

DATE SUBMITTED 10/10/2025  
 SUBMITTED BY Human Resources  
 DATE ACTION REQUIRED 10/15/2025

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

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION: 1. Approve Resolution 2025-50 Establishing Employee Benefits For MSPC Unrepresented Employees of The City of Imperial to incorporate new classification titles.		
DEPARTMENT INVOLVED: Human Resources			
BACKGROUND/SUMMARY: As part of the recent classification study by Gallagher, several positions were approved for reclassification from the Teamsters bargaining unit to be MSPC unrepresented employees. These changes, which are part of a broader implementation for both Teamsters and MSPC, require an update to the MSPC Resolution Establishing Employee Benefits For MSPC Unrepresented Employees. This action is crucial to ensure the City's compensation plans are accurately maintained and legally compliant with the new organizational structure.			
FISCAL IMPACT: NOT TO EXCEED There is no fiscal impact to amend the resolution.	FINANCE INITIALS	<u>DP</u>	
STAFF RECOMMENDATION: Recommendation to approve Resolution 2025-50 Establishing Employee Benefits For MSPC Unrepresented Employees of The City of Imperial to incorporate new classification titles from the reclassified Teamsters positions.	DEPT. INITIALS	<u>KWS</u>	
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER'S INITIALS	<u>DHM</u>	
MOTION:			
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( ) DISAPPROVED ( )	REJECTED ( ) DEFERRED ( )	REFERRED TO:

**RESOLUTION 2025-50**  
**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 employees who are 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
  - Accountant,
  - Assistant City Clerk,
  - Assistant City Manager,
  - Assistant to the City Manager,
  - Associate Planner,
  - Building Inspection and Code Enforcement Supervisor,
  - Building Official,
  - Community Development Director,
  - Community Development Project Manager,
  - Cybersecurity Program Manager,
  - Finance Director,
  - Finance Manager,
  - Fleet and Facilities Supervisor,
  - Geographic Information Systems (GIS) Analyst,
  - Geographic Information Systems (GIS) Program Manager,
  - Human Resources Analyst,
  - Human Resources and Risk Management Director,
  - Human Resources Specialist,
  - Information Technology Analyst,
  - Information Technology Director,
  - Library Manager,
  - Management Analyst,
  - Parks and Recreation Director,
  - Police Captain,
  - Public Services Director,

- Public Services Manager,
- Public Services Supervisor,
- Senior Planner,
- Wastewater Plant Chief Operator, and
- Water Plant Chief Operator
- FLSA Non-Exempt Classifications
  - Community Development Project Coordinator,
  - Construction Project Coordinator,
  - Executive Assistant,
  - Human Resources Technician,
  - Librarian,
  - Library Assistant,
  - Library Grant Coordinator,
  - Literacy Coordinator,
  - Parks Maintenance Coordinator,
  - Recreation/Special Events Coordinator,
  - Senior Collection System Worker,
  - Senior Equipment Mechanic,
  - Senior Maintenance and Utility Worker,
  - Senior Parks Maintenance Worker,
  - Senior Recreation and Event Specialist,
  - Senior Wastewater Treatment Plant Operator,
  - Senior Water Meter/Distribution Operator, and
  - Senior Water Treatment Plant Operator

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, THE CITY COUNCIL OF THE CITY OF IMPERIAL DOES RESOLVE, DETERMINE, AND ORDERS 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 service 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 costs for existing plans selected by the employee during open enrollment for plan year(s) 2024-2026.
    - 2. City will pay the monthly cost of up to seven hundred dollars (\$700.00) for those employees who select the SIMNSA 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 employees' 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 the 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, who 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 in the first pay period of each fiscal year.
    - i. All employees classified as FLSA Exempt as of July 1, 2025, received their annual administrative leave for FY 25/26. Any additional staff who have moved into the FLSA Exempt status as of the date of this executed resolution will receive their annual administrative leave in the amount of

eighty (80) hours, to be provided in the following pay period after the execution of this resolution.

- b. Unused annual administrative leave shall expire in the last pay period of each fiscal year.
  - c. FLSA Exempt Classifications will be reviewed on a yearly basis and are subject to change based on FLSA Exempt criteria.
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 assigned to the departments of Community Development, Innovation and Technology, Parks and Recreation, and Public Services and have been identified by the Department Head to require the use of safety boots in the course and scope of their duties 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 holding positions that are identified the city's bilingual pay eligibility list 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. To be eligible for bilingual pay, the use of the identified foreign language must be a necessary part of their daily work activities and for communicating with the general public.

- b. The city’s bilingual pay eligibility list is reviewed and updated annually.
6. In addition to those benefits detailed in Section 1 above, the Non-Exempt Unrepresented Employees are eligible for benefits as set forth in the Memorandum of Understanding with Teamsters’ Local Union # 542 adopted by the City of Imperial City Council on July 5, 2023, as though fully set forth herein:
    - a. Article 4 – Work Schedules and Assignments
  7. 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
  8. The City Manager or designee is 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 15th day of October, 2025.

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ATTEST:

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KRISTINA SHIELDS,  
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-50 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 15<sup>th</sup> day of October, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

IN WITNESS WHEREOF, I hereunto set my hand and affixed the official seal of the City of Imperial, California, on October 15, 2025.

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KRISTINA SHIELDS,  
City Clerk