



COMPENSATION PLAN

For

THE CITY OF PLACENTIA
UNREPRESENTED MID-MANAGEMENT AND
EXECUTIVE MANAGEMENT EMPLOYEES

July 1, 2023 – June 30, 2025

No. MGT 23-25
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ARTICLE I - TERM

This Compensation Plan shall be effective July 1, 2023.

ARTICLE II - COMPENSATION

Salary ranges for represented job classes in the bargaining unit shall be set forth in Appendix "A" attached to this Compensation Plan.

A. Compensation Adjustments – Mid-Management Employees

1. Effective the first full pay period following July 1, 2023, the salary range will be increased by five percent (5%). Individuals will receive an adjustment of five percent (5%) related to the change in the salary schedule.
2. Effective the first full pay period following July 1, 2024, the salary range will be increased by four percent (4%). Individuals will receive an adjustment of four percent (4%) related to the change in the salary schedule.
3. One-Time Compensation – Mid-Management employees in paid status as of the approval and adoption of the Compensation Plan will receive a one-time, five percent (5%), non-PERSable compensation payment at base rate of pay.

B. Compensation Adjustments – Executive Management Employees

1. Effective the first full pay period following July 1, 2023, the salary range will be increased by four percent (4%). Individuals will receive an adjustment of four percent (4%) related to the change in the salary schedule.
2. Effective the first full pay period following July 1, 2024, the salary range will be increased by three percent (3%). Individuals will receive an adjustment of three percent (3%) related to the change in the salary schedule.
3. One-Time Compensation – Executive Management employees in paid status as of the approval and adoption of the Compensation Plan will receive a one-time, four percent (4%), non-PERSable compensation payment at base rate of pay.

C. Advancement Through The Salary Schedule

Employees hired at Step A or above, are eligible to advance one-step in the salary schedule after 12 months of service in the current step and with satisfactory job performance. For example, employees hired at Step A are eligible for movement to Step B after 12 months of City service and upon receipt of a performance evaluation that identifies that the employee meets all job standards.

D. Salary on Promotion

Any unit employee promoted from one job class to a higher job class shall be placed at a salary step in the range of the higher job class which provides not less than a 5% salary increase.

ARTICLE III - TEMPORARY UPGRADE PAY

Unit employees assigned to work in a higher classification for more than five consecutive days will receive a 5% pay differential applied to their base rate of pay as temporary upgrade pay when assigned to perform the full range of duties in the higher classification.

The parties agree, that to the extent permitted by law, the City shall report temporary upgrade pay for “classic” employees as special compensation to CalPERS pursuant to CCR §571 (a)(3) Temporary Upgrade Pay.

“New Members” as defined under the Public Employee Pension Reform Act (PEPRA) may receive the pay but it is not reportable as special compensation to CalPERS.

ARTICLE IV - LONGEVITY PAY

Unit employees who have completed fifteen (15) years of service with the City of Placentia shall receive longevity pay of 5% of their base rate of pay for regular scheduled hours.

The parties agree, that to the extent permitted by law, the City shall report longevity pay as special compensation to CalPERS pursuant to CCR §571 (a)(1) and CCR §571.1 (b)(1) Longevity Pay.

ARTICLE V - BILINGUAL PAY

Certain employees who have the ability to communicate in a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the City Administrator to receive Bilingual Pay of \$175 per month.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the City Administrator of the City of Placentia. The department head shall recommend to the City Administrator employees who should be considered for bilingual pay. Prior to receiving Bilingual Pay, designated employees must pass an objective testing process selected by the City demonstrating bilingual ability.

The parties agree, that to the extent permitted by law, the City shall report bilingual pay as special compensation to CalPERS pursuant to CCR §571 (a)(4) and CCR §571.1 (b)(3) Bilingual Pay.

ARTICLE VI - EDUCATIONAL INCENTIVE PROGRAM

A. General Guidelines

1. All actions regarding the Educational Incentive Program, as defined herein, shall require the approval of the affected employee's Department Head and the City Administrator.
2. It shall be the employee's responsibility to submit written applications and supporting documentation for consideration under this program.

3. Additional documentation may be required from the employee by the Department Head or City Administrator.
4. The Department Head and City Administrator may consult with staff members and/or educational authorities when necessary to determine acceptability of educational programs proposed for educational incentive pay.
5. The Department Head and City Administrator shall determine acceptability of proposed educational incentive programs, and grant approvals in such a manner so as to encourage and promote the satisfactory completion of those courses which tend to result in a higher proficiency of the employee in employee's job classification.

B. Requirements and Conditions Education Incentive

Minimum requirements to qualify for educational incentive compensation:

1. Current full-time employment with the City of CITY with a minimum of one-year continuous full-time service.
2. Satisfactory completion of approved educational programs such as college courses, adult educational courses, seminars, etc., related to the employee's occupation in excess of the occupational minimum requirements of the job class the employee occupies.
3. Approval by the employee's Department Head and City Administrator as defined herein.
4. Any employee who has completed educational programs qualifying under these provisions within five (5) years prior to the date he/she meets condition A-1, may be considered for educational incentive compensation for such programs; except that the "five (5) years prior" shall be waived for Associates (AA/AS) or Bachelors (BA/BS) achievement in accordance with condition A herein.
5. Upon advancement to a job class with a higher salary range, an employee shall retain achieved Educational Incentive Compensation only to the extent that completed educational programs meet Condition A, herein as they relate to the higher job class.
6. Where educational units are not conferred by an educational institution for course work completed, twenty hours of approved classroom study shall be considered equivalent to one semester unit.
7. Possession of certificates may be accepted for educational incentive if, and to the extent, the employee can document to the approving authority's satisfaction that the certificate is equivalent to formal education units.
8. For purposes of these provisions, all educational units earned on other than a semester basis shall be converted to their semester equivalent (i.e., number of quarter units divided by 1.5 equal number of semester units).
9. No credit shall be given for letter grades below "C" or for courses not completed. Credit shall be given for courses successfully completed on a "pass-no pass" basis.

10. Educational incentive compensation shall be paid to all qualifying employees beginning the month following the month in which approval is granted.

C. Educational Incentive Compensation

1. All employees qualified under these provisions shall be eligible to apply for educational incentive compensation. Upon approval, educational incentive compensation shall be:
 - a. Two percent (2%) salary differential for possession of an Associate of Arts (AA) degree.
 - b. Four percent (4%) salary differential for possession of a Bachelor of Arts (BA) or Bachelor of Science (BS) degree.
 - c. Six percent (6%) salary differential for possession of a Master's (MA) degree.

ARTICLE VII - TUITION AND BOOKS REIMBURSEMENT

The City shall reimburse a unit employee 75% of the actual cost of books and tuition for a course given by accredited public and private institutions at the current per unit cost of tuition at a "tax supported" institution (Cal-State Fullerton shall be used as the standard); provided:

1. Such a course directly pertains to the unit employee's present duties and/or pertains to the next step toward promotion in employee's field of endeavor.
2. A written request must be submitted and approved by the employee's Department Head and the City Administrator prior to the date of the first meeting of the course.
3. The unit employee receives a grade of C or better in said course.
4. The unit employee remains in the employ of the City for one (1) year after successful completion of said course. If he/she leaves prior to said one (1) year, the reimbursement shall be deducted from employee's final check.
5. Pre-approved coursework for certification programs that are job related may be eligible for reimbursement under this article. Pre-approval of the Department Head and City Administrator is required.
6. The City may cap the funds to be distributed based on the authorized budget as adopted by the City Council annually. The City will budget at least \$20,000 per fiscal year for city-wide use of the tuition reimbursement program. Reimbursements will be provided in the order they are received by Human Resources when the cap is reached.

ARTICLE VIII - TELECOMMUNICATIONS ALLOWANCE

1. Mid-Management Allowance: The City shall provide \$75 per month stipend to mid-management employees who have been authorized by their department head to use a personal cellular telephone or smartphone device for conducting official City business. The employee's department head has full discretion to approve or deny a stipend request

based on the expectation that the employee will use the personal cell phone for city business and that the employee will respond when called or texted.

2. Executive Management Allowance: Subject to employment contract, City shall provide \$100 per month stipend to Executive Management employees.

ARTICLE IX - POOL CARS

Mid-Managers may use City pool cars for City Business. Employees must take all necessary training required per City Policy prior to use of a City Pool car.

An employee required to use a personal vehicle for City business shall be reimbursed mileage at the rate allowed by the Internal Revenue Service.

ARTICLE X - VEHICLE ALLOWANCE

Executive Management employees receive a vehicle allowance per his or her employment contract. Employees receiving this allowance shall have a personal vehicle at his/her work site each day he/she works and shall use that vehicle on City business. For business trips more than 25 miles one-way from City Hall, the employee may use a City pool car or be reimbursed at the IRS rate for travel beyond the first 50 miles. An employee who uses rail transit for meetings or conferences (not commuting) shall be reimbursed for the cost of such transit.

City pool cars may be used in situations where a private vehicle may be endangered e.g., fire, flood, or earthquake.

ARTICLE XI – RETIREMENT

A. CalPERS Retirement System

All unit employees except for certain Fire Personnel and any other current or future unit employees excluded by Contract from CalPERS, shall be members of the California Public Employees' Retirement System (CalPERS) and are subject to all applicable provisions of the City's contract with CalPERS, as amended.

1. Tier I - PERS 2% @ 55

For Classic Members, hired by the City of Placentia prior to April 2012 the employees will contribute the full seven (7) percent member contribution via payroll deduction.

2. Tier II - PERS 2% @ 60

For Classic Members, hired by the City of Placentia on or after April 2012 the employees will contribute the full seven (7) percent member contribution via payroll deduction.

3. PEPRA/NEW MEMBERS - PERS 2% @ 62

For new members hired on or after January 1, 2013, the employees will contribute one-half of the total normal cost as identified by CalPERS.

B. Fire 401(a) Defined Contribution Plan

Certain Fire Employees including Fire Marshal, Fire Prevention Specialist, Deputy Fire Chief, Fire Chief, and any other current or future unit employees excluded by Contract from CalPERS are provided a 401(a) defined contribution plan through Mission Square (formerly ICMA).

Retirement age is 50 years. Employees become 100% vested in the plan upon completion of their fourth anniversary of employment with the City. Should the employee separate from services prior to their fourth anniversary, all retirement benefit contributions made by the City on their behalf will be returned to the City.

City shall contribute on the behalf of each participant 10% of base pay. Compensation defined as base pay excludes overtime, specialty pay, education pay, reimbursements, allowances, leave cash outs and any other ad hoc pay. Mandatory Participant Contributions are NOT required.

C. Deferred Compensation Plan

Unit Employees may participate in a 457(b) Deferred Compensation Plan by electing to contribute pre-tax earnings to the plan subject to annual Internal Revenue Service Limits.

Executive Management Employees – Subject to Employment Contract terms, City shall match Employee’s contribution, dollar-for-dollar up to half of the normal annual deferral limit, up to the limits allowed by Internal Revenue Service regulations, including catch up provision for Employees at least age 50.

D. Social Security

The City does not participate in Social Security.

ARTICLE XII - MEDICAL INSURANCE COVERAGE

The City contracts with CalPERS to provide medical insurance to employees and eligible dependents under the Public Employees’ Medical and Hospital Care Act (PEMHCA).

A. Active Employees

As required under PEMHCA, the City contributes the statutory minimum contribution toward medical insurance premiums. The contribution amounts are subject to change each calendar year based on changes to the medical care component of the Consumer Price Index.

- For coverage effective January 1, 2023, the minimum contribution is: \$151.00/month.
- For coverage effective January 1, 2024, the minimum contribution is: \$157.00/month.
- For coverage effective January 1, 2025, the minimum contribution is: TBD.

The City, under a Section 125 plan, provides an allowance (which includes the statutory minimum) to active employees. Should unit members select a plan with a plan premium in excess of the allowance, the employee is responsible for paying the additional premium costs through payroll deduction. Should a unit member select a plan with a plan premium lower than the allowance, the remainder of the allowance may not be used for any other purpose.

City contributions are as follows:

Employee Only	\$ 722.00 per month
Employee +1	\$1,444.00 per month
Employee +2	\$1,877.00 per month

B. Retiree Coverage

Unit retirees will have access to the CalPERS Health Benefit Program in accordance with CalPERS regulations.

Participation in the CalPERS Program will be consistent with Appendix "B" covering Unit Retirees.

Unit retirees hired prior to November 21, 1995, who are covered under the Appendix B provisions, will receive contributions to retiree medical (inclusive of the statutory minimum) as follows:

Retiree Only	\$ 722.00 per month
Retiree +1	\$1,444.00 per month
Retiree +2	\$1,877.00 per month

Retirees who are Medicare eligible must comply with the CalPERS Medicare enrollment provisions and are capped at medical contributions as follows (inclusive of the statutory minimum):

Retiree Only	\$ 342.39 per month
Retiree +1	\$ 684.78 per month
Retiree +2	\$1,027.17 per month
Medicare & Basic Combo	\$1,027.44 per month

For unit retirees hired after November 21, 1995, the City will provide the minimum contribution required by the CalPERS Health Benefit Program. The contribution amounts are subject to change each calendar year based on changes to the medical care component of the Consumer Price Index.

- For coverage effective January 1, 2023, the minimum contribution is: \$151.00/month.
- For coverage effective January 1, 2024, the minimum contribution is: \$157.00/month.
- For coverage effective January 1, 2025, the minimum contribution is: TBD.

C. Medical Coverage Opt Out

1. Employees who opt out of the CalPERS medical plan and receive cash must provide the following:(1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction (“tax family”), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies (“opt out period”); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made, and the City will not in fact make payment if the employer knows that the employee or tax family member doesn’t have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.
2. Unit employees hired by the City and who have elected to opt out as of November 1, 2019, will receive the following taxable payment each month under the eligible opt out arrangement:

a. Employee + Family	\$1,001.00
b. Employee + Dependent	\$ 822.25
c. Employee Only	\$ 607.75
d. Family to Employee Only (Remove 2 dependents)	\$ 607.75
e. Two-party to Employee Only (Remove 1 dependent)	\$ 536.25
f. Family to Two-Party (Remove 1 dependent)	\$ 357.50
3. Medical opt-out for active employees hired after July 1, 2019, or for employees hired before July 1, 2019, and who elect to opt out after November 1, 2019, will receive:
 - \$400 per month.
4. The taxable payment may be used by the employee at his/her discretion. Employees may elect to receive the payment as taxable wages, defer the payment into a 457(b) deferred compensation plan or for use in conjunction with Flexible Spending Accounts offered by the City.

ARTICLE XIII - OTHER INSURANCE PROGRAMS

A. Short Term Disability and Long-Term Disability Plans

1. The CITY agrees to provide to all full-time Unit Employees a short-term disability insurance plan at its sole expense. The basic coverage of this insurance shall be to guarantee a disabled employee an income of 66-2/3% of employee's basic salary up to the policy maximum following a fifteen (15) day waiting period. Definition of

"disability" and duration of eligibility for benefits shall be as set forth in the CITY's policy with its insurance carrier.

2. The CITY agrees to provide to all full-time employees covered by this Memorandum of Understanding a long-term disability insurance plan at its sole expense. The basic coverage of this insurance shall be to guarantee a disabled employee an income of 66-2/3% of employee's basic salary up to the policy maximum following a ninety (90) day elimination period. Definition of "disability" and duration of eligibility for benefits shall be as set forth in The CITY's policy with its insurance carrier.

B. Life Insurance

1. The CITY agrees to provide to all mid-management employees life insurance at its sole expense, in the amount of one times each employees' earnings, rounded to the next \$1,000 with a maximum of \$150,000 of coverage and \$1,000 for spouse and children over the age of six (6) months.
2. Subject to Employment Agreement terms, for Executive Management employees, the City shall pay the amount of premium due for term life insurance in the amount equal to one-half the Employee's adjusted annual base salary and whole life insurance in the amount of one-half the Employee's adjusted annual base salary, including all increases in the annual base salary.

C. Dental Insurance

The CITY agrees to make available to all unit employees' dental insurance, and to pay the full premium for employee and dependent coverage for said insurance during the term of this Compensation Plan.

D. Optical Insurance

The CITY agrees to make available to all unit employees' optical insurance. Further, CITY agrees that it shall pay the full premium for employee and dependent coverage for said insurance during the term of this Compensation Plan.

ARTICLE XIV – CAFETERIA PLAN

The City shall provide a full flexible Cafeteria Plan under IRS Cod Section 125 to include Premium Only Conversion and Health Care Spending and Dependent Care Accounts.

ARTICLE XV – ADMINISTRATION

The City reserves the right to select the insurance carriers, or to administer any fringe benefit programs that now exist or may exist in the future during the term of this Compensation Plan.

ARTICLE XVI - PAID TIME OFF (PTO)

The purpose of paid time off (PTO) is to enable eligible unit employees to take time off from work.

A. New Employee Accrual

New employees receive forty (40) hours of PTO upon completion of six months of City service. PTO may be used following the completion of six months of service, unless approved by the Department Head.

B. PTO Accrual

1. Mid-Management employees shall accrue paid time off on the following basis with a maximum accrual of two-hundred and sixty (260) hours:

Years of Service	Accrual Rate	Maximum Accumulation
0-3 years	3.08 hours/pay period (80 hours annually)	260 Hours
3-10 years	4.62 hours/pay period (120 hours annually)	260 Hours
10+ years	6.46 hours/pay period (168 hours annually)	260 Hours

2. Executive Management employees shall accrue paid time off at a rate of 6.46 hours per biweekly pay period with a maximum of two hundred and sixty (260) hours.

C. Accrual Eligibility

A completed biweekly pay period is defined as a biweekly pay period in which the employee has been in pay status for more than half of the working hours in that pay period.

D. Use of Paid Time Off

1. Unit employees will request paid time off through their immediate supervisor.
2. Approval of a paid time off request is the responsibility of the Department Head or his/her designee. He/she will primarily consider the needs of the City and, insofar as possible, the wishes of the employee.
3. Use of PTO may not exceed accumulated PTO leave bank. Should an employee exhaust their PTO and have no other available leave accrued, the employee may request time off without pay. Time off without pay is subject to Department Head and Director of Human Resources approval.
4. Unit employees with Extraordinary Vacation Leave Banks may use either their PTO bank or their Extraordinary Vacation Bank when taking leave.

E. Payment of PTO Upon Separation of Service

An employee who separates from the service of the City shall receive payment for unused and accumulated PTO as of the date of separation, provided that accumulation of PTO shall be conditional upon completion of one (1) year of continuous service and an employee who, for any reason, does not complete one (1) year of continuous service, shall receive no credit/payment for paid time off.

F. Denial of PTO Request Resulting in Inability to Use PTO

Should a unit employee who has made a reasonable request to use PTO time (reasonable is defined as at least two weeks in advance) be unable to utilize PTO time after requesting leave, and the inability to use leave will result in the employee reaching the maximum accrual, the City agrees to cash out 40 hours in lieu of leave at the employees base hourly rate of pay. A request to use PTO will not be unreasonably denied.

ARTICLE XVII - SICK LEAVE/ALTERNATIVE HEALTH & WELLNESS (AHW)

A. Purpose of AHW/Sick Leave Program

Unit employees participate in the Alternative Health and Wellness (AHW) program which provides leave to be used for sick leave purposes as well as an incentive when employees use low amounts of leave. For long-term unit members, frozen sick leave banks may exist. Frozen sick leave banks may also be used for sick leave purposes or employees have the option of cashing out a portion of that leave as described below.

B. Reasons for Use of AHW/Frozen Sick Leave

AHW hours and frozen sick leave hours may be used for an employees' illness or injury, medical appointments, for victims of domestic violence or stalking, or for other reasons the law allows sick leave to be used. Additionally, AWH leave may be used for family sick leave purposes as defined under the law (Labor Code 233).

C. Request for Physician's Certification

Evidence may be required in the form of a physician's certification, or other documentation, for any absence of a duration of three (3) or more consecutive working days during which AHW or frozen sick leave is requested unless waived by the City Administrator. If the absence during which leave is requested is less than 3 consecutive workdays no physician's certificate (note) will be necessary prior to returning to work, unless the City has reasonable cause to believe there is abuse of the leave.

D. Alternative Health and Wellness Leave/Program

1. AHW leave accrual cannot exceed one-hundred and ninety-two (192) hours.
2. Unit members receive ninety-six (96) hours of AHW leave effective the first pay period in July of each fiscal year. The AHW bank has a maximum accrual of 192 hours, no credit will be given for hours above the maximum.
3. The AHW hours have no cash value during employment or upon separation from City service.
4. New employees will receive a pro-rated amount of AHW hours based on their date of hire. For example, an employee who begins employment in October will receive sixty-four (64) hours of AWH with the first pay period in November for the remaining eight months in the fiscal year. New employees may use AHW leave after completing three months of City service.

E. AHW Incentives

1. Unit members in active service as of July 1st, will receive \$250 with the first paycheck in July.
2. In addition to the \$250, unit members who use thirteen (13) hours or less of AHW leave between July 1 – June 30, may convert twenty-four (24) hours of AWH leave to their PTO bank (subject to PTO bank maximums). The employees must submit an election form requesting the conversion by June 1st of each year, and those who meet the criteria will have the 24 hours converted to PTO prior to the annual allocation of AHW leave. Employees will also receive \$1,000 with the first paycheck in July.
3. In addition to the \$250, unit members who use more than thirteen (13) hours but twenty-six (26) hours or less of AHW leave between July 1 – June 30, may convert twelve (12) hours of AWH leave to their PTO bank (subject to PTO bank maximums). The employees must submit an election form requesting the conversion by June 1st of each year, and those who meet the criteria will have the 12 hours converted to PTO prior to the annual allocation of AHW leave. Employees will also receive \$500 with the first paycheck in July.

F. Frozen Sick Leave

For unit members with frozen sick leave, each year those employees may elect to cash out up to ninety-six (96) hours of frozen sick leave, until the frozen sick leave is depleted. Unit members electing to cash out frozen sick leave must submit a frozen sick leave cash out form no later than November 1st of each year to receive the cash out with the first paycheck in December. The cash out is paid pursuant to the reimbursement value table identified below. Unit employees with frozen sick leave at the time of retirement will be paid 100% (the base rate of pay) for hours in their frozen sick leave bank. Hours in this bank may also be used for sick leave purposes.

Years of City Service at Time Cash Out is Requested or Upon Retirement	Reimbursement Value of Frozen Sick Leave
0 to 3 years	0%
Over 3 to 6 years	55%
Over 6 to 9 years	65%
Over 9 to 20 years	80%
Over 20 years	85%
Retirement	100%

G. Reemployment

An employee who separates from City service and is reemployed by the City shall be treated as a new employee and shall not be entitled to any prior AHW leave unless required by law.

ARTICLE XVIII - OPTIONAL ANNUAL LEAVE BUY DOWN

Annually, by December 15th, employees may submit an irrevocable election form to receive payment of accrued leave in the following year under the following conditions:

1. An employee may elect to cash out up to one-hundred and fifty (150) hours of accrued PTO, Extraordinary Vacation Leave, or Comp Time to be paid with the first paycheck in December as long as after the cash out, a minimum of forty (40) hours remains in the PTO bank.
2. Employees with Extraordinary Vacation Leave must cash out that leave bank prior to requesting to cash out PTO or Comp Time.

For example, irrevocable election forms submitted in December 2019 will be for the December 2020 cash out. The hours of leave, which are converted to pay, shall be deducted from the employee's applicable accrual bank as identified on the irrevocable election form. The remaining unused leave shall remain in the applicable leave bank.

3. Employees who do not submit irrevocable election forms by the December 15th due date will have been deemed to have elected to forgo participation in the optional annual leave buy down program.
4. Employees who experience an unforeseen emergency may be permitted to make a new irrevocable election and redeem vacation hours for cash (or to increase the amount of a previous election up to the maximum) during the calendar year in which the unforeseen emergency occurs. For these purposes, "unforeseen emergency" means a severe financial hardship to the employee resulting from an illness or accident of the employee, the employees' spouse, or a dependent of the employee, loss of the employee's property due to casualty, or other similar extraordinary and unforeseeable circumstance arising because of events beyond the control of the employee. The amount of such new election (or increase to prior election) shall be limited to the amount necessary to satisfy the unforeseen emergency up to the maximum of 150 hours per year as identified above and subject to the same minimum balance remaining after cash out as identified above. Whether an occurrence is an unforeseeable emergency shall be determined by the Director of Human Resources at his/her sole discretion. The denial of a request under the unforeseen emergency provision is not subject to any appeal by the employee.

ARTICLE XIX - OTHER MEDICAL LEAVE

The City complies with federal and state leave laws including but not limited to FMLA/CFRA, Pregnancy Disability Leave (PDL), Military Leave, etc.

ARTICLE XX - BEREAVEMENT LEAVE

Unit members are eligible for bereavement leave because of death within the immediate family. Immediate family shall be defined as parent, child, stepchild, spouse, registered domestic partner, sibling, grandparent, grandchildren, and spouse's parents and grandparents. Unit

members may take bereavement leave for up to five (5) workdays for each death that occurs in the member's immediate family.

ARTICLE XXI – HOLIDAYS

A. Designated Holidays

The City observes the following holidays (holidays are generally valued at 10 hours each unless otherwise noted):

1. New Years' Day, January 1
2. Martin Luther King Day (Third Monday in January)
3. President's Day (third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day, July 4
6. Labor Day (First Monday in September)
7. Veterans' Day, November 11
8. Thanksgiving Day (Fourth Thursday in November)
9. Friday after Thanksgiving Day (observed on the Wednesday before Thanksgiving)
10. Christmas Eve, December 24
11. Christmas Day, December 25
12. New Year's Eve, December 31 (8-hour day)

B. Holiday Closure

1. City to provide sixty-two (62) hours of leave for use during the holiday closure. Employees who are not working between December 15, 2023, and January 2, 2024, must use these hours for days off of work. Employees in critical positions who are unable to utilize time off during Holiday Closure period will receive pay for unused hours on the last paycheck in June 2024. Hours are subject to the normal approval process and will be prorated for new employees. Employees must be employed during Holiday Closure period between December 15, 2023, and January 2, 2024, to be eligible. Any time not utilized or paid out will be forfeited effective June 30, 2024.
2. City to provide forty-two (42) hours of leave for use during the holiday closure. Employees who are not working between December 20, 2024, and January 5, 2025, must use these hours for days off work. Employees in critical positions who are unable to utilize time off during Holiday Closure period will receive pay for unused hours on the last paycheck in June 2025. Hours are subject to the normal approval process and will be prorated for new employees. Employees must be employed during Holiday Closure period between December 20, 2024, and January 5, 2025, to be eligible. Any time not utilized or paid out will be forfeited effective June 30, 2025.

C. Floating Holidays

Unit employees receive two floating holidays at the beginning of each fiscal year. Unused floating holiday hours as of June 1st will be cashed out annually at the base hourly rate of pay with the second paycheck in June.

D. Holidays Observed

When a holiday falls on a Sunday, the following Monday shall be deemed to be a holiday in lieu of the day observed. When a holiday falls on Saturday, the preceding Thursday shall be deemed to be a holiday in lieu of the day observed.

ARTICLE XXII - MANAGEMENT LEAVE

Mid-Managers and Executive Management personnel are not eligible for paid overtime.

Mid-Management employees may receive up to 80 hours of management leave per calendar year dependent upon position and Department Head discretion. Annual leave is credited to employees' Management Leave bank in January. Hours are prorated for new employees.

Executive Management employees shall receive 100 hours of management leave per calendar year. The use of management leave time shall be at the discretion of the City Administrator. Annual leave is credited to employees' Management Leave bank in January. Hours are prorated for new employees.

Management leave may be used for leave purposes only and will have no cash value. Management leave hours must be utilized in the calendar year credited, and any remaining balance may not be carried over to the next calendar year.

ARTICLE XXIII - PAYROLL PROCESSES

A. Pay Periods

Unit employees will be paid on a bi-weekly basis. Pay periods shall begin at 12:01 a.m. every other Saturday and end at midnight the second Friday (i.e., 14 calendar days later) thereafter. Paydays shall occur on the Friday following the conclusion of each pay period. The one exception is when that Friday is a federal holiday the payday shall fall on the preceding business day.

B. Direct Deposit

The City shall electronically deposit employees' paychecks into a savings or checking account designated by the employee. All employees shall participate in the City's direct deposit payroll program. Each employee shall be responsible for providing the Human Resources Department with the correct routing number and account number of his or her banking institution.

ARTICLE XXIV - WORK SCHEDULES AND HOURS OF WORK

A. Work Schedules

Unit employees are assigned a 4/10 work schedule. The work schedule includes four consecutive ten-hour workdays followed by three consecutive days off for two weeks. The work schedule in a two-week period is 80 hours.

B. Hours of work

- 7:15 a.m. - 6:15 p.m., Monday - Thursday - (1-hour unpaid lunch)

All other work schedules or hours of work would require the Alternative Work Schedule Request Form to be submitted and approved by the City Administrator.

Except in cases of emergency, the City shall provide two weeks notice to an employee of any changes in his/her work schedule.

ARTICLE XXV - GRIEVANCE AND ARBITRATION PROCEDURES

A. Purpose

The purpose of the grievance procedure is:

1. To promote improved employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided by other regulations.
2. To afford unit employees, individually or through qualified employee organizations a systematic means of obtaining further consideration of problems after every reasonable effort has failed to resolve them through discussions.
3. To provide that a grievance shall be settled as near as possible to the point of origin.
4. To provide that appeals shall be conducted as informally as possible.

B. Matters Subject To Grievance Procedure

Any unit employee or the Association shall have the right to grieve alleged violations or misapplications of this Memorandum of Understanding or of existing resolutions, ordinances, rules or regulations with respect to wages, hours, or conditions of employment, or suspension, dismissal from employment or any other disciplinary action; and for which appeal is not provided by other regulations or is not prohibited.

C. Informal Grievance Procedure

A unit employee who has a problem or complaint should first try to get it settled through discussion with the employee's immediate supervisor without undue delay. If, after this discussion, he/she does not believe the problem has been satisfactorily resolved, he/she shall have the right to discuss it with the employee's supervisor's immediate superior. Every

effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the unit employee is not in agreement with the decision reached by discussion, he/she shall then have the right to file a formal grievance. Any formal grievance must be filed within thirty (30) calendar days after the event giving rise to said grievance. A formal grievance may be filed by the employee association.

D. Formal Grievance Procedure

1. First Level of Review (Step 1) - The grievance shall be presented in writing to the unit employee's immediate supervisor, who shall render employee's decision and comments in writing and return them to the unit employee within fifteen (15) calendar days after receiving the grievance in writing. If the unit employee does not agree with employee's supervisor's decision, or if no answer has been received within fifteen (15) calendar days after submitting the grievance in writing to the immediate supervisor, the unit employee may present the appeal in writing to the employee's department head. Failure of the unit employee to take further action within ten (10) calendar days after receipt of the written decision of his/her supervisor, or within a total of twenty-five (25) calendar days following submittal of the written grievance to the supervisor, if no decision by the supervisor is rendered, it will constitute a withdraw/dropping of the grievance.
2. Department Review (Step 2) - The Department Head receiving the grievance, or employee's designated representative, shall discuss the grievance with the unit employee, employee's representative, if any, and with other appropriate persons. The Department Head shall render employee's decision and comments in writing and return them to the unit employee within fifteen (15) calendar days after receiving the grievance. If the unit employee does not agree with the decision reached or if no answer has been received within fifteen (15) calendar days, he/she may present the grievance, in writing, to the City Administrator. Failure of the unit employee to take further action within ten (10) calendar days after receipt of the decision of the Department Head, or within twenty-five (25) calendar days following submittal of the written grievance to the department head if no decision is rendered will constitute a withdraw/dropping of the grievance.
3. City Administrator Review (Step 3) - The City Administrator shall discuss the grievance with the unit employee, employee's representative, if any, and with other appropriate persons. The City Administrator may designate a fact-finding committee or an individual not in the normal line of supervision, to advise him/her concerning the grievance. The City Administrator shall render a decision in writing to the unit employee within twenty (20) calendar days after receiving the grievance. If the unit employee does not agree with the decision reached or if no answer has been received within twenty (20) calendar days, he/she may submit the grievance to binding arbitration, as outlined below. Failure of the unit employee to take further action within ten (10) calendar days after receipt of the City Administrator's decision, or within a total of twenty (20) calendar days following submittal of the written grievance to the City Administrator if no decision is rendered will constitute a withdraw/dropping of the grievance.

E. Conduct of Grievance Procedure

1. The time limits specified above may be extended to a definite date by mutual agreement of the unit employee and the reviewer concerned.
2. The unit employee may request the assistance of another person of employee's own choosing in preparing and presenting employee's appeal at any level of review.
3. The unit employee and employee's representative may be permitted to use a reasonable amount of work time, as determined by the appropriate department head, in conferring about and presenting the appeal.
4. Unit employees shall be assured freedom from reprisal for using the grievance procedure.

F. Arbitration

1. General Provisions. After having exhausted the provisions of the Grievance Procedure set forth herein, an eligible unit employee shall have the right to submit to binding arbitration any grievance which has not been resolved to employee's satisfaction, except in instances where such submission is specifically prohibited by the Personnel Ordinance, City Personnel Rules or this Memorandum of Understanding. Such appeal may be filed only after completion of Step 3 of the Grievance Procedure and in accordance with the time limits provided herein. Binding arbitration, as provided in this Article, shall be the sole and exclusive procedure for final resolution of unresolved grievances.
2. Procedures. If the grievant is not satisfied with the decision rendered at Step 3 of the Grievance Procedure, he/she may submit the matter to binding arbitration within the time limits set forth in the Grievance Procedures by filing written notice of such submission with the Director of Human Resources. The written notice shall set forth the issue being submitted to binding arbitration, the provision(s) allegedly violated, and the remedy requested.
 - a. The City's representative and the grievant, or employee's designated representative(s), shall select an impartial third party to serve as the arbitrator.
 - b. If the City's representative and the grievant, or employee's designated representative(s), are unable to agree upon an impartial third party, then the arbitrator shall be selected by mutually striking and ranking names from a list of professional arbitrators supplied by the American Arbitration Associations. Failure of the unit employee to participate in obtaining a list of arbitrators, selecting a single arbitrator, or scheduling an arbitration date, within thirty (30) calendar days of being requested to do so by the City, shall constitute a dropping of the grievance.
 - c. Each party to the dispute shall have the opportunity to present testimony and relevant evidence and to cross-examine witnesses before the arbitrator. After hearing the case, the arbitrator shall, in writing, submit to

the parties' employee's decision for resolution of the grievance. The decision of the arbitrator shall be final and binding upon both parties.

3. Conditions. The arbitrator shall have no power to add to, subtract from, or to modify any of the terms of any memorandum of understanding between the parties. The arbitrator's award shall be consistent with, and controlled by, the Personnel Rules, Ordinances, and Charter of the City of Placentia, as well as the laws and Constitution of the State of California.
4. All expenses of arbitration shall be borne equally by the parties.
5. The provisions of this Section shall in no way apply to the "meet-and-confer" process.

ARTICLE XXVI – MISCELLANEOUS PROVISIONS

A. Probationary Period

1. All original and promotional appointments to the classified service shall be tentative and subject to a probationary period of twelve (12) months actual service.
2. The City Administrator may establish a longer probationary period for specified cases.
3. The appointing authority shall complete a written performance evaluation indicating whether the employee has or has not been granted permanent status, a copy shall be given to the probationary employee and the original shall be forwarded to the Human Resources Division before the probationer's permanent status date.

B. Performance Evaluations

Employees will receive performance evaluations from their supervisor at least annually on performance evaluation forms provided by the City. New employees or employees who need improvement may be evaluated more frequently than once per year. The performance evaluation process should provide an assessment and feedback on the quality, quantity, and other job-related metrics designed to identify proficiency and performance that meets the standards set by the supervisor, department, and City. Performance evaluations will be placed in the employees' official personnel file in Human Resources.

C. Leaves of Absence

1. During any unpaid leave of absence, unit members will not accrue leave and the City will not contribute toward medical/insurance benefits, unless required to do so under the law.
2. Unit members with accrued leave are required to utilize their leave accruals when they are absent from their regular schedule. Accrued leave shall be used to cover any hours of absence from the employees' regular work schedule. Unpaid leaves of absence for partial or full days, is not authorized when accrued leave is available.

D. Reclassification

A unit member who believes that there have been substantial changes in their job duties that are not reflected in the current job classification specification may request to their Department Head that a classification review be conducted. Requests for a classification review must be received between November 1st and December 15th. The Department Head will review the request and if he/she agrees to initiate a request for a classification review, he/she will submit the request to Human Resources by January 15th.

Human Resources will evaluate and determine the manner and method to use to review the classification. Human Resources can also decline to review the classification if it believes the review is not warranted or if there is another more appropriate avenue for review. Classification reviews and recommendations will be evaluated during the annual budget process and any recommended change will be presented for consideration via the budget process.

E. Annual Physical

Subject to Employment Contract terms, Executive Management Employees may elect to submit once per calendar year to a complete physical examination, including a cardiovascular examination, by a qualified physician under the City's medical plan selected by the employee, the co-pay cost shall be paid by the City.

ARTICLE XXVII – EMPLOYMENT CONTRACTS

Executive Management employees in classifications listed in Exhibit A are subject to employment contracts.

Employment contracts for any classification is at the discretion of the City Administrator.

Other terms of employment including benefits may be offered and agreed upon through an employment contract.

APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE
 Mid-Management - Effective July 1, 2023

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
ACCOUNTANT	34.80	6,031.37	72,376.47	36.54	6,332.94	75,995.29	38.36	6,649.59	79,795.05	40.28	6,982.07	83,784.80	42.30	7,331.17	87,974.05
ACCOUNTING MANAGER	50.77	8,800.96	105,611.47	53.31	9,241.00	110,892.05	55.98	9,703.06	116,436.66	58.78	10,188.21	122,258.48	61.72	10,697.62	128,371.41
ASSISTANT TO CA/ECONOMIC DEVELOPMENT MANAGER	56.29	9,756.59	117,079.10	59.10	10,244.42	122,933.04	62.06	10,756.64	129,079.68	65.16	11,294.47	135,533.70	68.42	11,859.20	142,310.36
ASSOCIATE CIVIL ENGINEER	44.03	7,631.50	91,577.96	46.22	8,012.04	96,144.49	48.54	8,413.20	100,958.46	50.96	8,833.12	105,997.38	53.51	9,275.52	111,306.25
ASSOCIATE PLANNER	38.19	6,619.21	79,430.58	40.10	6,950.18	83,402.12	42.10	7,297.69	87,572.24	44.21	7,662.57	91,950.83	46.42	8,045.70	96,548.37
CHIEF BUILDING OFFICIAL	52.90	9,169.14	110,029.73	55.54	9,627.60	115,531.22	58.32	10,108.98	121,307.78	61.24	10,614.43	127,373.17	64.30	11,145.15	133,741.83
CHIEF DEPUTY CITY CLERK	43.15	7,479.89	89,758.69	45.31	7,853.89	94,246.62	47.58	8,246.58	98,958.95	49.96	8,658.91	103,906.90	52.45	9,091.85	109,102.25
CITY ENGINEER/DEPUTY DIRECTOR OF PUBLIC WORKS	63.51	11,008.51	132,102.11	66.69	11,558.93	138,707.22	70.02	12,136.88	145,642.58	73.52	12,743.72	152,924.70	77.20	13,380.91	160,570.96
CODE ENFORCEMENT MANAGER	43.44	7,529.16	90,349.90	45.61	7,905.62	94,867.40	47.89	8,300.90	99,610.76	50.28	8,715.94	104,591.30	52.80	9,151.74	109,820.87
CODE ENFORCEMENT SUPERVISOR	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.32	89,127.81	44.99	7,798.68	93,584.15
COMMUNICATIONS & MARKETING MANAGER	43.44	7,529.16	90,349.90	45.61	7,905.62	94,867.40	47.89	8,300.90	99,610.76	50.28	8,715.94	104,591.30	52.80	9,151.74	109,820.87
COMMUNITY SERVICES SUPERVISOR	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.32	89,127.81	44.99	7,798.68	93,584.15
CRIME ANALYST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
DEPUTY CHIEF OF POLICE	82.84	14,358.72	172,304.61	86.98	15,076.65	180,919.84	91.33	15,830.49	189,965.83	95.90	16,622.01	199,464.12	100.69	17,453.11	209,437.33
DEPUTY CITY CLERK	33.73	5,846.25	70,155.03	35.41	6,138.56	73,662.77	37.19	6,445.49	77,345.90	39.04	6,767.77	81,213.18	41.00	7,106.16	85,273.87
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	69.36	12,022.07	144,264.88	72.83	12,623.18	151,478.12	76.47	13,254.34	159,052.03	80.29	13,917.05	167,004.63	84.31	14,612.91	175,354.86
DEPUTY DIRECTOR OF COMMUNITY SERVICES	48.60	8,424.59	101,095.05	51.03	8,845.82	106,149.79	53.59	9,288.11	111,457.29	56.26	9,752.51	117,030.14	59.08	10,240.14	122,881.66
DIGITAL MEDIA ANALYST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
ECONOMIC DEVELOPMENT MANAGER	43.44	7,529.16	90,349.90	45.61	7,905.62	94,867.40	47.89	8,300.90	99,610.76	50.28	8,715.94	104,591.30	52.80	9,151.74	109,820.87
FINANCE SERVICE MANAGER	50.77	8,800.96	105,611.48	53.31	9,241.00	110,892.05	55.98	9,703.05	116,436.65	58.78	10,188.21	122,258.49	61.72	10,697.62	128,371.41
FIRE DEPUTY CHIEF	69.36	12,022.07	144,264.88	72.83	12,623.18	151,478.12	76.47	13,254.34	159,052.03	80.29	13,917.05	167,004.63	84.31	14,612.91	175,354.86
FIRE MARSHAL	59.72	10,352.17	124,226.04	62.95	10,911.18	130,934.21	66.35	11,500.37	138,004.42	69.93	12,121.39	145,456.71	73.71	12,775.93	153,311.14
FIRE PREVENTION SPECIALIST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
HUMAN RESOURCES ANALYST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
HUMAN RESOURCES MANAGER	43.44	7,529.16	90,349.90	45.61	7,905.62	94,867.40	47.89	8,300.90	99,610.76	50.28	8,715.94	104,591.30	52.80	9,151.74	109,820.87
INFORMATION TECHNOLOGY MANAGER	57.98	10,049.29	120,591.46	60.88	10,551.75	126,621.03	63.92	11,079.34	132,952.07	67.12	11,633.31	139,599.71	70.47	12,214.97	146,579.67
INFORMATION TECHNOLOGY SPECIALIST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
MANAGEMENT ANALYST	37.02	6,415.99	76,991.91	38.87	6,736.79	80,841.51	40.81	7,073.63	84,883.59	42.85	7,427.31	89,127.76	44.99	7,798.68	93,584.15
NEIGHBORHOOD SERVICES MANAGER	43.44	7,529.16	90,349.90	45.61	7,905.62	94,867.40	47.89	8,300.90	99,610.76	50.28	8,715.94	104,591.30	52.80	9,151.74	109,820.87

APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE

Mid-Management - Effective July 1, 2023

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
PLANNING MANAGER	57.74	10,007.73	120,092.74	60.62	10,508.11	126,097.38	63.65	11,033.52	132,402.25	66.84	11,585.20	139,022.36	70.18	12,164.46	145,973.48
PLANS EXAMINER	42.79	7,416.16	88,993.96	44.92	7,786.97	93,443.68	47.17	8,176.32	98,115.84	49.53	8,585.14	103,021.63	52.01	9,014.39	108,172.71
PUBLIC SAFETY COMMUNICATION MANAGER	57.98	10,049.29	120,591.46	60.88	10,551.75	126,621.03	63.92	11,079.34	132,952.07	67.12	11,633.31	139,599.71	70.47	12,214.97	146,579.67
PUBLIC WORKS MANAGER	57.74	10,007.73	120,092.74	60.62	10,508.11	126,097.38	63.65	11,033.52	132,402.25	66.84	11,585.20	139,022.36	70.18	12,164.46	145,973.48
PUBLIC WORKS SUPERINTENDENT	43.44	7,529.16	90,349.89	45.61	7,905.61	94,867.37	47.89	8,300.90	99,610.75	50.28	8,715.94	104,591.29	52.80	9,151.74	109,820.85
PUBLIC WORKS SUPERVISOR	34.80	6,031.37	72,376.45	36.54	6,332.94	75,995.28	38.36	6,649.59	79,795.04	40.28	6,982.07	83,784.79	42.30	7,331.17	87,974.03
RISK MANAGER	57.98	10,049.29	120,591.46	60.88	10,551.75	126,621.03	63.92	11,079.34	132,952.07	67.12	11,633.31	139,599.71	70.47	12,214.97	146,579.67
SENIOR ACCOUNTANT	42.79	7,416.16	88,993.96	44.92	7,786.97	93,443.68	47.17	8,176.32	98,115.84	49.53	8,585.14	103,021.63	52.01	9,014.39	108,172.71
SENIOR ACCOUNTANT II	48.60	8,424.59	101,095.06	51.03	8,845.82	106,149.81	53.59	9,288.11	111,457.30	56.26	9,752.51	117,030.17	59.08	10,240.14	122,881.67
SENIOR CIVIL ENGINEER	56.29	9,756.59	117,079.10	59.10	10,244.42	122,933.04	62.06	10,756.64	129,079.68	65.16	11,294.47	135,533.70	68.42	11,859.20	142,310.36
SENIOR FINANCIAL ANALYST	43.15	7,479.89	89,758.68	45.31	7,853.89	94,246.62	47.58	8,246.58	98,958.95	49.96	8,658.91	103,906.90	52.45	9,091.85	109,102.23
SENIOR HUMAN RESOURCES ANALYST	43.15	7,479.89	89,758.68	45.31	7,853.89	94,246.62	47.58	8,246.58	98,958.95	49.96	8,658.91	103,906.90	52.45	9,091.85	109,102.23
SENIOR MANAGEMENT ANALYST	43.15	7,479.89	89,758.68	45.31	7,853.89	94,246.62	47.58	8,246.58	98,958.95	49.96	8,658.91	103,906.90	52.45	9,091.85	109,102.23
SENIOR PLANNER	48.60	8,424.59	101,095.05	51.03	8,845.82	106,149.79	53.59	9,288.11	111,457.29	56.26	9,752.51	117,030.14	59.08	10,240.14	122,881.66
TRAFFIC ENGINEER	52.90	9,169.14	110,029.72	55.54	9,627.60	115,531.21	58.32	10,108.98	121,307.78	61.24	10,614.43	127,373.18	64.30	11,145.15	133,741.84
TRANSPORTATION MANAGER	52.90	9,169.14	110,029.72	55.54	9,627.60	115,531.21	58.32	10,108.98	121,307.78	61.24	10,614.43	127,373.18	64.30	11,145.15	133,741.84

APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE

Mid-Management - Effective July 1, 2024

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
ACCOUNTANT	36.19	6,272.63	75,271.53	38.00	6,586.26	79,035.11	39.90	6,915.57	82,986.86	41.89	7,261.35	87,136.19	43.99	7,624.42	91,493.01
ACCOUNTING MANAGER	52.81	9,152.99	109,835.93	55.45	9,610.64	115,327.74	58.22	10,091.18	121,094.13	61.13	10,595.74	127,148.82	64.19	11,125.52	133,506.27
ASSISTANT TO CA/ECONOMIC DEVELOPMENT MANAGER	58.54	10,146.85	121,762.26	61.47	10,654.20	127,850.37	64.54	11,186.91	134,242.87	67.77	11,746.25	140,955.04	71.16	12,333.56	148,002.78
ASSOCIATE CIVIL ENGINEER	45.79	7,936.76	95,241.07	48.07	8,332.52	99,990.27	50.48	8,749.73	104,996.79	53.00	9,186.44	110,237.28	55.65	9,646.54	115,758.50
ASSOCIATE PLANNER	39.72	6,883.98	82,607.80	41.70	7,228.18	86,738.20	43.79	7,589.59	91,075.13	45.98	7,969.07	95,628.86	48.27	8,367.53	100,410.31
CHIEF BUILDING OFFICIAL	55.01	9,535.91	114,430.92	57.77	10,012.71	120,152.47	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.10	66.87	11,590.96	139,091.50
CHIEF DEPUTY CITY CLERK	44.88	7,779.09	93,349.04	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.33
CITY ENGINEER/DEPUTY DIRECTOR OF PUBLIC WORKS	66.05	11,448.85	137,386.19	69.35	12,021.29	144,255.50	72.82	12,622.36	151,468.28	76.46	13,253.47	159,041.69	80.29	13,916.15	166,993.79
CODE ENFORCEMENT MANAGER	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
CODE ENFORCEMENT SUPERVISOR	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.92	46.79	8,110.63	97,327.51
COMMUNICATIONS & MARKETING MANAGER	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
COMMUNITY SERVICES SUPERVISOR	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.92	46.79	8,110.63	97,327.51
CRIME ANALYST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
DEPUTY CHIEF OF POLICE	86.15	14,933.07	179,196.80	90.46	15,679.72	188,156.63	94.98	16,463.71	197,564.47	99.73	17,286.89	207,442.69	104.72	18,151.23	217,814.82
DEPUTY CITY CLERK	35.08	6,080.10	72,961.23	36.83	6,384.11	76,609.28	38.67	6,703.31	80,439.73	40.61	7,038.48	84,461.71	42.64	7,390.40	88,684.83
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	72.13	12,502.96	150,035.47	75.74	13,128.10	157,537.25	79.53	13,784.51	165,414.11	83.50	14,473.73	173,684.82	87.68	15,197.42	182,369.06
DEPUTY DIRECTOR OF COMMUNITY SERVICES	50.55	8,761.57	105,138.85	53.07	9,199.65	110,395.78	55.73	9,659.63	115,915.58	58.52	10,142.61	121,711.35	61.44	10,649.74	127,796.92
DIGITAL MEDIA ANALYST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
ECONOMIC DEVELOPMENT MANAGER	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
FINANCE SERVICE MANAGER	52.81	9,152.99	109,835.94	55.45	9,610.64	115,327.74	58.22	10,091.18	121,094.12	61.13	10,595.74	127,148.83	64.19	11,125.52	133,506.27
FIRE DEPUTY CHIEF	72.13	12,502.96	150,035.47	75.74	13,128.10	157,537.25	79.53	13,784.51	165,414.11	83.50	14,473.73	173,684.82	87.68	15,197.42	182,369.06
FIRE MARSHAL	62.11	10,766.26	129,195.08	65.47	11,347.63	136,171.58	69.00	11,960.38	143,524.60	72.73	12,606.25	151,274.98	76.66	13,286.97	159,443.59
FIRE PREVENTION SPECIALIST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
HUMAN RESOURCES ANALYST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
HUMAN RESOURCES MANAGER	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70
INFORMATION TECHNOLOGY MANAGER	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
INFORMATION TECHNOLOGY SPECIALIST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
MANAGEMENT ANALYST	38.50	6,672.63	80,071.59	40.42	7,006.26	84,075.17	42.44	7,356.58	88,278.93	44.56	7,724.41	92,692.87	46.79	8,110.63	97,327.51
NEIGHBORHOOD SERVICES MANAGER	45.17	7,830.32	93,963.89	47.43	8,221.84	98,662.09	49.81	8,632.93	103,595.19	52.30	9,064.58	108,774.95	54.91	9,517.81	114,213.70

APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE

Mid-Management - Effective July 1, 2024

JOBCLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
PLANNING MANAGER	60.05	10,408.04	124,896.45	63.05	10,928.44	131,141.27	66.20	11,474.86	137,698.34	69.51	12,048.60	144,583.26	72.99	12,651.03	151,812.42
PLANS EXAMINER	44.50	7,712.81	92,553.72	46.72	8,098.45	97,181.43	49.06	8,503.37	102,040.48	51.51	8,928.54	107,142.50	54.09	9,374.97	112,499.62
PUBLIC SAFETY COMMUNICATION MANAGER	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
PUBLIC WORKS MANAGER	60.05	10,408.04	124,896.45	63.05	10,928.44	131,141.27	66.20	11,474.86	137,698.34	69.51	12,048.60	144,583.26	72.99	12,651.03	151,812.42
PUBLIC WORKS SUPERINTENDENT	45.17	7,830.32	93,963.88	47.43	8,221.84	98,662.07	49.81	8,632.93	103,595.18	52.30	9,064.58	108,774.94	54.91	9,517.81	114,213.69
PUBLIC WORKS SUPERVISOR	36.19	6,272.63	75,271.51	38.00	6,586.26	79,035.09	39.90	6,915.57	82,986.85	41.89	7,261.35	87,136.18	43.99	7,624.42	91,492.99
RISK MANAGER	60.30	10,451.26	125,415.12	63.31	10,973.82	131,685.87	66.48	11,522.51	138,270.15	69.80	12,098.64	145,183.69	73.29	12,703.57	152,442.86
SENIOR ACCOUNTANT	44.50	7,712.81	92,553.72	46.72	8,098.45	97,181.43	49.06	8,503.37	102,040.48	51.51	8,928.54	107,142.50	54.09	9,374.97	112,499.62
SENIOR ACCOUNTANT II	50.55	8,761.57	105,138.86	53.07	9,199.65	110,395.81	55.73	9,659.63	115,915.59	58.52	10,142.61	121,711.37	61.44	10,649.74	127,796.93
SENIOR CIVIL ENGINEER	58.54	10,146.85	121,762.26	61.47	10,654.20	127,850.37	64.54	11,186.91	134,242.87	67.77	11,746.25	140,955.04	71.16	12,333.56	148,002.78
SENIOR FINANCIAL ANALYST	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR HUMAN RESOURCES ANALYST	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR MANAGEMENT ANALYST	44.88	7,779.09	93,349.03	47.12	8,168.04	98,016.49	49.48	8,576.44	102,917.31	51.95	9,005.26	108,063.17	54.55	9,455.53	113,466.32
SENIOR PLANNER	50.55	8,761.57	105,138.85	53.07	9,199.65	110,395.78	55.73	9,659.63	115,915.58	58.52	10,142.61	121,711.35	61.44	10,649.74	127,796.92
TRAFFIC ENGINEER	55.01	9,535.91	114,430.91	57.77	10,012.70	120,152.45	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.11	66.87	11,590.96	139,091.51
TRANSPORTATION MANAGER	55.01	9,535.91	114,430.91	57.77	10,012.70	120,152.45	60.65	10,513.34	126,160.09	63.69	11,039.01	132,468.11	66.87	11,590.96	139,091.51

APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE

Executive Management - Effective July 1, 2023

JOBCLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
ASSISTANT CITY ADMINISTRATOR	82.22	14,251.86	171,022.33	86.33	14,964.45	179,573.45	90.65	15,712.68	188,552.12	95.18	16,498.31	197,979.72	99.94	17,323.23	207,878.72
CITY ADMINISTRATOR	102.14	17,704.91	212,458.94	109.29	18,944.26	227,331.07	114.76	19,891.47	238,697.63	118.78	20,587.67	247,052.05	139.60	24,197.11	290,365.29
DEPUTY CITY ADMINISTRATOR	97.54	16,907.49	202,889.92	102.42	17,752.87	213,034.42	107.54	18,640.51	223,686.13	112.92	19,572.54	234,870.45	118.56	20,551.16	246,613.96
DIRECTOR OF ADMINISTRATIVE SERVICES	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.35	86.37	14,970.32	179,643.84	90.69	15,718.84	188,626.03	95.22	16,504.78	198,057.33
DIRECTOR OF COMMUNITY SERVICES	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.35	86.37	14,970.32	179,643.84	90.69	15,718.84	188,626.03	95.22	16,504.78	198,057.33
DIRECTOR OF DEVELOPMENT SERVICES	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.35	86.37	14,970.32	179,643.84	90.69	15,718.84	188,626.03	95.22	16,504.78	198,057.33
DIRECTOR OF FINANCE	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.35	86.37	14,970.32	179,643.84	90.69	15,718.84	188,626.03	95.22	16,504.78	198,057.33
DIRECTOR OF HUMAN RESOURCES	74.42	12,899.66	154,795.90	78.14	13,544.64	162,535.69	82.05	14,221.87	170,662.48	86.15	14,932.97	179,195.60	90.46	15,679.62	188,155.39
DIRECTOR OF PUBLIC WORKS	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.35	86.37	14,970.32	179,643.84	90.69	15,718.84	188,626.03	95.22	16,504.78	198,057.33
FIRE CHIEF	78.34	13,578.52	162,942.26	82.25	14,257.45	171,089.36	86.37	14,970.32	179,643.82	90.69	15,718.84	188,626.04	95.22	16,504.78	198,057.32
POLICE CHIEF	87.45	15,157.56	181,890.69	91.82	15,915.43	190,985.22	96.41	16,711.21	200,534.46	101.23	17,546.77	210,561.20	106.29	18,424.11	221,089.26

Executive Management - Effective July 1, 2024

JOBCLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
ASSISTANT CITY ADMINISTRATOR	84.69	14,679.42	176,153.00	88.92	15,413.39	184,960.65	93.37	16,184.06	194,208.69	98.04	16,993.26	203,919.12	102.94	17,842.92	214,115.08
CITY ADMINISTRATOR	105.21	18,236.06	218,832.71	112.57	19,512.58	234,151.00	118.20	20,488.21	245,858.56	122.34	21,205.30	254,463.61	143.79	24,923.02	299,076.24
DEPUTY CITY ADMINISTRATOR	100.47	17,414.72	208,976.62	105.49	18,285.45	219,425.45	110.77	19,199.73	230,396.72	116.31	20,159.71	241,916.56	122.12	21,167.70	254,012.38
DIRECTOR OF ADMINISTRATIVE SERVICES	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF COMMUNITY SERVICES	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF DEVELOPMENT SERVICES	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF FINANCE	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
DIRECTOR OF HUMAN RESOURCES	76.65	13,286.65	159,439.78	80.49	13,950.98	167,411.76	84.51	14,648.53	175,782.36	88.74	15,380.96	184,571.47	93.17	16,150.00	193,800.05
DIRECTOR OF PUBLIC WORKS	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.03	88.96	15,419.43	185,033.15	93.41	16,190.40	194,284.81	98.08	16,999.92	203,999.05
FIRE CHIEF	80.69	13,985.88	167,830.53	84.72	14,685.17	176,222.04	88.96	15,419.43	185,033.13	93.41	16,190.40	194,284.82	98.08	16,999.92	203,999.04
POLICE CHIEF	90.07	15,612.28	187,347.41	94.57	16,392.90	196,714.77	99.30	17,212.54	206,550.50	104.27	18,073.17	216,878.03	109.48	18,976.83	227,721.94

APPENDIX “B” - 1995 INSURANCE BENEFITS CHANGES

Section 3. Insurances

Tier I - Employees, hired prior to November 21, 1995.

The City shall make available single party and dependent medical, dental, optical, long-term disability and life insurance to all classified employees, and to such other employees and officials as may be designated by the City Council. The City shall pay that amount toward the premiums for such insurance as may be determined by the City Council and the employee shall pay the remainder of the premium. Such premiums shall be paid only to the company or companies with whom the City has contracted for such insurance coverage.

During periods of approved medical leave without pay, the City shall continue to pay its normal contribution for the above insurances for all officers and employees.

Upon service retirement, or ordinary disability retirement, the City shall continue to pay its normal contribution for medical, dental, optical, and life insurances for all eligible employees. These benefits shall be considered to be vested for employees hired prior to November 21, 1995. Retired employees receiving these insurances shall, if eligible enroll in, and pay for Medicare, Part B, at their earliest eligible date, as primary carrier. Employees retiring with industrial disability shall not be eligible for this benefit.

Tier II - Employees, hired on or after November 21, 1995.

The City shall make available single party and dependent medical, dental, optical, long-term disability and life insurance to all classified employees, and to such other employees and officials as may be designated by the City Council. The City shall pay that amount toward the premiums for such insurance as may be determined by the City Council and the employee shall pay the remainder of the premium. Such premiums shall be paid only to the company or companies with whom the City has contracted for such insurance coverage.

During periods of approved medical leave without pay, the City shall continue to pay its normal contribution for the above insurances for all officers and employees.

Upon service retirement, or ordinary disability retirement, Tier II employees shall have the option of participating in a post-retirement insurance benefit program at their own cost. Employees retiring for industrial disability shall not be eligible for this benefit.

APPENDIX “C”- CASUAL DRESS CODE

Each Department Head, with the approval of the City Administrator, has the discretion to develop a more comprehensive dress code appropriate for employees' department.

GENERAL GUIDELINES

The City of Placentia is a public service delivery organization. All employees should dress appropriately for this business environment and in keeping with employees' work assignment. Public image plays an important role in developing and maintaining support for the organization. To maintain the confidence and respect of the citizens and other customers, each employee must exercise professional judgment as they choose workplace attire.

Business Casual does not mean sloppy. Clothing should be clean, wrinkle free, and without holes and frayed areas. **Uniformed employees are required to dress per department standards; all other employees may dress causal in accordance with the following guidelines:**

- Neat, business casual attire.
- Casual slacks — no blue jeans except on Thursday or Friday.
- No T-shirts.
- Professional business attire will be required for meetings with outside agencies or night meetings.
- Please do NOT wear clothing with writing or messages, shorts, sandals for men or slippers for men or women.
- For Thursdays/Fridays ONLY blue jeans are acceptable. City shirts are acceptable anytime.

Each employee's supervisor can make determinations as to the appropriateness of an employee's attire pursuant to this policy. If, in the opinion of the supervisor, an employee is not adhering to the intent of this policy, the supervisor will inform that person that he/she must dress in accordance with this policy. In severe cases, after consulting with the Department Head and the Human Resources Department, the supervisor may send the person home to change as directed. In that event, time away from work will not be considered hours worked. An employee may use PTO time, compensatory, floating holiday, or administrative leave for such time away from work. This casual dress code will be adhered to unless it is superseded by a City Administrative Policy.