

# CITY OF SONOMA

## RESOLUTION NO. 59 - 2014

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA ADOPTING TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-REPRESENTED CONFIDENTIAL PERSONNEL AND FOR EXECUTIVE, MANAGEMENT AND ADMINISTRATIVE PERSONNEL

WHEREAS, the City Council of the City of Sonoma wishes to establish terms and conditions of employment for Executive, Management, Administrative and Non-Represented Confidential personnel; and

WHEREAS, the Non-Represented Confidential personnel shall consist of the Accountant job classification; and

WHEREAS, the Executive, Management, Administrative and Confidential personnel shall consist of the following job classifications:

#### Executive

Assistant City Manager/City Clerk

#### Management/Administrative

Development Services Director/Building Official  
Planning and Community Services Director  
Public Works Director  
Public Works Operations Manager  
Administrative Services Manager  
Senior Planner  
Accountant

NOW, THEREFORE, BE IT RESOLVED as follows:

#### **Section 1. Non-Represented Confidential Personnel**

The terms and conditions of employment for Non-Represented Confidential personnel [Accountant and Public Works Operations Manager] shall be the same as the terms and conditions of employment established for positions represented by the Sonoma Employees Association/SEIU Local 1021 and the current Salary Resolution of the City of Sonoma shall accurately reflect the salaries of all Non-Represented Confidential employees.

#### **Section 2. Executive, Management and Administrative Personnel**

The terms and conditions of employment for Executive, Management and Administrative personnel shall be as follows:

##### **A. SALARY**

1. Effective with the pay period beginning on December 26, 2014, all employees will receive a salary increase of 3.5%. Effective the first full pay period following January 1, 2016, all employees will receive an increase of 3.5%. Effective the first full pay period following

January 1, 2017, all employees will receive an increase of 3.5%. The City shall adopt salary ranges-by separate resolution.

**B. OVERTIME**

This section shall apply only to employees holding the position of Accountant and Public Works Operations Manager and not to any other Management positions. These positions shall be paid overtime at the rate of time and one-half their regular rate of pay. All overtime shall be recorded and paid on the basis of fifteen (15) minute increments, such that for each full 15-minute period worked, the employee shall be compensated for one-quarter hour of overtime.

**C. LONGEVITY**

The City shall pay 2.5% to all employees covered by this Resolution who have been employed on a full-time regular basis for a period of 5 consecutive years as regular employees and an additional 2.5% for all employees who have been employed as full time regular employees for a period of 10 consecutive years.

**D. RETIREMENT**

Employees who were hired on or before December 31, 2012 will be maintained in the 2% at age 55 Public Employees' Retirement System benefit formula with the highest single year provision for all represented employees. Members shall also be provided the sick leave conversion benefit and the 1959 survivor's benefit as defined in the PERS handbook.

Effective the first full pay period following January 1, 2014, all employees will pay 7% of salary to fund the employee share of the pension.

In the Pension Reform Act of 2013, Assembly Bill No. 340 and Government Code 7522.02, A new defined benefit formula of 2% at age 62 has been created for employees who first become members of CalPERS on or after January 1, 2013.

- The final compensation for this benefit formula will be based on the employee's highest annual compensation earnable averaged over a consecutive 36-month period.
- These members will contribute 50 percent of the total annual normal cost of their pension benefit to the pension plan as determined by the City's actuary.
- All other relevant provisions of the Pension Reform Act of 2013 and AB 340 will be followed."

Effective the first full pay period following January 1, 2016, all employees will begin paying .5% of salary to fund the employer share (City) of the pension. Effective the first full pay period following January 1, 2017, all employees will pay an additional .5% of salary to fund the employer share (City) of the pension raising the employee total pension contribution from 7% to 8%.

**E. SICK LEAVE**

Sick leave shall be available and administered according to the rules, regulations and policies established for SEIU member City employees.

**F. VACATION**

Vacation leave shall be available and administered according to the rules, regulations and policies established for SEIU member City employees.

Employees may request and receive payment at the base hourly rate for up to forty (40) hours of accrued vacation on an annual basis; provided that the employee has a minimum remaining vacation balance of eighty (80) hours following payment. An employee wishing to sell back vacation will enter on his/her time card the appropriate number of hours the employee wants to sell back. The sellback of vacation hours will be paid on a separate check apart from regular pay. Pay out on the sell back hours will be paid with the following paycheck. The vacation sell back option is only available once a fiscal year for each employee.

**G. ADMINISTRATIVE LEAVE**

The following classifications shall be entitled to 80 hours of Administrative Leave: Assistant City Manager/City Clerk, Development Services Director/Building Official, Planning and Community Services Director, Senior Planner and Public Works Director. The following classification shall be entitled to 64 hours of Administrative Leave: Administrative Services Manager. Accountant or Public Works Operations Manager positions shall not receive Administrative Leave due to the provision for Overtime pay. Administrative Leave days will be available on the first day of July of each year. Administrative Leave shall not accrue and will not be compensable under any circumstances.

**H. SCHEDULING PAID LEAVE**

Scheduling leave shall be done in accordance with established City Personnel Policies.

**I. HOLIDAYS**

Employees covered by this Resolution shall be paid for 12.5 holidays and every day proclaimed by the Mayor as a holiday.

**J. JURY LEAVE**

Jury Duty Leave shall be amended to place a cap on paid jury duty leave of two work weeks. Greater jury duty benefits may be awarded by the City Manager on a case-by-case basis.

**K. BEREAVEMENT LEAVE**

Bereavement Leave shall be added to provide three days of paid bereavement leave in the event of the death of a parent, parent-in-law, child / step-children, spouse / registered domestic partner or sibling. Greater bereavement benefits may be awarded by the City Manager on a case-by-case basis.

**L. INSURANCE**

Employees shall be entitled to all insurance coverage afforded to general employees and in addition shall be provided with life insurance in the amount of \$100,000. If employees elect medical, dental or vision coverage other than the group plans offered by City, City shall pay the premium on those plans, up to the amount currently paid by the City for Blue Cross medical and REMIF dental and vision.

The City agrees to pay a maximum dollar amount towards the health premium for employee and dependents as follows:

Employee = \$559.00  
Employee+1 = \$1,077.00  
Employee+Family = \$1,541.00

**M. DEFERRED COMPENSATION**

The City shall contribute \$25 per pay period for each employee. It is understood that the \$25 contribution is being made on behalf of the employee and does not require an additional \$25 contribution by the employee.

**N. LAY-OFF POLICY**

In the case of lay-off, the City agrees to provide three month's severance pay. The City also agrees to provide any employee subject to lay-off 90 days of Health Insurance Coverage. This coverage is for Health insurance and not intended to include any insurance provisions in addition to Health coverage.

**O. RULES AND REGULATIONS**

City of Sonoma Personnel Resolution No. 73-81 (and any subsequent revisions) is incorporated herein and, by reference, is binding except where in conflict with State or Federal law.

**P. PROBATION**

Personnel covered by this resolution will be subject, upon hire, to a probationary period equivalent to that of their respective departments.

**Q. TERM**

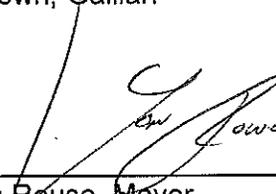
The term of this Resolution shall be January 1, 2015 through June 30, 2017.

**R. CITY CLASSIFICATION PLAN AND COMPENSATION STUDY**

During the term of the agreement, the City intends to begin the process to review and update the job descriptions for all positions in City service including performing a total compensation study 12 months prior to contract term.

PASSED AND ADOPTED as a resolution of the City Council of the City of Sonoma at their regular meeting held on the 1st day of December 2014 by the following vote:

Ayes:	Barbose, Cook, Rouse, Brown, Gallian
Noes:	None
Absent:	None

  
 \_\_\_\_\_  
 Tom Rouse, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Gay Johann  
 Assistant City Manager / City Clerk

**CITY OF SONOMA**

RESOLUTION NO. 60 - 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA FIXING THE SALARIES AND WAGES OF OFFICERS AND EMPLOYEES OF THE CITY OF SONOMA AND RESCINDING ALL PRIOR RESOLUTIONS REGARDING FIXING OF SALARIES AND WAGES

WHEREAS, a Memorandum of Understanding has been negotiated with the City of Sonoma Employees Association, including salary adjustments effective Dec. 26, 2014; and

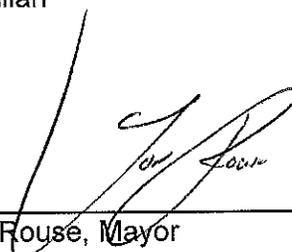
WHEREAS, a resolution establishing the terms and conditions of employment for non-represented confidential, executive, management and administrative positions was adopted on Dec. 1, 2014, and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Sonoma as follows:

1. The salary schedules attached hereto as Exhibit "A" and by this reference made a part hereof is hereby adopted, incorporating the compensation rates effective as of the date indicated for each position classification.
2. All prior resolutions regarding fixing of salaries and wages are rescinded in their entirety.

PASSED, APPROVED AND ADOPTED at the meeting of December 1, 2014 by the following vote:

AYES: Barbose, Cook, Rouse, Brown, Gallian  
NOES: None  
ABSENT: None

  
\_\_\_\_\_  
Tom Rouse, Mayor

ATTEST:

  
\_\_\_\_\_  
Gay Johann  
Assistant City Manager / City Clerk

**Exhibit B**

**City of Sonoma**

**Assignments of Classifications to the Salary Schedule**

	Effective Dec. 26, 2014					
	Steps					
	A	B	C	D	E	Effective Date
<b>General</b>						
Administrative Clerk	3,520	3,696	3,881	4,075	4,279	12/26/2014
Administrative Assistant	4,139	4,346	4,563	4,791	5,031	12/26/2014
Accounting Technician	4,525	4,751	4,989	5,238	5,500	12/26/2014
Management Analyst	4,525	4,751	4,989	5,238	5,500	12/26/2014
Maintenance Worker I	3,744	3,931	4,128	4,334	4,551	12/26/2014
Maintenance Worker II	4,127	4,333	4,550	4,778	5,016	12/26/2014
Maintenance Worker III	4,800	5,040	5,292	5,557	5,834	12/26/2014
Maintenance Worker III - Foreman	5,039	5,291	5,555	5,833	6,125	12/26/2014
Water Operations Supervisor	5,293	5,558	5,836	6,127	6,434	12/26/2014
Stormwater Compliance Specialist	5,358	5,626	5,907	6,203	6,513	12/26/2014
Building Inspector	5,780	6,069	6,372	6,691	7,026	12/26/2014
Assistant Planner	5,358	5,626	5,907	6,203	6,513	12/26/2014
Associate Planner	6,328	6,644	6,977	7,325	7,692	12/26/2014
Plans Examiner	6,230	6,542	6,869	7,212	7,573	12/26/2014
Youth and Family Services Supervisor	4,525	4,751	4,989	5,238	5,500	12/26/2014
<b>Administrative/Management</b>						
Public Works Director/Engineer	9,125	9,581	10,060	10,563	11,091	12/26/2014
Planning and Community Services Director	8,520	8,946	9,393	9,863	10,356	12/26/2014
Assistant City Manager	8,520	8,946	9,393	9,863	10,356	12/26/2014
Administrative Services Manager	6,524	6,850	7,193	7,552	7,930	12/26/2014
Development Services Director/ Building Official	8,520	8,946	9,393	9,863	10,356	12/26/2014
City Clerk/Assist To City Manager	6,352	6,670	7,003	7,353	7,721	12/26/2014
Accountant	5,179	5,438	5,710	5,995	6,295	12/26/2014
Senior Planner	6,524	6,850	7,193	7,552	7,930	12/26/2014
Finance Director	8,520	8,946	9,393	9,863	10,356	12/26/2014
Public Works Operation Manager	5,558	5,836	6,128	6,434	6,756	12/26/2014
<b>Executive</b>						
City Manager/Exec. Dir. CDA	13,200					12/7/2013
<b>Part Time (Part-Time rates are stated per hour)</b>						
Administrative Intern	6.75-12.00	(Student)				2/15/2002
Parks Maintenance Worker	16.56					12/26/2014