

## **RESOLUTION NO. 2023-45**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORCO, CALIFORNIA, ESTABLISHING SALARY RANGES AND BENEFITS FOR MANAGEMENT CLASSIFICATIONS OF THE CITY OF NORCO**

WHEREAS, the following Management classifications of the City of Norco ("City") are unrepresented in the employer-employee relationship and, therefore receive consideration from the City Council in recognition of the management nature and responsibility of the positions and contributions to the efficient and effective operations of the City; and

WHEREAS, individuals serving in these Management classifications are "at will" employees who serve at the pleasure of the City Manager; and

WHEREAS, employees in these classifications are exempt under the provisions of the Federal Fair Labor Standards Act; and

WHEREAS, the City Council desires to establish the compensation levels for Management classifications.

NOW THEREFORE, BE IT RESOLVED effective with the pay period that includes July 1, 2023 there will be an 1.5% increase to the base salary and effective with the pay period that includes July 1, 2024 there will be a 2% increase to base salary for Management classifications as listed on the attached salary schedules and added language for military leave pay, vacation cash out, and computer loan program,

#### **Section 1 SALARY SCHEDULE & CLASSIFICATIONS**

##### **I. SALARY SCHEDULE**

Compensation for below listed classifications can be found on the attached Salary Schedules (Attachment A).

##### **II. CLASSIFICATIONS**

Director of Community Services  
Director of Facilities and Maintenance  
Director of Finance  
Director of Community Development  
Director of Public Works

City Clerk/Assistant to the City Manager

\* The City Manager position is also added to the salary schedule via this Resolution, however, the City Manager's terms and conditions of employment are subject to, and governed by, a separate Employment Agreement between the City Manager and the City.

**Section 2**    **BENEFITS**

**I.**    **SICK LEAVE**

Accrual Rate. Employees in Management classifications shall accrue sick leave at the rate of 8.1 hours of sick leave per month. One half of an employee’s yearly accrual of sick leave may be used for illness or injury to a parent, child, spouse, or domestic partner.

After five (5) years of service, the City shall pay fifty percent (50%) of any accumulated sick leave to the employee at the time of separation from the City up to a maximum of ninety (90) paid days.

Buy-Back. At the option of the employee, the City shall pay to each employee on the payroll immediately following December 1 of each year, 40% of the employee’s unused sick leave for the previous 12 months with the time paid to be deducted from the employee’s total sick leave accumulation.

If the employee is enrolled in the City of Norco deferred compensation program, the employee will have the option of having the money placed in a deferred compensation account.

**II.**    **ADMINISTRATIVE LEAVE**

In recognition of the fact that Management employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees shall be allowed to take administrative leave at the discretion of the City Manager.

Management employees shall be allowed to take up to fifty-six (56) hours administrative leave per year. Administrative leave will not be accumulative; any remaining balance shall expire at 2400 hours June 30 of each year. Approval to take administrative leave must be requested and obtained in the same manner as vacation leave.

Employees will be allowed to be paid (“cash-out”) up to thirty-six (36) Administrative Leave hours on the last payroll of the fiscal year ~~based on merit at the discretion of the City Manager.~~

New hires’ administrative leave will be pro-rated.

**III. HOLIDAYS**

1. Employees shall receive the following paid days off for holidays each year:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Birthday

The birthday holiday must be taken within the fiscal year.

- 3 Floating Holidays

New hires' floating holidays will be pro-rated. If hired between July 1 – October 31 new hires will accrue three (3) floating holidays, if hired between November 1 – February 28 new hires will accrue two (2) floating holidays, if hired between March 1 – June 30 new hires will accrue one (1) floating holiday. Days off must have prior approval by immediate supervisor. All floating holidays must be used or will be lost by June 30 each year.

2. In the event when any holiday falls on a Friday or Saturday the Thursday preceding shall be observed as the holiday, or if the holiday falls on a Sunday, the Monday following shall be observed as the holiday.

3. The City shall pay nine (9) hours for each holiday.

**IV. VACATION**

Employees shall be eligible for bi-weekly vacation accrual as follows:

<u>Annual Increment</u>	<u>Hours Increment</u>	<u>Bi-Weekly Accrual Rate</u>	<u>Annual Accrual Rate</u>	<u>Maximum Accumulation</u>
0 - 4 <sup>th</sup> yr.	Up to 7,488 (4 yrs.)	3.32 hrs.	86.4 hrs.	240 hrs.
5 <sup>th</sup> - 9 <sup>th</sup> yr.	7,489 – 16,847 (9yrs)	4.98 hrs.	129.6 hrs.	360 hrs.
10 <sup>th</sup> - 14 <sup>th</sup> yr.	16,848 – 26,207 (14 yrs.)	5.82 hrs.	151.2 hrs.	420 hrs.
15 <sup>th</sup> + yrs.	26,208 - + (15+ yrs.)	6.65 hrs.	172.8 hrs.	480 hrs.

Employees will cease to accrue vacation hours when in any pay period they exceed their annual accrual as determined by their anniversary date.

**VACATION CASH OUT -**

1. Employees may be permitted to cash-out up to one week (36 hours) of accrued vacation hours on a fiscal year basis, provided that subsequent to the cash-out, the employee shall retain a minimum of one week (36 hours) of accumulated vacation leave.

2. Employees who are at the maximum vacation accrual limit or are within one week (36) hours of the limit may cash out up to an additional 18 hours, for a total of 54 hours of accrued vacation hours on a fiscal year basis.
3. Employees shall complete a “Request for Cash-Out” and submit the request to Human Resources for approval.

#### **V. PERS BENEFITS / EMPLOYEES HIRED ON/PRIOR TO DECEMBER 31, 2012**

1. For employees hired on or prior to December 31, 2012 and new hires who are “Classic” Members, the City has a contract with CalPERS to provide employees with the 2.7% at 55 Full Formula (Section 21354.5).

Other benefits in the CalPERS agreement include:

- a. Section 20965: Credit for Unused Sick Leave. Unused accumulated sick leave at time of retirement may be converted to additional service credit at the rate of 0.004 year of service credit for each day of unused sick leave.
  - b. Section 21574: Fourth Level 1959 Survivors Benefits. This benefit provides a higher-level of 1959 Survivor Benefits to survivors of a member who dies prior to retirement.
  - c. Three-year final compensation (36 highest paid consecutive months).
  - d. The City will pay 100% of the employer and 0% of the employee’s contribution rates. Employees shall pay 8% of the employee’s contribution rates toward retirement through the CalPERS Retirement System.
2. City shall implement all other requirements mandated by the Public Employees’ Pension Reform Act of 2013.

#### **VI. PERS BENEFITS / EMPLOYEES HIRED ON/AFTER JANUARY 1, 2013**

1. The new retirement formula for miscellaneous employees is 2% at 62, with a maximum benefit of 2.5% at 67.
2. Employees must contribute at least 50% of the normal cost rate for the defined benefit plan, rounded to the nearest quarter percent, currently 6.25%.
3. Employer may not pay any of the employee’s share of pension cost.
4. City shall implement all other requirements mandated by the Public Employees’ Pension Reform Act of 2013.

**VII. HEALTH INSURANCE**

1. The City will participate with the State of California for health benefit programs available through CalPERS.
2. Effective August 1, 2022, the City agrees to pay up to \$1,500 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
3. Effective July 1, 2024, the City agrees to pay up to \$1,550 a month for those employees and their dependents enrolled in any of the available CalPERS health plans.
4. Any eligible employee who elects to opt-out of health benefits will be paid a monthly cash amount equal to the lowest basic single rate premium in the CalPERS Other Southern California Region in lieu of health benefits, providing the following requirements are met:
  - a) An election form to opt-out of health benefits is completed.
  - b) Satisfactory proof of other coverage is provided.
5. Retiree Health – Employees hired on or after July 1, 2023, who qualify as “annuitants” under PEMHCA, will receive the PEMHCA statutory minimum upon retirement.

**VIII. DENTAL INSURANCE**

The City will provide a choice between an HMO dental insurance plan, fully paid by the City for both the employee and dependent coverage, and a PPO dental insurance plan with the City’s contribution limited to the cost of the HMO dental insurance premium.

**IX. VISION INSURANCE**

The City will provide a vision care plan that is fully paid by the City for both employee and dependent coverage.

**X. LIFE INSURANCE**

The City will provide term life insurance in the amount of \$125,000, for employees and \$5,000 for dependents, which is fully paid by the City for both employee and dependent coverage.

**XI. CONTINUOUS SERVICE BONUS**

In recognition of years of service to the City, a Continuous Service Bonus shall be given on the anniversary date of the employee as follows:

Five-year anniversary	\$ 100
Ten-year anniversary	\$ 300
Fifteen-year anniversary	\$ 500
Twenty-year anniversary	\$ 700
Twenty-five-year anniversary	\$1,000
Thirty-year anniversary	\$1,250
Thirty-five-year anniversary	\$1,500

**XII. MEDICAL SAVINGS ACCOUNT**

The City shall deposit \$25 per month into a medical savings account for each Management employee.

New Hires are enrolled effective the first of the month, after six months of employment. To be eligible for the benefit, employees must enroll in the Medical Savings Plan.

**XIII. BEREAVEMENT**

1. Bereavement leave shall be provided in the amount of three days in the event of the death of a member of the employee's immediate family. Such bereavement leave shall not be deducted from an employee's accumulated sick leave.
2. Employees may use up to three (3) days of accumulated sick leave in addition to the three (3) days bereavement for the death of an immediate family member.
3. Immediate family shall be defined as any relative who is a member of the employee's household, and any parent, grandparent, spouse, domestic partner, child, brother, sister, niece, or nephew of the employee. The parent, brother or sister of the employee's spouse, domestic partner, ex-spouse, or deceased spouse, regardless of residence or employee's current marital status, is also eligible.

**XIV. JURY DUTY**

1. An employee of the City who is requested to serve on jury duty shall notify his/her supervisor who shall in turn notify his/her department head.
2. While serving on jury duty, an employee shall receive his/her regular salary from the City. The employee shall remit to the City all compensation received as a result of serving on jury duty, except mileage reimbursement.
3. Jury duty limit will be 72 paid hours per fiscal year. An employee must submit documentation of court attendance. Jury duty will be paid for regularly scheduled work days up to the maximum of 72 paid hours per year.

**XV. TUITION REIMBURSEMENT**

The City will provide tuition reimbursement in an amount not to exceed \$400 per quarter, not to exceed \$800 per year, for the purpose of offsetting costs of actual tuition and/or book expense incurred by the employee. This benefit is intended only for courses related to the furtherance of employees' careers with the City.

To be eligible for reimbursement, the course must be pre-approved by the City Manager prior to enrollment. Receipts will be required prior to reimbursement.

All employees participating in the tuition reimbursement program must maintain a passing grade of "C" and submit satisfactory proof to the City Manager. A grade of "B" will be required for master's level class reimbursement.

Should an employee fail to obtain a passing grade of "C" (or "B" for master's level courses) or fail to complete the course, he/she shall be obligated to reimburse the City for his/her reimbursement if prepayment had been made.

**XVI. LONG TERM DISABILITY INSURANCE**

The City of Norco offers an optional Long-Term Disability plan at the employee's expense.

**XVII. DEFERRED COMPENSATION**

The City of Norco offers several deferred compensation plans. Any City full time employee may elect to participate. The plans provide employees the ability to defer current income from state and federal taxes to provide future payments upon death, disability retirement or separation from the City.

Employees may defer a minimum of \$10 per payroll period up to a maximum that is determined by Internal Revenue Service Code 457(k).

The provisions of deferred compensation are subject to change in accordance with Internal Revenue Code Section 457(k).

**XVIII. STATE DISABILITY INSURANCE**

Employees of the City are covered under State Disability Insurance. The State Disability Insurance (SDI) shall provide benefits to employees consistent with state laws, and shall be paid per state law.

An employee may request to supplement his/her SDI with his/her available sick leave or vacation time to maintain a regular salary while receiving disability benefits.

**XIX. INJURY ON DUTY – WORKERS COMPENSATION**

The City's Worker's Compensation Insurance Program shall provide compensation to employees sustaining injury or illness at work consistent with state workers compensation laws.

**XX. AUTO ALLOWANCE**

Employees shall receive \$400 per month auto allowance or a City owned automobile may be assigned for employee use to facilitate emergency call-back duties at the discretion of the City Manager.

**XXI. SEVERANCE PAY – LAYOFF**

Severance pay shall be one (1) week of compensation at six (6) months employment, two (2) weeks compensation at eighteen (18) months, three (3) weeks compensation at thirty (30) months employment, and four (4) weeks compensation at forty-two (42) months or more of employment.

**XXII. EMPLOYEE ON LEAVE COMPENSATION**

An employee on leave without pay, excluding FMLA, CFRA, Military and Disability, shall receive no compensation, including pay for holidays, and shall accumulate no vacation or sick leave while on such leave but shall continue to receive the benefits of continuous service and insurance coverage. The employee's department head shall approve all leaves without pay. The City shall use any accrued sick or vacation accrual for payment of any elected benefit premiums.

**XXIII. MILITARY LEAVE PAY**


Employees shall be entitled to receive normal salary while on Military Leave. Supplemental pay will be applicable to employees that are on active duty. The City shall provide compensation supplementing the employee's current military pay in an amount sufficient to maintain the employee's then current level of pay. Payroll will need adequate verification of employee's military pay in order to calculate the supplemental pay for those on active duty.

For employees that are participating in mandatory trainings, the City will pay an employee 14 working days (126 hours) per fiscal year.

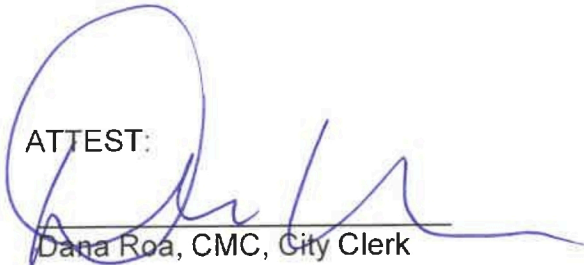
**XXIV. COMPUTER LOAN PROGRAM**

Full-time employees that have completed their initial probation are eligible for the Employee Computer Purchase Program. This program provides eligible employees with an interest-free loan to purchase new products which are compatible with equipment or programs used at the workplace. The minimum interest free loan amount for each full-time employee is \$300 with a maximum of \$2,000. Loan must not exceed \$2,000 every two years. A written agreement between the employee and the City is required. Employees will contact Human Resources to obtain more information on how to participate in the program.

PASSED AND ADOPTED by the City Council of the City of Norco, California, at a regular meeting held on July 19, 2023.

  
Robin Grundmeyer, Mayor  
City of Norco, California

ATTEST:

  
Dana Roa, CMC, City Clerk  
City of Norco, California



Resolution No. 2023-<sup>45</sup>~~XX~~ – Salary Ranges and Benefits for Management Classification  
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July 19, 2023

I, DANA ROA, CMC, City Clerk of the City of Norco, California do hereby certify that the foregoing Resolution was introduced and adopted by the City Council of the City of Norco at a regular meeting held on July 19, 2023 by the following vote of the City Council:

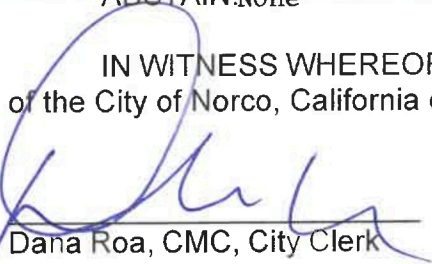
AYES: Grundmeyer, Bash, Hanna, Aleman, Newton

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California on July 19, 2023.



Dana Roa, CMC, City Clerk  
City of Norco, California

Attachment: Management Salary Schedules



**CITY OF  
NORCO**  
HORSETOWN USA

**CITY OF NORCO  
MANAGEMENT  
ANNUAL SALARY RANGES  
EFFECTIVE 06/24/2023**

Classification/Position Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Manager	M80	\$ 213,834	\$ 219,180	\$ 224,660	\$ 230,276	\$ 236,033	\$ 241,934	\$ 247,982	\$ 254,182	\$ 260,536	\$ 267,050
City Clerk/Assistant to City Manager	M55	\$ 115,340	\$ 118,224	\$ 121,179	\$ 124,209	\$ 127,314	\$ 130,497	\$ 133,759	\$ 137,103	\$ 140,531	\$ 144,044
Director of Community Services	M64	\$ 144,044	\$ 147,645	\$ 151,336	\$ 155,120	\$ 158,998	\$ 162,973	\$ 167,047	\$ 171,223	\$ 175,504	\$ 179,891
Director of Facilities and Maintenance	M64	\$ 144,044	\$ 147,645	\$ 151,336	\$ 155,120	\$ 158,998	\$ 162,973	\$ 167,047	\$ 171,223	\$ 175,504	\$ 179,891
Director of Finance	M64	\$ 144,044	\$ 147,645	\$ 151,336	\$ 155,120	\$ 158,998	\$ 162,973	\$ 167,047	\$ 171,223	\$ 175,504	\$ 179,891
Director of Community Development	M64	\$ 144,044	\$ 147,645	\$ 151,336	\$ 155,120	\$ 158,998	\$ 162,973	\$ 167,047	\$ 171,223	\$ 175,504	\$ 179,891
Director of Public Works	M69	\$ 162,973	\$ 167,047	\$ 171,223	\$ 175,504	\$ 179,891	\$ 184,389	\$ 188,998	\$ 193,723	\$ 198,566	\$ 203,531



**CITY OF  
NORCO**  
HORSETOWN USA

**CITY OF NORCO  
MANAGEMENT  
ANNUAL SALARY RANGES  
EFFECTIVE 06/22/2024**

Classification/Position Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Manager	M80	\$ 218,111	\$ 223,564	\$ 229,153	\$ 234,882	\$ 240,754	\$ 246,772	\$ 252,942	\$ 259,265	\$ 265,747	\$ 272,391
City Clerk/Assistant to City Manager	M55	\$ 117,647	\$ 120,588	\$ 123,603	\$ 126,693	\$ 129,860	\$ 133,107	\$ 136,434	\$ 139,845	\$ 143,341	\$ 146,925
Director of Community Services	M64	\$ 146,925	\$ 150,598	\$ 154,363	\$ 158,222	\$ 162,178	\$ 166,232	\$ 170,388	\$ 174,648	\$ 179,014	\$ 183,489
Director of Facilities and Maintenance	M64	\$ 146,925	\$ 150,598	\$ 154,363	\$ 158,222	\$ 162,178	\$ 166,232	\$ 170,388	\$ 174,648	\$ 179,014	\$ 183,489
Director of Finance	M64	\$ 146,925	\$ 150,598	\$ 154,363	\$ 158,222	\$ 162,178	\$ 166,232	\$ 170,388	\$ 174,648	\$ 179,014	\$ 183,489
Director of Community Development	M64	\$ 146,925	\$ 150,598	\$ 154,363	\$ 158,222	\$ 162,178	\$ 166,232	\$ 170,388	\$ 174,648	\$ 179,014	\$ 183,489
Director of Public Works	M69	\$ 166,232	\$ 170,388	\$ 174,648	\$ 179,014	\$ 183,489	\$ 188,076	\$ 192,778	\$ 197,598	\$ 202,538	\$ 207,601