers Association, 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, sun glasses and/or wrist or pocket watches, providing that the repair or replacement costs may not exceed \$75.00 for the sunglasses and/or watch. Receipts must be provided to receive repair/reimbursement payment. (Resolution 41-2018; June 19, 2018)
2. All uniforms and clothing of employees represented by the Porterville City Firefighters Association or Fire Officer Series, 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)
3. 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)
4. 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)
5. 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)
6. Safety Shoes/Boots:
General Series, Management and Confidential Series and Porterville Safety Support Unit employees 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 \$200.00 per fiscal year. A receipt for the purchases of said safety shoes/boots shall be required and presented to the City prior to reimbursement. For additional information please review Administrative Policy V-B-11, Personal Protective Equipment. (Resolution 41-2017; July 15, 2017; Resolution 46-2017; August 1, 2017 and Resolution 47-2017; August 15, 2017)

7. 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 located at the Human Resources office or posted on the City of Porterville's Intranet)

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)

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

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.

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 |

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.

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 |

Dental

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

Vision

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

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.

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.

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.

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.

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. FLEXIBLE SPENDING ACCOUNT

As an employee benefit, the City offers the opportunity to participate in a healthcare Flexible Spending Account or dependent care Flexible Spending Account. Open enrollment takes place in November of each year. (Added to the 2016-2017 Pay and Benefit Plan)

C. 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, except Police Officers and Police Sergeants.

The City provided \$100,000 Life and A.D. & D. Insurance through the City of Porterville's Self-Insured Plan for Police Officers and Police Sergeants.

D. 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 who wish to participate. 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 of the following year. 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)

E. 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.

F. 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.
 - b. Three (3) 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 1.0 hours per month.
 - 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.
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.

4. Employees working on a shift basis in the Police and Fire Departments (including Communication Dispatcher and Community Service Officers) 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.
 - 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.
7. 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.

G. 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 30 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 30 calendar days of employment. However, only upon the successful completion of 30 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 30 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.

H. 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 |
| 6-10 | 12.00 | 144 | 200 |
| 11-15 | 13.50 | 162 | 220 |
| 16 plus | 15.33 | 184 | 240 |

2. Regular full-time General Series employees, working on a shift-basis, (including Communications Dispatchers and Community Service Officers) 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 |
| 6-10 | 18.00 | 216 | 288 |
| 11-15 | 19.75 | 237 | 300 |
| 16 plus | 21.33 | 256 | 328 |

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 |
| 6-10 | 24.26 | 291 | 392 |
| 11-15 | 26.60 | 319 | 420 |

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 three floating holidays are included):

| Years of Service | Hours Accrued Per Pay Period | Annual Vacation Accrual | Annual Holiday Accrual (inc. floating) | Annual Accrual | Max Accumulation |
|------------------|------------------------------|-------------------------|--|----------------|------------------|
| 1-5 | 3.33 | 80 | 96 | 176 | 248 |
| 6-10 | 5.2 | 120 | 96 | 216 | 300 |
| 11-15 | 5.83 | 140 | 96 | 236 | 314 |
| 16 plus | 6.67 | 160 | 96 | 256 | 328 |

5. Regular full-time Sworn Fire 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 | 160 |
| 6-10 | 12.00 | 144 | 200 |
| 11-15 | 13.50 | 162 | 220 |
| 16 plus | 15.33 | 184 | 240 |

6. Sworn Police Department Public Safety Employees, working on a non-shift basis, shall accrue vacation time (including floating holidays) in accordance with the following schedule:

| Years of Service | Hours Accrued Per Pay Period | Annual Vacation Accrual | Annual Floating Holiday Accrual | Annual Accrual | Max Accumulation |
|------------------|------------------------------|-------------------------|---------------------------------|----------------|------------------|
| 1-5 | 3.33 | 80 | 24 | 104 | 160 |
| 6-10 | 5.00 | 120 | 24 | 144 | 200 |
| 11-15 | 5.83 | 140 | 24 | 164 | 220 |
| 16 plus | 6.67 | 160 | 24 | 184 | 240 |

7. Regular full-time Record Clerks within the Police Department working on a non-shift basis, shall have three regular holidays: New Year's Day, Thanksgiving Day, and Christmas Day. In the event a holiday falls on a Saturday or Sunday, the

employee shall be credited eight vacation hours. Vacation accrual shall include three regular holidays and three floating holidays and be as follows:

| Years of Service | Hours Accrual Per Month of Service | Annual Accrual | Max Accumulation |
|------------------|------------------------------------|----------------|------------------|
| 1-5 | 12.66 | 152 | 224 |
| 6-10 | 16.00 | 192 | 264 |
| 11-15 | 17.75 | 213 | 276 |
| 16 plus | 19.33 | 232 | 304 |

8. Unrepresented Management and unrepresented 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 | 160 |
| 6-10 | 12.00 | 144 | 200 |
| 11-15 | 13.50 | 162 | 220 |
| 16 plus | 15.33 | 184 | 240 |

9. 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.

10. 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.
- 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. For additional information please contact your direct supervisor to obtain additional information pertaining to your department's vacation scheduling policy.

- c. Employees are not eligible to use accumulated vacation time until they have completed six (6) months of continuous service in a full-time capacity. 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.
- 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.
- 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.
- 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.
- g. Shift Employees
Subject to IRS regulations, employees represented by the Fire Officer Series and Porterville City Firefighters Association with at least five (5) years of

service with the City of Porterville shall have the opportunity to sell back up to forty-eight (48) hours of vacation time provided said employee has utilized a minimum of ninety-six (96) hours of vacation time within the twelve (12) months prior to the sell back pay period and provided a balance of at least forty-eight (48) hours remains on account after sellback. Under extenuating circumstances created by departmental workload, the City Manager may permit the sell back when an employee has utilized less than ninety-six (96) hours but more than forty-eight (48) hours within the prior twelve (12) month period. Said sell back shall occur once per year, during the second pay-period of October.

Non-Shift Employees

Subject to IRS regulations, employees represented by the Fire Officer Series and Porterville City Firefighters 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.

- h. In the event one or more holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave.
- i. 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.
- j. For vacation selection and scheduling, please contact your supervisor for additional information as the vacation selection process varies by Department. (Added to 2017-2018 Pay and Benefit Plan)

Current CalPERS Benefits

Below are tables explaining benefits contracted for each group.

| <u>Benefits</u> | Local Miscellaneous | <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) | | 7-1-06 |
| <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) | | 7-1-06 |
| <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 |

Loc Sys Transfer –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

Prior Service Credit –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

| <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) | 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 |
| <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.

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.

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.

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.

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.

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.

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.

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.

K. 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.

A supplemental retirement benefit program is available through ICMA and/or Strategic Retirement Advisors for employees hired between July 1, 2012 and December 31, 2012, or employees with prior CalPERS service that have been assigned to the City of Porterville's CalPERS tier two. 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.

The City will provide a deferred compensation match for Fire Office Series (FOS) assigned to tier two and three unit members only, up to a maximum match by the City of \$600.00. (Resolution 64-2019; August 6, 2019)

L. 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.
 - 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.

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.
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.

M. 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 quarterly 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 may become ineligible from further participation in the program and may face discipline up to and including termination. The Risk Manager maintains the right to determine eligibility of proposed workouts.

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

N. ANNUAL PHYSICALS

Fire Officer Series (FOS) employees are eligible for reimbursement of up to \$250.00 dollars of the coinsurance cost of an annual physical. The following criteria must be met in order to be eligible for reimbursement:

- Only one physical will be covered by reimbursement within a fiscal year.
- Each physical must be six months or greater from the prior year's physical.
- At a minimum, the physical must meet the same standards as a pre-employment physical required by the City of Porterville Fire Department.
- The physical must be conducted by an in-network physician.
- Any and all additional expenses related to the annual physical will not be covered by the employer (i.e. travel, lodging, etc.).

(Resolution 64-2019; August 6, 2019)

O. 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.

P. EMPLOYEE SERVICE AWARDS

Acknowledgement of years of service of all regular full-time employees shall occur during the quarter during which the employees' anniversary date falls as follows:

| Years of Service | Award Amount |
|------------------|--------------|
| 5 | \$50 |
| 10 | \$100 |
| 15 | \$150 |

| | |
|----|-------|
| 20 | \$200 |
| 25 | \$250 |
| 30 | \$300 |

Service years worked beyond thirty years will continue to be awarded during the quarter of the 5th year anniversary in the amount equivalent to ten dollars (\$10) per year of service.

Q. 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.

R. 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.

S. 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 The Uniformed Services Employment and Reemployment Rights Act of 1994 and all applicable 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: April 10, 2019

| <u>Position</u> | <u>Rate</u> |
|---|-------------------------|
| After School Assistant II..... | \$12.00/hour |
| After School Assistant III..... | \$12.44 – \$14.40/hour |
| After School Site Assistant..... | \$14.40 – \$17.51/hour |
| After School Gardener..... | \$14.40 – \$16.40/hour |
| After School Site Supervisor..... | \$18.46 – \$23.56/hour |
| Animal Shelter Technician..... | \$12.00 – \$13.25/hour |
| Assistant Zalud House Curator..... | \$12.00 – \$13.50/hour |
| Campus Supervisor..... | \$13.81 – \$15.50/hour |
| Clerical Aide..... | \$12.00 – \$13.50/hour |
| Library Aide..... | \$12.00 – \$13.50/hour |
| Lifeguard | \$12.00 – \$13.25/hour |
| Lifeguard (Senior)..... | \$12.50 – \$13.75/hour |
| Maintenance Aide | \$12.00 – \$13.50/hour |
| Pool Cashier..... | \$12.00 – \$13.00/hour |
| Pool Manager..... | \$14.00 – \$16.00/hour |
| Pool Manager Assistant..... | \$13.00 – \$15.00/hour |
| Recreation Leader I..... | \$12.00 – \$12.75/hour |
| Recreation Leader II..... | \$13.00 – \$15.00/hour |
| Recreation Leader III..... | \$15.25 – \$17.75/hour |
| **Recreation Class Instructor..... | Percentage of Flat Rate |
| Reserve Firefighter..... | \$12.50 – \$15.00/hour |
| Sports Official/Umpire or Referee (Youth)..... | \$12.00 – \$22.25/game |
| Sports Official/Umpire or Referee (Adult)..... | \$12.00 – \$37.25/game |
| Student Intern..... | \$12.00 – \$13.50/hour |
| ***Off-Highway Vehicle Coordinator..... | \$12.00 – \$16.75/hour |
| ***Off-Highway Vehicle Assistant Coordinator..... | \$12.00 – \$13.75/hour |

**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 85-2018; December 18, 2018)

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APPENDIX B

Position Allocation Schedule

Last Update: August 15, 2019

| <u>ADMINISTRATION</u> | | | |
|---------------------------------------|--|-----------|----------|
| Contract | *City Manager | 1 | 0 |
| 267 | * Deputy City Manager | 1 | 0 |
| 210 | Administrative Analyst II | 1 | 0 |
| 157 | Executive Assistant to City Manager | 1 | 0 |
| Administration Total : | | 4 | 0 |
| <u>AIRPORT</u> | | | |
| | Airport Area Manager | 0 | 1 |
| 181 | Airport Services Coordinator | 0 | 0 |
| 146 | Field Services Worker I –Airport Maintenance | 2 | 2 |
| 132 | Field Services Trainee | 0 | 1 |
| 166 | Field Services Worker III – Airport | 1 | 0 |
| Airport Total : | | 3 | 4 |
| <u>ADMINISTRATIVE SERVICES</u> | | | |
| 250 | *Administrative Services Director | 0 | 0 |
| 235 | *Administrative Services Manager | 0 | 0 |
| 210 | *Chief Deputy City Clerk | 1 | 0 |
| 210 | Human Resources Analyst II | 0 | 0 |
| 196 | Administrative Analyst I | 1 | 0 |
| 178 | Deputy City Clerk | 1 | 0 |
| 178 | Human Resources Aide | 2 | 0 |
| 152 | Human Resources Assistant | 0 | 0 |
| 149 | Clerical Assistant III | 1 | 0 |
| 144 | Clerical Assistant II | 0 | 0 |
| 139 | Clerical Assistant I | 1 | 0 |
| Administrative Services Total: | | 7 | 0 |
| <u>CITY ATTORNEY</u> | | | |
| Contract | * City Attorney | 0 | 1 |
| City Attorney Total : | | 0 | 1 |
| <u>COMMUNITY DEVELOPMENT</u> | | | |
| 253 | *Community Development Director | 1 | 0 |
| 237 | Economic Development & Housing Manager | 1 | 0 |
| 210 | Development Associate | 1 | 0 |
| 210 | GIS Supervisor | 1 | 0 |
| 210 | Administrative Analyst II | 1 | 0 |
| 196 | Development Assistant | 1 | 0 |
| 196 | Development Assistant: Housing | 0 | 0 |
| 178 | Administrative Aide (Limited Term) | 1 | 0 |
| 163 | GIS Technician | 1 | 0 |
| 152 | Administrative Assistant | 1 | 0 |
| 144 | Clerical Assistant II | 1 | 1 |
| 139 | Clerical Assistant I | 0 | 0 |
| Total: | | 10 | 1 |

| <u>PLANNING</u> | | | |
|-----------------|-------------------------------------|-----------|----------|
| 237 | Community Development Manager | 1 | 0 |
| 215 | Senior Planner | 1 | 0 |
| 210 | Associate Planner | 1 | 0 |
| 196 | Assistant Planner | 1 | 0 |
| 163 | Planning Technician | 0 | 0 |
| | Total: | 4 | 0 |
| | Community Development Total: | 14 | 1 |

| <u>FINANCE</u> | | | |
|----------------|--------------------------------|-----------|----------|
| 253 | *Finance Director | 1 | 0 |
| 240 | *Chief Financial Officer | 0 | 0 |
| 220 | Information Technology Manager | 1 | 0 |
| 213 | Accountant II | 0 | 0 |
| 210 | Administrative Analyst II/ IT | 1 | 0 |
| 199 | Purchasing Agent | 0 | 0 |
| 196 | Administrative Analyst I/IT | 1 | 0 |
| 196 | Administrative Analyst I | 2 | 0 |
| 185 | Accountant I | 0 | 0 |
| 178 | Administrative Aide | 2 | 0 |
| 168 | Utility Billing Supervisor | 2 | 0 |
| 164 | Accounting Technician | 0 | 0 |
| 154 | Account Clerk III | 0 | 0 |
| 154 | Meter Reader | 3 | 1 |
| 152 | Administrative Assistant | 0 | 0 |
| 149 | Account Clerk II | 4 | 0 |
| 144 | Clerical Assistant II | 1 | 0 |
| 139 | Account Clerk I | 1 | 0 |
| 139 | Clerical Assistant I | 0 | 0 |
| 129 | Clerical Assistant Trainee | 0 | 0 |
| | Student Intern | 0 | 2 |
| | Finance Total: | 19 | 3 |

| <u>FIRE</u> | | | |
|-------------|-----------------------------|-----------|-------------|
| 258 | *Fire Chief | 1 | 0 |
| 239 | *Fire Battalion Chief | 4 | 0 |
| 215 | *Fire Marshal (non-sworn) | 1 | 0 |
| 214 | Fire Captain | 10 | 0 |
| 191 | Fire Engineer | 9 | 0 |
| 182 | Firefighter | 18 | 0 |
| 181 | Code Enforcement Officer II | 1 | 0 |
| 161 | Code Enforcement Officer | 0 | 2 |
| 152 | Administrative Assistant | 1 | 0 |
| 151 | Public Education Officer | 0 | 0 |
| | Firefighter Reserves | 0 | 20 (Varies) |
| | Fire Total: | 45 | 22 |

| <u>PARKS & LEISURE SERVICES</u> | | | |
|-------------------------------------|---------------------------------------|---|---|
| <u>Administration</u> | | | |
| 250 | *Parks & Leisure Services Director | 1 | 0 |
| 196 | Administrative Analyst I | 1 | 0 |
| 188 | Parks and Leisure Services Specialist | 1 | 0 |

| | | | |
|-----|---|-----------|-------------|
| 152 | Administrative Assistant | 0 | 0 |
| | Assistant Zalud House Curator (Part-Time) | 0 | 2 |
| 139 | Clerical Assistant I (Limited Term) | 1 | 0 |
| | Total: | <hr/> 4 | <hr/> 2 |
| | <u>Parks</u> | | |
| 207 | *Parks Superintendent | 1 | 0 |
| 179 | Parks Supervisor | 0 | 0 |
| 166 | Parks Maintenance Worker III | 3 | 0 |
| 156 | Parks Maintenance Worker II | 10 | 0 |
| 144 | Clerical Assistant II | 0 | 0 |
| 141 | Parks Maintenance Worker I | 4 | 0 |
| | Seasonal or Part-Time Employees | 0 | 12 (varies) |
| | Total: | <hr/> 18 | <hr/> 12 |
| | <u>Leisure Services</u> | | |
| 201 | Leisure Services Superintendent | 0 | 0 |
| 177 | Leisure Services Supervisor | 1 | 0 |
| 162 | Leisure Services Coordinator | 2 | 0 |
| 162 | Leisure Services Coordinator (Limited Term) | 0 | 0 |
| 137 | Zalud House Curator | 0 | 0 |
| 144 | Clerical Assistant II | 1 | 0 |
| 139 | Clerical Assistant I | 0 | 0 |
| | Seasonal or Part-Time Employees | 0 | 100(varies) |
| | Total: | <hr/> 4 | <hr/> 100 |
| | <u>Library</u> | | |
| 215 | *City Librarian | 1 | 0 |
| 178 | Library Supervisor II | 1 | 0 |
| 166 | Library Supervisor I | 1 | 0 |
| 149 | Library Assistant | 7 | 2 |
| 149 | Clerical Assistant III (Limited Term) | 0 | 0 |
| 132 | Library Assistant Trainee | 0 | 2 |
| 139 | Clerical Assistant I | 0 | 0 |
| 138 | Library Aide (Part-Time) | 0 | 4 |
| | Total: | <hr/> 10 | <hr/> 8 |
| | Parks & Leisure Total: | 36 | 122 |
| | <u>POLICE</u> | | |
| 265 | *Chief of Police | 1 | 0 |
| 239 | *Police Captain | 2 | 0 |
| 223 | Police Lieutenant | 5 | 0 |
| 211 | Police Sergeant | 10 | 0 |
| 197 | Animal Shelter Supervisor | 1 | 0 |
| 196 | Administrative Analyst I/IT | 1 | 0 |
| 193 | Police Services Supervisor | 0 | 0 |
| 189 | Police Officer | 53 | 0 |
| 189 | Police Officer (Limited Term) | 1 | 0 |
| 183 | Communications Supervisor | 1 | 0 |
| 171 | Community Services Officer II | 1 | 0 |
| 164 | Senior Communications Dispatcher | 1 | 0 |
| 161 | Community Services Officer I | 7 | 0 |
| 161 | Police Officer Trainee | 5 | 0 |
| 159 | Communications Dispatcher | 11 | 1 |
| 159 | Communications Dispatcher (Limited Term) | 0 | 0 |

| | | | |
|-----|-------------------------------------|------------|-------------|
| 156 | Parks Maintenance Worker II | 1 | 0 |
| 154 | Senior Records Clerk | 0 | 0 |
| 152 | Administrative Assistant | 1 | 0 |
| 151 | Animal Control Officer | 0 | 0 |
| 150 | Live Release Coordinator | 1 | 0 |
| 156 | Property & Evidence Technician | 2 | 0 |
| 149 | Clerical Assistant III | 1 | 0 |
| 149 | Records Clerk | 5 | 0 |
| 144 | Clerical Assistant II | 0 | 0 |
| 139 | Clerical Assistant I | 0 | 0 |
| | Police Officer Reserves | 0 | 20 (Varies) |
| | Community Services Officer Reserves | 0 | 14 (Varies) |
| | Police Total: | 111 | 35 |

Engineering and Project Management

| | | | |
|-----|--|-----------|----------|
| 258 | *Engineering and Project Management Director | 1 | 0 |
| 247 | *Deputy Public Works Director/ City Engineer | 0 | 0 |
| 242 | *City Engineer | 1 | 0 |
| 236 | Assistant City Engineer | 0 | 0 |
| 225 | Principal Civil Engineer | 1 | 0 |
| 225 | Construction Project Manager | 1 | 0 |
| 215 | Associate Engineer | 3 | 0 |
| 215 | Chief Building Inspector | 1 | 0 |
| 210 | Administrative Analyst II | 1 | 0 |
| 204 | Assistant Construction Project Manager | 1 | 0 |
| 204 | Assistant Engineer | 1 | 0 |
| 204 | Assistant Engineer (Limited Term) | 0 | 0 |
| 197 | Engineering Inspector II | 1 | 0 |
| 197 | Building Inspector II | 1 | 0 |
| 187 | Engineering Specialist III | 1 | 1 |
| 187 | Engineering Specialist III (Limited Term) | 0 | 0 |
| 187 | Engineering Inspector I | 1 | 0 |
| 187 | Building Inspector I | 1 | 0 |
| 178 | Administrative Aide | 1 | 0 |
| 178 | Permit Technician | 1 | 0 |
| 178 | Engineering Specialist II | 2 | 0 |
| 167 | Engineering Specialist I | 0 | 1 |
| 152 | Administrative Assistant | 1 | 0 |
| 149 | Clerical Assistant III | 0 | 0 |
| 144 | Clerical Assistant II | 1 | 0 |
| | Engineering and Project Management Total: | 22 | 2 |

Public Works

| | | | |
|-----|---|---|---|
| 258 | Public Works Director | 1 | 0 |
| 247 | Deputy Public Works Director/Field Services Manager | 0 | 0 |
| 237 | Field Services Manager | 1 | 0 |
| 223 | Assistant Field Services Manager | 0 | 0 |
| 215 | Water Utility Superintendent | 1 | 0 |
| 207 | Field Services Superintendent | 1 | 0 |
| 207 | Field Services Shop Superintendent | 1 | 0 |
| 196 | Administrative Analyst I | 0 | 0 |
| 188 | Field Services Shop Supervisor | 0 | 0 |

| | | | |
|-----|---|------------|------------|
| 182 | Electrician/ Instrument Technician | 1 | 0 |
| 179 | Field Services Supervisor | | |
| | Streets | 1 | 0 |
| | Refuse | 1 | 0 |
| | Traffic Control | 0 | 0 |
| 190 | Field Services Supervisor - Water | 1 | 0 |
| 190 | Water Systems Specialist | 1 | 0 |
| 178 | Administrative Aide | 1 | 0 |
| 183 | Water Utility Worker III | 2 | 0 |
| 170 | Mechanic II | 5 | 0 |
| 166 | Field Services Worker III | 3 | 0 |
| 165 | Water Utility Worker II | 11 | 0 |
| 157 | Mechanic I | 0 | 0 |
| 154 | Storekeeper | 0 | 0 |
| 156 | Field Services Worker II | 22 | 0 |
| 156 | Water Utility Worker I | 1 | 0 |
| 149 | Clerical Assistant III | 1 | 0 |
| 144 | Mechanic Assistant | 0 | 0 |
| 146 | Field Services Worker I | 0 | 0 |
| 144 | Clerical Assistant II | 3 | 1 |
| 139 | Clerical Assistant I | 0 | 0 |
| 132 | Field Services Worker Trainee | 0 | 5 (varies) |
| | Total: | 59 | 6 |
| | <u>Wastewater Treatment Facility (WWTF)</u> | | |
| 215 | Wastewater Treatment Facility Operator Superintendent | 1 | 0 |
| 198 | Industrial Waste Inspector II | 0 | 0 |
| 183 | WWTF Operator III | 2 | 0 |
| 165 | WWTF Operator II | 6 | 0 |
| 156 | WWTF Operator I | 0 | 0 |
| 144 | Clerical Assistant II | 0 | 0 |
| 139 | Clerical Assistant I | 0 | 0 |
| 132 | WWTF Operator Trainee | 0 | 0 |
| | Total: | 9 | 0 |
| | <u>Lab</u> | | |
| 218 | Lab Superintendent | 1 | 0 |
| 210 | Chemist II | 0 | 0 |
| 202 | Chemist I | 0 | 0 |
| 190 | Lab Technician III | 0 | 0 |
| 180 | Lab Technician II | 1 | 0 |
| 170 | Lab Technician I | 1 | 0 |
| 155 | Lab Attendant | 0 | 0 |
| | Total: | 3 | 0 |
| | Public Works: | 71 | 8 |
| | Total Regular Employees: | 332 | 195 |

Legend:

*Positions Exempt from the Competitive Service

#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.

APPENDIX C

City of Porterville Position Pay Plan

Last Update: August 15, 2019

| | NO. OF | | SALARY | OVERTIME | REPRESEN |
|-------------------------------------|--------|-----|-----------|----------|----------|
| Accountant I | 0 | 185 | 4150-5064 | 1 P | 1 |
| Accountant II | 0 | 213 | 5485-6693 | 1 E | 1 |
| Account Clerk I | 1 | 139 | 2626-3204 | 3 40 | 2 |
| Account Clerk II | 4 | 149 | 2900-3539 | 3 40 | 2 |
| Account Clerk III | 0 | 154 | 3048-3719 | 2 A | 1 |
| Accounting Technician | 0 | 164 | 3367-4109 | 2 A | 1 |
| Administrative Aide | 4 | 178 | 3870-4723 | 1 A | 1 |
| Administrative Aide (Limited Term) | 1 | 178 | 3870-4723 | 1 A | 1 |
| Administrative Analyst I | 6 | 196 | 4630-5651 | 1 E | 1 |
| Administrative Analyst II | 3 | 210 | 5323-6496 | 1 E | 1 |
| Administrative Assistant | 4 | 152 | 2988-3646 | 2 A | 1 |
| Administrative Services Manager | 0 | 235 | 6828-8332 | 1 E | - |
| Administrative Services Director | 0 | 250 | 7928-9673 | 1 E | - |
| Adult Lit. Prog. Coord. (Lt. Term) | 0 | 178 | 3870-4723 | 1 E | 1 |
| Airport Services Coordinator | 0 | 181 | 3988-4191 | 1 E | 1 |
| Animal Control Officer | 0 | 151 | 2959-3610 | 3 40 | 5 |
| Animal Shelter Supervisor | 1 | 197 | 4676-5708 | 1 E | 1 |
| Assistant City Engineer | 0 | 236 | 6896-8416 | 1 P | 1 |
| Assistant Construction Project Mgr. | 1 | 204 | 5014-6119 | 1 E | 1 |
| Assistant Engineer | 1 | 204 | 5014-6119 | 1 P | 1 |
| Assistant Engineer (Limited Term) | 0 | 204 | 5014-6119 | 1 P | 1 |
| Assistant Field Services Manager | 0 | 223 | 6059-7395 | 1 A | 1 |
| Assistant Planner | 1 | 196 | 4630-5651 | 1 P | 1 |

| | | | | | | |
|--------------------------------------|----|----------|-----------|---|----|---|
| Associate Engineer | 3 | 215 | 5595-6828 | 1 | P | 1 |
| Associate Planner | 1 | 210 | 5323-6496 | 1 | P | 1 |
| Building Inspector I | 1 | 187 | 4233-5166 | 3 | 40 | 2 |
| Building Inspector II | 1 | 197 | 4676-5708 | 3 | P | 2 |
| Chemist I | 0 | 202 | 4915-5998 | 1 | P | 1 |
| Chemist II | 0 | 210 | 5323-6496 | 1 | P | 1 |
| Chief Building Inspector | 1 | 215 | 5595-6828 | 1 | E | 1 |
| Chief Deputy City Clerk | 1 | 210 | 5323-6496 | 1 | E | 1 |
| Chief Financial Officer | 0 | 240 | 7177-8757 | 1 | E | - |
| Chief of Parks & Leisure Svcs. Ops. | 0 | 236 | 6896-8416 | 1 | E | - |
| City Attorney (part time) | | Flat | | | | |
| City Engineer | 1 | 242 | 7322-8934 | 1 | E | 1 |
| City Librarian | 1 | 215 | 5595-6828 | 1 | E | 1 |
| City Manager | 1 | CONTRACT | 12661.50 | 1 | E | - |
| City Planner | 0 | 237 | 6965-8500 | 1 | E | 1 |
| Clerical Assistant I | 1 | 139 | 2626-3204 | 3 | 40 | 2 |
| Clerical Assistant I (Limited Term) | 1 | 139 | 2626-3204 | 3 | 40 | 2 |
| Clerical Assistant II | 7 | 144 | 2760-3367 | 3 | 40 | 2 |
| Clerical Assistant III | 3 | 149 | 2900-3539 | 3 | A | 2 |
| Clerical Assistant Trainee | 0 | 129 | 2377-2900 | 3 | 40 | 2 |
| Code Enforcement Officer | 0 | 161 | 3268-3988 | 3 | 40 | 5 |
| Code Enforcement Officer II | 1 | 181 | 3988-4866 | 3 | 40 | 5 |
| Communications Dispatcher | 11 | 159 | 3204-3909 | 3 | 40 | 5 |
| Communications Dispatcher (Lt. Term) | 0 | 159 | 3204-3909 | 3 | 40 | 5 |
| Communications Supervisor | 1 | 183 | 4068-4964 | 3 | 40 | 5 |
| Community Development Director | 1 | 253 | 8169-9966 | 1 | E | - |
| Community Development Manager | 1 | 237 | 6965-8500 | 1 | E | 1 |

| | | | | | | |
|---|---|-----|------------|---|----|---|
| Community Services Officer I | 7 | 161 | 3268-3988 | 3 | 40 | 5 |
| Community Services Officer II | 1 | 171 | 3610-4405 | 3 | 40 | 5 |
| Construction/Project Manager | 1 | 225 | 6181-7544 | 1 | P | 1 |
| Deputy City Clerk | 1 | 178 | 3870-4723 | 1 | A | 1 |
| Deputy City Manager | 1 | 267 | 9389-11458 | 1 | E | - |
| Deputy Public Works Director/ City Engineer | 0 | 247 | 7695-9389 | 1 | E | - |
| Deputy Public Works Director/ Field Services Manager | 0 | 247 | 7695-9389 | 1 | E | - |
| Development Assistant | 1 | 196 | 4630-5651 | 1 | P | 1 |
| Development Assistant: Housing | 0 | 196 | 4630-5651 | 1 | P | 1 |
| Development Associate | 1 | 210 | 5323-6496 | 1 | P | 1 |
| Economic Dev. & Housing Mgr. | 1 | 237 | 6965-8500 | 1 | E | 1 |
| Electrician/Instrument Technician | 1 | 182 | 4028-4915 | 3 | 40 | 2 |
| Engineering & Project Management Director | 1 | 258 | 8586-10475 | 1 | E | - |
| Engineering Specialist I | 0 | 167 | 3469-4233 | 3 | 40 | 2 |
| Engineering Specialist II | 2 | 178 | 3870-4723 | 3 | 40 | 2 |
| Engineering Specialist III | 1 | 187 | 4233-5166 | 3 | P | 2 |
| Engineering Specialist III – (Lt. Term) | 0 | 187 | 4233-5166 | 3 | P | 2 |
| Executive Assistant to City Manager | 1 | 157 | 3141-3832 | 2 | A | 1 |
| Field Services Manager | 1 | 237 | 6965-8500 | 1 | E | 1 |
| Field Services Shop Superintendent | 1 | 207 | 5166-6305 | 1 | E | 1 |
| Field Services Shop Supervisor | 0 | 188 | 4276-5218 | 1 | E | 1 |
| Field Services Superintendent | 1 | 207 | 5166-6305 | 1 | E | 1 |
| Field Services Supervisor | 2 | 179 | 3909-4770 | 1 | E | 1 |
| Field Services Supervisor – Water | 1 | 190 | 4361-5323 | 1 | E | 1 |
| Field Services Worker I | 0 | 146 | 2815-3435 | 3 | 40 | 2 |
| Field Services Worker I -Airport Maint. | 2 | 146 | 2815-3435 | 3 | 40 | 2 |

| | | | | | | |
|--------------------------------------|----|-----|-----------|---|----|---|
| Field Services Worker II | 22 | 156 | 3110-3794 | 3 | 40 | 2 |
| Field Services Worker III | 3 | 166 | 3435-4191 | 3 | 40 | 2 |
| Field Services Worker III-Airport | 1 | 166 | 3435-4191 | 3 | 40 | 2 |
| Field Services Worker Trainee | 0 | 132 | 2449-2988 | 3 | 40 | 2 |
| Finance Director | 1 | 253 | 8169-9966 | 1 | E | - |
| G.I.S. Supervisor | 1 | 210 | 5323-6496 | 1 | P | 1 |
| G.I.S. Technician | 1 | 163 | 3334-4068 | 3 | 40 | 2 |
| Human Resources Aide | 2 | 178 | 3870-4723 | 1 | A | 1 |
| Human Resources Analyst I | 0 | 196 | 4630-5651 | 1 | A | 1 |
| Human Resources Analyst II | 0 | 210 | 5323-6496 | 1 | E | 1 |
| Human Resources Assistant | 0 | 152 | 2988-3646 | 2 | A | 1 |
| Industrial Waste Inspector I | 0 | 186 | 4191-5115 | 3 | P | 2 |
| Industrial Waste Inspector II | 0 | 198 | 4723-5765 | 1 | P | 1 |
| Information Technology Manager | 1 | 220 | 5881-7177 | 1 | E | 1 |
| Lab Attendant | 0 | 155 | 3079-3757 | 3 | 40 | 2 |
| Lab Superintendent | 1 | 218 | 5765-7035 | 1 | E | 1 |
| Lab Supervisor | 0 | 218 | 5765-7035 | 1 | E | 1 |
| Lab Technician I | 1 | 170 | 3575-4361 | 3 | 40 | 2 |
| Lab Technician II | 1 | 180 | 3949-4818 | 3 | 40 | 2 |
| Lab Technician III | 0 | 190 | 4361-5323 | 3 | P | 2 |
| Leisure Services Coordinator | 2 | 162 | 3301-4028 | 3 | 40 | 2 |
| Leisure Servs Coordinator (Lt. Term) | 0 | 162 | 3301-4028 | 3 | 40 | 2 |
| Leisure Services Superintendent | 0 | 201 | 4866-5939 | 1 | E | 1 |
| Leisure Services Supervisor | 1 | 177 | 3832-4676 | 1 | E | 1 |
| Library Assistant | 7 | 149 | 2900-3539 | 3 | 40 | 2 |
| Library Assistant (Limited Term) | 0 | 149 | 2900-3539 | 3 | 40 | 2 |
| Library Assistant Trainee | 0 | 132 | 2449-2988 | 3 | 40 | 2 |

| | | | | | | |
|---------------------------------------|----|-----|------------|---|----|---|
| Library Supervisor I | 1 | 166 | 3435-4191 | 1 | E | 1 |
| Library Supervisor II | 1 | 178 | 3870-4723 | 1 | E | 1 |
| Live Release Coordinator | 1 | 151 | 2959-3610 | 3 | 40 | 5 |
| Mechanic I | 0 | 157 | 3141-3832 | 3 | 40 | 2 |
| Mechanic II | 5 | 170 | 3575-4361 | 3 | 40 | 2 |
| Mechanic Assistant | 0 | 144 | 2760-3367 | 3 | 40 | 2 |
| Meter Reader | 3 | 154 | 3048-3719 | 3 | 40 | 2 |
| Parks & Leisure Services Director | 1 | 250 | 7928-9673 | 1 | E | - |
| Parks and Leisure Services Specialist | 1 | 188 | 4276-5218 | 1 | P | 1 |
| Parks Maintenance Worker I | 4 | 141 | 2678-3268 | 3 | 40 | 2 |
| Parks Maintenance Worker II | 11 | 156 | 3110-3794 | 3 | 40 | 2 |
| Parks Maintenance Worker III | 3 | 166 | 3435-4191 | 3 | 40 | 2 |
| Parks Superintendent | 1 | 207 | 5166-6305 | 1 | E | 1 |
| Parks Supervisor | 0 | 179 | 3909-4770 | 1 | E | 1 |
| Permit Technician | 1 | 178 | 3870-4723 | 3 | A | 2 |
| Planning Technician | 0 | 163 | 3334-4068 | 3 | A | 2 |
| Police Officer Trainee | 5 | 161 | 3268-3988 | 3 | 40 | 5 |
| Police Services Supervisor | 0 | 193 | 4494-5485 | 1 | A | 1 |
| Principal Civil Engineer | 1 | 225 | 6181-7544 | 1 | P | 1 |
| Project Manager | 0 | 215 | 5595-6828 | 1 | E | 1 |
| Property & Evidence Technician | 2 | 156 | 3110-3794 | 3 | 40 | 5 |
| Public Education Officer | 0 | 151 | 2930-3575 | 3 | 40 | 5 |
| Public Works Director | 1 | 258 | 8586-10475 | 1 | E | - |
| Engineering Inspector I | 1 | 187 | 4233-5166 | 3 | P | 2 |
| Engineering Inspector II | 1 | 197 | 4676-5708 | 3 | P | 2 |
| Purchasing Agent | 0 | 199 | 4770-5822 | 1 | E | 1 |
| Records Clerk | 5 | 149 | 2900-3539 | 3 | 40 | 5 |

| | | | | | | |
|----------------------------------|----|-----|-----------|---|----|---|
| Senior Communications Dispatcher | 1 | 164 | 3367-4109 | 3 | 40 | 5 |
| Senior Records Clerk | 0 | 154 | 3018-3683 | 3 | 40 | 5 |
| Senior Planner | 1 | 215 | 5595-6828 | 1 | P | 1 |
| Storekeeper | 0 | 154 | 3048-3719 | 3 | 40 | 2 |
| Utility Billing Supervisor | 2 | 168 | 3504-4276 | 1 | A | 1 |
| WWTF Operator Superintendent | 1 | 215 | 5595-6828 | 1 | E | 1 |
| WWTF Operator I | 0 | 156 | 3110-3794 | 3 | 40 | 2 |
| WWTF Operator II | 6 | 165 | 3401-4150 | 3 | 40 | 2 |
| WWTF Operator III | 2 | 183 | 4068-4964 | 3 | 40 | 2 |
| WWTF Operator Trainee | 0 | 132 | 2449-2988 | 3 | 40 | 2 |
| Water Systems Specialist | 1 | 190 | 4361-5323 | 1 | A | 1 |
| Water Utility Superintendent | 1 | 215 | 5595-6828 | 1 | E | 1 |
| Water Utility Worker I | 1 | 156 | 3110-3794 | 3 | 40 | 2 |
| Water Utility Worker II | 11 | 165 | 3401-4150 | 3 | 40 | 2 |
| Water Utility Worker III | 2 | 183 | 4068-4964 | 3 | 40 | 2 |
| Zalud House Curator | 0 | 137 | 2574-3141 | 3 | 40 | 2 |

PUBLIC SAFETY POSITIONS

Fire Protection:

| | | | | | | |
|---------------------------|----|-----|------------|---|----|---|
| Fire Chief | 1 | 258 | 8586-10475 | 1 | E | - |
| Fire Battalion Chief | 4 | 239 | 7106-8671 | 1 | E | - |
| Fire Marshall (non-sworn) | 1 | 215 | 5595-6828 | 1 | E | - |
| Fire Captain | 10 | 214 | 5540-6760 | 4 | 27 | 6 |
| Fire Engineer | 9 | 191 | 4405-5376 | 4 | 27 | 4 |
| Firefighter | 18 | 182 | 4028-4915 | 4 | 27 | 4 |

Administrative Staff (a)

Police Protection:

| | | | | | | |
|-------------------------------|----|-----|------------|---|----|---|
| Chief of Police | 1 | 265 | 9204-11232 | 1 | E | - |
| Police Captain | 2 | 239 | 7106-8671 | 1 | E | - |
| Police Lieutenant | 5 | 223 | 6059-7395 | 1 | E | - |
| Police Sergeant | 10 | 211 | 5376-6561 | 4 | E | 3 |
| Police Officer | 53 | 189 | 4319-5270 | 4 | 28 | 3 |
| Police Officer (Limited Term) | 1 | 189 | 4319-5270 | 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 Peace 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 ½ % salary increase over their base salary.
- e. Police Officers and Police Sergeants assigned to the K-9 Unit shall receive an additional 7 ½ % salary increase over their base salary.
- f. Police Officers assigned to Corporal shall receive an additional 5%. In the event a Police Officer is assigned as Corporal, they shall not receive additional pay while performing duties of a Sergeant or Field Training Officer.

*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. (The 10% stacking cap does not apply to K-9 assignment).

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 | 1461 |
| 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 via Sharepoint Office 365**
The City of Porterville intranet, accessible through Sharepoint Office 365, 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.