

RESOLUTION NO. 2021-044

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF POLICE UNIT EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF MAY 29, 2021

BE IT RESOLVED by the City Council of the City of San Buenaventura as follows:

SECTION 1.0 - AUTHORITY. In accordance with the Charter of the City of San Buenaventura, Section 1002, the Council hereby provides for a systematic classification of positions and a standardization of salaries of officers and employees of the City of San Buenaventura as of May 29, 2021.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Salary schedule "P" is hereby established for the Police Unit for the purpose of salary and benefit administration. Each Police Unit classification is assigned to a specific grade, range or rate, and effective date as specified within the schedule.

Police Unit - (Salary Schedule "P") shall apply to all classifications of Police Sergeant, Police Corporal and Police Officer and as specified in Section 4.0 of this Resolution.

SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES

Each classification listed in Salary Schedule "P" of this Resolution shall be assigned a specific salary grade or pay rate. In the salary tables, the columns labeled "Steps" contain hourly rates, which reflect 5% increments beginning with the "A" Step. The hourly rates for classifications in Salary Schedule "P" shall be set at a specified step within the applicable salary grade.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT. All employees shall be compensated on a biweekly basis using a fixed hourly rate to calculate the pay period salary. The Biweekly Pay Schedule shall be published each fiscal year by the Finance and Technology Department, Payroll Division. All City employees should provide and maintain an account for direct deposit of all payroll checks issued by the City.

SECTION 2.3 - FRINGE BENEFITS AND ADDITIONAL COMPENSATION. The specific type and amount of fringe benefits or additional compensation provided to employees in the Police Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Ventura Police Officers' Association.

Grant Funded Positions: Only employees (except employees in temporary appointments as listed in the Personnel Rules and Regulations, Rule VI(c)) are entitled to fringe benefits and additional compensation. Employees in Temporary Limited Term or Temporary-Extended Term appointments funded by grants may be eligible for vacation leave, sick leave, holiday leave, City contribution towards medical, dental, life and vision insurance premiums, and optional benefit accruals if the terms of the grant allow for provision of such benefits and to the extent that funds are available in the grant to cover the full City cost of providing such benefits. The amount of such contribution and accruals shall be determined by the Salary Schedule to which the temporary grant-funded position is assigned. No other terms, conditions or benefits shall accrue to such grant-funded employees and the provision of any benefits shall not change their employment appointment from a temporary status.

SECTION 2.4 - EFFECT OF REGULAR PART-TIME APPOINTMENTS ON WAGES, BENEFITS OR ADDITIONAL COMPENSATION. Regular part-time employees are defined as those with a regular work schedule less than 72 hours per biweekly pay period and shall be compensated on an hourly basis at the salary grade or range of regular full-time employees in the same classification based on hours worked or at the rate recommended by the Human Resources Director if no such classification exists.

Regular part-time employees who are eligible for vacation, sick leave, personal leave, and holiday benefits shall earn at a rate proportionate to their regular work hours and based upon the salary schedule in which they are covered. All regular part-time employees hired, or who transitioned to a regular part-time appointment after December 1, 1993, shall receive a prorated City contribution towards optional benefit and insurance amounts based on the salary schedule in which they are covered. If an employee's regular work hours are between 40 and 59 hours per bi-weekly pay period, the City's contribution will be one-half of the full-time contribution. If an employee's regular work hours are between 60 and 71 hours per bi-weekly pay period, the City's contribution will be three-quarters of the full-time contribution.

SECTION 2.5 – AT-WILL APPOINTMENTS. Police Unit classifications are within the Personnel Merit System and are not designated as at-will, unless exempted by ordinance, MOU provision, or resolution creating the position.

SECTION 2.6 - DELEGATION OF AUTHORITY. When the term City Manager is used in the Salary Resolution or the Personnel Rules and Regulations, it includes a delegate thereof, if the delegation is in writing and on file with the Human Resources Department.

SECTION 3.0 - INCENTIVE AWARDS. City employees may be eligible for cash awards and/or plaques or other items of recognition as established by the City Manager and set forth in the Administrative Regulations on file in City Clerk's Office and available from the Human Resources Department, in amounts as may be budgeted by the City Council as part of the annual budget adoption. Examples of such awards include retirement and years of service recognition, employee suggestions, and superior performance.

SECTION 3.1 - RECRUITMENT INCENTIVES. City employees may be eligible for a bonus as described in the City's Recruitment Incentive Program as established by the City Manager and set forth in the Administrative Policy and Procedure on file in the City Clerk's Office or available from the Human Resources Department.

SECTION 3.2 - PAID ADMINISTRATIVE LEAVE. In special circumstances where there is doubt as to the applicability of existing leave time (e.g., disability leave, sick leave, vacation leave, holiday, annual leave), if any, and it is determined that paid administrative leave is appropriate and in the best interest of the City, the City Manager or his/her designated representative may grant paid administrative leave to City employees.

In an instance where disciplinary action is being investigated or considered, and if it is determined that paid administrative leave is appropriate and in the best interest of the City, the appointing authority may place an employee on paid administrative leave. Notification of the granting of leave shall be made to the City Manager as soon as possible.

These provisions for paid administrative leave are in addition to any other administrative leave authorized.

SECTION 4.0 - POLICE UNIT - SALARY SCHEDULE "P"

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
P04	5/29/2021	Police Corporal	P02	46.4608	56.4733
	7/10/2021			47.3900	57.6028
P02	5/29/2021	Police Officer	P01	38.6305	46.9560
	7/10/2021			39.4031	47.8951
P07	5/29/2021	Police Sergeant	P03	52.6304	63.9721
	7/10/2021			53.6831	65.2516

Effective May 29, 2021

Pay Range	A	B	C	D	E
P01	38.6305	40.5622	42.5904	44.7200	46.9560
P02	46.4608	48.7838	51.2228	53.7843	56.4733
P03	52.6304	55.2622	58.0248	60.9264	63.9721

Effective July 10, 2021

Pay Range	A	B	C	D	E
P01	39.4031	41.3734	43.4422	45.6144	47.8951
P02	47.3900	49.7594	52.2473	54.8600	57.6028
P03	53.6831	56.3675	59.1853	62.1450	65.2516

SECTION 5.0 - APPROVAL. By adoption of this Salary Resolution, the Council approves the classifications, titles and compensation schedule set forth in this Resolution and further approves the qualifications, powers and duties for the classifications approved by this Resolution, as set forth in updated classification descriptions on file in the Human Resources Department. Interim changes in positions, classifications, titles, compensation and benefits made by the City Manager, if they are or were within budgeted funds, and if deemed necessary by the City Manager, shall have interim approval until such time as a new Salary Resolution is approved by the City Council.

The City Manager is authorized to make minor adjustments to an employee's benefit accruals to correct an administrative error caused through no fault of the employee when deemed necessary and reasonable by the City Manager. Approval of renewals and amendments to existing benefit contracts shall be delegated to the City Manager if they are within budgeted funds. In addition, where there is a written employment agreement between the City and a City employee, the provisions of the employment agreement shall govern the classification, title, compensation and benefits of the employee to the extent there is any inconsistency between this Salary Resolution and the provisions of the employment agreement.

SECTION 6.0 - SEVERABILITY. If any portion of this Resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected by the determination of invalidity.

PASSED AND ADOPTED this 24th day of May, 2021.



Sofia Rubalcava, Mayor

ATTEST:



for _____
Antoinette Mann, City Clerk

APPROVED AS TO FORM:
Gregory G. Diaz, City Attorney


BY:  _____ 5/15/21
Andy H. Viets Date
Senior Assistant City Attorney

EXHIBIT A
POLICE UNIT SALARY RESOLUTION
INDEX

SECTION 1.0	AUTHORITY
SECTION 2.0	DESIGNATION AND EXPLANATION OF SALARY SCHEDULES
SECTION 2.1	EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES
SECTION 2.2	SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT
SECTION 2.3	FRINGE BENEFITS AND ADDITIONAL COMPENSATION
SECTION 2.4	EFFECT OF REGULAR PART-TIME APPOINTMENTS
SECTION 2.5	AT-WILL APPOINTMENTS
SECTION 2.6	DELEGATION OF AUTHORITY
SECTION 3.0	INCENTIVE AWARDS
SECTION 3.1	RECRUITMENT INCENTIVES
SECTION 3.2	PAID ADMINISTRATIVE LEAVE
SECTION 4.0	POLICE UNIT – SALARY SCHEDULE “P”
SECTION 5.0	APPROVAL
SECTION 6.0	SEVERABILITY
EXHIBIT A	INDEX

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF SAN BUENAVENTURA)


I, ANTOINETTE M. MANN, City Clerk of the City of San Buenaventura, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2021-044 which was duly and regularly passed and adopted by said City Council at a regular meeting held May 24, 2021, by the following vote:

AYES: Councilmembers Sanchez-Palacios, Brown, Johnson, Halter, Friedman, Deputy Mayor Schroeder, and Mayor Rubalcava

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Buenaventura, California.


for _____
Antoinette M. Mann, City Clerk
City of San Buenaventura, California

5.28.2021
Date Attested

