



City of San Gabriel

Salary, Compensation, and Benefit Policy

Department of
Human Resources
Date: March 21, 2017

The information presented in this document is an endeavor to combine under one cover, the Resolutions, Ordinances, Memorandums of Understanding and Policies that govern the basic salaries, compensation, benefits and working hours for City employees.

It should be noted, not every section of every Resolution, Ordinance, Memorandum of Understanding or Policy is included in this document. Should there be a conflict between what is stated in this document and that which exists in the original Resolution, Ordinance, Memorandum of Understanding or Policy – in all instances the original document takes precedence.

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ALLOWANCES AND REIMBURSEMENTS

Auto Allowance

City automobile or auto allowance is granted per City Manager's determination. *Current bi-weekly auto allowance is \$225.00.*

2003-05 Labor Agreement, Exhibit 5 – "Benefits Applicable to Executive Management Personnel"

Education Reimbursement

Eligible employees can receive reimbursement for certain educational expenses for approved job related courses.

The City of San Gabriel encourages and supports educational programs, which provide employees the opportunity for personal career development, and directly benefits the City by increasing technical and managerial competency of its staff. The City offers full-time employees reimbursement each year not to exceed the tuition fees for three quarters (0-6 units per quarter) at the California State University, Los Angeles. The 2016-2017 reimbursement rate is \$4,761.00.

Reimbursable costs may include tuition, texts, certain material, and fees for courses at an accredited College or University, which are directly related to the employee's present position or promotion with the City. Fees related to State certified classes in the area of public safety are also eligible.

In addition to the above, Police Lieutenants and Sergeants may also include lodging costs at the POST rate of \$84.00 per night (standard) and \$140.00 per night (in metropolitan areas as defined by POST). However, lodging may be authorized only in those circumstances where the training course is greater than fifty (50) miles from the San Gabriel Police Department, and where the affected officer demonstrates that said training course will not be offered within a fifty (50) mile distance during the three (3) months following the commencement date of the more distant training course. Any one officer can utilize this lodging expenditure only one time in any fiscal year.

Reimbursement requests will be accepted no later than one month after the course grades have been distributed.

(See Appendix A for Procedure and Enrollment Form)

*Reso. 02-12, Section 21, Exhibit 2
2007-09 Police Management and Police Officers' Association MOUs*

Mileage Reimbursement (Personal)

Mileage compensation for authorized travel of City employees and officials by private automobile shall be paid at the rate designated by the Internal Revenue Service (as of January 1, 2017, the rate is \$0.535). Except for POST reimbursed travel, mileage reimbursement will be paid on the distance between the employee's home and the destination point of the authorized travel, or between the workplace and the destination point of the authorized travel, whichever is less. POST reimbursement travel will be based upon POST regulations.

Reso. No. 02-12, Section 22

Physical Examination – Sworn Safety Personnel

At the request of the employee and on a voluntary basis, all officers in the Police Department, except the Chief of Police and Police Captain, and all firefighters in the Fire Department, except the Fire Chief, may be reexamined for physical fitness according to the following schedule:

1. Police Officers and Firefighters 45 years old and younger – once every 3 years.
2. Police Officers and Firefighters 46 years old and older – once every year.

Reso. No. 02-12, Exhibits A, B, D, and E

Tool Allowance – Auto Shop

An annual tool allowance in the sum of three hundred dollars (\$300) shall be paid to the Auto Shop Manager, Auto Mechanic II, and Auto Mechanic I.

Reso. No. 02-12, Exhibit F

Uniform Allowance

Fire Chief

The Fire Chief shall receive a uniform allowance at the same rate as members of the Fire Officers' Association. *Current annual rate is \$780.*

2007-09 Labor Negotiations, Exhibit 5

Fire Division Chiefs

Uniform allowance distributions made in calendar year 2009 and thereafter, shall be distributed in payroll checks in the sum of \$30.00 per pay period (\$780/yr.).

Additionally, the City will provide or reimburse employees for the cost of one class "A" uniform consisting of such items and style as determined by the Fire Chief.

2005-07 and 2009-10 Fire Officers' MOU

Fire Captains, Deputy Fire Marshal, Engineers, and Firefighters

The uniform allowance shall be seven hundred and eighty dollars (\$780). Uniform allowance shall be distributed in payroll checks in the sum of \$30 per pay period.

Separate and distinct from the \$780.00 uniform allowance described above, and upon request from an employee newly hired within this unit, the City shall fund the initial new employee purchase of three (3) day uniforms, station work boots, belt/buckle, rain jacket, coat, and class "A" uniform. The newly hired employee has the option of making said purchase and then being reimbursed by the City. Replacement uniform equipment shall be funded by the employee.

2009-10 Fire Officers and Firefighters' Association MOUs

Miscellaneous/Non-safety Fire and Police Personnel

Effective January 1, 2015, an annual uniform allowance of eight hundred dollars (\$800) shall be paid to eligible non-safety members in the Fire and Police Departments. The uniform allowance shall be paid on a bi-weekly pay period basis.

Reso. No. 14-39, Article 10

Police Chief and Police Captain

An annual uniform allowance in the sum of one thousand-two hundred dollars (\$1,200) shall be paid to the Chief of Police and Police Captain.

Reso. No. 02-12, Exhibit G. Rate adjustment per 2007-09 Labor Agreement, Exhibit 5

Police Lieutenants and Sergeants

Police Lieutenants and Sergeants shall receive an annual uniform allowance in the sum of one thousand-two hundred dollars (\$1,200) per year. The uniform allowance shall be distributed in a single, separate check in November of each year. The reason for the November distribution is that the uniform allowance is not “earned” until there has been twelve (12) consecutive months of employment immediately prior to November. For example, if an individual separates from employment during any of the twelve (12) months preceding November of that year, said individual shall not be entitled to any uniform allowance distribution upon separation. Accordingly, uniform allowance is not “earned” unless the affected employee has been employed for twelve (12) consecutive months prior to November of each year. Therefore, an individual hired by the City shall be ineligible for any uniform allowance distribution until on a November date, that employee has served twelve (12) consecutive months as a City employee.

The City cannot and does not represent that CalPERS shall include said uniform allowance payment as compensation for purposes of benefit determination. CalPERS shall make the determination as to inclusion of said uniform allowance as compensation.

2009-10 Police Management Group MOU

Police Officers

The annual uniform and equipment maintenance allowance shall be \$1,200.00, distributed in a single separate check in November of each year. The purpose of the uniform and equipment maintenance allowance is to provide members with compensation for the professional expenses associated with purchasing and maintaining their uniforms and protective gear.

The reason for the November distribution is that the \$1,200.00 uniform allowance is not “earned” until there has been twelve (12) consecutive months of employment immediately prior to November. For example, if an individual separates from employment during any of the twelve (12) months preceding November of any year, said individual shall not be entitled to any uniform and equipment maintenance allowance distribution upon separation. Accordingly, uniform allowance is not “earned” unless the affected employee has been employed for twelve (12) consecutive months prior to November of each year. Therefore, an individual hired by the City shall be ineligible for any uniform allowance distribution until on a November date, that employee has served twelve (12) consecutive months as a City employee.

The City cannot and does not represent that CalPERS shall include said uniform allowance payment as compensation for purposes of benefit determination. CalPERS shall make the determination as to inclusion of said uniform allowance as compensation.

Reso. No 02-12, Exhibits A & B and 2009-10 Police Officers' Association MOU

Police Reserves

An annual uniform allowance of one thousand-two hundred dollars (\$1,200) shall be paid to eligible Police Reserves. The uniform distribution will be paid in November of each year.

*Reso. No 02-12, Exhibits A & B
Rate established based on 2007-09 Police Officers' Association MOU*

Summer Uniforms – Police Officers' Association

Police Officers assigned to patrol may wear summer uniforms at their discretion from May through October.

2014-2017 Police Officers' Association MOU

Work Shoe/Boot Safety Program

Firefighters, Engineers, Deputy Fire Marshal, and Captains

All City approved, government mandated safety equipment, including the Safety Uniform Boots, shall be supplied by the City at its expense. This equipment includes, but is not limited to: turnout coats, turnout pants, turnout boots, goggles, gloves, protective brush fire clothing, self-contained breathing apparatus and hoods.

At the employee's request, and approval by the City, Safety Uniform Boots other than the City provided boots that meet government-mandated standards, may be purchased. The City will reimburse the employee for the cost of the boots subject to a maximum reimbursement of two hundred and thirty five dollars (\$235) per pair, per year, unless otherwise approved by the Fire Chief.

*2005-07 Firefighters' Association MOU, Article 16
Rate established based per 2010-2014 Firefighters' Association MOU, Article 16*

Miscellaneous Personnel

The City shall provide a two hundred dollar (\$200) per year allowance towards the purchase of work safety shoes/boots for appropriate personnel in the Public Works, Mission Playhouse, and Community Development Departments.

Reso. No. 14-39, Article 9

ATTENDANCE/WORK WEEK

Attendance Records

All departments shall keep daily attendance records, which shall be reported to the Personnel Director in the form and on the dates he shall specify.

Reso. No. 02-12, Section 26 – B

Work Week

The number of hours worked, by Department, in a bi-weekly period for all full-time employees shall be:

City Clerk	75 Hours
City Manager	75 Hours
Community Development	75 Hours
Community Services	75 Hours
Finance	75 Hours
Fire –	
Shift Personnel	112 Hours
Non-shift*	80 Hours
Fire Chief**	75 Hours
Unrepresented**	75 Hours
Human Resources	75 Hours
Police Department	80 Hours
Public Works –	
Administration	75 Hours
Engineering	75 Hours
Field Operations	80 Hours
Fleet Services	80 Hours
Parks & Facilities	80 Hours

Reso. No. 02-12, Section 26 – A

**2005-07 Firefighters' Association MOU, Section 14*

***Implemented with the adoption of the Alternative Work Schedule, 7/05*

Fire Personnel – Shifts/56 Hour Week

Standard Shift: The standard shift represents the time that an employee is regularly scheduled to work. A regularly scheduled shift that commences before midnight and ends the following day shall be reported, for payroll purposes, as time worked on the day the shift began.

Normally, the standard shift shall consist of twenty-four (24) consecutive hours, which commences at 0800 and ends at 0800 hours on the following day. The City may temporarily modify or change the number of hours in a standard shift to meet City service requirements in emergency situations with no loss of pay to Association members.

Standard Work Week: The standard Work Week shall be fifty-six (56) hours for safety suppression personnel as that term is typically defined for fire service suppression personnel. For FLSA purposes, the 7K exemption is used. The “Standard Work Week” shall be forty (40) hours for non-shift personnel.

Lunch Period: Subject to field conditions and/or suppression or other emergency work requirement, the City agrees to provide: One (1) period, of sixty (60) minutes in duration for the purpose of eating lunch during the standard daily work period.

Shift Exchanges: Full time employees shall have the right to shift exchanges with approval of the immediate supervisor. Repayment of shift exchanges shall be the sole responsibility of the employees exchanging shifts.

2005-07 Firefighters' Association MOU, Article 17

Fire Management Group and Firefighters' Association – 48/96 Work Schedule

The San Gabriel Fire Department will utilize the 48/96 work schedule.

Work Period

- A. The 48/96 schedule is a three platoon system in which each employee will work two consecutive twenty-four hour shifts for a total of forty-eight hours (one tour), and have ninety-six consecutive hours off duty. A typical work schedule is as follows:

X = work day, O = day off XXOOOOXXOOOO (repeats).

- B. A “shift” will consist of a 24 hour period.
- C. Employees assigned to a 40 hour work schedule will not be affected by this agreement.
- D. In the event that a shift is scheduled to work both December 24th and December 25th the same year, the shift assigned to work on December 23rd will be reassigned to work December 24th. The shift originally scheduled to work December 24th will be assigned to work on December 23rd.
- E. Bargaining unit members in the classifications of Fire Fighter, Fire Engineer and Fire Captain, who are not assigned to work 40 hours per week, shall normally work a 48/96 work schedule averaging 56-hour work week. This will be on a 24-hour shift basis and on a 24-day FLSA 7(k) work period. The work period shall begin at 8:00 a.m. after twenty four 24-hour shifts have been worked.

Lunch Period: Subject to field conditions and/or suppression or other emergency work requirement, the City agrees to provide: One (1) period, sixty (60) minutes in duration for the purpose of eating lunch during the standard daily work period.

Shift Exchanges: Full time employees shall have the right to shift exchanges with approval of the immediate supervisor. Repayment of shift exchanges shall be the sole responsibility of the employees exchanging shifts.

2014-2017 Fire Management Group and Firefighters' Association MOUs

Firefighters' Association – 40 Hour Staff Employee

Work Period: The work period represented by Local 2197 who are assigned to a 40-hour staff assignment shall be eighty (80) hours of work over nine (9) work days (“9/80”

schedule) in the fourteen (14) day pay period. The employee's day off shall be determined by the Fire Chief, and is subject to change due to the needs of the department, with thirty (30) day notification to the employee. The 40 hour employee will work eight (8), nine (9) hour days, and one (1), eight (8) hour day, with the employee being allowed one 30 minute, unpaid lunch period, and two 15 minute, paid breaks each day.

Holidays: 40 hour staff employees shall be granted all holidays, recognized by the City with no deduction in pay.

Conversion of leave banks: When a 56 hour-shift employee is reassigned to a 40 hour staff position, hours in the employee's sick leave and vacation leave shall be converted by multiplying bank hours by 40/56ths or .7143. Upon return to 56 hour shift assignment, all hours in the 40 hour staff employee's bank shall be converted by multiplying the total by 14.

Special Pay: 40 hour staff employees shall receive the following Special Pay incentives: Bi-Annual Paramedic Recertification Pay, Recall Pay, Education Pay, and Bilingual Pay. Paramedic Premium Pay may be provided at the discretion at the discretion of the Fire Chief, and with the approval of the City Manager, based upon the nature of the employee's assignment.

Paramedic Recertification Reimbursement: 40 hour staff employees shall be reimbursed for costs associated with paramedic recertification.

2014-2017 Firefighters' Association MOU

Staffing Maintenance – Fire Stations

The City and Association agree that considering services, equipment, and operational demands that maintenance of the station staffing as outlined below is in the best interest of the City.

Station 51

One (1) Fire Captain or qualified move up
One (1) Fire Engineer or qualified move up
One (1) Firefighter
Two (2) Firefighter Paramedics

Station 52

One (1) Fire Captain or qualified move up
One (1) Fire Engineer or qualified move up
One (1) Firefighter Paramedic

However, it is also agreed that there may be situations that will require changes in station staffing. Accordingly, the City reserves the right to effect changes as necessary to address such situations with the understanding that the staffing of any in-service engine will not be less than the following:

One (1) Fire Captain or qualified move up
One (1) Fire Engineer or qualified move up
One (1) Firefighter

2009-10 Firefighters' Association MOU

Police Personnel – 4-10 Schedule

Police Management Group

The 4-10 work schedules shall be implemented for bargaining unit members not assigned to the Patrol Division.

2003-05 Police Management Group MOU, Section IX

Police Officers' Association

The 4-10 work schedules shall be implemented for motor officers and detectives.

2003-05 Police Officers' Association MOU, Section X

Donning and Doffing – Police Officers' Association

Effective immediately with the adoption of the 2014-2017 Police Officer Associations' MOU, "donning and doffing" is no longer deemed compensable.

2014-2017 Police Officers' Association MOU

Probation

Miscellaneous and Police

All original and reinstatement appointments shall be tentative and subject to a probationary period of one year, 18 months for entry level public safety officers. Promotional probationary periods shall be for a period of six (6) months. A leave of absence, other than vacation and temporary military leave, shall cause the probationary period to be extended by the length of such leave. Prior to expiration of an employee's probationary period the department head shall recommend to the Personnel Director that one of the following actions be taken:

- A. Grant employee permanent status.
- B. Extend the probationary period for a period not to exceed six (6) months.
- C. Terminate the employee because of unsatisfactory performance.

Civil Service Rules, Rule X, Section I

Fire Captains, Deputy Fire Marshal, Engineers and Firefighters

New hire employees shall serve a one (1) year probation. This probation shall consist of at least one hundred twenty two (122) shifts of work. Leave time of any type (paid or unpaid) shall not count toward time served or shifts worked.

Promotional probationary employees shall serve a six (6) month probation. This probation period shall consist of sixty-one (61) shifts of work. Leave time of any type (paid or unpaid) shall not count toward time served or shifts worked.

2009-10 Firefighters' Association MOU, Article 19

Shift Change – Fire Management Group

Effective July 1, 2012, members of the bargaining unit will conduct shift change at 10:00 A.M. This change will be subject to a one (1) year trial period during which the City may revert back, at any time, to the previous shift change time of 8:00 A.M.

2014-2017 Fire Management Group MOU

Shift Selection – Police Management Group

Unit members will be allowed to select their first shift of each year based on seniority; otherwise they will continue the same shift rotation.

Members assigned to the Patrol Division will be allowed to trade platoon assignments with another member of the same rank by requesting and receiving written approval of the Division Commander at least 30 days prior to the beginning of the shift rotation. The Department reserves the right to insert personnel into the rotation as necessary for training purposes which may cause existing personnel to be temporarily or permanently moved to a different platoon. The Department reserves the right to insert personnel into the rotation as necessitated by reassignments and promotions. The department reserves the right to make platoon reassignments in the event of other necessities that might arise for the orderly functioning of the Department.

2009-10 Police Management Group MOU, Section 16

Shift Rotation – Police Officers

Platoons shall rotate (“shift rotation”) every four (4) months. Police officers shall select three (3) consecutive four (4) month shifts in October of each calendar year. The selections shall commence being implemented in January of each calendar year and the rotation shall occur every four (4) months thereafter.

Order of selection of the three (3) consecutive four (4) month shifts shall be based upon consecutive year’s seniority as a sworn police officer in the employment of the City of San Gabriel. The most senior officer shall first designate the selected shifts, with selections to be followed in order of descending seniority.

However, in no circumstance shall an officer be permitted to select assignment to more than six (6) consecutive shifts of the same platoon. Therefore, in making the shift selections after working six (6) consecutive shifts on the same platoon, it is mandatory that an officer select assignment to one (1) platoon that is the opposite of the time of day represented by the six (6) consecutive shifts previously designated. For example, the opposite of platoon 1 is platoon 3 or 4.

The above method of selecting shifts shall be subject to exceptions based on the following requirements/circumstances:

1. A minimum of two (2) Field Training Officers shall be assigned to each platoon. Continuation or modification of this requirement to provide for less than two (2) Field Training Officers, lies in the sole discretion of the Chief of Police, with the determination of the Chief of Police not being subject to the meet and confer process or administrative or civil challenge of any type.
2. In order to be permitted to participate in the shift selection procedure, an officer must maintain an evaluation of at least “meets standards” for a minimum of two (2) of the three (3) most recent regular evaluation periods. If the officer fails to meet this criteria the officer shall be prohibited from selecting shifts during the next regularly scheduled shift selection process, with the officer’s shift(s) being designated by Department Management.

3. Officers assigned to limited duty (“limited duty” as used in this policy refers to permanent and/or temporary limited duty) shall for the duration of that limited duty status be assigned to a shift at the discretion of Department Management. If an officer is assigned to limited duty on the date(s) that the shift selection occurs for the ensuing three (3) consecutive shift rotations, the officer shall be permitted to participate in the shift selection process, but shall be assigned during the period of limited duty at the discretion of Department Management.
4. It is agreed and acknowledged by the parties that implementation of this Shift Rotation Policy shall inevitably result in one or more officers being unable to select the first, second, or third shift(s) desired by that officer. In the case of a limited duty employee, he/she shall be allowed to select shifts, but during the term of the limited duty, shall be subject to assignment by Department Management to a shift other than that which was selected.

It is further agreed and acknowledged that as a result of an exercise by Department Management of its discretion to assign a limited duty employee to other than a shift selected by that employee, one or more other employees who have selected shifts pursuant to this policy, shall be displaced from that shift(s) as the result of a limited duty employee being assigned by Department Management and displacing the employee who selected shifts pursuant to this policy.

Therefore, neither the limited duty employee, an employee displaced because of Department Management’s assignment of a limited duty employee, nor the SGPOA or any other entity, shall have standing to exercise the grievance procedure in connection with failure to actually be assigned to, and allowed to perform duties on, that employee’s selected/desired shift.

5. The limited duty provisions of this Shift Rotation Policy shall take precedence over any preexisting policy, practice or method of shift assignment as to any limited duty employee. Additionally, this policy shall not preclude Department Management from assigning a member of the represented unit to an assignment consistent with a Vocational Rehabilitation Plan Agreement, but which is not an assignment that participates in this shift rotation policy.

Once a probationary officer has completed probation he or she can select their shift at the next regularly scheduled selection period.

For purposes of calculating the maximum number of shift rotations that an officer may select, the calculations will begin fresh as of the rotational periods commencing January 2011.

This shift selection procedure is a two year pilot project expiring December 31, 2012. By no later than October 1, 2012, the City shall notify the SGPOA of its’ intent to continue this revised procedure or revert to the procedure in effect in the 2009-2010 MOU. The decision to discontinue this revised procedure shall not be subject to any internal grievance or other process, PERB proceeding, and/or court action.

2010-11 Police Officers’ MOU

Subpoena Notice
Police Management Group

The City will make every reasonable effort to notify police personnel that they have been served with a subpoena to appear in court forty-eight (48) hours prior to the scheduled court appearance. However, both parties recognize that there will be exceptions such as – the officer is on vacation and cannot easily be located, the subpoena was received after the forty eight (48) hour period, etc.

2009-10 Police Management Group MOU, Article 17

Police Officers' Association – Staffing Plan

The City will make every reasonable effort to notify officers that they have been served with a subpoena to appear in court forty eight hours prior to the scheduled court appearance. However, both parties recognize that there will be exceptions when it is impractical to give such notice.

The police chief will issue a memo regarding minimum staffing. However, if during the term of this MOU the state of California takes or borrows more than \$100,000 in revenues from the City, the City can reopen the issue of minimum staffing at its option.

2009-10 Police Officers' Association MOU, Article 19

BASIC COMPENSATION – Appointment, Promotion, and Severance

Compensation to Be Set By Council

The San Gabriel City Council shall set forth and fix the maximum salaries to be paid to persons holding the designated positions with the City of San Gabriel. All salaries and compensation are hereby fixed in the amounts hereinafter stated on a monthly or hourly basis, and shall be paid biweekly, with the exception of the members of the City Council, the Treasurer and the City Attorney, who shall be paid monthly.

The City Council may, upon the preparation of the budget and approval thereof, and in compliance with the Meyers-Milias-Brown Act, fix salaries in lesser amounts than the amounts stated in the current salary schedule adopted by Council, and no salary shall be paid or received in any amount greater than that fixed in the budget or salary schedule for the fiscal year in which the service of the official or employee is rendered. Nothing herein is intended to override or supersede applicable federal and state law or Memorandums of Understanding that have been approved by the City Council.

Reso. No. 02-12, Sections 2 & 3

Basic Compensation Plan

The basic compensation plan shall consist of the compensation ranges set forth in the City Salary Schedule. Each such range shall include five steps or rates of pay. All temporary employees whose positions call for a step plan shall be subject to the step plan called for in the Salary Matrix. (See Exhibit “1”)

Reso. No. 02-12, Section 4

Advancement in Rate of Compensation within Any Range

Employees shall be considered for compensation adjustment within their respective compensation range prior to the adoption of each budget by the City Council of the City of San Gabriel. Advancement in rate of compensation of employees within their respective ranges shall be based upon the time served in their employment with the City of San Gabriel, satisfactory performance in such employment, recommendation of the department head and approval of the Personnel Director, financial ability of the City to make such adjustments and shall be progressive as follows:

“B” step upon the completion of six (6) months continuous service in “A” step.

“C” step upon completion of twelve (12) months continuous service in “B” step.

“D” step upon completion of twelve (12) months continuous service in “C” step.

“E” step upon completion of twelve (12) months continuous service in “D” step.

In recommending compensation adjustments in the budget, the department heads shall take into consideration the ranges in the basic compensation plan and the factors mentioned in this section.

Reso. No. 02-12, Section 7

Full-time and Part-time Employment

All rates of compensation prescribed in the basic plan are the standard rates of compensation authorized for full-time employment. When employment in any class is on

a part-time basis, only the equivalent part of the rate for the time actually employed shall be paid. When in the opinion of the City Manager, it is in the best interest for the service of the City, it shall be permissible subject to the provisions of the adopted salary schedule to pay substantially equivalent compensation according to the basic compensation plan, or on any time basis other than that specified in the basic compensation plan.

Reso. No. 02-12, Section 9

Initial Appointment

The rate of compensation in the case of initial permanent appointment to any class listed in the current salary schedule shall be at the minimum step in the range, provided that the City Manager may approve a higher rate of compensation at any step within the range if he shall find that the person appointed thereto is reasonably entitled, because of his/her experience or ability, to a rate in any one of the steps above the minimum or that is impracticable to obtain qualified appointees at the established minimum rate or at any one of the higher steps below the maximum. In no instance shall the rate of compensation allowed for any class be less than the minimum prescribed therefore.

Reso. No. 02-12, Section 5

Promotion and Advance in Rate of Compensation

When an employee is promoted to a classification with a salary range higher than the range for his/her former position, his/her new salary shall be determined by selecting the step in the salary range for his/her new position, which is a minimum of two and one half percent (2 ½%) above his/her previous rate of compensation. In no case shall his/her new salary be lower than Step A of the new range nor higher than top step of the new range.

Notwithstanding anything contained in this section, the City Manager may approve a higher rate of compensation at any step within the range if he shall find that the person promoted thereto is reasonably entitled, because of his/her experience and/or ability, to a rate in any one of the steps above the minimum or that it is impracticable to obtain qualified appointees at the established minimum rate, or at any one of the higher steps below the maximum.

Reso. No. 02-12, Section 6

Promotional Test – Paramedic/EMT1

Promotional test shall be completed by the end of October every other year for the classes of Fire Engineer and Fire Captain or as needed to establish list for promotions and qualified move up. The City's Personnel division will complete the process and certify an eligibility list by October 31st of each year. Examinations will be scheduled at the convenience of the City after giving due consideration to the interest of the candidates to the extent possible while still complying with the October 31 deadline. If an event occurs outside of the City's control which impacts the examination process, such as an emergency condition or the filing of a grievance or legal action by one or more of the candidates, the City shall be under no obligation to adhere to the above timeframe. Likewise, the examination schedule can be modified to address anticipated or ongoing personnel vacancies.

All employees shall be required to possess a current EMT 1 certification valid in the State of California, unless their job description is Firefighter/Paramedic. All Firefighter/Paramedics shall be required to possess and maintain a current, valid

California Paramedic license and accreditation by the Los Angeles County Department of Health Services.

2009-10 Firefighters' Association MOU

Re-employment of Former Employees

If an employee whose employment has been terminated because of lack of work or funds, or who has resigned in good standing, is reinstated or reemployed, upon approval of the City Manager, such employee may receive a rate of compensation at a step within the range in excess of the minimum of his/her class.

Reso. No. 02-12, Section 8

Revision in Classification and Compensation Plan

It shall be the duty of the City Manager to recommend the establishment of new classes of employment or the combination, alteration or abolishment of existing classes thereof and to investigate existing compensation ranges and rates of compensation and to recommend such changes as he deems just and proper when, in his/her opinion, such new classes or such changes become necessary, or whenever he is ordered to do so by the City Council of San Gabriel.

Reso. No. 02-12, Section 10

Employee Severance Compensation

In recognition that Executive Team members serve at the will and pleasure of the City Manager, the City Manager may offer severance pay to any Executive Team member who is terminated involuntarily or pursuant to a negotiated separation agreement, in an amount not to exceed six (6) months of base salary.

The amount of such severance shall be determined by the City Manager and shall be subject to the following provisions:

1. An employee must have at least twenty-four (24) months of service as an Executive Team member with the City.
2. An employee may be eligible for up to six (6) months of base salary based on years of service as an Executive Team member as follows:

0-24 months	No Severance
24 months	2 months
36 months	3 months
48 months	4 months
60 months	5 months
72 months	6 months

3. The above amounts are maximums; the City Manager may offer a lesser amount or not amount.
4. Any severance pay is conditioned on the execution of a full release and waiver as to all employment related issues by the Executive Team member.

5. This provision shall not apply to any retirement (either service or disability), death, and/or any voluntary resignation by an Executive Team member.

Reso. No. 14-39, Article 7

INCENTIVE, OVERTIME, AND PREMIUM PAY

Acting Pay

With the exception of management, trainees and employees whose regular assignment includes occasional work in an acting capacity, employees assigned to perform duties allocated to a position in a higher classification shall receive acting pay in accordance with the following, and must satisfy the following conditions and requirements:

1. Time worked in an acting capacity must be for a period of at least eighty (80) consecutive working hours, (8 consecutive working hours for members of the Firefighters' Association), to be considered.
2. The work assumed must be that of a budgeted position performed in the absence of the regular incumbent.
3. At least ninety percent (90%) of the employee's time must be spent in the performance of duties appropriate to the higher-level class.
4. Credit shall not be given for any acting capacity work that is referenced in a class specification as being appropriate to the employee's class.
5. Acting capacity work must be assigned in writing by someone having the authority to do so.
6. Employees in an acting capacity shall receive the appropriate step in the salary range assigned to the position being filled which ensures no less than five percent (5%) increase above the employee's current monthly earnings (including additional incentive and premium pays as applicable). Acting pay shall begin the 81st consecutive working hour of an acting assignment (8th consecutive working hour for members of the Firefighters' Association) and shall be retroactive back to the first working hour.
7. Employees who request temporary placement in a higher level position for training purposes or are participating in a training program involving work in an acting capacity shall be ineligible for acting pay.
8. Acting capacity assignments shall be for a maximum period of ninety (90) calendar days unless otherwise approved by the City Manager.
9. Employees assigned to an acting position must meet at least the desirable qualifications of the class to which the position is allocated.

Reso. No. 02-12, Section 20 and 2005-07 Firefighters' Association MOU, Section 3

Ambulance Pay – Fire

Employees classified as Firefighters on July 1, 2001 and receiving the Ambulance pay of 2.5% shall continue to receive said pay until they are promoted to any class above the rank of Firefighter, including but not limited to Fire Inspector, Fire Engineer, Fire Captain and Fire Division Chief. Additionally, for purposes of this provision, Firefighter/Paramedic shall be deemed a promotional class.

2003-05 Firefighters' Association MOU, Article 11 – Section 2

Bicycle Pay – Police

Bicycle pay may be authorized by the Chief of Police, in an amount not to exceed \$150.00 monthly, for Police Officers and Police Supervisory/Management Personnel assigned full-time to bicycle duty.

Reso. No. 02-12, Exhibits A and B

Bilingual Pay

The City shall pay one hundred dollars (\$100.00) per month to employees who can demonstrate a skill in Cantonese, Mandarin, Spanish, or Vietnamese at the conversational level, or another language, which the Department Head and City Manager have approved as being needed in the provision of safety services. In order to receive bilingual pay, the employee shall satisfactorily complete a conversational fluency test in the language for which pay is requested. Employees that successfully pass the language fluency exam shall be made available when called upon to perform a translation at the request of any City department.

*Reso. No. 02-12, Exhibits A, B, D, and E
2005-07 Represented Safety MOUs adjust monthly rate.*

Court Pay – Sworn Police

Officers, Sergeants and Lieutenants shall be paid a minimum of two hours pay or compensatory time to be computed at straight time rates when they are placed on-call for a court appearance. Personnel that are placed on-call shall be credited two (2) hours for a morning session and two (2) hours for an afternoon session if necessary. In the event such employee is required to report for said appearance, in lieu of the aforementioned “on-call” pay, such Officer, Sergeant or Lieutenant shall receive a minimum of three (3) hours pay or compensatory time off plus any additional time worked in excess of three hours. Such time worked shall be paid or credited as compensatory time at the discretion of the department head, at the rate of one and one-half (1 ½) times the established salary.

Reso. No. 02-12, Exhibits A and B

Detective Pay – Police

Police Officers and Senior Police Officers shall be paid an additional (2.5%) of base salary when assigned as a detective. To qualify for additional compensation as a Detective, a minimum of fifty percent (50%) of the officer’s time must be detailed to detective assignment during any one month.

Detective assignments shall be made at the discretion of the Chief of Police, who shall certify as to the percentage of time the officer so assigned is credited.

*Reso. No. 02-12, Exhibit A
2003-05 Police Officers’ Association MOU, Section XVI adjusts percent earned*

Education Incentive

Firefighters, Engineers, Deputy Fire Marshal and Captains

After two years of employment with the City, Firefighters, Fire Engineers, Fire Captains and Deputy Fire Marshal will be eligible for the following educational incentive program.

Employees with a Fire Officers Certificate and 60 college units, approved by the Fire Chief, who are not receiving education incentive for a degree, shall be paid an additional three percent (3%) of their established salaries.

Employees with an A.A. or A.S. degree in Fire Science or an approved job related major shall be paid an additional three percent (3%) of their established salaries.

Employees with a B.A. or B.S. degree in Fire Science or other approved job related major, shall be paid an additional six percent (6%) of their established salaries.

Employees with a Masters degree in Fire Science or other approved job related major, shall be paid an additional eight percent (8%) of their established salaries.

2005-07 Firefighters' Association MOU, Section 2

Police Officers

After two years of employment with the San Gabriel Police Department, Police Officers with an A.A. or A.S degree shall be paid an additional three percent (3%) of their established salary.

Police Officers having qualified for and been issued an Intermediate POST certificate, but being ineligible for and/or not having been issued a college degree, shall be paid an additional three percent (3%) of their established salary.

Police Officers with an A.A. or A.S. degree and an Intermediate P.O.S.T. Certificate shall be paid an additional four percent (4%) of their established salary.

Police Officers having qualified for and been issued an Advanced P.O.S.T. certificate, but being ineligible for and/or not having been issued a four-year college degree, shall be paid an additional five percent (5%) of their established salary.

Police Officers with a B.A. or B.S. degree shall be paid an additional six percent (6%) of their established salary.

Police Officers with a B.A. or B.S. degree and an Advanced P.O.S.T. Certificate shall be paid an additional eight percent (8%) of their established salary.

Any such pay increase shall be effective the first pay period commencing after the officer has furnished the City with documentary proof that he/she has received the degree or certificate required to be eligible for such increase.

These incentive amounts shall not be in addition to any other education incentive amounts for which a unit member is eligible. For example, a unit member with an A.A. degree and an Intermediate P.O.S.T. certificate presently is eligible for a four percent (4%) salary increase. Application of the above language shall not result in a unit member receiving seven percent (7%) of salary.

*Reso. No. 02-12, Exhibits A and B
2014-2017 Police Officers' Association MOU*

Police Sergeants and Lieutenants

After two years of employment with the San Gabriel Police Department, Police Sergeants and Lieutenants with an A.A. or A.S degree shall be paid an additional three percent (3%) of their established salary.

Police Sergeants and Lieutenants having qualified for and been issued an Intermediate POST certificate, but being ineligible for and/or not having been issued a college degree, shall be paid an additional three percent (3%) of their established salary.

Police Sergeants and Lieutenants with an A.A. or A.S. degree and an Intermediate P.O.S.T. Certificate shall be paid an additional four percent (4%) of their established salary.

Police Sergeants and Lieutenants having qualified for and been issued an Advanced POST certificate, but being ineligible for and/or not having been issued a college degree, shall be paid an additional five percent (5%) of their established salary.

Police Sergeants and Lieutenants with a B.A. or B.S. degree shall be paid an additional six percent (6%) of their established salary.

Police Sergeants and Lieutenants having qualified for and been issued a Supervisory POST certificate, but being ineligible for and/or not having been issued a college degree, shall be paid an additional six percent (6%) of their established salary.

Police Sergeants and Lieutenants with a B.A. or B.S. degree and an Advanced P.O.S.T. Certificate shall be paid an additional eight percent (8%) of their established salary.

Police Sergeants and Lieutenants with a BA or BS degree and a Supervisory POST certificate shall be paid an additional nine percent (9%) of their established salary.

Any such pay increase shall be effective the first pay period commencing after the officer has furnished the City with documentary proof that he/she has received the degree or certificate required to be eligible for such increase.

*Reso. No. 02-12, Exhibits A and B
2007-09 Police Management Group MOU*

Field Training Officer Pay and Program

An officer in the Field Training Officer (FTO) assignment will receive an additional 3.5% of his/her base pay for the duration of time that s/he is an FTO, provided that the total number of FTOs at any given time does not exceed eight (8) officers. For details on the FTO program, please see Exhibit A in the 2014-2017 Police Officers' Association MOU.

2014-2017 Police Officers' Association MOU

Dispatcher Training Bonus

Effective January 10, 2015, Police Dispatchers, utilizing the Police Department approved training curriculum, shall receive a bonus of 5% of their base pay while engaged in activities related to the training of newly hired Police Dispatchers and Police Assistants. This bonus pay will only be paid for the actual hours involved in training activities, not necessarily for the entire shift (for example, if the trainee only works a portion of the Police Dispatcher's shift). Additionally, if two Dispatchers are on-duty when training occurs, only one Dispatcher will be assigned as the trainer and eligible for the bonus pay.

Reso. No. 14-39, Article 8

Longevity Pay – Fire Personnel

Effective the first pay period commencing on or after July 1, 2007, eligible Firefighter/Paramedics, Engineers, Captains, Deputy Fire Marshal and Division Chiefs shall receive longevity pay in accordance with the following schedule. Eligibility for each tier commences with the start of the initial tier level, for example, the start of the fifth year of employment. In accordance with the Firefighters’ Association MOU, “Years of Service” are defined as *cumulative* years of service with the City of San Gabriel. Under the Fire Management’s MOU, “Years of Service” are defined as *consecutive* years of service of with the City of San Gabriel.

5 – 9 years of service	\$500 per year
10 – 14 years of service	\$750 per year
15 or more years of service	\$1,000 per year

Longevity pay shall be paid on a bi-weekly pay period basis.

2007-09 Firefighters’ Association and Fire Officers’ Association MOUs

Motorcycle Pay

Motorcycle pay may be authorized by the Chief of Police, in an amount not to exceed \$150.00 monthly for officers assigned full-time to motorcycle duty.

Reso. No. 02-12, Exhibits A and B

Overtime Pay

In all cases the City shall follow the requirements of the Fair Labor Standards Act. Overtime shall be compensated at time and one half, in pay or compensatory time, at the discretion of the department head. The City shall comply with any current contract provisions regarding overtime.

Reso. No. 02-12, Section 19

FLSA Status

All unrepresented City employees are considered non-exempt and entitled to be compensated for actual time worked in excess of forty (40) hours in a work week, unless working a full-time schedule and designated by the organization as exempt. Therefore, effective January 10, 2015, and pursuant to FLSA regulations, the following classifications are designated as exempt from overtime requirements:

Executive Team

Assistant City Manager	Fire Chief
Chief City Clerk	Mission Playhouse Director
Community Development Director	Police Chief
Community Services Director	Public Works Director/City Engineer
Finance Director	

Management

Assistant City Clerk	Mission Playhouse Manager
Building Official	NIS Manager
Community Services Manager	Parks & Facilities Manager

Economic Development Manager
Field Operations Manager
Financial Services Manager
Fleet Manager

Planning Manager
Principal Civil Engineer
Police Captain
Risk Manager

Supervisory/Professional

Accountant
Human Resources Analyst
Management Analyst
Plan Check Engineer
Police Records Supervisor

Recreation Supervisor
Revenue Collection Administrator
Senior Civil Engineer
Stage Manager
Senior Planner

Fire Department

The Division Chief classification and all associated assignments are designated as FLSA exempt and not legally entitled to overtime compensation. The City will not make FLSA exempt status retroactive to July 1, 2014, thereby not having to recalculate overtime and recapturing the fifty percent (50%) premium already paid. Similarly, the City will not recalculate overtime utilizing the retroactive base rate; there will be no adjustments to past overtime already paid.

*Reso. No. 14-39, Article 3, Section A – D
2014-2017 Fire Management Group MOU*

Overtime for Non-Exempt Employees – Miscellaneous

Overtime for non-exempt employees shall be compensated at time and one half, in pay or compensatory time, at the direction of the department head. (Maximum comp time hours that may be “banked” is 240 hours.)*

*Reso. No. 02-12, Section 19 and *FLSA*

Overtime – Fire Division Chiefs

Notwithstanding above, the City agrees to compensate employees for more than 112 hours worked per pay period for purposes of position coverage from a vacancy due to illness or vacation leave at the employee’s base hourly shift rate (“straight time”). Further, the City agrees to compensate employees for more than 112 hours for purposes of position coverage that is known in advance to be reimbursed through local, state, or federal funding, grant funding, or other method of reimbursement at time and one-half (1 1/2) the employee's base hourly shift rate, where funding has been secured in advance (strike teams, for example).

2014-2017 Fire Management Group MOU

Overtime – Firefighters, Engineers, Deputy Fire Marshal and Captains

Definition: While the 48/96 schedule is in place for shift employees, overtime is defined as all hours actually worked in excess of one hundred eighty-two (182) hours in a twenty-four (24) period. If the City Council takes action to terminate the 48/96 schedule overtime will be defined as all hours actually worked in excess of two hundred four (204) hours in a twenty-seven (27) day pay period. Overtime for employees assigned to other than shift work shall be those hours over forty (40) in a seven (7) day period. For purposes of overtime, paid leave time, with the exception of sick leave, will be considered as time actually worked. Overtime shall be reported in increments of fifteen (15) minutes and is non-accumulative and non-payable when incurred in units of less

than fifteen minutes. Overtime shall not affect leave accruals. Time spent while attending employee initiated training shall not be considered as time worked for purposes of computing overtime. The City retains the right to require overtime to be worked as necessary.

Overtime Compensation: Overtime shall be compensated at one and one-half (1-1/2) times the employee's regular rate of pay. Time for which the employee has received time and one-half shall not be counted as time worked for the purposes of overtime computations.

Payment: Payment for overtime shall be made on the first payday following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular payday after such computation can be made.

Work Period: The work period for purposes of overtime when the 48/96 schedule is in place, established for shift employees, is based on a twenty-four (24) day cycle. If the City Council should take action to terminate the 48/96 schedule the work period is based on a twenty-seven (27) day cycle.

Work Week: *See Section on Weekly Work Hours*

7K Partial Overtime Exemption: The City and Association agree to use the 7K partial overtime exemption.

Premium Pay: Premium pay is pay received for hours between one hundred ninety-two (192) hours worked and the one hundred eighty-two (182) FLSA maximum regular hours that may be scheduled in a twenty-four (24) day work cycle. If the City Council takes action to terminate the 48/96 schedule premium pay is the pay received for hours between two hundred sixteen (216) and two hundred four (204) hours.

Notwithstanding anything contained in the Agreement (2009-10 FFA MOU) to the contrary, for the purposes of premium pay if a 24-hour shift employee uses sick leave during a 24-day work cycle and works over time during said cycle, such overtime shall be counted as hours worked.

Recall Pay: When an employee working a 24-hour shift schedule is called in to work during his/her off duty hours, he/she shall receive a minimum work time credit of four (4) hours. Such minimum shall not apply when the time worked constitutes an extension of the employee's regular shift or when the employee is required to begin his/her regular shift at other than the regular starting time.

2009-10 Firefighters' Association MOU

Overtime – Sworn Police

Definition: Overtime is all hours worked over eighty (80) in the two (2) week pay period of employees.

Computation of Overtime: For purposes of overtime computation, time worked shall include sick leave and discretionary time; i.e. vacation, compensatory time, bereavement leave and holiday time (and credited training time*).

For employees assigned to a 3-12 schedule, four (4) hours of compensatory time, at time and one-half, will be credited for the four (4) hours worked on their regularly assigned eighty-four (84) hour shift schedule. In the event that the employee assigned to a 3-12 schedule uses only sick leave and/or discretionary time during the two (2) week pay period, the four (4) hours of compensatory time, at time and one-half, will not be credited and the employee will only use a total of eighty (80) hours sick leave and/or discretionary leave for that two (2) week pay period. (If an employee works any portion of the pay period, he/she shall receive the four (4) hours at time and one-half in compensatory time*).

Compensation for Overtime: With the exclusion of the four (4) hours of compensatory time, at time and one-half, credited to employees working a 3/12 schedule as outlined in the above section, *Computation of Overtime*, overtime worked shall be paid or credited as compensatory time, at the discretion of the employee at the rate of time and one-half. If paid, the amount due shall be computed based on the employee's present hourly rate which shall include base rate plus any incentive pay or assignment pay being received.

Comp Time Bank: The maximum accumulation in an employee's Compensatory Time Bank shall be 240 hours.

*2005-07 Police Management Group and Police Officers' Association MOUs
Exclusive to Police Officers MOU

Paramedic Coordinator

Effective upon the adoption of the 2007-09 Firefighters' Association MOU, there shall be created the assignment (not a classified position) of Paramedic Coordinator. The assignment shall be compensated at three percent (3%) of the individual's unadjusted base salary. Staffing of the assignment shall be made in the sole discretion of the Fire Chief and for a duration in the sole discretion of the Fire Chief. However, every two years or earlier as may be solely deemed appropriate by the Fire Chief, letters of interest in the assignment shall be solicited and given consideration by the Fire Chief. The solicitation and consideration of letters of interest shall not be a mandate that the incumbent in the assignment be replaced. The initial solicitation of letters of interest shall commence upon Council adoption of the 2007-09 Firefighters' Association MOU.

The incumbent shall have no property rights in continuing the assignment and shall have no method of contesting the manner in which the Fire Chief exercises his staffing discretion. The Fire Chief shall have sole discretion to abolish the assignment if and when the duties of the assignment are undertaken through cooperative relationships with other jurisdictions, or when in other circumstances, in the sole discretion of the Fire Chief, the need for the assignment is deemed to be of nominal value.

The duties of the Paramedic Coordinator assignment are subject to variation in the sole discretion of the Fire Chief. In general, an exemplar of typical duties are: oversight of the EMT-1 and Paramedic programs and provisions of related training, ensuring compliance with county and state certification requirements for provision of emergency medical services, investigating both internally and externally-generated service complaints and other related duties.

Paramedic Premium Pay – Fire

When assigned to perform the full range of duties of a paramedic, an employee in the Firefighter class will receive a salary rate that is fifteen percent (15%) above his/her regular firefighter rate of pay. Fire Captains and Fire Engineers who are certified Paramedics are required to maintain such certification and to perform paramedic duties as a regular part of their jobs. In recognition of these requirements the employees shall be paid an additional five percent (5%) of his/her regular rate of pay. Employees assigned to a 40 hour staff assignment may receive a five percent (5%) Paramedic Premium Pay at the discretion of the Fire Chief.

Effective with the 2010-11 Fire Management Group's MOU personnel in the Division Chief rank will no longer be required to maintain an EMT-P (Paramedic) license or accreditation as a condition of their employment.

*2010-11 Firefighters' Association MOU
2010-11 Fire Management Group MOU*

Paramedic Re-certification Pay – (Bi-Annual)

After an employee has been certified as a Paramedic and is assigned to perform said duties, he/she shall be paid one hundred dollars (\$100.00) for each subsequent re-certification.

2005-07 Firefighters' Association MOU, Article 11- Section 2

Senior Officer Pay – Police

A Police Officer with 5 years of service as a Police Officer with the City of San Gabriel shall be designated as a Senior Police Officer if one of the following exists:

- A. During the 12 months preceding the officer's fifth year anniversary the employee received at least a "meets standard" rating on all his/her performance evaluations. Or
- B. If the officer fails to meet the above qualification, if at any point he or she receives evaluations for a consecutive 12-month period of at least "meets standards" he or she will then be designated as a Senior Police Officer.

Senior Police Officers will receive premium pay equal to five percent (5%) of the top step of Police Officer pay.

2003-05 Police Officers' Association MOU

Special Event Pay – Fire and Police

Fire and Police sworn safety personnel called upon to work Special Events shall be paid 1 ½ times top step Firefighter or Police Officer Pay.

Per Department Memo dated 6/24/94

Standby Pay – Community Development

Field personnel in the Community Development Department who are placed on *standby* shall receive a minimum of four hours compensatory time at a straight time rate for a Saturday, Sunday or holiday standby shift to be taken within two weeks unless otherwise approved by the Department Head. If called to perform services during a standby, the time worked shall be credited at a time and one-half (1-1/2) rate subject to a minimum of

two (2) hours for each call out. Time earned in excess of four (4) hours during any standby shift shall be compensated in pay or compensatory time at the discretion of the department head.

Reso. No. 02-12, Section 19

Training Time Police Officers

When an employee attends a training program during his/her scheduled work shift(s) and the program lasts for 3 consecutive days or less for employees on a 12 hour shift or 4 consecutive days or less for 10 hour shift employees, the employee will be credited with the following work hours for each day he/she is in attendance:

- A. Employees on the 12 hour shift schedule – 12 hours of work time which shall be deemed to include travel time.
- B. Employees on the 10 hour shift schedule – 10 hours of work time shall be deemed to include travel time.
- C. If the employee attends a training program scheduled for one-half a day, e.g., 5 hours or less, the employee will be credited with work time equal to the actual training time, minimum 2 hours, and travel time unless the one-half day of training occurs during a 2 or 3 day program that is being conducted outside the Los Angeles area. In this event the preceding A or B will apply.

2005-07 Police Officers' Association MOU, Article 6

Lieutenants and Sergeants

When an employee is ordered to attend a training program during his/her scheduled work shift(s) in which there are at least 7 scheduled training hours each day and the program lasts for 3 consecutive days or less for employees on a 12 hour shift or 4 consecutive days or less for 10 hour shift employees, the employee will be credited with the following work hours for each day he/she is in attendance:

- A. Employees on the 12 hour shift schedule – 12 hours of work time which shall be deemed to include travel time.
- B. Employees on the 10 hour shift schedule – 10 hours of work time shall be deemed to include travel time.

If the scheduled training hours are less than 7 in a day the employee will receive work time credit equal to the number of hours spent in training and travel unless such occurs during a 2 or 3 day training program that is being conducted out of the Los Angeles area. In this event the preceding A or B will apply.

2005-07 Police Management Group MOU, Article 11

Overtime resulting from department directed training is to be compensated at time and one-half. A minimum of two (2) hours will be credited for an off-duty training session.

Reso. No. 02-12, Exhibits A and B

USAR Pay – Fire

With the approval of the Fire Chief, employees qualified at the USAR Heavy Equipment level shall be paid \$50.00 per month. The Fire Chief shall determine the number of employees who will receive the pay subject to a maximum of 6 employees per shift.

2005-07 Firefighters' Association MOU, Section 4

INSURANCE BENEFITS

Flexible Benefit Program (FFA, FMG, PMG, POA, and Non-Represented)

All full-time employees are eligible to participate in this program. The City currently contributes the amount indicated below toward employee benefits. The amount is adjusted annually by the amount necessary to cover the largest employee-only premium increase available under PERS medical and City dental plans. This amount is available to each employee to purchase basic medical, dental, vision* and alternative insurance benefits. If medical benefits are available through a spouse and the employee elects to waive coverage, the employee has the option to receive the amount as taxable income.

Reso. No. 02-12, Section 25

**Employer paid vision insurance was added per 2003-05 Labor Negotiations*

The City will contribute \$1,568 per month to each employee through the Flexible Benefit Program in order to purchase basic medical, dental, and vision care benefits. Once the enrollment requirements of the insurance providers are met, the employee has the option to receive any unspent funds as taxable income.

Reso No. 14-39, Article 5

2014-2017 Fire Management Group and Firefighters' Association MOUs

2014-2017 Police Management Group and Police Officers' Association MOUs

Flexible Spending Accounts

Dependent Care Reimbursement

Eligible participants in the City's Flexible Benefit Plan may elect to participate in the Dependent Care Reimbursement. Employees may set aside a predetermined amount up to a maximum of \$5,000 annually.

Health Care Reimbursement

Eligible participants in the City's Flexible Benefit Plan may elect to participate in the Health Care Reimbursement Agreement. Employees may set aside a predetermined amount up to a maximum of \$2,550 annually.

Employee contributions to these Flexible Spending accounts cannot be changed or revoked during the plan year unless there is a qualifying change in family status.

Any amounts that are not used during a Plan Year to provide benefits will be forfeited and will not be paid to the employee in cash or be used for benefits in a later plan year.

Reso. No. 97-34, Section 3

Life Insurance

The City will provide term life insurance to all full time employees (except Executive Management personnel) in an amount equal to 100% of the employee's annual base salary, minimum \$40,000.

Executive Management Personnel will receive term life insurance equal to a total of 200% of the employee's annual base salary.

2003-05 Employee Labor Negotiations

Long-Term Disability Insurance

The City shall provide long-term disability insurance for full-time miscellaneous City employees, Police Chief, Police Captain* and Fire Chief*. Long-term disability insurance protects against loss of income due to a non-industrial injury or illness. The plan provides eligible employees with 66 2/3% of the employee's pre-disability earnings beginning on the 61st day of the injury or illness, and continues to pay the monthly maximum benefit for two years or until age sixty-five.

Reso. No. 02-12, Section 24

**Positions added per 2007-09 Labor Negotiation*

Part-Time Employees

Voluntary Vision Insurance Program – Part-time employees may purchase Vision Insurance through the City providing they work a minimum of 20 hours a week and have been employed with the City for at least 61 days.

Medical Insurance – All part-time hourly rated or hourly based employees are excluded from PERS membership, and as a result, participation in a PERS Health Plan.

City's contract with PERS – "Positions Excluded"

LEAVES

Administrative Leave

Effective January 10, 2015, and each year thereafter on January 1, full-time City employees shall be granted administrative leave in accordance with the following schedule and only for the following classifications:

<u>Position</u>	<u>Hours Credited Annually</u>
Assistant City Manager	60
Chief City Clerk	60
Community Development Director	60
Community Services Director	60
Finance Director	60
Fire Chief	60
Fire Division Chief	60
Mission Playhouse Director	60
Police Chief	60
Public Works Director/City Engineer	60
Assistant City Clerk	40
Building Official	40
Community Services Manager	40
Economic Development Manager	40
Field Operations Manager	40
Financial Services Manager	40
Fleet Manager	40
Mission Playhouse Manager	40
NIS Manager	40
Parks & Facilities Manager	40
Planning Manager	40
Principal Civil Engineer	40
Police Captain	40
Police Lieutenant	40
Risk Manager	40
Accountant	32
Human Resources Analyst	32
Management Analyst	32
Plan Check Engineer	32
Police Records Supervisor	32
Police Sergeant	32
Recreation Supervisor	32
Revenue Collection Administrator	32
Senior Civil Engineer	32
Senior Planner	32
Stage Manager	32
Associate Civil Engineer	32

Note: For calendar year 2015 only, employees hired prior to December 16, 2014 into the following non-exempt classifications will receive a one-time allocation of administrative leave, as follows:

<i>Executive Assistant to the City Manager</i>	<i>40</i>
<i>Permit Center Coordinator</i>	<i>24</i>
<i>Executive Assistant</i>	<i>24</i>

Administrative leave refers to paid days off which are to be used during the calendar year at times approved in advance by the employee's department head or, in the case of department heads, by the City Manager.

Administrative leave is credited on January 1st of each year for all eligible employees with the exception of the Police Department. For the Police Department, administrative leave is credited to eligible employees on July 1st of each year.

Administrative leave must be used in the calendar year and/or fiscal year in which it is credited. Upon an employee's separation from the agency for any reason, no payment will be made for unused administrative leave.

Reso. No. 14-39, Article 4, Section A – D

Bereavement Leave

Time off in the event of bereavement may be granted with pay by the City Manager, per event, in the event of death of an employee's wife, husband, child, stepchild, parent, brother, sister or grandparent. Bereavement leave may not exceed 24 hours in duration for all employees except shift personnel in the Fire Department. Shift personnel in the Fire Department shall not exceed 48 hours per event in duration. Upon recommendation of the Department Head and approval of the City Manager, 8 hours of bereavement leave per event may be given for a member of the family other than those listed above. Fire shift employees may be given 24 hours per event.

In addition to the above Bereavement Leave, upon approval of the employee's department head, a maximum of 16 hours (24 for Fire shift personnel) of sick leave may be used for bereavement purposes.

*Reso. No. 02-12, Section 26 – H
2005-07 Labor Agreements*

Compensatory Time Off Sworn Fire Personnel

Fire Officers and members of the Firefighters' Association can earn compensatory time off to a maximum of 120 hours. Compensatory time off shall be earned at the same rate and in the same way as overtime. Compensatory time off may be taken at the discretion of the department head. Firefighter Association members will not be denied use of compensatory time off where such use will not require the City to pay overtime to fill a vacancy. Once compensatory time off is approved it cannot be revoked later than 14 days before the date it is to be taken, except in cases of emergency.

FMLA and CFRA Leave

Employees meeting the eligibility requirements for leave under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), and meeting the definitions for which leave is authorized, shall be entitled to said leave in accordance with state and federal law. In all qualifying circumstances, all accrued paid and/or unpaid leave shall run concurrently with FMLA and CFRA leave. In all circumstances, it shall be the City's responsibility to designate leave, paid or unpaid, as qualifying, and to give notice of the designation to the employee.

Reso. No. 02-12, Section 26 – M

Holidays

Fire Shift Personnel

Holiday leave is paid at the employee's current salary, at a rate of 156 hours per year for 56-hour shift employees and a rate of 111 hours for 40-hour staff employees. Effective January 2008, Holiday leave shall be paid on a bi-weekly pay-period basis. Holiday pay is for holidays that have occurred in the preceding year and, when appropriate, shall be pro-rated in accordance with the employee's hire date and/or date of separation from service.

*2007-09 Firefighters' Association and Fire Officers MOUs
2014-2017 Firefighters' Association MOU*

Floating Holiday

Full-Time Employees, except Fire Shift Personnel, receive one additional Floating Holiday annually, credited to their Holiday bank on January 1 of each year.

Reso. No. 02-12, Section 26 – F and 2001-03 Police Management and Police Officers' Association MOUs

Miscellaneous and Police

The City shall observe the following Holidays:

January:	New Year's Day Martin Luther King, Jr. Day
February:	Presidents Day
May:	Memorial Day
July:	Independence Day
September:	Labor Day
November:	Veterans Day Thanksgiving Day After Thanksgiving
December:	Christmas Eve (4 hours) Christmas Day New Year's Eve (4 hours)

A total of 96 hours (88 Holiday, 8 Floating Holiday) will be credited to employees Holiday Banks in January.

Holiday Buy Back Program

An employee who has credited, unused holiday time at the end of the year may receive pay for a maximum of 8 hours of said time to be paid out the second pay period in January.

Industrial Injury / Workers' Compensation

Whenever any employee is compelled to be absent from duty due to an injury arising out of and in the course of his/her employment, compensation shall be paid in accordance with and under the provisions of the Workers' Compensation Insurance and Safety Act of the State of California. Miscellaneous employees who qualify under the section may receive full pay up to 720 working hours; public safety personnel who qualify shall receive full pay up to one (1) year pursuant to Labor Code Section 4850. Except as to sworn police and fire personnel, payments made pursuant to this section are the functional equivalent of and of the same general character as all workers' compensation benefits due to an employee or his/her dependents as the result of an industrially related disability or death. Payments made pursuant to this section are advances against compensation due.

Reso. No. 02-12, Section 26 – G

Jury Duty

A full-time employee who is called or required to serve as a trial juror shall be entitled to absent himself from his/her duties with the City during the period he/she is actively participating as a juror.

A full time employee who is called or required to serve as a juror shall be entitled to his/her regular rate of pay for the hours of absence from work during which he/she is serving as a juror. As a condition of the receipt of said pay, the employee shall submit to the City a "Jury Duty Certificate" form stating the time served on jury duty. Any Jury Duty pay, excluding travel expense reimbursements, received during the employee's absence from work will be turned over to the City.

Reso. No. 02-12, Section 26 – J, as amended by current practice.

Leave of Absence without Pay

The City Manager may grant a permanent or probationary employee leave of absence without pay or loss of seniority for a period not to exceed six (6) months. Any leave of absence for a period longer than six (6) months may be approved by the City Council, but in no event shall a leave of absence exceed one year, with the exception of military leave. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request. The approval will be in writing. Upon expiration of an approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated to a position in the class held at the time leave was granted or to a similar position if the class no longer exists. Failure on the part of an employee on leave to report for duty at the end of the leave period or within a reasonable time after notice to return to duty shall be cause for dismissal. An employee on leave of absence without pay shall not receive or accrue employee benefits.

Reso. No. 02-12, Section 26-K

Maternity Leave

Maternity leave shall be provided in accordance with the requirements of state and federal law.

Reso. No. 02-12, Section 26 – L

Military Leave

Military leave shall be granted in accordance with the provisions of state and federal law. All employees entitled to military leave shall give the appointing authority an opportunity, within the limits of military regulation, to determine when such leave shall be taken. Any full-time, regular employee (including probationary) who is called into the Armed Services of the United States Army, Navy, Marine Corps, Uniformed Services or category of persons designated by the President of the United States in time of war or emergency for active duty shall be allowed a leave of absence with pay in accordance with the City Military Leave Supplemental Differential Pay and Benefit Continuation Policy. (See Exhibit B)

Reso. No. 02-51

Sick Leave

Fire Personnel

Purpose: Sick leave with pay shall be granted to all full-time employees. Sick leave shall not be considered as a right that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual personal or family sickness or disability.

Crediting of Sick Leave: Upon completion of the first 90 days of employment shift employees shall be credited with seventy-two (72) hours of sick leave and non-shift employees with forty-eight (48) hours of sick leave. After the first 90 days, sick leave shall be credited at the rate of 5.5385 hours per pay period for shift employees and 3.6923 hours per pay period for non-shift employees. Unused sick leave shall be accumulated without limit.

Notice of Illness or Injury: The Captain or designee must be notified at least one hour prior to the start of the employee's scheduled tour of duty of an illness or injury that will necessitate his/her absence. It is the responsibility of the employee to keep the City informed as to a continued absence beyond the first day of a prolonged illness or injury. A failure to do so may result in the denial of sick leave.

Review: The City may review and determine the justification of any request for sick leave. At the request of the City, a doctor's or dentist's certificate or other adequate proof of illness or injury shall be provided by the employee in case of an absence involving more than seventy-two (72) consecutive scheduled work hours for shift employees and twenty-four (24) consecutive scheduled work hours for non-shift employees. Evidence substantiating the use of leave for trivial dispositions, instances of misrepresentation, or violation of the rules defined herein shall be grounds for disciplinary action.

Sick Leave for Bereavement Leave: See "Bereavement Leave".

2005-07 Firefighters' Association MOU, Article 15 – Section 3

Miscellaneous and Police

Sick leave with pay shall be granted to all full-time employees within the competitive service. Sick leave shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only in the case of necessity and actual personal or family sickness or disability. In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate superior or the Personnel Director

prior to or within four (4) hours after the time set for beginning his/her daily duties, or as may be specified by the head of his/her department. The employee shall file a personal statement with the Personnel Director stating the cause of such absence. If sick leave is in excess of three (3) working days, a physician's statement is required indicating the reason for such absence. Upon completion of the first 90 days of employment each employee shall be credited with forty-eight (48) hours of sick leave. After the first 90 days, sick leave shall be earned and credited at the rate of 3.6923 hour per pay period. Unused sick leave shall be accumulated without limit.

Sick Leave for Bereavement Leave: See "Bereavement Leave".

*Reso. No. 02-12, Section 26 – D
Reso. No. 15-13*

Sick Leave Buy Back Program

Miscellaneous employees are eligible to participate in the Sick Leave Buy Back Program which provides for payment, at employee's option, of fifty (50%) percent of sick leave credited but unused during the 12-month period ending October 31st of each year. Payment shall be paid at the employee's current rate of pay; sick leave that is not paid off will remain in the employee's sick leave bank.

For Safety employees to be eligible to participate in the Sick Leave Buy Back program they must have completed one (1) year of employment with the City.

Payment of unused sick leave shall be included in the 1st paycheck in December.

*2003-05 Labor Agreement, Miscellaneous Benefits.
2005-07, 07-09 Fire and Police MOUs*

Sick Leave Credit – Police Officers

Lateral Police Officers will have sick leave earned in another public agency, for which they were not compensated upon termination from the agency, credited to their sick leave account in San Gabriel after they pass probation. Eligibility for this program is contingent upon the employee being hired by the City of San Gabriel within thirty (30) days after the effective date of his/her termination from the agency where the sick leave was earned.

2003-05 Police Officers' Association MOU, XI

Vacation

All full-time employees in the competitive service shall be entitled to annual vacation leave with pay at the following schedules:

<u>Fire 56 Hour Shift Personnel</u>	
<u>Years of Service</u>	<u>Annual Accrual</u>
1 – 4	144 Hours
5 – 9	192 Hours
10 – 14	216 Hours
15+	240 Hours

Fire 40 Hour Staff Personnel

<u>Years of Service</u>	<u>Annual Accrual</u>
1 – 4	103 Hours
5 – 9	137 Hours
10 – 14	154 Hours
15+	171 Hours

Management, Miscellaneous, Police Officers

<u>Years of Service</u>	<u>Annual Accrual</u>
1 – 4	80 Hours
5 – 9	120 Hours
10	128 Hours
11	136 Hours
12	144 Hours
13	152 Hours
14+	160 Hours

Police Management

<u>Years of Service</u>	<u>Annual Accrual</u>
1 – 4	80 Hours
5 – 9	120 Hours
10	128 Hours
11	136 Hours
12	144 Hours
13	152 Hours
14	160 Hours
15	168 Hours
16	176 Hours
17	184 Hours
18	192 Hours
19+	200 Hours

Vacation time is credited to the employee's vacation leave account on a per pay period basis.**

The employee may take credited vacation upon approval of his/her Department Head. The time when vacation can be taken is subject to departmental rules and approval of the employee's Department Head or designee.

Upon approval of his/her Department Head and the City Manager, an employee may carry over a maximum of one hundred (100) hours, or one hundred ninety-two (192) hours for Fire shift personnel, of credited vacation to the succeeding year (*this time is in addition to vacation time accrued in the current year*). Vacation time can be taken only as time off except upon termination when all credited time shall be paid at the employee's then current rate of pay.

Holidays occurring while an employee is on vacation shall not be charged as vacation time.

Illness or injury occurring while an employee is on vacation shall not be charged as vacation time upon verification of such illness or injury and upon recommendation of the department head and approval of the City Manager.

Reso. No. 02-12, Section 26 – C
***Vacation accrued on a per pay basis per implementation of new payroll system in*
September 2004.
2009 Police Management MOU

Vacation Time Cashout (FFA, FMG, PMG, POA, and Non-Represented)

In December 2014, during a window of not less than one calendar week, at the discretion and convenience of the Finance Department, an employee may voluntarily elect to be paid cash for up to maximum of forty (40) hours of accrued vacation. The cash payment shall be paid on the December 31, 2014 payroll check.

In the Fall of 2015, during a window of not less than one calendar week, at the discretion and convenience of the Finance Department, but not outside six (6) weeks of the selected paydate, an employee may voluntarily elect to be paid cash for up to maximum of forty (40) hours of accrued vacation. The cash payout shall be paid on the second regular payroll check in November 2015.

In the Fall of 2016, during a window of not less than one calendar week, at the discretion and convenience of the Finance Department, but not outside six (6) weeks of the selected paydate, an employee may voluntarily elect to be paid cash for up to maximum of forty (40) hours of accrued vacation. The cash payout shall be paid on the second regular payroll check in November 2016.

Reso. No. 14-39, Article 6
2014-2017 Fire Management Group and Firefighters' Association MOUs
2014-2017 Police Management Group and Police Officers' Association MOUs

Witness Leave – Fire Personnel

Employees in permanent or probationary full time positions shall be entitled to a leave of absence from work, with pay, when subpoenaed to testify as a witness. Witness leave shall not be charged against any accumulated leave balance and shall be compensated at the employee's regular hourly rate. Any witness fees that are paid to the employee during his absence from work will be turned over to the City. Witness leave will be granted only for cases that the employee was a witness to while on duty or representing the City.

2005-07 Firefighters' Association MOU, Article 15 – Section 7

RETIREMENT

Military Service Credit

The City has contracted with CalPERS to provide for “Military Service Credit as Public Service” pursuant to Government Code Section 21024.

2003-05 Employee Labor Agreements

960 Program – Police Officers

The City, at the Police Chief’s discretion, will allow police officers who voluntarily retire from City service, and who are at least 50 years of age at the time of retirement, to be rehired as a Contract Service Worker (CSW-Retiree) in his/her previous position for a period not to exceed 960 hours in the fiscal year of retirement and for an additional 960 hours in the fiscal year following retirement. The CSW-Retiree will be paid at the hourly rate earned and hold the same rank as on the last full day of employment. CSW-Retirees are employed on an at-will basis and may be separated at any time, without cause, and without right of appeal. The provisions of the Public Safety Officers Procedural Bill of Rights Act (Government Code Section 3300 et.seq.) do not apply to CSW-Retirees. CSW-Retirees shall not be covered by the provisions of the Memorandum of Understanding (MOU). All applicable PERS regulations regarding the employment of retirees shall apply.

2010-11 Police Officers’ Association MOU

PERS Retirement Benefit

Effective January 1, 2013, the employees’ retirement formula shall be determined by a three tier system. The first tier refers to an employee (also known as a classic member) currently contributing to the California Public Employees Retirement System (CalPERS).

The second tier refers to an employee (also known as a new member and/or classic member) that has (1) not contributed to CalPERS and was hired between November 3, 2012 through January 1, 2013, or (2) contributed to CalPERS without a break in service that exceeds six months and was hired on or after January 1, 2013 (this includes lateral transfers).

The third tier refers to an employee (also known as a new member) that has never contributed to CalPERS or has exceeded a break in service that exceeds six months.

Miscellaneous Employees

Tier 1

Effective June 13, 2013, employees hired prior to November 3, 2012, shall pay the entire portion of the required eight percent (8%) employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier one employees with the 2.7% at 55 Retirement Benefit with the single highest one-year salary calculated as final compensation.

Tier 2

Employees hired between November 3, 2012, and January 1, 2013, shall pay seven percent (7%) employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier two employees with the 2% at 60 Retirement Benefit with three years of their highest average salary calculated as final compensation.

Tier 3

Employees hired after January 1, 2013, shall pay six and a half percent (6.5%) employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier two employees with the 2% at 62 Retirement Benefit with three years of their highest average salary calculated as final compensation.

Sworn Safety Employees

Tier 1

Effective June 13, 2013, employees hired prior to November 3, 2012, shall pay the entire portion of the required nine percent (9%) employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier one employees with the 3% at 50 Retirement Benefit with the single highest one-year salary calculated as final compensation.

Tier 2

Employees hired between November 3, 2012, and January 1, 2013, shall pay nine percent (9%) employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier two employees with the 2% at 50 Retirement Benefit with three years of their highest average salary calculated as final compensation.

Tier 3

Employees hired after January 1, 2013, shall pay 12.25% employee contribution on behalf of the employee to CalPERS.

The City has contracted with PERS to provide tier two employees with the 2.7% at 57 Retirement Benefit with three years of their highest average salary calculated as final compensation.

2011-12 Meet and Confer Process, 2011-2014 Agreements Memo dated August 7, 2012

Post-Retirement Health Benefits

The City contracts with the California Public Employees' Retirement System to provide benefits under California Government Code section 22893. It is the City's intent to provide the benefits described in Government Code Section 22893 to employees hired after July 2003 and to all current employees hired before July 1, 2003 who, in writing, elect to be covered by this provision. All current retirees, and employees who do not elect to be covered by this provision, shall receive \$150 per month as a City contribution toward retiree medical insurance premiums if they continue to use a health plan offered under CalPERS. If the City elects not to maintain an active contract with CalPERS for

medical insurance under the Public Employees' Medical and Hospital Care Act, all employees and retirees will receive the same benefit formula provided in Government Code Section 22893 applied toward medical insurance premiums for any new medical insurance plans contracted for by the City.

2003-05 Employee Labor Agreements

Retired Death Benefit

The City contracts with the California Public Employees' Retirement System to provide a "Retired Employee Death Benefit" pursuant to Section 21623.5 of the California Government Code in the amount of \$5,000.

2003-05 Employee Labor Agreements

PARS-Public Agency Retirement System

On January 1, 2012, the City of San Gabriel adopted the PARS 457 Alternative Retirement System Plan. PARS is an alternative plan to Social Security for part-time, seasonal, and temporary employees. Part-time employees will contribute 7.5% of their salary on a pre-tax basis.

Reso. No. 11-35

Full-time employees do not participate in PARS.

Survivor Benefit

The 1959 Survivor Benefit provides a monthly allowance to eligible survivors of members who were covered for this benefit and died before retirement. The City contracts with PERS to provide full-time employees with the 4th level of this Survivor Benefit.

1997 Contract Amendment with CalPERS

Unused Sick Leave at Retirement Pay for Unused Leave

Any permanent employee retiring from City employment shall be paid for thirty-three and one-third (33 1/3%) percent of his/her accumulated and unused sick leave. Said compensation shall be at the employee's final rate of pay.

Reso. No. 02-12, Section 26 – E

PERS Service Credit for Unused Sick Leave

Pursuant to California Government Code Section 20965, Credit for unused Sick Leave, provides that an employee shall be credited at his/her retirement with 0.004 years of service for each unused (and unpaid) day of sick leave certified to the Public Employees' Retirement System by his/her employer. For purposes of this Section, it is understood that eight (8) hours of accrued sick leave is equal to one unused day of sick leave (this is true for fire shift personnel as well*), and that sick leave for which the employee receives compensation from the City upon his/her retirement is not unused sick leave.

1997-99 Labor Agreements

**See 2003-05 Firefighters' Association M OU, Article 13-Section 1*

APPENDIX AND EXHIBITS

After Hours Education Reimbursement – Appendix “A”

Military Differential Pay – Appendix “B”

Salary Schedule – Exhibit “1”

CITY OF SAN GABRIEL
After-Hours Education Reimbursement Program

EMPLOYEE NAME _____ **DEPARTMENT** _____

The After Hours Tuition Reimbursement Program reimburses full-time employees for costs related to tuition, mandatory materials, and parking for courses at an accredited College or University which are directly related to the employee's present position or promotion with the City. Also, for public safety employees, fees related to State certified public safety classes are also eligible for reimbursement. City-mandated or city-paid trainings, workshops, and/or conferences are separate from this program and process.

PART I. TO BE COMPLETED PRIOR TO COURSE REGISTRATION AND KEPT BY EMPLOYEE UNTIL FINAL GRADE IS RECEIVED

Name of Course _____ Educational Institution _____ Dates of Course _____

The After-Hours Education program is intended for full-time employees pursuing career development. Attach the course description, describe the benefits of the course (s) to the City, current position, and/or future promotion, and estimate the total cost.

My signature below confirms that the course I am requesting authorization for is offered by an accredited college or university (or, if I am a public safety employee, is a State certified public safety class) is directly related to my current and/or future position, or is part of a degree program that is directly related.

Employee Signature _____ Date _____

Department Head Signature (My signature above approves the employee's request.) _____ Date _____

PART II. TO BE COMPLETED AFTER THE EMPLOYEE RECEIVES FINAL COURSE GRADE OF "C" OR BETTER

Reimbursement Costs Requested: _____ Documentation Needed (exceptions are at the discretion of the HR Office): _____

Tuition:	\$ _____	Direct invoice from school (cancelled checks, credit card slips, etc. will not work)
Materials:	\$ _____	Receipt with cost and item name; item must be listed as mandatory on course document
Parking:	\$ _____	Receipt with parking cost and date
Other:	\$ _____	Check w/ HR in advance to determine eligibility and what documentation will be needed
TOTAL:	\$ _____	Dated grade report MUST be included for reimbursement of any kind

My signature below indicates that I understand that I am responsible for providing acceptable documentation to support my request and confirms that all documentation submitted is true and accurate.

Employee Signature _____ Date _____

**COMPLETED FORM WITH ALL DOCUMENTATION MUST BE RECEIVED BY HUMAN RESOURCES OFFICE
 WITHIN ONE MONTH OF DISTRIBUTION OF FINAL GRADE FROM INSTITUTION**

MILITARY LEAVE SUPPLEMENTAL DIFFERENTIAL PAY & BENEFIT POLICY

Purpose:

To set forth the City's policy as it relates to Military Leave of Absence for full-time, regular employees.

Authority:

California Military & Veterans Code § 389 *et seq.*; Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. §. 4301 *et seq.*, and City Council action of November 19, 2002.

Definitions:

1. "Uniformed Services" for the purpose of this policy is defined as Reserves of the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, as well as any other category of persons designated by the President of the United States in time of war or emergency.
2. Service in the "Uniformed Service" means the performance of duty on a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full time National Guard duty.

Benefits:

In order to qualify for benefits under this policy, an employee must be absent from work because they have been involuntarily called to active service in the Armed Services or Uniformed Service in time of National or State emergency. For voluntary service, inactive duty training and annual training in the uniformed service, all benefits shall be as required under the California Military & Veterans Code § 389, *et seq.*, and the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. § 4301 *et seq.*

Wages:

An employee on Military Leave as a result of being involuntarily called for active service in the Uniformed Service during time of National or State emergency will continue to receive their full salary for a period of one month (30 calendar days) from the date they are ordered to report for duty.

Employees who are on active duty longer than thirty (30) calendar days, will be provided supplemental differential pay if the employee's base monthly military pay plus any regularly recurring bonus, specialty, uniform or other enhancements to base monthly military pay is less than his or her base monthly City pay, plus any regularly recurring bonus, specialty, uniform or other enhancements to base monthly City pay. Then, for an additional 335 days following the conclusion of the initial one month period, the City will continue to pay the difference so that the employee's base pay per month at least equals the amount of pay she/he would earn if she/he would not have been mobilized, subject to all necessary and appropriate deductions and withholdings.

In order to access this continuation of wage benefit, the employee must provide documentation of their military pay in a form acceptable to the City Manager or his designee.

Health Insurance Benefits:

Medical/Dental: The City will continue the City's contribution to the employee's medical and dental coverage for up to one year commencing with the date the employee is ordered to report for duty for active service in the Armed Services or Uniformed Service during time of National or State emergency.

Vision/EAP: The City will continue City-paid coverage for vision and access to benefits provided by the City's Employee Assistance Program (EAP) for up to one year commencing with the date the employee is ordered to report for duty for active service in the uniformed service during time of National or State emergency.

LTD/Life/AD&D: Underwriting policy for the City's Long Term Disability (LTD), Life Insurance and Accidental Death & Disability (AD&D) plans require that an employee be "actively at work" for continued coverage or have as an exclusion Military Service. Due to these carrier restrictions, coverage under these plans is suspended during the period the employee is on Military Leave of Absence for active service in the uniformed service during time of National or State Emergency.

Accrual of Benefits:

Vacation/Holiday/Sick: Accrual of vacation, holiday and sick leave will continue while the employee is on paid status during the period of Military Leave for active service in the uniformed service during time of National or State emergency.

Public Employees Retirement Law and Military and Veterans Code:

PERS contributions: During the period in which the employee continues to be on the City payroll, the employee's regular City salary will be reported to PERS and administered according to the PERS contract. A copy of the PERS contract, detailing all benefits, is available in the Finance Department.

Procedure:

1. Employees who volunteer or are called to active (or inactive) military service shall give their respective department head reasonable notice of such orders, within the limits of military regulations.
 - a. Whenever possible, the employee shall notify his/her department of such leave request at least ten (10) working days in advance of the beginning date of such leave;
 - b. When making a military leave request, the employee shall provide a copy of his/her active/inactive duty orders to his/her supervisor.
 - c. When in the performance of inactive duty (or weekend) training the employee shall comply with "a." and "b." above, in addition to arranging workload priorities and work schedules to cover these situations.
2. The department director shall notify Personnel in writing (Personal Action Form) of any employee who will be reporting to active military service, including a copy of said orders.

3. The employee must submit proper documentation of their military pay. Proper documentation may include but is not limited to a pay stub or other deposit information and indicate base pay, bonuses, specialty pay, etc.
4. The employee's department will forward this information to payroll staff.
5. It is the responsibility of the employee to submit documentation to the City anytime their military pay changes.

Return to Work Status:

Upon the employee's release from active duty and if medically able, the City will require that the employee return-to-work for at least six months. Any employee who is provided this benefit must return to work consistent with the Military and Veterans Code. Employees who have received benefits and elect not to return to City service following active duty for reasons other than their own medical condition, and within the required reporting periods, would be required to repay the City for the costs of all supplemental compensation in accordance with the Military and Veterans Code.

Reemployment:

Pursuant to provisions of the USERRA, an employee returning from Military Leave is entitled to reemployment to his/her previous position (or a position of similar seniority, status and pay) if:

1. The person has given advance written or verbal notice of such military service;
2. The cumulative length of the absence and of all previous absences from a position of employment with the City does not exceed five years; and
3. The returning veteran reports to, or submits a reemployment application, to the City in accordance with the notice requirements listed below (38 U.S.C. § 4312(a)).

The notice requirements for reemployment are:

Length of Absence from Employment Due to Uniform Service	Deadline for Applying for Reemployment
Less than 31 days	Eight hours following their return from service to report for their next scheduled work period.
Between 31 & 180 days	Fourteen (14) days following their return from service to apply for reemployment.
More than 181 days	Ninety (90) days following their return from service to apply for reemployment.

Note: The reemployment application deadlines may be extended for two years or more when an employee suffers service-related injuries that prevents him/her from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

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CITY OFFICIALS	Monthly			80 hour			75 hour								
City Manager	\$18,217														
City Council	\$893.70														
City Clerk	\$250														
City Treasurer	\$150														
EXECUTIVE TEAM	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Police Chief	\$13,087	\$75.50	\$80.54	\$13,741	\$79.28	\$84.56	\$14,428	\$83.24	\$88.79	\$15,150	\$87.40	\$93.23	\$15,907	\$91.77	\$97.89
Fire Chief	\$12,168	\$70.20	\$74.88	\$12,776	\$73.71	\$78.62	\$13,415	\$77.40	\$82.56	\$14,086	\$81.27	\$86.68	\$14,790	\$85.33	\$91.02
Assistant City Manager	\$12,135	\$70.01	\$74.68	\$12,742	\$73.51	\$78.41	\$13,379	\$77.19	\$82.33	\$14,048	\$81.04	\$86.45	\$14,750	\$85.10	\$90.77
Finance Director	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Human Resources Director	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Public Works Director/City Engineer	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Community Development Director	\$10,875	\$62.74	\$66.92	\$11,419	\$65.88	\$70.27	\$11,990	\$69.17	\$73.78	\$12,589	\$72.63	\$77.47	\$13,219	\$76.26	\$81.35
Community Services Director	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27
Chief City Clerk	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27
Mission Playhouse Director	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27
MANAGEMENT	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Police Captain	\$10,622	\$61.28	\$65.37	\$11,153	\$64.34	\$68.63	\$11,711	\$67.56	\$72.07	\$12,296	\$70.94	\$75.67	\$12,911	\$74.49	\$79.45
Fire Division Chief * Deputy Chief	\$10,366	\$59.80	\$63.79	\$10,884	\$62.79	\$66.98	\$11,428	\$65.93	\$70.33	\$11,999	\$69.23	\$73.84	\$12,599	\$72.69	\$77.53
Fire Division Chief * Shared Services (Shift)	\$9,872			\$10,366			\$10,884			\$11,428			\$11,999		
Fire Division Chief (Shift)	\$9,402			\$9,872			\$10,366			\$10,884			\$11,428		
Police Lieutenant	\$8,900	\$51.35	\$54.77	\$9,345	\$53.91	\$57.51	\$9,812	\$56.61	\$60.38	\$10,303	\$59.44	\$63.40	\$10,818	\$62.41	\$66.57
Building Official	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Economic Development Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Financial Services Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Planning Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Principal Civil Engineer	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Risk Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Assistant City Clerk	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Community Services Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Field Operations Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Fleet Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Mission Playhouse Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
NIS Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Parks & Facilities Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Police Sergeant	\$7,097	\$40.94	\$43.67	\$7,452	\$42.99	\$45.86	\$7,825	\$45.14	\$48.15	\$8,216	\$47.40	\$50.56	\$8,627	\$49.77	\$53.09

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SUPERVISORY/PROFESSIONAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Fire Captain (Shift)	\$7,313	\$42.19	\$45.00	\$7,678	\$44.30	\$47.25	\$8,062	\$46.51	\$49.61	\$8,465	\$48.84	\$52.09	\$8,889	\$51.28	\$54.70
Fire Captain * Deputy Fire Marshal	\$7,313	\$42.19	\$45.00	\$7,678	\$44.30	\$47.25	\$8,062	\$46.51	\$49.61	\$8,465	\$48.84	\$52.09	\$8,889	\$51.28	\$54.70
Senior Civil Engineer	\$7,022	\$40.51	\$43.21	\$7,373	\$42.54	\$45.37	\$7,742	\$44.66	\$47.64	\$8,129	\$46.90	\$50.02	\$8,535	\$49.24	\$52.52
Senior Planner	\$6,459	\$37.26	\$39.75	\$6,782	\$39.13	\$41.74	\$7,121	\$41.08	\$43.82	\$7,477	\$43.14	\$46.01	\$7,851	\$45.29	\$48.31
Plan Check Engineer	\$6,167	\$35.58	\$37.95	\$6,475	\$37.36	\$39.85	\$6,799	\$39.23	\$41.84	\$7,139	\$41.19	\$43.93	\$7,496	\$43.25	\$46.13
Information Systems Specialist	\$6,165	\$35.57	\$37.94	\$6,473	\$37.35	\$39.84	\$6,797	\$39.21	\$41.83	\$7,137	\$41.17	\$43.92	\$7,494	\$43.23	\$46.11
Recreation Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Human Resources Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Management Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Police Records Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Production Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Revenue Collection Administrator	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Accountant	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Stage Manager	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75
Park Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75
TECHNICAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Associate Civil Engineer	\$6,198	\$35.76	\$38.14	\$6,508	\$37.55	\$40.05	\$6,833	\$39.42	\$42.05	\$7,175	\$41.39	\$44.15	\$7,534	\$43.46	\$46.36
Fire Engineer (Shift)	\$6,187			\$6,496			\$6,821			\$7,162			\$7,520		
Associate Planner	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Police Officer	\$5,560	\$32.08	\$34.22	\$5,836	\$33.67	\$35.91	\$6,129	\$35.36	\$37.72	\$6,434	\$37.12	\$39.59	\$6,757	\$38.98	\$41.58
Building Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Public Works Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Assistant Civil Engineer	\$5,389	\$31.09	\$33.16	\$5,658	\$32.64	\$34.82	\$5,941	\$34.28	\$36.56	\$6,238	\$35.99	\$38.39	\$6,550	\$37.79	\$40.31
Firefighter (Shift)	\$5,364			\$5,632			\$5,914			\$6,210			\$6,520		
Crime Prevention Officer	\$5,023	\$28.98	\$30.91	\$5,274	\$30.43	\$32.46	\$5,538	\$31.95	\$34.08	\$5,815	\$33.55	\$35.78	\$6,105	\$35.22	\$37.57
Engineering Technician	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Event Coordinator	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Permit Center Coordinator	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Assistant Planner	\$4,928	\$28.43	\$30.33	\$5,174	\$29.85	\$31.84	\$5,433	\$31.34	\$33.43	\$5,705	\$32.91	\$35.11	\$5,990	\$34.56	\$36.86
Auto Mechanic II	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19	\$4,810	\$27.75	\$29.60	\$5,051	\$29.14	\$31.08	\$5,303	\$30.60	\$32.64
Police Recruit	\$4,349	\$25.09	\$26.76												
Management Assistant	\$4,239	\$24.46	\$26.09	\$4,451	\$25.68	\$27.39	\$4,673	\$26.96	\$28.76	\$4,907	\$28.31	\$30.20	\$5,153	\$29.73	\$31.71
Dispatcher	\$4,083	\$23.56	\$25.13	\$4,287	\$24.73	\$26.38	\$4,502	\$25.97	\$27.70	\$4,727	\$27.27	\$29.09	\$4,963	\$28.63	\$30.54
NIS Officer	\$4,057	\$23.41	\$24.97	\$4,260	\$24.58	\$26.21	\$4,473	\$25.80	\$27.53	\$4,696	\$27.10	\$28.90	\$4,931	\$28.45	\$30.35
Deputy City Clerk	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Auto Mechanic I	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62
Maintenance Specialist	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62

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Human Resources Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Payroll Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Counter Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Recreation Coordinator	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Park Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73
Park Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73
Groundswoker II	\$2,910	\$16.79	\$17.91	\$3,056	\$17.63	\$18.80	\$3,208	\$18.51	\$19.74	\$3,369	\$19.43	\$20.73	\$3,537	\$20.41	\$21.77
Groundswoker I	\$2,109	\$12.17	\$12.98	\$2,214	\$12.78	\$13.63	\$2,325	\$13.41	\$14.31	\$2,441	\$14.09	\$15.02	\$2,564	\$14.79	\$15.78
Police Reserve Officer	\$29.19														

GENERAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Specialist III	\$4,714	\$27.20	\$29.01	\$4,950	\$28.56	\$30.46	\$5,197	\$29.98	\$31.98	\$5,457	\$31.48	\$33.58	\$5,730	\$33.06	\$35.26
Property & Evidence Technician	\$4,088	\$23.58	\$25.16	\$4,292	\$24.76	\$26.41	\$4,507	\$26.00	\$27.74	\$4,732	\$27.30	\$29.12	\$4,969	\$28.67	\$30.58
Community Service Officer	\$3,541	\$20.43	\$21.79	\$3,718	\$21.45	\$22.88	\$3,904	\$22.52	\$24.02	\$4,099	\$23.65	\$25.23	\$4,304	\$24.83	\$26.49
Specialist II	\$3,455	\$19.93	\$21.26	\$3,628	\$20.93	\$22.32	\$3,809	\$21.98	\$23.44	\$4,000	\$23.07	\$24.61	\$4,200	\$24.23	\$25.84
Pool Manager	\$2,981	\$17.20	\$18.34	\$3,130	\$18.06	\$19.26	\$3,287	\$18.96	\$20.22	\$3,451	\$19.91	\$21.24	\$3,623	\$20.90	\$22.30
Custodian	\$2,779	\$16.03	\$17.10	\$2,918	\$16.83	\$17.96	\$3,064	\$17.68	\$18.85	\$3,217	\$18.56	\$19.80	\$3,378	\$19.49	\$20.79
Police Assistant	\$2,572	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,977	\$17.18	\$18.32	\$3,126	\$18.04	\$19.24
Police Cadet	\$2,572	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,977	\$17.18	\$18.32	\$3,126	\$18.04	\$19.24
Assistant Pool Manager	\$2,547	\$14.69	\$15.67	\$2,674	\$15.43	\$16.46	\$2,808	\$16.20	\$17.28	\$2,948	\$17.01	\$18.14	\$3,096	\$17.86	\$19.05
Administrative Intern	\$2,485	\$14.34	\$15.29	\$2,609	\$15.05	\$16.06	\$2,740	\$15.81	\$16.86	\$2,877	\$16.60	\$17.70	\$3,021	\$17.43	\$18.59
Senior Recreation Leader	\$2,450	\$14.13	\$15.08	\$2,573	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,978	\$17.18	\$18.33
Specialist I	\$2,194	\$12.66	\$13.50	\$2,304	\$13.29	\$14.18	\$2,419	\$13.96	\$14.89	\$2,540	\$14.65	\$15.63	\$2,667	\$15.39	\$16.41
Lifeguard Instructor	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Recreation Leader	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Parking Attendant	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Stage Technician	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Usher	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Park Maintenance Helper	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Parking Lot Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool & Concession Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Stage Technician	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Usher	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool Cashier	\$1,818	\$10.49	\$11.19	\$1,909	\$11.01	\$11.75	\$2,004	\$11.56	\$12.33	\$2,105	\$12.14	\$12.95	\$2,210	\$12.75	\$13.60

CITY OF SAN GABRIEL SALARY MATRIX

Effective 01/07/17

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ADMINISTRATIVE	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour	Monthly	80 Hour	75 Hour
Executive Assistant to the City Manager	\$5,026	\$29.00	\$30.93	\$5,277	\$30.45	\$32.48	\$5,541	\$31.97	\$34.10	\$5,818	\$33.57	\$35.80	\$6,109	\$35.25	\$37.59
Executive Assistant	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Administrative Assistant II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Police Records Specialist	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk I	\$3,196	\$18.44	\$19.67	\$3,356	\$19.36	\$20.65	\$3,524	\$20.33	\$21.68	\$3,700	\$21.34	\$22.77	\$3,885	\$22.41	\$23.91
Administrative Assistant I	\$2,698	\$15.57	\$16.60	\$2,833	\$16.34	\$17.43	\$2,975	\$17.16	\$18.30	\$3,123	\$18.02	\$19.22	\$3,279	\$18.92	\$20.18