



# COMPENSATION PLAN

For

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

July 1, 2025 – June 30, 2027

No. MGT 25-27  
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## **ARTICLE I - TERM**

This Compensation Plan shall be effective July 1, 2025.

## **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, 2025, the salary range will be increased by two percent (4%). Individuals will receive an adjustment of two percent (4%) related to the change in the salary schedule.

### **B. Compensation Adjustments – Executive Management Employees**

1. Effective the first full pay period following July 1, 2025, the salary range will be increased by two percent (4%). Individuals will receive an adjustment of two percent (4%) related to the change in the salary schedule.
2. Compensation Adjustments excludes the City Administrator unless specified by employment contract.

### **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. 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.
2. Police Chief may be eligible for executive certification pay of five percent (5%) upon eligibility and approval by the City Administrator.
3. Fire Chief may be eligible for executive certification pay of five percent (5%) upon eligibility and approval by the City Administrator.
4. City Administrator is not eligible for Educational Incentive Compensation unless specified under their employment contract.

## **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 they leave 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 - VEHICLE ALLOWANCE**

Executive Management employees receive a vehicle allowance per their employment contract. Employees receiving this allowance shall have a personal vehicle at their work site each day they work 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. 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 X – RETIREMENT**

### **A. CalPERS Retirement System**

Employees under this compensation plan, 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 or age 50, whichever comes first. Should the employee separate from services prior to vesting, 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.

For the Fire Chief

1. Effective July 1, 2025, the employer contribution shall increase from 10% to 14% of base pay.

For the Deputy Fire Chief

2. Effective July 1, 2025, the employer contribution on behalf of each participant shall increase from 10% to 12% of base pay.
3. Effective July 1, 2026, the employer contribution on behalf of each participant shall increase from 12% to 14% of base pay.

For all other Fire personnel represented under this compensation plan

1. Effective July 1, 2025, the employer contribution on behalf of each participant shall increase from 10% to 11% of base pay.
2. Effective July 1, 2026, the employer contribution on behalf of each participant shall increase from 11% to 12% of base pay.

#### 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. This match does not apply to the Last Three Years Catch-up Contribution.

#### D. Social Security

The City does not participate in Social Security.

### **ARTICLE XI - 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, 2025, the minimum contribution is: \$158.00/month.
- For coverage effective January 1, 2026, the minimum contribution is: \$162.00/month.
- For coverage effective January 1, 2027, 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.

Effective July 1, 2025 City contributions are as follows:

Employee Only	\$ 744.00 per month
Employee +1	\$1,623.00 per month
Employee +2	\$2,076.00 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, 2025, the minimum contribution is: \$158.00/month.
- For coverage effective January 1, 2026, the minimum contribution is: \$162.00/month.
- For coverage effective January 1, 2027, 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 their 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:
  - \$400 per month for employee only
  - \$607.75 per month for employee+1
  - \$1,001 per month for employee+2
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 their 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 XII - 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 Unit employees 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. Vision 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 XIII – 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 XIV – 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 XV - 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 not be used until 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:

<b>Years of Service</b>	<b>Accrual Rate</b>	<b>Maximum Accumulation</b>
0 - 3 years	3.08 hours/pay period (80 hours annually)	260 Hours
Over 3 - 10 years	4.62 hours/pay period (120 hours annually)	260 Hours
Over 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 their designee. They 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.

**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 XVI - 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 1<sup>st</sup>, 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 1<sup>st</sup> 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 AHW leave to their PTO bank (subject to PTO bank maximums). The employees must submit an election form requesting the conversion by June 1<sup>st</sup> 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 1<sup>st</sup> 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.

<b>Years of City Service at Time Cash Out is Requested or Upon Retirement</b>	<b>Reimbursement Value of Frozen Sick Leave</b>
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 XVII - OPTIONAL ANNUAL LEAVE BUY DOWN**

Annually, by December 15<sup>th</sup>, 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 2025 will be for the December 2026 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 15<sup>th</sup> 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 their sole discretion. The denial of a request under the unforeseen emergency provision is not subject to any appeal by the employee.

### **ARTICLE XIII - 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 XIX - 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. Leave must be completed during the three months after the death of the person for whom leave is being taken for. Bereavement leave will comply with California's AB 1949.

## **ARTICLE XX – HOLIDAYS**

### **A. Designated Holidays**

The City observes the following holidays:

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

### **B. Holiday Closure**

1. City to provide forty (40) hours of leave for use during the holiday closure. Employees who are not working between December 19, 2025, and January 4, 2026, 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 2026. 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 19, 2025, and January 4, 2026, to be eligible. Any time not utilized or paid out will be forfeited effective June 30, 2026.
2. City to provide forty (40) hours of leave for use during the holiday closure. Employees who are not working between December 18, 2026, and January 3, 2027, 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 2027. 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 18, 2026, and January 3, 2027, to be eligible. Any time not utilized or paid out will be forfeited effective June 30, 2027.

### **C. Floating Holidays**

Employees under this compensation plan shall receive two floating holidays at the beginning of each fiscal year. Hours are prorated for new employees. Unused floating holiday hours as of June 1<sup>st</sup> will be cashed out annually at the regular 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 XXI - 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 XXII - PAYROLL PROCESSES**

#### A. Pay Periods

Employees under this compensation plan 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 XXIII - WORK SCHEDULES AND HOURS OF WORK**

### **A. Work Schedules**

Employees under this compensation plan 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.

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

### **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 their hours of work.

## **ARTICLE XXIV - 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 shall have the right to grieve alleged violations or misapplications of this Compensation Plan 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, they do not believe the problem has been satisfactorily resolved, they 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, they 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.

#### 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 their 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, they 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, they 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 compensation plan. 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, they 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 compensation plan 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 XXV – 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 Department 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 1<sup>st</sup> and December 15<sup>th</sup>. The Department Head will review the request and if they agree to initiate a request for a classification review, they will submit the request to Human Resources by January 15<sup>th</sup>.

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 XXVI – EMPLOYMENT CONTRACTS**

Executive Management employees in classifications listed in Exhibit B 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, 2025

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
ASSISTANT TO CA / ECONOMIC DEVELOPMENT MANAGER	60.89	10,554.27	126,651.20	63.94	11,082.93	132,995.20	67.13	11,635.87	139,630.40	70.49	12,218.27	146,619.20	74.01	12,828.40	153,940.80
ASSOCIATE CIVIL ENGINEER	47.63	8,255.87	99,070.40	50.00	8,666.67	104,000.00	52.51	9,101.73	109,220.80	55.13	9,555.87	114,670.40	57.90	10,036.00	120,432.00
ASSOCIATE PLANNER	41.31	7,160.40	85,924.80	43.38	7,519.20	90,230.40	45.55	7,895.33	94,744.00	47.82	8,288.80	99,465.60	50.21	8,703.07	104,436.80
BUILDING INSPECTION MANAGER	62.45	10,824.67	129,896.00	65.58	11,367.20	136,406.40	68.86	11,935.73	143,228.80	72.30	12,532.00	150,384.00	75.91	13,157.73	157,892.80
CHIEF BUILDING OFFICIAL	57.22	9,918.13	119,017.60	60.09	10,415.60	124,987.20	63.10	10,937.33	131,248.00	66.24	11,481.60	137,779.20	69.56	12,057.07	144,684.80
CHIEF DEPUTY CITY CLERK	46.69	8,092.93	97,115.20	49.03	8,498.53	101,982.40	51.47	8,921.47	107,057.60	54.04	9,366.93	112,403.20	56.74	9,834.93	118,019.20
CODE ENFORCEMENT MANAGER	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
CODE ENFORCEMENT SUPERVISOR	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
COMMUNICATIONS & MARKETING MANAGER	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
COMMUNITY SERVICES SUPERVISOR	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
CRIME ANALYST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
DEPUTY CHIEF OF POLICE	89.61	15,532.40	186,388.80	94.09	16,308.93	195,707.20	98.79	17,123.60	205,483.20	103.73	17,979.87	215,758.40	108.92	18,879.47	226,553.60
DEPUTY CITY CLERK	36.48	6,323.20	75,878.40	38.31	6,640.40	79,684.80	40.23	6,973.20	83,678.40	42.24	7,321.60	87,859.20	44.35	7,687.33	92,248.00
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES	75.03	13,005.20	156,062.40	78.78	13,655.20	163,862.40	82.71	14,336.40	172,036.80	86.86	15,055.73	180,668.80	91.20	15,808.00	189,696.00
DEPUTY DIRECTOR OF COMMUNITY SERVICES	52.58	9,113.87	109,366.40	55.21	9,569.73	114,836.80	57.97	10,048.13	120,577.60	60.87	10,550.80	126,609.60	63.91	11,077.73	132,932.80
DEPUTY DIRECTOR OF PUBLIC WORKS	68.71	11,909.73	142,916.80	72.13	12,502.53	150,030.40	75.75	13,130.00	157,560.00	79.54	13,786.93	165,443.20	83.50	14,473.33	173,680.00
DIGITAL MEDIA ANALYST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
ECONOMIC DEVELOPMENT MANAGER	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
FINANCE MANAGER	54.93	9,521.20	114,254.40	57.68	9,997.87	119,974.40	60.55	10,495.33	125,944.00	63.59	11,022.27	132,267.20	66.76	11,571.73	138,860.80
FIRE DEPUTY CHIEF	75.03	13,005.20	156,062.40	78.78	13,655.20	163,862.40	82.71	14,336.40	172,036.80	86.86	15,055.73	180,668.80	91.20	15,808.00	189,696.00
FIRE MARSHAL	64.60	11,197.33	134,368.00	68.09	11,802.27	141,627.20	71.77	12,440.13	149,281.60	75.65	13,112.67	157,352.00	79.73	13,819.87	165,838.40
FIRE PREVENTION SPECIALIST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
HUMAN RESOURCE ANALYST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
HUMAN RESOURCES MANAGER	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
INFORMATION TECHNOLOGY MANAGER	62.71	10,869.73	130,436.80	65.85	11,414.00	136,968.00	69.14	11,984.27	143,811.20	72.60	12,584.00	151,008.00	76.23	13,213.20	158,558.40
MANAGEMENT ANALYST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
NEIGHBORHOOD SERVICES MANAGER	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
PLANNING MANAGER	62.45	10,824.67	129,896.00	65.58	11,367.20	136,406.40	68.86	11,935.73	143,228.80	72.30	12,532.00	150,384.00	75.91	13,157.73	157,892.80
PLANS EXAMINER	46.29	8,023.60	96,283.20	48.60	8,424.00	101,088.00	51.03	8,845.20	106,142.40	53.58	9,287.20	111,446.40	56.26	9,751.73	117,020.80
PUBLIC SAFETY COMMUNICATION MANAGER	62.71	10,869.73	130,436.80	65.85	11,414.00	136,968.00	69.14	11,984.27	143,811.20	72.60	12,584.00	151,008.00	76.23	13,213.20	158,558.40
PUBLIC WORKS MANAGER	62.45	10,824.67	129,896.00	65.58	11,367.20	136,406.40	68.86	11,935.73	143,228.80	72.30	12,532.00	150,384.00	75.91	13,157.73	157,892.80
PUBLIC WORKS SUPERINTENDENT	46.99	8,144.93	97,739.20	49.34	8,552.27	102,627.20	51.80	8,978.67	107,744.00	54.40	9,429.33	113,152.00	57.12	9,900.80	118,809.60
PUBLIC WORKS SUPERVISOR	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60

Monthly and Annual Salary are only approximate rates based on the Hourly conversion

**APPENDIX "A" - JOB CLASS AND SALARY SCHEDULE**  
 Mid-Management - Effective July 1, 2025 – con't

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
RISK MANAGEMENT ANALYST	40.05	6,942.00	83,304.00	42.05	7,288.67	87,464.00	44.15	7,652.67	91,832.00	46.35	8,034.00	96,408.00	48.67	8,436.13	101,233.60
RISK MANAGER	62.71	10,869.73	130,436.80	65.85	11,414.00	136,968.00	69.14	11,984.27	143,811.20	72.60	12,584.00	151,008.00	76.23	13,213.20	158,558.40
SENIOR ACCOUNTANT	46.29	8,023.60	96,283.20	48.60	8,424.00	101,088.00	51.03	8,845.20	106,142.40	53.58	9,287.20	111,446.40	56.26	9,751.73	117,020.80
SENIOR ACCOUNTANT II	52.58	9,113.87	109,366.40	55.21	9,569.73	114,836.80	57.97	10,048.13	120,577.60	60.87	10,550.80	126,609.60	63.91	11,077.73	132,932.80
SENIOR CIVIL ENGINEER	60.89	10,554.27	126,651.20	63.94	11,082.93	132,995.20	67.13	11,635.87	139,630.40	70.49	12,218.27	146,619.20	74.01	12,828.40	153,940.80
SENIOR FINANCIAL ANALYST	46.69	8,092.93	97,115.20	49.03	8,498.53	101,982.40	51.47	8,921.47	107,057.60	54.04	9,366.93	112,403.20	56.74	9,834.93	118,019.20
SENIOR HUMAN RESOURCE ANALYST	46.69	8,092.93	97,115.20	49.03	8,498.53	101,982.40	51.47	8,921.47	107,057.60	54.04	9,366.93	112,403.20	56.74	9,834.93	118,019.20
SENIOR MANAGEMENT ANALYST	46.69	8,092.93	97,115.20	49.03	8,498.53	101,982.40	51.47	8,921.47	107,057.60	54.04	9,366.93	112,403.20	56.74	9,834.93	118,019.20
SENIOR PLANNER	52.58	9,113.87	109,366.40	55.21	9,569.73	114,836.80	57.97	10,048.13	120,577.60	60.87	10,550.80	126,609.60	63.91	11,077.73	132,932.80
TRANSPORTATION MANAGER	57.22	9,918.13	119,017.60	60.09	10,415.60	124,987.20	63.10	10,937.33	131,248.00	66.24	11,481.60	137,779.20	69.56	12,057.07	144,684.80

Monthly and Annual Salary are only approximate rates based on the Hourly conversion

**APPENDIX "B" - JOB CLASS AND SALARY SCHEDULE**  
Executive Management - Effective July 1, 2025

JOB CLASS	STEP A			STEP B			STEP C			STEP D			STEP E		
	Hr.	Monthly	Annual												
CITY ADMINISTRATOR	111.52	19,330.16	231,961.92										152.52	26,436.31	317,235.74
DEPUTY CITY ADMINISTRATOR	104.50	18,113.33	217,360.00	109.73	19,019.87	228,238.40	115.21	19,969.73	239,636.80	120.96	20,966.40	251,596.80	127.02	22,016.80	264,201.60
DIRECTOR OF COMMUNITY SERVICE	83.93	14,547.87	174,574.40	88.12	15,274.13	183,289.60	92.53	16,038.53	192,462.40	97.16	16,841.07	202,092.80	102.00	17,680.00	212,160.00
DIRECTOR OF DEVELOPMENT SVCS	83.93	14,547.87	174,574.40	88.12	15,274.13	183,289.60	92.53	16,038.53	192,462.40	97.16	16,841.07	202,092.80	102.00	17,680.00	212,160.00
DIRECTOR OF FINANCE	83.93	14,547.87	174,574.40	88.12	15,274.13	183,289.60	92.53	16,038.53	192,462.40	97.16	16,841.07	202,092.80	102.00	17,680.00	212,160.00
DIRECTOR OF HUMAN RESOURCES	79.74	13,821.60	165,859.20	83.72	14,511.47	174,137.60	87.90	15,236.00	182,832.00	92.30	15,998.67	191,984.00	96.91	16,797.73	201,572.80
DIRECTOR OF PUBLIC WORKS	83.93	14,547.87	174,574.40	88.12	15,274.13	183,289.60	92.53	16,038.53	192,462.40	97.16	16,841.07	202,092.80	102.00	17,680.00	212,160.00
FIRE CHIEF	83.93	14,547.87	174,574.40	88.12	15,274.13	183,289.60	92.53	16,038.53	192,462.40	97.16	16,841.07	202,092.80	102.00	17,680.00	212,160.00
POLICE CHIEF	93.68	16,237.87	194,854.40	98.36	17,049.07	204,588.80	103.29	17,903.60	214,843.20	108.45	18,798.00	225,576.00	113.87	19,737.47	236,849.60

Monthly and Annual Salary are only approximate rates based on the Hourly conversion

## **APPENDIX “C” - 1995 INSURANCE BENEFITS CHANGES**

### **Section 3. Insurances**

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 “D”- 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 they 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.