

**RESOLUTION NO. 19-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MIRADA REGARDING EMPLOYMENT BENEFITS AND SALARY RATES FOR ALL CLASSES OF EMPLOYMENT, AND SUPERSEDING RESOLUTION NO. 18-13**

**WHEREAS**, the City Council of the City of La Mirada previously adopted Resolution No. 18-13, regarding employment benefits and salary rates for all classes of employment; and

**WHEREAS**, pursuant to the City of La Mirada annual budget process, the City Council desires and intends to modify the employment benefits and salary rates for all classes of employment, and supersede Resolution No. 18-13 and all prior resolutions relating to salaries and benefits;

**NOW, THEREFORE**, the City Council of the City of La Mirada, California, does hereby resolve, declare, determine and order as follows:

**SECTION 1.** Superseding City Council Resolution No. 18-13, and all prior resolutions, and each of them in their entirety, the following bi-weekly salary schedules are assigned to the listed full-time classes of employment. Annual compensation is equal to 26 bi-weekly pay periods. One year of City service is required to advance to the next pay step in the salary range for full-time classes of employment.

**CITY OF LA MIRADA  
2019-20 SALARY SCHEDULE**

<b>RGE</b>	<b>POSITION TITLE</b>	<b>1</b>	<b>2 5.50%</b>	<b>3 5.50%</b>	<b>4 5.50%</b>	<b>5 6.00%</b>
19	Administrative Clerk	\$1,501.88	\$1,584.47	\$1,671.62	\$1,763.57	\$1,869.37
29	Maintenance I	\$1,659.00	\$1,750.25	\$1,846.52	\$1,948.06	\$2,064.96
30	Account Technician I	\$1,675.61	\$1,767.77	\$1,864.99	\$1,967.57	\$2,085.62
30	Assistant Audience Development Coordinator	\$1,675.61	\$1,767.77	\$1,864.99	\$1,967.57	\$2,085.62
34	Secretary	\$1,743.64	\$1,839.55	\$1,940.73	\$2,047.44	\$2,170.30
40	Housing Technician I	\$1,850.91	\$1,952.73	\$2,060.11	\$2,173.41	\$2,303.82
40	Community Services Technician	\$1,850.91	\$1,952.73	\$2,060.11	\$2,173.41	\$2,303.82
40	Account Technician II	\$1,850.91	\$1,952.73	\$2,060.11	\$2,173.41	\$2,303.82
41	Maintenance II	\$1,869.41	\$1,972.23	\$2,080.70	\$2,195.15	\$2,326.86
43	Department Secretary	\$1,906.99	\$2,011.88	\$2,122.53	\$2,239.27	\$2,373.64
48	House Manager	\$2,004.25	\$2,114.50	\$2,230.78	\$2,353.48	\$2,494.69
50	Human Resources Technician	\$2,044.56	\$2,157.00	\$2,275.65	\$2,400.81	\$2,544.85
51	Maintenance III	\$2,065.01	\$2,178.57	\$2,298.39	\$2,424.81	\$2,570.29
52	Account Technician III	\$2,085.64	\$2,200.36	\$2,321.37	\$2,449.04	\$2,595.98
53	Administrative Secretary	\$2,106.50	\$2,222.36	\$2,344.60	\$2,473.55	\$2,621.96

Resolution No. 19-19  
June 25, 2019

RGE	POSITION TITLE	1	2 5.50%	3 5.50%	4 5.50%	5 6.00%
53	Audience Development Coordinator	\$2,106.50	\$2,222.36	\$2,344.60	\$2,473.55	\$2,621.96
53	Public Safety Assistant	\$2,106.50	\$2,222.36	\$2,344.60	\$2,473.55	\$2,621.96
53	Deputy City Clerk	\$2,106.50	\$2,222.36	\$2,344.60	\$2,473.55	\$2,621.96
55	Housing Technician II	\$2,148.84	\$2,267.03	\$2,391.72	\$2,523.27	\$2,674.66
58	Code Enforcement Specialist	\$2,213.96	\$2,335.73	\$2,464.18	\$2,599.72	\$2,755.70
58	Public Safety Specialist	\$2,213.96	\$2,335.73	\$2,464.18	\$2,599.72	\$2,755.70
58	Safety Education Officer	\$2,213.96	\$2,335.73	\$2,464.18	\$2,599.72	\$2,755.70
59	Graphics and Technology Coordinator	\$2,236.11	\$2,359.07	\$2,488.85	\$2,625.72	\$2,783.27
59	Aquatics Coordinator	\$2,236.11	\$2,359.07	\$2,488.85	\$2,625.72	\$2,783.27
59	Community Services Coordinator	\$2,236.11	\$2,359.07	\$2,488.85	\$2,625.72	\$2,783.27
59	Administrative Analyst I	\$2,236.11	\$2,359.07	\$2,488.85	\$2,625.72	\$2,783.27
61	Sound Engineer	\$2,281.04	\$2,406.50	\$2,538.87	\$2,678.50	\$2,839.22
61	Lighting Engineer	\$2,281.04	\$2,406.50	\$2,538.87	\$2,678.50	\$2,839.22
63	Technical Director	\$2,326.89	\$2,454.87	\$2,589.89	\$2,732.32	\$2,896.27
63	Theatre Operations Supervisor	\$2,326.89	\$2,454.87	\$2,589.89	\$2,732.32	\$2,896.27
66	Executive Secretary	\$2,397.41	\$2,529.26	\$2,668.36	\$2,815.12	\$2,984.03
67	Administrative Analyst II	\$2,421.38	\$2,554.54	\$2,695.06	\$2,843.28	\$3,013.87
67	Assistant Planner	\$2,421.38	\$2,554.54	\$2,695.06	\$2,843.28	\$3,013.87
68	Ticket Services Manager	\$2,445.59	\$2,580.10	\$2,722.00	\$2,871.71	\$3,044.01
74	Sr. Code Enforcement Specialist	\$2,596.05	\$2,738.83	\$2,889.46	\$3,048.38	\$3,231.29
75	Maintenance Supervisor	\$2,622.00	\$2,766.21	\$2,918.35	\$3,078.87	\$3,263.60
76	Accountant II	\$2,648.22	\$2,793.86	\$2,947.55	\$3,109.64	\$3,296.24
80	Assistant City Clerk	\$2,755.74	\$2,907.31	\$3,067.22	\$3,235.91	\$3,430.05
80	Aquatics Supervisor	\$2,755.74	\$2,907.31	\$3,067.22	\$3,235.91	\$3,430.05
80	Community Services Supervisor	\$2,755.74	\$2,907.31	\$3,067.22	\$3,235.91	\$3,430.05
80	Senior Accountant	\$2,755.74	\$2,907.31	\$3,067.22	\$3,235.91	\$3,430.05
82	Associate Planner	\$2,811.12	\$2,965.74	\$3,128.85	\$3,300.93	\$3,499.00
82	Senior Administrative Analyst	\$2,811.12	\$2,965.74	\$3,128.85	\$3,300.93	\$3,499.00
84	Project Coordinator	\$2,867.64	\$3,025.37	\$3,191.75	\$3,367.31	\$3,569.35
88	Theatre Operations Manager	\$2,984.09	\$3,148.20	\$3,321.37	\$3,504.03	\$3,714.27
90	Public Information Manager	\$3,044.05	\$3,211.48	\$3,388.12	\$3,574.46	\$3,788.93
93	Community Services Manager	\$3,136.31	\$3,308.80	\$3,490.78	\$3,682.78	\$3,903.73
93	Senior Planner	\$3,136.31	\$3,308.80	\$3,490.78	\$3,682.78	\$3,903.73
95	Public Safety Manager	\$3,199.33	\$3,375.31	\$3,560.95	\$3,756.79	\$3,982.22
100	Aquatics Center Manager	\$3,362.54	\$3,547.47	\$3,742.59	\$3,948.43	\$4,185.34
102	Economic Development Manager	\$3,430.13	\$3,618.79	\$3,817.81	\$4,027.79	\$4,269.46
103	Project Manager	\$3,464.41	\$3,654.94	\$3,855.97	\$4,068.06	\$4,312.13
110	Public Works Superintendent	\$3,714.33	\$3,918.61	\$4,134.14	\$4,361.52	\$4,623.23
110	Assistant to the City Manager	\$3,714.33	\$3,918.61	\$4,134.14	\$4,361.52	\$4,623.23
110	City Clerk	\$3,714.33	\$3,918.61	\$4,134.14	\$4,361.52	\$4,623.23
110	City Planner	\$3,714.33	\$3,918.61	\$4,134.14	\$4,361.52	\$4,623.23
113	Finance Manager	\$3,826.88	\$4,037.35	\$4,259.43	\$4,493.68	\$4,763.30
113	Human Resources Manager	\$3,826.88	\$4,037.35	\$4,259.43	\$4,493.68	\$4,763.30
142	Community Services Director	\$5,106.99	\$5,387.88	\$5,684.21	\$5,996.84	\$6,356.66
142	Community Development Director	\$5,106.99	\$5,387.88	\$5,684.21	\$5,996.84	\$6,356.66
142	Administrative Services Director	\$5,106.99	\$5,387.88	\$5,684.21	\$5,996.84	\$6,356.66
142	Deputy City Manager	\$5,106.99	\$5,387.88	\$5,684.21	\$5,996.84	\$6,356.66

RGE	POSITION TITLE	1	2 5.50%	3 5.50%	4 5.50%	5 6.00%
151	Theatre Director	\$5,585.43	\$5,892.62	\$6,216.72	\$6,558.63	\$6,952.16
156	Public Works Director/City Engineer	\$5,870.35	\$6,193.23	\$6,533.86	\$6,893.21	\$7,306.81
156	Assistant City Manager	\$5,870.35	\$6,193.23	\$6,533.86	\$6,893.21	\$7,306.81
999	City Manager					\$8,114.81

**SECTION 2.** Superseding City Council Resolution No. 18-13, and all prior resolutions establishing exempt and non-exempt position titles, and each of them in their entirety, the following table designates the full-time position titles as non-exempt or exempt under the Fair Labor Standards Act (FLSA). All hourly part-time positions listed in Section 4 of this resolution are designated as non-exempt. Position titles designated as non-exempt are compensated overtime or compensatory time for hours worked in excess of 40 hours per workweek. Position titles designated as exempt are not eligible for overtime compensation under the FLSA, and will not receive overtime compensation for hours worked in excess of 40 hours per workweek.

FLSA DESIGNATION			
PAY RGE	POSITION TITLE	EXEMPT/NON-EXEMPT STATUS	POSITION CATEGORY
	Administrative Clerk	Non-Exempt	General
29	Maintenance I	Non-Exempt	General
30	Account Technician I	Non-Exempt	General
30	Assistant Audience Development Coordinator	Non-Exempt	General
34	Secretary	Non-Exempt	General
40	Housing Technician I	Non-Exempt	General
40	Community Services Technician	Non-Exempt	General
40	Account Technician II	Non-Exempt	General
41	Maintenance II	Non-Exempt	General
43	Department Secretary	Non-Exempt	General
48	House Manager	Non-Exempt	Supv/Profess
50	Human Resources Technician	Non-Exempt	General
51	Maintenance III	Non-Exempt	General
52	Account Technician III	Non-Exempt	General
53	Administrative Secretary	Non-Exempt	General
53	Audience Development Coordinator	Non-Exempt	Supv/Profess
53	Public Safety Assistant	Non-Exempt	General
53	Deputy City Clerk	Non-Exempt	General
55	Housing Technician II	Non-Exempt	Supv/Profess
58	Code Enforcement Specialist	Non-Exempt	General
58	Public Safety Specialist	Non-Exempt	Supv/Profess
58	Safety Education Officer	Non-Exempt	Supv/Profess
59	Graphics and Technology Coordinator	Non-Exempt	Supv/Profess
59	Aquatics Coordinator	Non-Exempt	Supv/Profess
59	Community Services Coordinator	Non-Exempt	Supv/Profess
59	Administrative Analyst I	Non-Exempt	Supv/Profess

PAY RGE	POSITION TITLE	EXEMPT/NON-EXEMPT STATUS	POSITION CATEGORY
61	Sound Engineer	Non-Exempt	General
61	Lighting Engineer	Non-Exempt	General
63	Technical Director	Non-Exempt	Supv/Profess
63	Theatre Operations Supervisor	Non-Exempt	Supv/Profess
66	Executive Secretary	Non-Exempt	Supv/Profess
67	Administrative Analyst II	Non-Exempt	Supv/Profess
67	Assistant Planner	Non-Exempt	Supv/Profess
68	Ticket Services Manager	Exempt	Supv/Profess
74	Sr. Code Enforcement Specialist	Exempt	Supv/Profess
75	Maintenance Supervisor	Exempt	Supv/Profess
76	Accountant II	Exempt	Supv/Profess
80	Assistant City Clerk	Exempt	Supv/Profess
80	Aquatics Supervisor	Exempt	Supv/Profess
80	Community Services Supervisor	Exempt	Supv/Profess
80	Senior Accountant	Exempt	Supv/Profess
82	Associate Planner	Exempt	Supv/Profess
82	Senior Administrative Analyst	Exempt	Supv/Profess
84	Project Coordinator	Exempt	Supv/Profess
88	Theatre Operations Manager	Exempt	Management
90	Public Information Manager	Exempt	Management
93	Community Services Manager	Exempt	Management
93	Senior Planner	Exempt	Management
95	Public Safety Manager	Exempt	Management
100	Aquatics Center Manager	Exempt	Management
102	Economic Development Manager	Exempt	Management
103	Project Manager	Exempt	Management
110	Public Works Superintendent	Exempt	Management
110	Assistant to the City Manager	Exempt	Management
110	City Clerk	Exempt	Management
110	City Planner	Exempt	Management
113	Finance Manager	Exempt	Management
113	Human Resources Manager	Exempt	Management
142	Community Services Director	Exempt	Executive
142	Community Development Director	Exempt	Executive
142	Administrative Services Director	Exempt	Executive
142	Deputy City Manager	Exempt	Executive
151	Theatre Director	Exempt	Executive
156	Public Works Director/City Engineer	Exempt	Executive
156	Assistant City Manager	Exempt	Executive
999	City Manager	Exempt	Executive

**SECTION 3.** Superseding the City Council Resolution No. 18-13, and all prior resolutions establishing employment benefits, and each of them in their entirety, the City of La Mirada shall provide the following benefits:

I. RETIREMENT:

1. The City is a member of the California Public Employees' Retirement System (CalPERS), pursuant to the California Public Employees Retirement Law (Cal. Gov. Code § 30000 et seq.) (PERL), as amended by the Public Employees' Pension Reform Act of 2013 (PEPRA) (Assembly Bill (AB) 340, Chapter 296, Statutes of 2012, and AB 197, Chapter 297, Statutes of 2012). The City shall provide a tax-qualified governmental defined benefit plan for all full-time miscellaneous class of employees through CalPERS, in accordance with the following provisions:
  - (a) Full-time employees who are CalPERS members are subject to the provisions of the PERL, as amended by PEPRA. PEPRA imposes requirements and limitations on public employment retirement benefits for public employees, including establishment of a category of employees defined in PEPRA as "new members". Full-time employees who were hired prior to January 1, 2013, or who otherwise do not fall within the definition of a "new member" under PEPRA, are referred to in this Resolution as a "classic member" under PEPRA.
  - (b) For full-time employees defined as a "classic member" under PEPRA, the City provides a retirement formula of 2.0% @ 55.
  - (c) For full-time employees defined as a "new member" under PEPRA, the retirement formula is 2.0% @ 62, as required by PEPRA.
  - (d) For full-time employees, hired prior to July 1, 2017, defined as a "classic member" under PEPRA, the City pays five percent (5%) of the normal member contributions to CalPERS as employer paid member contributions (EPMC) and shall report the same percent to CalPERS as compensation, and employees shall pay two percent (2%) normal member contributions to CalPERS. The City reserves the right to require the employee to contribute an increased percentage of his/her compensation towards this plan.
  - (e) For full-time employees, hired on or after July 1, 2017, defined as a "classic member" under PEPRA, the City pays zero percent (0%) of the normal member contributions, and employees shall pay the entire seven percent (7%) normal member contributions to CalPERS.
  - (f) For full-time employees defined as a "new member" under PEPRA, a new member's contribution rate will be at least 50% of the total normal cost rate for their defined benefit plan, as required by PEPRA. PEPRA prohibits the City from paying the member contribution for new members.
  - (g) For full-time employees defined as a "classic member" under PEPRA hired on or after October 22, 2012 (the last contract amendment effective date with CalPERS), the period for determining the average monthly pay rate when calculating retirement benefits shall be the 36 highest paid consecutive months.
  - (h) For full-time employees defined as a "classic member" under PEPRA hired before October 22, 2012, the period for determining the average monthly pay rate when calculating retirement benefits shall be the 12 highest paid consecutive months.
  - (i) Effective October 22, 2012, all full-time employees will be covered by the Fourth Level of 1959 Survivor Benefits.
  - (j) Effective October 22, 2012, the lump sum death benefit paid to beneficiaries of retired CalPERS members will be \$5,000.

2. The City shall provide a tax-qualified governmental defined benefit plan through the Public Agency Retirement Services (PARS) for eligible full-time employees, who were hired as full-time employees prior to July 1, 2011, as defined by the Plan Document. This supplemental benefit shall be in addition to the benefit employees will receive from the CalPERS plan. All contributions to fund the Plan shall be made by the City. However, the City reserves the right to require the employee to contribute a percentage of his/her compensation towards this plan. This benefit shall apply to all full-time miscellaneous class of employees hired prior to July 1, 2011, and shall be subject to all criteria and restrictions as identified in the Plan Document, including but expressly not limited to the following: (a) the minimum years of continuous employment with the City shall be five (5) years, and (b) the minimum retirement age for all employees shall be fifty-five (55) years of age. Full-time employees hired on or after July 1, 2011 shall not be eligible to receive the tax-qualified governmental defined benefit plan through the Public Agency Retirement Services (PARS).
3. The City shall provide a retirement plan for all hourly part-time employees. The City will contribute 2.5% of the employee's salary into an Internal Revenue Code 457 (b) qualified defined contribution plan. Additionally, employees contribute 5.0% of salary towards this program on a pre-tax basis. Upon separation from the City, hourly employees will receive 100% of both the City and employee's contributions, plus any accrued interest.

## II. INSURANCES:

1. The City will pay for the full cost of the medical insurance premium for all active full-time employees and their eligible dependents, and the full cost of the medical insurance premium for all full-time employees who are vested in CalPERS and have retired from the City of La Mirada, and for their eligible dependents, as defined under the Public Employees' Medical and Hospital Care Act (PEMHCA).
2. The City will pay for the full cost of the dental insurance premium for all active full-time employees and their eligible dependents.
3. The City shall provide a vision insurance plan for full-time employees. The City will pay for the full cost of the vision insurance premium for all active full-time employees and their eligible dependents.
4. The City shall provide life insurance to full-time employees as follows: (a) the City will provide full-time employees in management and executive classifications with life insurance on the basis of twice the employee's annual salary up to a maximum of \$300,000, and (b) the City will provide full-time employees in non-management classifications with life insurance on the basis of twice the employee's annual salary up to a maximum of \$200,000.
5. The City shall provide a short-term disability program for full-time employees. From the 1<sup>st</sup> to the 30<sup>th</sup> day of disability, full-time employees must use accrued leave time or unpaid leave time if no accrued leave time is available. From the 31<sup>st</sup> to the 90<sup>th</sup> day of disability,

the City shall pay full-time employees 37 1/2% of the employee's pre-disability earnings. Full-time employees may supplement the short-term disability benefit with accrued leave time for total compensation up to 100% of the employee's pre-disability earnings.

6. The City shall provide a long-term disability program for full-time employees to work in concert with the City's short-term disability program. The benefit begins on the 91<sup>st</sup> day of disability. The benefit provided to full-time employees will be 66 2/3% of the first \$11,250 of pre-disability monthly earnings with a maximum benefit of \$7,500 per month.
7. The City Manager shall establish a medical insurance eligibility policy applicable to all City hourly part-time employees. The policy will be in compliance with the Patient Protection and Affordable Care Act.

The City shall offer a medical insurance program for hourly part-time employees in designated positions with supervisory and/or professional responsibility, and his/her eligible dependents, who average no less than 25 work hours per week. Positions eligible for the City's medical insurance program shall be designated by the City Manager. The City will pay for the full cost of the medical insurance premium for eligible hourly part-time employees only, with the option at the employee's expense to add dependent coverage. Employees in designated positions who fail to meet the minimum 25 work hours average may requalify at the next review period based upon their average work hours during that review period.

Hourly part-time employees who are not in a designated position and who averaged no less than 25 work hours for the six-month period from January 3, 2011 through July 3, 2011, will remain eligible for the City medical insurance program and will be "grandfathered-in" so long as the employees average no less than 25 work hours per week. Employees who are grandfathered-in and do not meet the 25 work hours average minimum will no longer be eligible to receive medical insurance through the City medical insurance program and cannot requalify unless they are in a designated position approved by the City Manager.

8. For those hourly part-time employees eligible for medical insurance benefits, the City will provide a dental insurance plan and pay for the full cost of the dental insurance premium for the employee only. No other hourly employees shall be eligible for City-paid dental insurance.
9. For those hourly part-time employees eligible for medical insurance benefits, the City will provide a vision insurance plan and pay for the full cost of the vision insurance premium for the employee only. No other hourly employees shall be eligible for City-paid vision insurance.
10. For those hourly part-time employees eligible for medical insurance benefits, the City will provide a \$10,000 life insurance policy and pay for the full cost of the life insurance premium for the employee only. No other hourly part-time employees shall be eligible for a City-paid life insurance policy.

11. The City shall provide a medical insurance rebate program for full-time employees who are eligible for the City's medical insurance program pursuant to Section II(1), above, and who are currently enrolled under a medical insurance program through a spouse or other source. Qualifying employees can exchange their City insurance for a cash rebate. This rebate shall equal \$200 per month if one or more family members are or would be covered in the City's plan or \$75 per month if the employee is or would be covered as a single in the program.
12. The City shall provide a medical insurance rebate program for eligible hourly part-time employees who are eligible for the City health insurance program under Section II(6), above, if such hourly part-time employees are currently enrolled under a medical insurance program through a spouse or other source. Qualifying employees can exchange their City health insurance coverage for a cash rebate of \$50 per month.
13. In accordance with the California Labor Code, the City pays the premium for unemployment insurance for City employees.
14. Under the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. Full-time employees may utilize sick leave during the period of absence due to a work-related illness or injury. However, when payment of workers' compensation benefits is received by the employee:
  - 1) He/she must endorse the check over to the City;
  - 2) The City will convert the dollar amount of the check to sick leave hours (Total amount of check divided by hourly wage); and
  - 3) The City will credit the employee's sick leave account by that number of hours. Employees who do not wish to cover this period with sick leave, or who lack adequate sick leave hours, may keep the check from workers' compensation.

**III. VACATION:**

1. Full time employees accrue vacation according to the following schedule:

Years of Service	Annual Rate (hours)
0-5 years (0 to 60 months)	80
5 years 1 month to 10 years (61 to 120 months)	120
10 years 1 month to 11 years (121 to 132 months)	128
11 years 1 month to 12 years (133 to 144 months)	136
12 years 1 month to 13 years (145 to 156 months)	144
13 years 1 month to 14 years (157 to 168 months)	152
14 years 1 month + (169 months +)	160

2. Vacation will be credited bi-weekly on a prorated basis proportionate to a full working month. Upon termination or retirement, full-time employees shall be compensated at their current pay rate for their accrued vacation to a maximum of 350 hours. The



maximum number of vacation hours an employee can accrue at any time is 350 hours. An employee who has reached 350 accrued vacation hours will stop accruing hours and will resume accruing vacation hours only when the number of accrued vacation hours falls below 350 hours. No employee shall carry forward more than 350 hours of accrued vacation beyond the last full pay period in December of a calendar year into any succeeding calendar year. Accrued vacation may be used for time off following a written notice of resignation or retirement with prior written approval from the Department Director or City Manager. New full-time probationary employees are eligible to use accrued vacation during the probationary period with prior approval from the Department Director.

#### IV. HOLIDAYS:

1. The City will provide full-time employees 108 paid hours per fiscal year for holidays. Employees must use holiday hours for fixed holidays observed by the City. Employees, who do not use the full 108 hours during the fixed holidays when City services are closed, may use any remaining hours as floating holidays. These remaining hours may be used any time throughout the fiscal year with the prior approval of their director. All holiday hours must be used by the last full pay period in June of each fiscal year and cannot be credited or carried over to the succeeding fiscal year. Floating holiday hours may be used for time off following a written notice of resignation or retirement with prior written approval from the Department Director or City Manager. New full-time probationary employees are eligible to use paid holiday leave hours upon hire with prior approval from the Department Director.
2. The City will observe eleven (11) fixed holidays per year during which normal City services will be closed. These include:

New Year's Day (January 1)
Martin Luther King Jr. Day (third Monday in January)
Presidents' Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans Day (November 11)
Thanksgiving Holiday (fourth Thursday and Friday in November)
Christmas Holiday (two days determined by the City Manager)

City services will be closed on the preceding Friday if any holiday should fall on a Saturday and will be closed on the following Monday if any holiday should fall on a Sunday. Some City facilities, programs and services may be required to remain open on a holiday as deemed necessary by the Department Director or City Manager.

3. City Services will be closed from December 24 through January 1. The City will provide full-time employees additional floating holiday time to be used during this time as determined by the City Manager. Some City facilities, programs and services may be required to remain open during this period as deemed necessary by the Department Director or City Manager. Full-time employees required to work during this time will receive the equivalent number of hours of floating holiday time provided to other full-time employees to be used prior to the end of the fiscal year.
4. Effective June 20, 2011, all hourly part-time employees will be paid only for hours worked and shall not be paid for fixed holidays observed by the City. In exchange, all hourly part-time employees received a 3% increase to their hourly rate of pay.

#### V. LEAVES OF ABSENCE:

1. Full-time employee sick leave with pay shall accrue at the rate of six (6) hours for each calendar month of service or any portion thereof prorated in proportion to a full working month for a maximum of 72 hours per calendar year. New full-time probationary employees are eligible to use accrued sick leave during the probationary period.
2. Effective June 27, 2016, hourly part-time employees shall no longer accrue paid sick leave hours. On or after June 27, 2016, hourly part-time employees may use accrued paid sick leave hours until all accrued sick leave hours have been used. Up to 48 accrued sick leave hours shall carry forward to the following calendar year for hourly part-time employees. Newly hired hourly part-time employees are eligible to use accrued sick leave beginning on the 90<sup>th</sup> day of employment. Hourly part-time employees, who are absent from work due to sick leave purposes, must first use accrued sick leave hours, if available, before personal time off hours can be used for sick leave.
3. Effective June 27, 2016, hourly part-time employees shall accrue paid personal time off hours at the rate of one (1) hour for each 30 hours of work (rate of .0333 hours for each one hour of work) up to a maximum of 48 personal time off leave hours per calendar year. An employee who has reached 48 accrued personal time off hours will stop accruing hours and will resume accruing personal time off hours only when the number of accrued personal time off hours falls below 48 hours. Up to 48 accrued personal time off hours shall carry forward to the following calendar year for hourly part-time employees. Newly hired hourly part-time employees are eligible to use accrued personal time off hours beginning on the 90<sup>th</sup> day of employment. Hourly part-time employees may use personal time off hours for vacation, holidays, sick leave purposes for the employee and qualifying family member, bereavement, and other personal leave. Hourly part-time employees, who are absent from work due to sick leave purposes, must first use accrued sick leave hours, if available, before personal time off hours can be used for sick leave.
4. Full-time employees with at least five years of service, upon termination or retirement, will be compensated for 50% of unused sick leave up to a maximum of 90 days (720 hours). Accrued sick leave may be used for time off following a written notice of

resignation or retirement if the employee or the employee's immediate family member is ill.

5. Hourly part-time employees will be compensated for the full amount of unused accrued personal time off leave hours upon termination, resignation, retirement or other separation from employment.
6. Bereavement leave of up to three (3) days leave with pay will be granted to full-time employees in the event of the death of an immediate family member. This includes any relative by blood or marriage that is an actual member of the employee's household, and/or any parent, parent-in-law, spouse, registered domestic partner, child, brother or sister of the employee regardless of residence. Sick leave, vacation, or floating holiday hours may be applied to a bereavement period for bereaving a family member not included under the City's bereavement policy.
7. The City Manager shall have the discretion to provide up to seven days (56 hours) executive leave for department directors and above. This time is not accruable from one fiscal year to the next and, therefore the 56 hours must be used during the fiscal year beginning the pay period including July 1 and terminating the last full pay period in June of that same fiscal year. Approved executive leave will be added to the employee's leave time effective the beginning of the pay period including July 1. Executive leave may be used for time off following a written notice of resignation or retirement with prior written approval from the Department Director or City Manager.
8. The City Manager shall have the discretion to provide up to two days (16 hours) executive leave for exempt employees below the department director level as defined in Section 2 of this Resolution. For those exempt employees required to work significantly more hours on a regular basis due to operational demands, the City Manager shall have the discretion to provide up to five days (40 hours) executive leave. Executive leave shall not accrue from one fiscal year to the next, and therefore the executive leave hours must be used during the fiscal year beginning the pay period including July 1 and terminating the last full pay period in June of that same fiscal year. Approved executive leave will be added to the employee's leave time effective the beginning of the pay period including July 1. Executive leave may be used for time off following a written notice of resignation or retirement with prior written approval from the Department Director or City Manager.
9. The City provides eligible employees with military leave in accordance with federal law (Uniformed Services Employment and Reemployment Rights Act of 1995, 38 U.S.C. § 4301 et seq.) (USERRA) and California law (Military & Veterans Code § 398 et seq.). Any employee who is ordered to active duty in the U.S. Armed Forces and who otherwise qualifies for military leave shall receive his/her full salary for the first thirty (30) calendar days of that military leave in any one fiscal year. Inactive military duty or training shall be unpaid. During military leave, employees are entitled to benefits as required by USERRA and state law. Prior to use of any military leave, an official copy of military orders must be on file with the City's Human Resources Office. Following release from

military service, employees will have the right to return to City employment, to the extent required by, and subject to the terms and conditions of, USERRA and California law.

10. Employees called to serve jury duty will be granted a leave of absence for the period of service required. Full-time employees will receive up to 40 hours of jury duty pay per calendar year while performing this service. Payment of salary to FLSA-exempt employees during jury duty shall be carried out in accordance with the FLSA.
11. At the discretion of the City Manager, full-time employees who are required to serve extended jury service beyond 40 hours in any one calendar year may receive additional jury duty pay.
12. A female employee disabled by pregnancy, childbirth or related medical conditions will be granted pregnancy disability leave up to four months in a 12-month period in accordance with California law (California Government Code Section 12945, as implemented by the City of La Mirada Family Medical Leave Policy (City Policy No. 3-22, or as said Policy may be amended from time to time). An eligible employee shall be required to use, or may elect to use, accrued leave during any portion of unpaid pregnancy disability leave, in accordance with state law and the City's Family Medical Leave Policy. The City of La Mirada will continue health care coverage under any employer group health plans for up to four months of the Pregnancy Disability Leave under the same terms as if the employee had continued to work. Any eligible female employee who takes Pregnancy Disability Leave shall have the right to reinstatement to her former job or a comparable position with equivalent pay, benefits, and other employment terms and conditions with no loss of seniority. Should an eligible employee also qualify for Family and Medical Leave under subdivision (12) of this Section V, the maximum amount of Pregnancy Disability Leave and Family and Medical Leave shall be governed by subdivision (13) of this Section V.
13. In compliance with the California Moore-Roberti Family Rights Act of 1991 (CFRA), the Federal Family and Medical Leave Act of 1993 (FMLA), the National Defense Authorization Act of 2008, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the California Military and Veterans Code, as implemented by the City of La Mirada Family Medical Leave Policy (City Policy No. 3-22, or as said Policy may be amended from time to time), the City will provide eligible employees with up to 12 work weeks in any 12-month period, unpaid, job-protected leave for certain family and medical reasons, and up to 26 workweeks in a single 12-month period for unpaid, job-protected caregiver leave. Employees are eligible if they have worked for the City for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted to any eligible employee for any of the following reasons:
  - a) the birth of the employee's child and in order to care for the child;
  - b) the placement of a child with the employee for adoption or foster care;
  - c) to care for a child, spouse, or parent who has a serious health condition;
  - d) a serious health condition that renders the employee unable to perform the essential functions of his or her position;
  - e) treatment of substance abuse of the employee or his/her covered family member;

- f) a qualifying exigency arising out of the fact that a covered military member is on active duty (or has been notified of an impending federal call or order to active duty) in the federal Armed Forces in support of a contingency operation; or
- g) to care for a spouse, son, daughter, parent or next of kin who is a covered servicemember, because the covered servicemember suffered a serious injury or illness while on active duty that may render said person unable to perform the duties of the servicemember's office, grade, rank or rating.

An eligible employee shall be required to use, or may elect to use, accrued leave during any portion of unpaid Family and Medical Leave, in accordance with federal and state law and the City's Family and Medical Leave Policy. For the duration of Family and Medical Leave, the City will maintain the employee's health coverage under any group health plan under the same terms as if the employee had continued to work. The City will provide the employee a guarantee of employment in the same or an equivalent job with equivalent pay, benefits, and other employment terms and conditions upon returning from Family and Medical Leave, except that the City may deny reinstatement to a key employee, in accordance with state and federal law, as implemented in the City's Family and Medical Leave Policy. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using Family and Medical Leave. If the employee cannot be returned to their original job, he/she shall be returned to a substantially similar job, unless either there is no substantially similar job position available or filling the substantially similar position would substantially undermine the City's ability to operate safely and efficiently. An employee shall have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the leave period. Should an employee also qualify for Pregnancy Disability Leave under subdivision (12) of this Section V, the maximum amount of Pregnancy Disability Leave and Family and Medical Leave shall be governed by subdivision (14) of this Section V.

14. If an employee is eligible for Family and Medical Leave under the FMLA, and is also eligible for Pregnancy Disability Leave (but is not eligible for CFRA Leave under state law), any available FMLA Leave and any available Pregnancy Disability Leave shall run concurrently. The maximum amount of time that an eligible employee may take for FMLA Leave and Pregnancy Disability Leave is twelve (12) workweeks. If an employee is eligible for CFRA Leave, and is also eligible for Pregnancy Disability Leave at the time of request for CFRA Leave, the four months of Pregnancy Disability Leave authorized by subdivision (12) of this Section V, shall be in addition to the twelve workweeks of CFRA Leave. The maximum amount of time that an eligible employee may take for CFRA Leave and Pregnancy Disability Leave is 12 workweeks plus four months, or a total of seven (7) months.
15. The City may, at the discretion of the City Manager, grant an employee a leave of absence for up to three months without pay. At the discretion of the City Manager, an employee's leave of absence without pay may be extended in three month increments up to a total maximum unpaid leave of absence of one year. Leave without pay is intended for unusual circumstances and approval will be evaluated based upon the impact to departmental functions and work force levels. The granting of leave without

pay requires that the department director concur with the City Manager's approval to grant such leave. Leave without pay will only be granted upon complete use of accrued sick leave, vacation, and floating holiday hours.

## VI. WORK HOURS

1. Employees working 8 hours a day or more in Public Works receive a 30-minute lunch and two 15-minute breaks per day. Full-time and hourly part-time employees in other departments working eight hours or more in a workday shall take a one hour scheduled lunch break and two 15-minute breaks daily. Lunch breaks are unpaid; however 15-minute breaks are paid. Hourly part-time employees working a 6 to 7 hour day are entitled to a 30-minute lunch and two 15-minute breaks. Hourly part-time employees working a 4 to 5 hour day are entitled to one 15-minute break; and those working less than 4-hour days are not entitled to a break. Two 15-minute breaks may not be combined to replace any part of an unpaid lunch break. Department management and supervisory staff may change employee work hours, lunch breaks and 15-minute break schedules to meet operational needs.

## VII. ADDITIONAL COMPENSATION:

1. Employees classified as exempt as defined in the Fair Labor Standards Act (FLSA) and Section 2 of this Resolution are not eligible for overtime compensation. Employees classified as non-exempt in the FLSA and as defined in Section 2 of this Resolution, who work overtime, shall be compensated at a rate of at least one and one-half times the regular rate of pay, for all hours worked over forty (40) hours in a seven-day work week, or shall be allowed to accumulate one and one-half hours of compensatory time for each overtime hour worked (up to 30 hours), at the City's option. Scheduling of compensatory time shall require Department Director approval. Compensatory time shall be granted within a reasonable period after the employee makes the request. The City reserves the right to deny the request if the use of compensatory time would be unduly disruptive to City's operations. "Unduly disruptive" means a determination by the City, in good faith, that the request would impose an unreasonable burden on the City's ability to provide services of acceptable quality and quantity for the public during the time requested. Determination of whether the request would be unduly disruptive of the City's operations includes consideration of the customary work practices within the City, including but not limited to (a) the normal schedule of work, (b) anticipated peak workloads based on past experience, (c) emergency requirements for staff and services, (d) the availability of qualified substitute staff, or (e) such other grounds authorized under the FLSA. The City may also require an employee to use compensatory time at such time(s) determined by the City, if deemed necessary by the City, based on the needs of the City. Compensatory time must be taken by the end of the fiscal year in which it was earned. Non-exempt employees who work a "9/80" schedule are eligible for overtime or compensatory time for each hour worked over 40 hours in a one-week (40 hour) work period. Overtime and Compensatory time for the Theatre for the Performing Arts shall be administered pursuant to City Administrative Policy 2-05.

2. Employees (not including employees classified as exempt as defined in the Fair Labor Standards Act and Section 2 of this Resolution) assigned secretarial duties at City Council, Successor Agency to the Redevelopment Agency, and Commission/Council meetings after normal business hours are to be compensated at time and one-half (1.5) of their regular pay rate or a \$35 lump sum per meeting, whichever is greater.
3. Maintenance employees assigned to emergency callout duty shall be compensated at the fixed rate of \$150 per work week. If the employee is called back to work during an off-duty period and has to physically respond to a City work location, the employee shall receive a minimum of two (2) hours overtime compensation, regardless of whether the employee actually works less than two (2) hours, and shall receive overtime compensation for actual time worked if time worked exceeds two (2) hours. Time worked will commence when the employee leaves his/her residence and will end when the employee returns to his/her residence. A second or subsequent call-back occurring within the first two (2) hours shall be considered part of the continuous working time included in the minimum two (2) hours. An employee, who is not the primary employee assigned to emergency callout duty and has to physically respond to a City work location, shall receive overtime compensation for actual time worked only. Time worked will commence when the employee leaves his/her residence and will end when the employee returns to his/her residence. The Public Works Director/City Engineer or his/her designee shall designate who is the primary employee for each callout duty assignment.

If the employee is able to respond by telephone to the request for callout duty, and does not physically respond to a City work location, the employee shall not receive any overtime compensation or other additional compensation.

4. Maintenance employees who are not in a supervisory position and who maintain a valid California Class A commercial driver license shall be compensated at the fixed rate of \$100 per month. Such compensation shall only be provided with the prior approval of the Public Works Director/City Engineer.
5. Maintenance employees who maintain a valid State of California Qualified Applicator License to apply or supervise the application of pesticides shall be compensated at the fixed rate of \$50 per month. Such compensation shall only be provided with the prior approval of the Public Works Director/City Engineer.
6. Hourly part-time Aquatics Aides I who assume the responsibility of an "Aquatics Center Host" shall be compensated at \$1.00 per hour more than their regular hourly pay rate. Such compensation shall only be provided with the prior approval of the Aquatics Center Manager, Aquatics Supervisor, Aquatics Coordinator or Community Services Director.
7. Hourly part-time Public Safety Officers I and II who assume the responsibility of the Public Safety Assistant position shall be compensated at \$1.00 per hour more than their regular hourly pay rate.

8. Hourly part-time Box Office Workers who assume full responsibility for the box office shall be compensated at \$1.00 per hour more than their regular hourly pay rate. Such compensation shall only be provided in the absence of the hourly Box Office Coordinator, the Assistant Audience Development Coordinator and the Audience Development Coordinator. Such compensation shall only be provided with the prior approval of the Audience Development Coordinator or Theatre Director.
9. Hourly part-time Stagehands who are required to work any attraction call shall be compensated at their regular rate of pay for a minimum of four hours. Hourly Theatre Stagehands that work more than five (5) consecutive hours shall be paid at double their respective hourly pay rate. Pay shall return to their regular rate of pay whenever one (1) hour of time off (lunch/dinner) is taken.
10. Hourly part-time Ushers who assume full responsibility for the "House" shall be compensated at \$2.00 per hour more than their regular hourly pay rate. Such compensation shall only be provided with the prior approval of the House Manager or Theatre Director.
11. Hourly part-time Ushers who assume the responsibility of a "Lead Usher" shall be compensated at \$1.00 per hour more than their regular hourly pay rate. Such compensation shall only be provided with the prior approval of the House Manager or the Theatre Director.
12. Premium compensation equal to one pay period's salary or less may be granted by the City Manager to a full-time employee for meritorious performance. Hourly part-time employees may be granted \$350 or less by the City Manager for meritorious performance. Said premium compensation shall be awarded only once during a six-month period. The maximum amount of compensation awarded to a full-time employee may not exceed one pay period's salary in a twelve-month period.
13. Compensation equal to a maximum of \$350 may be granted by the City Manager to an employee or contract employee who consistently demonstrates performance above and beyond the level required for normal job performance. Said compensation shall be awarded only once during a three-month period. The maximum amount awarded to an employee or contract employee may not exceed \$700 in a twelve-month period.
14. Full-time employees being recognized for outstanding attendance achieved over a twelve month period may buy back up to 40 hours of sick leave on an annual basis provided they have a sick leave account balance of 120 hours. Those employees authorized to buy back sick leave that have a total leave account balance (vacation leave and sick leave combined) of 240 hours or more may buy back up to 60 hours per year of sick leave. The twelve month period is defined as the pay period that includes January 1 through the last full pay period in December in one calendar year. Because the employee must approve disbursements from accrued sick leave in writing, it is the employee's responsibility to respond to a memorandum from Human Resources notifying the employee of their eligibility, and inform Human Resources in writing if the employee chooses to participate in the buy back of hours



15. In November of each year, full-time employees shall have the opportunity to buy back up to 80 hours of accrued vacation providing that the employee must maintain a minimum of 120 hours of accrued vacation after the buy back of hours. Because the employee must approve disbursements from accrued vacation in writing, it is the employee's responsibility to respond to a memorandum from Human Resources notifying the employee of their eligibility, and inform Human Resources in writing if the employee chooses to participate in the buy back of hours.
  
16. Individuals with signed, authorized contracts that provide instruction for recreation classes shall be paid a pre-determined percentage ranging from 60% to 75% based on the fees received for that class and approved by the Community Services Director. Current employees of the City are not eligible to provide instruction for contract classes.

**VIII. MISCELLANEOUS BENEFITS:**

1. Automobile allowance shall be provided on a monthly basis to the following staff occupying these positions:

City Manager	\$500
Assistant City Manager	\$0
Department Directors	\$0
Deputy City Manager	\$0
City Planner	\$275
Human Resources Manager	\$275
Finance Manager	\$275
Assistant to the City Manager	\$275
Aquatics Center Manager	\$275
Economic Development Manager	\$275
Senior Planner	\$275
Community Services Manager	\$275
Public Information Manager	\$275
Theatre Operations Manager	\$275
Senior Accountant	\$125
Senior Administrative Analyst	\$125
Administrative Analyst II	\$125
Aquatics Supervisor	\$125
Community Services Supervisor	\$125
Associate Planner	\$125
Assistant City Clerk	\$125

2. Under appropriate circumstances as determined by the City Manager, the City Manager may issue a City vehicle to an employee to travel to and from work in order to respond

to emergencies in a timely manner during non-work hours. An employee, who is provided an automobile allowance as stated in Section VIII (1), may be issued a City vehicle by the City Manager to conduct City business in lieu of receiving an automobile allowance. Employees who have been issued a City vehicle are not eligible for an automobile allowance or mileage reimbursement. City vehicles shall be used for City business and City purposes only, and shall be subject to such terms and conditions as deemed appropriate by the City Manager.

3. The City shall provide all full-time employees, including the City Manager, with a matching deferred compensation contribution not to exceed \$800 per employee per calendar year. This amount shall be placed into the deferred compensation program offered by the City. To be eligible for the match, the employee must contribute an equal amount. The City Manager may be eligible for an additional deferred compensation contribution in accordance with the City Manager Employment Agreement. All other employees are not entitled to receive any additional deferred compensation contribution or investment by the City.
4. Full-time employees may be allowed reimbursement for tuition, books, mandatory fees related to registration for classes and programs taken at an accredited college, university or adult education program, and certification and license renewal. In addition, prior to enrollment in the course or program, approval by the Department Director and City Manager is required. The amount of reimbursement shall be limited to a cap of \$2,500 per employee per fiscal year. Those staff members using tuition reimbursement funds are required to maintain full-time status with the City for a period of one-year following use of the funds. If full-time status is not maintained and the employee separates from employment voluntarily, the funds used within the last twelve months of employment shall be reimbursed upon separation.
5. Full-time and hourly part-time maintenance employees will be provided an allowance of up to \$200 per fiscal year toward the purchase of work shoes. The supply and purchase of work shoes will be coordinated through the employees' department administrative staff.
6. Full-time and hourly part-time uniformed public safety employees will be provided an allowance of up to \$200 per fiscal year toward the purchase of work shoes. The supply and purchase of work shoes will be coordinated through the Public Safety administrative staff.
7. Full-time employees will be provided a reimbursement of up to \$100 per fiscal year toward the purchase of a membership to a gymnasium and/or fitness center.
8. Full-time and hourly part-time uniformed public safety employees who work in the field will be offered bullet proof vests. The bullet proof vests will be replaced if damaged due to work related use or at the end of its useful life.
9. For those employees not provided with an automobile allowance, the City will reimburse an employee the current Internal Revenue Service mileage rate in effect per mile driven

for authorized use of an employee's private vehicle on City business. Employees that receive an auto allowance are not eligible for mileage reimbursement and must have a private vehicle available for use on City business.

10. When an employee is promoted to a higher classification, the employee shall be assigned to the step in the new classification that provides an increase of not less than 5.5% over the salary received immediately prior to such promotion. Promoted full-time employees will be subject to a one-year probationary period.
11. The City provides uniforms to employees holding certain positions in the City. New uniforms are generally issued once a year to employees in Community Services, Public Works and Public Safety.
12. The City Manager is authorized to establish reasonable employee discounts for various City programs and events. The discounts will be identified in the Employee Resource Guide.
13. Employees who are required to utilize a cellular phone for business related purposes shall receive an allowance in the amount of \$40.00 per month.
14. The City shall provide full-time employees a flexible spending account program for eligible health care, dependent care, transit, and parking expenses.
15. The City shall provide a Sick Leave Donation Program that allows full-time employees to donate accrued personal Sick Leave time into a Sick Leave Bank to be used by full-time employees with a serious medical condition and who have exhausted their own leave time.

**SECTION 4.** Superseding the City Council Resolution No. 18-13 in its entirety, hourly part-time employees shall be compensated at a rate fixed per the following schedule. Hourly part-time employees are required to work 1,040 hours to advance to the next pay step in the salary range.

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Clerk	\$15.38 to \$20.06
Administrative Intern	\$14.24 to \$17.01
Aquatics Aide I	\$13.00 to \$15.07
Aquatics Aide II	\$14.21 to \$16.47
Assistant Pool Technician	\$18.36 to \$23.95
Assistant Technical Director	\$25.41 to \$28.60
Box Office Associate	\$13.26 to \$17.31
Box Office Coordinator	\$17.30 to \$21.92
Code Enforcement Specialist Hourly	\$20.06 to \$26.17
Department Secretary Hourly	\$19.00 to \$24.07
Election Worker (Municipal Elections)	\$15.00

Graphics Technician	\$14.24 to 17.01
Guest Services Associate	\$13.66 to \$17.31
Lead Guest Services Associate	\$17.30 to \$21.92
Lifeguard	\$15.56 to \$19.14
Maintenance Worker	\$13.66 to \$17.31
Permit Technician	\$20.24 to \$25.77
Planning Technician	\$22.58 to \$26.96
Public Safety Officer I	\$19.48 to \$24.67
Public Safety Officer II	\$22.58 to \$26.96
Recreation Aide	\$13.00 to \$15.07
Recreation Leader	14.21 to \$16.47
Secretary Hourly	\$17.82 to \$23.26
Senior Recreation Leader I	\$15.56 to \$19.71
Senior Recreation Leader II	\$18.04 to \$22.85
Stagehand I	\$15.84 to \$20.66
Stagehand II	\$19.48 to \$25.41
Stagehand III	\$23.95 to \$26.96
Supervising Lifeguard	\$22.58 to \$26.96
<b>Position Title</b>	<b>Hourly Rate</b>
Swim Instructor	\$15.56 to \$19.14
Swim Instructor/Lifeguard	\$17.30 to \$21.28
Telemarketer	\$13.00 per hour plus 5% commission
Theatre Rentals and Contracts Specialist	\$19.00 to \$24.07
Usher	\$13.00 to \$16.47

The City Manager may hire, on an hourly basis, positions identified as full-time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full-time position.

**SECTION 5.** Superseding the City Council Resolution No. 18-13, and all other prior resolutions relating to rates of compensation, and each of them in their entirety, rates of compensation as listed in this Resolution shall be effective on the pay period starting on June 24, 2019.

**SECTION 6.** The City expressly reserves the right, in its sole discretion, at any time and from time to time, but upon a non-discriminatory basis, to amend or rescind any provision of this Resolution or any benefits or salary provisions, or to terminate any benefits or salary provisions. Such changes may apply to current and/or future employees, retirees or their family members. All salary and benefits in this Resolution are subject to meet and confer guidelines and shall be reviewed at least annually in their entirety.

**SECTION 7.** The La Mirada City Council hereby authorizes the City Manager to incorporate into the 2019-20 fiscal year budget sufficient funds, not to exceed amounts identified in this


Resolution No. 19-19  
June 25, 2019

Resolution, to ensure that the salaries and benefits shown herein are funded, and to take such other actions as may be necessary to implement this Resolution.

**SECTION 8.** This Resolution shall become effective immediately upon its passage.

**SECTION 9.** The City Clerk shall certify to the adoption of this Resolution.

**APPROVED and ADOPTED this 25<sup>th</sup> day of June 2019.**



Steve De Ruse, Mayor

**ATTEST:**

I, Anne Haraksin, City Clerk of the City of La Mirada, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the La Mirada City Council held on the 25<sup>th</sup> day of June 2019, by the following roll call vote:

**AYES:** Councilmembers Eng, Mowles, Sarega, Mayor Pro Tem Lewis,  
Mayor De Ruse  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None



Anne Haraksin, City Clerk

# City of La Mirada Fiscal Year 2019-2020 Hourly Part-Time Salary Schedule

Effective: 06/24/2019

Position Title	1	2	3	4	5	6	7	8	9	10
Administrative Clerk	\$15.38	\$15.84	\$16.31	\$16.80	\$17.30	\$17.82	\$18.36	\$18.91	\$19.48	\$20.06
Administrative Intern	\$14.24	\$14.67	\$15.11	\$15.57	\$16.03	\$16.51	\$17.01			
Aquatics Aide I	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07				
Aquatics Aide II	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47				
Assistant Pool Technician	\$18.36	\$18.91	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.26	\$23.95
Assistant Technical Director	\$25.41	\$26.17	\$26.96	\$27.77	\$28.60					
Box Office Associate	\$13.26	\$13.66	\$14.07	\$14.49	\$14.93	\$15.38	\$15.84	\$16.31	\$16.80	\$17.31
Box Office Coordinator	\$17.30	\$17.82	\$18.36	\$18.91	\$19.47	\$20.06	\$20.66	\$21.28	\$21.92	
Code Enforcement Spec Hourly	\$20.66	\$21.28	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67	\$25.41	\$26.17	
Department Secretary Hourly	\$19.00	\$19.57	\$20.16	\$20.76	\$21.38	\$22.03	\$22.69	\$23.37	\$24.07	
Election Worker	\$15.00									
Graphics Technician	\$14.24	\$14.67	\$15.11	\$15.57	\$16.03	\$16.51	\$17.01			
Guest Services Associate	\$13.66	\$14.07	\$14.49	\$14.93	\$15.38	\$15.84	\$16.31	\$16.80	\$17.31	
Lead Guest Services Associate	\$17.30	\$17.82	\$18.36	\$18.91	\$19.47	\$20.06	\$20.66	\$21.28	\$21.92	
Lifeguard	\$15.56	\$16.03	\$16.51	\$17.00	\$17.51	\$18.04	\$18.58	\$19.14		
Maintenance Worker	\$13.66	\$14.07	\$14.50	\$14.93	\$15.38	\$15.84	\$16.31	\$16.80	\$17.31	
Permit Technician	\$20.24	\$20.85	\$21.48	\$22.12	\$22.78	\$23.47	\$24.17	\$24.90	\$25.64	\$25.77
Planning Technician	\$22.58	\$23.26	\$23.96	\$24.67	\$25.41	\$26.18	\$26.96			
Public Safety Officer I	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67	
Public Safety Officer II	\$22.58	\$23.26	\$23.96	\$24.67	\$25.41	\$26.18	\$26.96			
Recreation Aide	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07				
Recreation Leader	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47				
Secretary Hourly	\$17.82	\$18.36	\$18.91	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.26
Senior Recreation Leader I	\$15.56	\$16.03	\$16.51	\$17.00	\$17.51	\$18.04	\$18.58	\$19.14	\$19.71	
Senior Recreation Leader II	\$18.04	\$18.58	\$19.14	\$19.71	\$20.30	\$20.91	\$21.54	\$22.19	\$22.85	
Stagehand I	\$15.84	\$16.31	\$16.80	\$17.30	\$17.82	\$18.36	\$18.91	\$19.48	\$20.06	\$20.66
Stagehand II	\$19.48	\$20.06	\$20.66	\$21.28	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67	\$25.41
Stagehand III	\$23.95	\$24.67	\$25.41	\$26.17	\$26.96					
Supervising Lifeguard	\$22.58	\$23.26	\$23.96	\$24.67	\$25.41	\$26.18	\$26.96			
Swim Instructor	\$15.56	\$16.03	\$16.51	\$17.00	\$17.51	\$18.04	\$18.58	\$19.14		
Swim Instructor/Lifeguard	\$17.30	\$17.82	\$18.36	\$18.91	\$19.47	\$20.06	\$20.66	\$21.28		
Telemarketer	\$13.00	Per hour plus 5% commission.								
Theatre Rentals and Contracts Specialist	\$19.00	\$19.57	\$20.16	\$20.76	\$21.38	\$22.03	\$22.69	\$23.37	\$24.07	
Usher	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47	