

DATE SUBMITTED 06/30/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 07/05/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (X)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ab

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Imperial Police Officer Association 1. Approval of Resolution No. 2023-27 to Adopting Terms Related to Compensation and Benefits for Unrepresented Employee Classifications	
DEPARTMENT INVOLVED: City Manager's Office/Human Resources Department	
BACKGROUND/SUMMARY: The City has prepared a resolution adjusting the current compensation and benefits related to Unrepresented Employee Classification. Adjustments Include the following: <ul style="list-style-type: none"> • Updated salary scheduled for FY 2023-2024, 2024-2025, and 2025-2026 for reflect COLA increases. <ul style="list-style-type: none"> ○ FY 2023-2024 10% COLA ○ FY 2024-2025 2.5% COLA ○ FY 2025-2026 2.5% COLA • Merit increases for satisfactory performance for FY 2023-2024, 2024-2025, and 2025-2026. • Addition of two longevity steps to the salary schedule. <ul style="list-style-type: none"> ○ Step 9 at 15 years continuous employment ○ Step 10 at 20 years continuous employment • Increase amount to \$50 for reimbursement of gym or fitness class membership. • Clarification of FLSA Exempt and FLSA Non-Exempt employment status. 	
FISCAL IMPACT: As Proposed in the Municipal Budget for FY 23-24	ADMIN SERV INITIALS <u>DP</u>
STAFF RECOMMENDATION: It is the recommendation of staff to adopt resolution 2023-27 adjusting the compensation and benefits for Unrepresented Employees	DEPT. INITIALS <u>ab</u>
MANAGER'S RECOMMENDATION: Agrees with staff's recommendation.	CITY MANAGER'S INITIALS <u>DTM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:

RESOLUTION 2023-27

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF IMPERIAL ESTABLISHING EMPLOYEE BENEFITS FOR MSPC UNREPRESENTED EMPLOYEES OF THE CITY OF IMPERIAL

WHEREAS, the City Council recognizes that unrepresented employees (“Unrepresented Employees”), which include those in management, supervisory, professional and confidential positions for the City of Imperial (“City”), must provide effective management and leadership to assure efficient City operations and quality public service; and

WHEREAS, Unrepresented Employees are comprised of Fair Labor Standards Act (FLSA) Exempt Classifications defined as an employee that is not entitled to overtime compensation under FLSA and FLSA Non-Exempt defined as employees who are not exempt and are entitled to overtime compensation under FLSA.

WHEREAS, the following Unrepresented Employees are classified as:

- FLSA Exempt Classifications
 - Administrative Services Director,
 - Assistant City Manager,
 - Community Development Director,
 - Financial Analyst,
 - Finance Director,
 - Finance Manager,
 - Human Resources Analyst,
 - Human Resources Manager,
 - Human Resources Specialist,
 - Information Technology Director,
 - Library Administrator,
 - Management Analyst,
 - Parks and Recreation Director,
 - Project Manager,
 - Police Captain,
 - Public Records Analyst,
 - Public Services Director,
 - Public Services Foreman,
 - Public Services Manager,
 - Wastewater Treatment Plant Chief Operator, and
 - Water Treatment Plant Operator
- FLSA Non-Exempt Classifications
 - Administrative Services Technician I,
 - Administrative Services Technician II,
 - Building Inspector III,

- Executive Assistant,
- Geographic Information Systems Coordinator,
- Librarian,
- Literacy Coordinator,
- Planner III,
- Recreation Coordinator, and
- Special Events Coordinator

New positions classified created after the adoption of this resolution and classified as unrepresented, shall be subject to the terms of this resolution.

WHEREAS, the City Council desires to establish the benefits to be afforded by the City to all Unrepresented Employees referenced above; and

WHEREAS, Exhibit A, attached herein, reflects the salary schedule for FY 2023-2024, FY 2024-2025, and FY 2025-2026; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. All Unrepresented Employees referenced above shall receive the following benefits:
 - a. A 10% cost of living adjustment (COLA) to the fiscal year (FY) 2023-2024 salary schedule, a 2.5% COLA to the FY 2024-2025 salary schedule and a 2.5% COLA to the FY 2025-2026 salary schedule;
 - b. Merit increases will be provided for FY 2023-2024, FY 2024-2025, and FY 2025-2026 to employees who have received a satisfactory performance evaluation. Merits will be awarded on the employee's anniversary date. (Failure to receive a satisfactory performance evaluation will result in no merit increase being provided. Successful completion of a department performance evaluation means a rating of "meets expectations" or higher);
 - c. Longevity Steps: The City will add two additional longevity steps to the salary schedule, allowing for longevity step increases at Step 8, Step 9 and Step 10.
 1. Upon adoption of this resolution all employees with 20 years or greater of continuous services with the City will immediately advance to step 10, so long as they have completed at least one year at step 8.
 2. All employees with equal to or greater than 15, but less than 20 years of continuous service with the City will immediately advance to Step 9, so long as they have completed a minimum of one year at step 8. Future step increases to take place per the provisions outlined under Section 8 Longevity Increases.
 3. Longevity salary increases outlined in c(1) and c(2) will be effective the first day of the pay period following execution of this agreement.
 - d. Health insurance will be provided as follows:
 1. City will pay one-hundred percent (100%) of the Employee Only and fifty percent (50%) of the dependent cost of medical, dental, and vision cost for

existing plans selected by the employee during open enrollment for plan year(s) 2024-2026.

2. City will pay monthly cost of up to seven hundred dollars (\$700.00) of those employees who select SIMSA health plan during open enrollment for plan year(s) 2024-2026.
 3. Employees who waive coverage shall be provided the amount of four hundred dollars (\$400.00) per month and be allowed to allocate said funds into a pre-tax health benefit and/or supplemental insurance coverage, and/or 457 deferred compensation account, and/or his or her paycheck as an after-tax benefit;
 4. City will pay one hundred percent (100%) of the cost of REACH Life Helicopter Services for employees and members of employee's household; and
 5. City will pay one hundred percent (100%) of the employee and dependent life insurance.
 - e. SDI benefits will be provided at one hundred percent (100%) of employee's cost.
 - f. Reimbursement of up to \$50 per month shall be provided for gym or fitness class membership.
2. All employees filling a FLSA Exempt Classification referenced above, and are ineligible to earn overtime compensation shall receive the following benefit:
 - a. Annual administrative leave in the amount of eighty (80) hours, to be provided the first pay period of each fiscal year.
 - b. Unused annual administrative leave shall expire the last pay period of each fiscal year.
 3. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee(s) identified within this resolution, with the exception of the Police Captain shall receive the following benefits as set forth in the Memorandum of Understanding with Teamster's Local Union # 542 adopted by the City of Imperial City Council on July 5, 2023, as though fully set forth herein:
 - a. Article 5 – Compensation (Sections 1, 8, and 9)
 - A. Section 1 – Salary Schedule
 - B. Section 8 – Longevity Increases
 - C. Section 9 – Education Pay
 - b. Article 8 – Holidays
 - c. Article 9 – Sick Leave
 - d. Article 10 – Vacation
 - e. Article 11 – Other Leaves
 - f. Article 12 – Health Benefits
 - g. Article 13 – Retirement Plan
 4. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Public Services Director, Public Services Manager, Public Services

Foreman, Water Chief Operator, Wastewater Chief Operator, Community Development Director, Project Manager, Building Inspector III, Parks and Recreation Director, Information Technology Director, and Information Technology Technician shall also receive the following benefits:

- a. Employee Safety Voucher for boots, up to four-hundred dollars (\$400.00). Products must have ASTM, F2413-11, MI/75, C/75 and/or EH marking inside footwear.
5. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Administrative Services Technician I, Administrative Services Technician II, Building Inspector III, Executive Assistant, Financial Analyst, Human Resources Analyst, Human Resources Specialist, Literacy Coordinator, Management Analyst, Public Records Analyst, Recreation Coordinator, and Special Events Coordinator shall also receive the following benefits:
- a. Employees will be eligible to receive bilingual stipend of up to \$50.00 (\$25.00 for Oral Proficiency and \$25.00 for Written Proficiency) per pay period upon becoming certified in a foreign language hereby specified as Spanish, through a city administered exam testing oral and/or written proficiency provided that the position occupied has been “designated” to receive such pay by the City Manager’s Office. In order to be eligible to receive bilingual pay, the use of the identified foreign language must be a necessary part of their daily work activities and for purposes of communicating with the general public.
6. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee in the position of Police Captain shall also receive the following benefits as set forth in the Memorandum of Understanding with the Imperial Police Officers’ Association adopted by the City Council on July 5, 2023, as though fully set forth herein:
- a. Article X- Safety and Other Equipment Exclusive of Required Uniforms
 - b. Article XI- Uniforms and Uniform allowance
 - c. Article XIII- Employee Leaves
 - A - Sick Leave
 - B - Vacation Leave
 - C - Funeral Leave
 - D - Bereavement Leave
 - E - Jury Duty Leave
 - F – Military Leave
 - G - Other Leave Types
 - H - Donation of Time
 - d. Article XIV- Holidays
 - e. Article XV- Replacement/Repair of Employees Personal Property
 - f. Article XVI – Health Benefits
 - g. Article XVII- Compensation
 - i. Section B: Post Certification
 - ii. Section K: Education Pay

- h. Article XVIII- Retirement
- i. Article XX- Personnel Files
- j. Article XXI- Performance Evaluation
- k. Article XXII- Punitive Action
- l. Article XXIII- Administrative Appeal Procedure
- m. Article XXIV- Discipline
- n. Article XXV- Grievance Procedure

7. The City Manager or designee are authorized to take those steps required to implement the provisions of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Imperial on the 5th day of July, 2023.

Katherine Burnworth, Mayor

ATTEST:

Kristina Shields, City Clerk