

CITY OF CORONADO



Personnel Authorization and Compensation Plan

Fiscal Year 2017-2018

Adopted June 6, 2017

Amended February 6, 2018

**PERSONNEL AUTHORIZATION AND COMPENSATION PLAN
FISCAL YEAR 2017-2018**

Table of Contents

<u>Section</u>	Description	<u>Page</u>
1	Classified Regular Positions	1
2	Unclassified Positions	4
3	Authorized Regular Full-Time &Part-Time Positions Categorized by Function and Department	5
4	Executive and Exempt Classifications	9
5	Classification Represented by Employee Associations	9
6	Self-Represented Classifications	10
7	Temporary Part-Time and Seasonal Classifications (Non-Benefited)	11
8	Exceeding Authorized Number of Positions for a Classification	11
9	Salaries	11
10	Retirement	12
11	Leave	13
12	Health/Cafeteria Benefit Plan	16
13	Tuition Reimbursement	16
14	Holidays	17
15	Overtime	18
16	Use and Accrual of Compensatory Time	20
17	Stand-by and Emergency Stand-by Duty.....	21
18	Applicator’s Differential	21
19	Acting Golf Leadworker	21
20	Back Flow Certification	22
21	Wastewater/Storm Water Certification Pay	22
22	Mechanic Certification Pay	22
23	Arborist Certification	22
24	Lead Lifeguard Assignment	22
25	Bilingual Pay.....	23
26	Paramedic Assignment Pay for Engineers and Captains	23
27	Paramedic Certification	23
28	Coronado Police Officer Association Premium Pay	23
29	Special Project Premium Pay	24
30	Out-of-Class Assignments	24
31	Uniform, Clothing and Safety Equipment	25
32	City Paid Life Insurance	26
33	City Paid Short-Term Disability Insurance	27
34	City Paid Long Term Disability Insurance	27
35	Educational Incentives	27
36	Rounding of Salaries	28
37	“Z” Rated Salaries	28
38	Vehicle Allowance	29
39	Conflict with Civil Services Rules and Memoranda of Understanding.....	29

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section I. Classified Regular Positions

A. Regular Full-Time Positions (Bi-Weekly Salary)

A1. AFSCME

No.	Job Class	Range	Description	A	B	C	D	E	F	G
1	A490	01	Electrician	2,187.00	2,296.35	2,411.17	2,531.73	2,658.31	2,791.23	2,930.79
0	A500	02	Engineering Technician II	2,248.18	2,360.59	2,478.62	2,602.55	2,732.68	2,869.31	3,012.78
1	A575	03	Heavy Equipment Operator	1,937.73	2,034.62	2,136.35	2,243.16	2,355.32	2,473.09	2,596.74
4	A600	04	Lead Maintenance Worker	1,937.73	2,034.62	2,136.35	2,243.16	2,355.32	2,473.09	2,596.74
1	A610	05	Lead Pump Mechanic	2,187.00	2,296.35	2,411.17	2,531.73	2,658.31	2,791.23	2,930.79
0	A700	06	Maintenance Worker I	1,444.12	1,516.33	1,592.14	1,671.75	1,755.34	1,843.10	1,935.26
21	A705	07	Maintenance Worker II	1,599.81	1,679.80	1,763.79	1,851.98	1,944.58	2,041.81	2,143.90
4	A710	08	Maintenance Worker III	1,758.02	1,845.92	1,938.21	2,035.13	2,136.88	2,243.73	2,355.91
1	A730	09	Master Mechanic	2,473.65	2,597.34	2,727.20	2,863.56	3,006.74	3,157.08	3,314.93
1	A735	10	Mechanic I	1,856.06	1,948.87	2,046.31	2,148.63	2,256.06	2,368.86	2,487.30
2	A740	11	Mechanic II	2,061.18	2,164.24	2,272.45	2,386.07	2,505.37	2,630.64	2,762.17
1	A750	12	Motor Sweeper Operator	1,823.78	1,914.97	2,010.72	2,111.25	2,216.82	2,327.66	2,444.04
1	A969	13	Special Equipment Mechanic I	1,669.48	1,752.95	1,840.60	1,932.63	2,029.26	2,130.72	2,237.26
1	A970	14	Special Equipment Mechanic II	1,855.24	1,948.01	2,045.41	2,147.68	2,255.06	2,367.81	2,486.20
1	A990	16	Tree Trimmer	1,758.02	1,845.92	1,938.21	2,035.13	2,136.88	2,243.73	2,355.91
0	A975	17	Utility Systems Operator I	1,458.56	1,531.49	1,608.06	1,688.47	1,772.89	1,861.53	1,954.61
4	A980	18	Utility Systems Operator II	1,615.81	1,696.60	1,781.43	1,870.50	1,964.03	2,062.23	2,165.34
2	A985	19	Utility Systems Operator III	1,775.60	1,864.38	1,957.60	2,055.48	2,158.25	2,266.16	2,379.47
				<u>46.00</u>						

A2. FIREFIGHTERS' ASSOCIATION

No.	Job Class	Range	Description	A	B	C	D	E	F	G
6	F550	01	Fire Captain	3,183.77	3,342.96	3,510.11	3,685.61	3,869.89	4,063.39	4,266.56
6	F560	02	Fire Engineer	2,713.67	2,849.36	2,991.83	3,141.42	3,298.49	3,463.41	3,636.58
1	F565	03	Firefighter	2,367.23	2,485.59	2,609.87	2,740.37	2,877.38	3,021.25	3,172.32
14	F572	11	Firefighter/Paramedic	2,686.81	2,821.15	2,962.20	3,110.31	3,265.83	3,429.12	3,600.58
				<u>27.00</u>						

A3. POLICE OFFICERS' ASSOCIATION

No.	Job Class	Range	Description	A	B	C	D	E	F	G
1	P505	01	Evidence and Property Technician	2,267.17	2,380.53	2,499.55	2,624.53	2,755.76	2,893.55	-
6	P807	12	Police Corporal	2,875.00	3,018.75	3,169.69	3,328.17	3,494.58	3,669.31	3,852.78
7	P810	02	Police Dispatch/Records Assistant	2,112.47	2,218.09	2,329.00	2,445.45	2,567.72	2,696.10	2,830.91
1	P815	03	Police Dispatcher	2,112.47	2,218.09	2,329.00	2,445.45	2,567.72	2,696.10	2,830.91
27	P825	04	Police Officer	2,674.42	2,808.14	2,948.55	3,095.98	3,250.77	3,413.31	3,583.98
7	P830	05	Police Sergeant	3,323.96	3,490.16	3,664.66	3,847.90	4,040.29	4,242.31	4,454.42
0	P835	06	Police Services Officer I	1,612.04	1,692.64	1,777.27	1,866.14	1,959.44	2,057.42	-
6	P840	07	Police Services Officer II	1,820.65	1,911.68	2,007.26	2,107.63	2,213.01	2,323.66	-
				<u>55.00</u>						

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

A4. SELF-REPRESENTED BENEFITED

No.	Job Class	Range	Description	A	B	C	D	E	F	G
2	S100	01	Accountant	2,661.66	2,794.74	2,934.48	3,081.20	3,235.26	3,397.03	-
4	S105	02	Accounting Technician I	1,704.26	1,789.47	1,878.94	1,972.89	2,071.54	2,175.11	-
1	S106	16	Accounting Technician II (Payroll)	1,867.39	1,960.76	2,058.80	2,161.74	2,269.83	2,383.32	-
1	S255	10	Active Transportation Planner	2,504.94	2,630.18	2,761.69	2,899.78	3,044.77	3,197.00	3,356.85
5	S135	04	Administrative Secretary	1,815.90	1,906.69	2,002.03	2,102.13	2,207.23	2,317.60	-
3	S160	39	Aquatics Coordinator	1,639.34	1,721.31	1,807.37	1,897.74	1,992.63	2,092.26	-
1	S170	05	Aquatics Supervisor	2,415.72	2,536.50	2,663.33	2,796.49	2,936.32	3,083.13	3,237.29
2	S210	06	Assistant Engineer	2,564.44	2,692.66	2,827.29	2,968.65	3,117.09	3,272.94	3,436.59
1	S220	07	Assistant Planner	2,272.58	2,386.21	2,505.52	2,630.79	2,762.33	2,900.45	3,045.47
2	S240	08	Associate Engineer	2,963.64	3,111.82	3,267.41	3,430.78	3,602.32	3,782.44	3,971.56
2	S250	09	Associate Planner	2,504.94	2,630.18	2,761.69	2,899.78	3,044.77	3,197.00	3,356.85
4	S300	47	Beach Lifeguard	1,304.71	1,369.95	1,438.44	1,510.37	1,585.88	1,665.18	-
1	S305	43	Beach Lifeguard Captain	3,183.77	3,342.96	3,510.11	3,685.61	3,869.89	4,063.39	-
2	S315	11	Beach Lifeguard Sergeant	2,001.70	2,101.78	2,206.87	2,317.21	2,433.08	2,554.73	2,682.47
1	S330	12	Building Inspector	2,345.84	2,463.13	2,586.29	2,715.60	2,851.38	2,993.95	-
1	S335	48	Building Inspection Supervisor	3,261.67	3,424.75	3,595.99	3,775.79	3,964.58	4,162.81	4,370.95
0	S350	13	Capital Projects Coordinator	3,105.30	3,260.56	3,423.59	3,594.77	3,774.51	3,963.23	4,161.40
1	S355	14	Capital Projects Manager	3,939.66	4,136.65	4,343.48	4,560.65	4,788.69	5,028.12	5,279.53
2	S360	49	Community Development Technician	1,759.36	1,847.33	1,939.69	2,036.68	2,138.51	2,245.44	-
1	S530	15	Finance Manager	3,652.65	3,835.28	4,027.05	4,228.40	4,439.82	4,661.81	4,894.90
3	S545	19	Fire Battalion Chief	3,972.79	4,171.42	4,380.00	4,599.00	4,828.95	5,070.39	5,323.91
1	S570	17	Golf Maintenance Supervisor	3,106.35	3,261.67	3,424.75	3,595.99	3,775.79	3,964.58	4,162.81
1	S580	18	Human Resources Manager	3,651.76	3,834.34	4,026.06	4,227.36	4,438.73	4,660.67	4,893.70
2	S585	19	Human Resources Technician	1,867.39	1,960.76	2,058.80	2,161.74	2,269.83	2,383.32	-
1	S590	20	Information Technology Manager	3,712.95	3,898.60	4,093.53	4,298.21	4,513.12	4,738.77	4,975.71
1	S593	51	Information Technology Network Admin I	2,514.42	2,640.14	2,772.14	2,910.75	3,056.29	3,209.10	3,369.56
2	S591	45	Information Technology Network Admin II	2,772.14	2,910.75	3,056.29	3,209.10	3,369.56	3,538.04	3,714.94
1	S592	28	Information Technology Technician	1,867.39	1,960.76	2,058.80	2,161.74	2,269.83	2,383.32	-
1	S635	21	Librarian II	2,207.82	2,318.21	2,434.12	2,555.82	2,683.61	2,817.79	-
1	S645	22	Library Assistant II	1,644.60	1,726.83	1,813.17	1,903.83	1,999.03	2,098.98	-
1	S650	46	Library Assistant III	1,891.29	1,985.86	2,085.15	2,189.41	2,298.88	2,413.82	-
2	S690	23	Library Technician	2,124.96	2,231.21	2,342.77	2,459.91	2,582.90	2,712.05	2,847.65
3	S720	24	Management Analyst	2,534.91	2,661.66	2,794.74	2,934.48	3,081.20	3,235.26	3,397.03
3	S120	03	Management Assistant	2,154.48	2,262.21	2,375.32	2,494.08	2,618.79	2,749.73	2,887.21
0	S770	25	Office Assistant I	1,241.64	1,303.72	1,368.91	1,437.35	1,509.22	1,584.68	-
0	S775	26	Office Assistant II	1,379.67	1,448.65	1,521.08	1,597.14	1,676.99	1,760.84	-
9	S780	27	Office Specialist	1,521.20	1,597.26	1,677.12	1,760.98	1,849.03	1,941.48	-
2	S801	44	Police Captain	4,165.00	4,373.25	4,591.91	4,821.51	5,062.58	5,315.71	5,581.50
1	S805	29	Police Com. Relations Coord.	1,916.09	2,011.89	2,112.48	2,218.11	2,329.01	2,445.46	2,567.74
2	S802	30	Police Lieutenant	3,783.60	3,972.79	4,171.42	4,380.00	4,599.00	4,828.95	5,070.39
0	S824	50	Police Officer Recruit	2,169.39	2,277.86	2,391.76	2,511.34	2,636.91	-	-
4	S845	31	Police Support Services Supervisor	2,780.55	2,919.58	3,065.56	3,218.84	3,379.78	3,548.77	3,726.21
1	S865	32	Principal Engineer	3,918.66	4,114.60	4,320.33	4,536.34	4,763.16	5,001.32	5,251.39
1	S870	33	Principal Librarian	2,780.55	2,919.58	3,065.56	3,218.84	3,379.78	3,548.77	3,726.21
3	S875	34	Public Services Supervisor	3,261.67	3,424.75	3,595.99	3,775.79	3,964.58	4,162.81	4,370.95
1	S880	35	Public Services Technician	1,809.53	1,900.01	1,995.01	2,094.76	2,199.50	2,309.47	-
1	S905	38	Recreation Coordinator	1,639.34	1,721.31	1,807.37	1,897.74	1,992.63	2,092.26	-
0	S915	36	Recreation Programs Supervisor	2,415.72	2,536.50	2,663.33	2,796.49	2,936.32	3,083.13	3,237.29
1	S940	37	Secretary to the City Manager	2,007.39	2,107.76	2,213.14	2,323.80	2,439.99	2,561.99	-
2	S955	40	Senior Librarian	2,417.94	2,538.84	2,665.78	2,799.07	2,939.03	3,085.98	3,240.28
4	S960	41	Senior Management Analyst	3,041.79	3,193.88	3,353.57	3,521.25	3,697.31	3,882.18	4,076.28
1	S965	42	Senior Planner	3,041.79	3,193.88	3,353.57	3,521.25	3,697.31	3,882.18	4,076.28
<u>93.00</u>										
<u>221.00</u>				Total Regular Full-Time Classified Positions						

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

B. SELF-REPRESENTED BENEFITED PART-TIME POSITIONS (Hourly Rate)

No.	Job Class	Range	Description	A	B	C	D	E	F	G
0	R105	02	Accounting Technician I	21.30	22.37	23.49	24.66	25.89	27.19	-
0	R135	04	Administrative Secretary	22.70	23.83	25.03	26.28	27.59	28.97	-
0	R160	39	Aquatics Coordinator	20.49	21.52	22.59	23.72	24.91	26.15	-
2	R635	21	Librarian II	27.60	28.98	30.43	31.95	33.55	35.22	-
2	R645	22	Library Assistant II	20.56	21.59	22.66	23.80	24.99	26.24	-
1	R720	24	Management Analyst	31.69	33.27	34.93	36.68	38.52	40.44	42.46
1	R775	26	Office Assistant II	17.25	18.11	19.01	19.96	20.96	22.01	-
2	R780	27	Office Specialist	19.01	19.97	20.96	22.01	23.11	24.27	-
3	R905	38	Recreation Coordinator	20.49	21.52	22.59	23.72	24.91	26.15	-
<u>9.75</u>										
<u>9.75</u>				Total Benefited Part-Time Classified Positions						

C. TEMPORARY PART-TIME AND SEASONAL CLASSIFICATIONS (Hourly Rate)

No.	Job Class	Range	Description	A	B	C	D	E	F	G
	T130	01	Administrative Intern	14.17	14.88	15.62	16.40	17.22	18.09	-
	T165	02	Aquatics Instructor	14.79	15.53	16.31	17.12	17.98	18.88	-
	T300	03	Beach Lifeguard	15.83	16.63	17.46	18.33	19.25	20.21	-
	T330	34	Building Inspector	29.32	30.79	32.33	33.95	35.64	37.42	-
	T572	19	Firefighter/Paramedic	22.85	23.99	25.19	26.45	27.77	29.16	30.62
	T630	05	Librarian I	23.22	24.38	25.60	26.88	28.22	29.63	-
	T640	06	Library Assistant I	16.49	17.32	18.18	19.09	20.05	21.05	-
	T665	07	Library Monitor	14.79	15.53	16.31	17.12	17.98	18.88	-
	T675	08	Library Page	11.40	11.97	12.56	13.19	13.85	14.55	-
	T695	09	Lifeguard Assistant (Beach)	11.00	11.00	11.00	11.28	11.84	12.43	-
	T705	33	Maintenance Worker II	20.00	21.00	22.05	23.15	24.31	25.52	26.80
	T780	22	Office Specialist	17.77	18.66	19.59	20.57	21.60	22.68	-
	T815	32	Police Dispatcher	25.15	26.41	27.73	29.11	30.57	32.10	33.70
	T850	10	Pool Lifeguard	12.25	12.86	13.51	14.18	14.89	15.64	-
	T855	30	Pool Lifeguard (Lead)	12.86	13.51	14.18	14.89	15.64	16.42	-
	T900	11	Recreation Assistant	11.00	11.00	11.00	11.28	11.84	12.43	-
	T910	12	Recreation Leader	14.69	15.43	16.20	17.01	17.86	18.75	-
	T925	13	Recreation Specialist	16.17	16.97	17.82	18.71	19.65	20.63	-
	T935	14	Seasonal Assistant II	11.00	11.00	11.00	11.28	11.84	12.43	-
	T936	15	Seasonal Assistant III	14.69	15.42	16.19	17.00	17.85	18.75	-

D. Z-Rated Positions

D1. BENEFITED POSITIONS (Bi-Weekly Salary)

Job Class	Range	Description	A	B	C	D	E	F	G
W250	04	Associate Planner	2,720.68	2,856.71	2,999.55	3,149.52	3,307.00	3,472.35	3,645.97
W720	06	Management Analyst	2,628.11	2,759.52	2,897.49	3,042.37	3,194.49	3,354.21	3,521.92
W740	07	Mechanic II	2,068.20	2,171.61	2,280.19	2,394.20	2,513.91	2,639.61	2,771.59
W955	11	Senior Librarian	2,439.89	2,561.88	2,689.98	2,824.48	2,965.70	3,113.99	3,269.69

D2. TEMPORARY PART-TIME AND SEASONAL CLASSIFICATIONS (Hourly Rate)

U300	03	Beach Lifeguard	16.36	17.18	18.04	18.94	19.89	20.88	-
V910	05	Recreation Leader	15.11	15.87	16.66	17.50	18.37	19.29	-
V925	06	Recreation Specialist	16.63	17.46	18.33	19.25	20.21	21.22	-

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section 2. Unclassified Positions

A. EXECUTIVE POSITIONS (Monthly Rate)

No.	Job Class	Description	Min	Max	Band
1	E375	City Clerk	6,866.64	9,675.72	1
0	E440	City Engineer	9,467.64	13,005.00	2
0	E450	Director of Golf Course Operations	9,467.64	13,005.00	2
1	E455	Director of Library Services	9,467.64	13,005.00	2
0	E470	Director of Recreation	9,467.64	13,005.00	2
1	E425	Director of Administrative Services	12,380.76	14,773.68	3
1	E475	Director of Comm Devlp, Redevelopment/Housing Srvc	12,380.76	14,773.68	3
1	E480	Director of Recreation & Golf	12,380.76	14,773.68	3
1	E200	Assistant City Manager	13,733.28	16,334.28	4
1	E445	Director of Fire Services	13,733.28	16,334.28	4
1	E460	Director of Police Services	13,733.28	16,334.28	4
1	E465	Director of Public Services & Engineering	13,733.28	16,334.28	4
1	E385	City Manager	-	18,441.43	

Contract amendment No.5 approved by City Council on September 5, 2017, effective July 1, 2017

B. Y-RATED POSITIONS (Monthly)

1.00	E440Y	City Engineer	12,068.64	14,357.52	
<u>11.00</u>		Total Unclassified Positions			
<u>241.75</u>		Total Regular Full-Time Classified, Regular Part-Time Classified and Unclassified Positions (full time equivalent)			

C. ELECTED POSITIONS (Monthly)

Council Member	435.00
Mayor	435.00
Mayor Expense Allowance (<i>effective November 16, 2017</i>)	225.00
City Council Expense Allowance (<i>effective November 2, 2017</i>)	150.00

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified	Classified	Unclassified	Classified
	Section 2	Section 1	Section 2	Section 1
General Government				
<u>City Clerk</u>				
City Clerk	1			
Administrative Secretary		1		
Total	1	1	0	0
<u>City Manager</u>				
City Manager	1			
Assistant City Manager	1			
Senior Management Analyst		2		
Secretary to the City Manager		1		
Total	2	3	0	0
<u>Administrative Services</u>				
Director of Administrative Services	1			
Accountant		2		
Accounting Technician I		1		
Accounting Technician II (payroll)		1		
Administrative Secretary		0		
Finance Manager		1		
Human Resources Manager		1		
Human Resources Technician		2		
Information Technology Manager		1		
Information Technology Network Admin. I		1		
Information Technology Network Admin. II		2		
Information Technology Technician		1		
Management Analyst		2		
Senior Management Analyst		1		
Office Specialist		1		
Total	1	17	0	0
Planning & Building Services				
<u>Community Development, Redevelopment & Housing Services</u>				
Director of Community Development, Redevelopment & Housing Services	1			
Administrative Secretary		1		
Assistant Planner		1		
Associate Planner		2		
Building Inspection Supervisor		1		
Building Inspector		1		
Community Development Technician		2		
Office Specialist		0		
Senior Management Analyst		0		
Senior Planner		1		
Total	1	9	0	0

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified	Classified	Unclassified	Classified
	Section 2	Section 1	Section 2	Section 1
Public Safety				
<u>Fire & Beach Lifeguard Services</u>				
Director of Fire Services	1			
Beach Lifeguard Captain		1		
Beach Lifeguard Sergeant		2		
Beach Lifeguard		4		
Fire Captain		6		
Fire Battalion Chief		3		
Fire Engineer		6		
Firefighter		1		
Firefighter/Paramedic		14		
Management Assistant		1		
Office Specialist		1		0.50
Total	1	39	0	0.50
<u>Police Services</u>				
Director of Police Services	1			
Administrative Secretary		1		
Evidence & Property Technician		1		
Management Assistant		1		
Office Specialist		3		0.75
Police Captain		2		
Police Community Relations Coordinator		1		
Police Corporal		6		
Police Dispatcher		1		
Police Dispatch/Records Assistant		7		
Police Lieutenant		2		
Police Officer		27		
Police Officer Recruit		0		
Police Sergeant		7		
Police Services Officer I		0		
Police Services Officer II		6		
Police Support Services Supervisor		1		
Total	1	66	0	0.75

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified	Classified	Unclassified	Classified
	Section 2	Section 1	Section 2	Section 1
Culture & Leisure				
<u>Library Services</u>				
Director of Library Services	1			
Accounting Technician I		1		
Administrative Secretary		1		
Librarian II		1		2.25
Library Assistant II		1		1.50
Library Assistant III		1		
Library Technician		2		
Principal Librarian		1		
Senior Librarian		2		
Total	1	10	0	3.75
<u>Recreation & Golf Course Operations</u>				
Director of Recreation & Golf	1			
Aquatics Coordinator		3		
Aquatics Supervisor		1		
Management Assistant		1		
Office Assistant II		0		0.75
Office Specialist		3		
Office Specialist (Golf)		0		0.50
Recreation Coordinator		1		3.00
Recreation Services Supervisor		3		
Maintenance Worker II (Golf)		8		
Maintenance Worker III (Golf)		2		
Golf Course Maintenance Supervisor		1		
Lead Maintenance Worker (Golf)		1		
Special Equipment Mechanic II (Golf)		1		
Total	1	25	0	4.25

PERSONNEL AUTHORIZATION AND COMPENSATION PLAN FISCAL YEAR 2017-2018

Section 3. Authorized regular full-time and part-time positions categorized by function and department:

Function Department Position Title	Authorized Full-Time		Regular Part-Time	
	Unclassified	Classified	Unclassified	Classified
	Section 2	Section 1	Section 2	Section 1
Construction & Maintenance				
<u>Public Services and Engineering</u>				
Director of Public Services and Engineering	1			
City Engineer	1			
Administrative Secretary		1		
Assistant Engineer		2		
Associate Engineer		2		
Accounting Technician I		2		
Capital Projects Manager		1		
Electrician		1		
Engineering Technician II		0		
Heavy Equipment Operator		1		
Lead Maintenance Worker		3		
Lead Pump Mechanic		1		
Management Analyst		1		0.50
Management Assistant		0		
Maintenance Worker II		13		
Maintenance Worker III		2		
Master Mechanic		1		
Mechanic I		1		
Mechanic II		2		
Motor Sweeper Operator		1		
Office Specialist		1		
Principal Engineer		1		
Public Services Supervisor		3		
Public Services Technician		1		
Senior Management Analyst		1		
Special Equipment Mechanic I		1		
Special Equipment Mechanic II		0		
Active Transportation Planner		1		
Utility Systems Operator I		0		
Utility Systems Operator II		4		
Utility Systems Operator III		2		
Tree Trimmer		1		
Total	2	51	0	0.50
Total Full & Permanent Part Time Positions	11	221	0	9.75
Grand Total - Full-time Equivalent Authorized Positions		241.75		

Section 4. EXECUTIVE AND EXEMPT CLASSIFICATIONS

A. Unclassified/EXECUTIVE Classifications

The following classifications are Unclassified/EXECUTIVE (FLSA Exempt):

Assistant City Manager
City Clerk
City Manager
All Department Directors

B. Classified/EXEMPT Classifications

The following full-time classifications are Classified/FLSA Exempt:

Accountant	Information Technology Network Administrator II
Active Transportation Planner	Management Analyst
Aquatics Supervisor	Police Captain
Associate Engineer	Police Community Relations Coordinator
Associate Planner	Police Lieutenant
Beach Lifeguard Captain	Police Support Services Supervisor
Building Inspection Supervisor	Principal Engineer
Capital Projects Manager	Principal Librarian
Finance Manager	Public Services Supervisor
Fire Battalion Chief	Recreation Services Supervisor
Golf Course Maintenance Supervisor	Senior Librarian
Human Resources Manager	Senior Management Analyst
Information Technology Manager	Senior Planner

Section 5. CLASSIFICATIONS REPRESENTED BY EMPLOYEE ASSOCIATIONS
(listed by Association)

A. The following classifications are represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 (AFSCME):

Electrician	Mechanic I
Engineering Technician II	Mechanic II
Heavy Equipment Operator	Motor Sweeper Operator
Lead Maintenance Worker	Special Equipment Mechanic I
Lead Pump Mechanic	Special Equipment Mechanic II
Maintenance Worker I	Tree Trimmer
Maintenance Worker II	Utility Systems Operator I
Maintenance Worker III	Utility Systems Operator II
Master Mechanic	Utility Systems Operator III

B. The following classifications are represented by the CORONADO FIREFIGHTERS' ASSOCIATION (CFA):

Firefighter	Firefighter/Paramedic
Fire Captain	Fire Engineer

C. The following classifications are represented by the CORONADO POLICE OFFICERS' ASSOCIATION (CPOA):

Evidence & Property Technician	Police Officer
Police Corporal	Police Sergeant
Police Dispatcher	Police Services Officer I/II
Police Dispatch/Records Assistant	

Section 6. SELF-REPRESENTED CLASSIFICATIONS

SELF-REPRESENTED classifications are those regular full time and regular part-time positions (defined as employees who work a fixed schedule greater than twenty (20) hours but fewer than forty (40) hours per week and identified in the Annual Budget as regular part-time), which are not classified as Executive and are not represented by an Association.

The following classifications are SELF-REPRESENTED:

Accountant	Information Technology Technician
Accounting Technician I	Librarian II
Accounting Technician II (payroll)	Library Assistant II
Active Transportation Planner	Library Assistant III
Administrative Secretary	Library Technician
Aquatics Coordinator	Management Analyst
Aquatics Supervisor	Management Assistant
Assistant Engineer	Office Assistant I
Assistant Planner	Office Assistant II
Associate Engineer	Office Specialist
Associate Planner	Police Captain
Beach Lifeguard Captain	Police Community Relations Coordinator
Beach Lifeguard Sergeant	Police Lieutenant
Beach Lifeguard	Police Officer Recruit
Building Inspection Supervisor	Police Support Services Supervisor
Building Inspector	Principal Engineer
Capital Projects Manager	Principal Librarian
Community Development Technician	Public Services Supervisor
Finance Manager	Public Services Technician
Fire Battalion Chief	Recreation Coordinator
Golf Course Maintenance Supervisor	Recreation Services Supervisor
Human Resources Manager	Secretary to the City Manager
Human Resources Technician	Senior Librarian
Information Technology Manager	Senior Management Analyst
Information Technology Network Administrator I	Senior Planner
Information Technology Network Administrator II	

Section 7. TEMPORARY PART-TIME AND SEASONAL CLASSIFICATIONS (Non-Benefited)

- A. TEMPORARY PART-TIME AND SEASONAL positions do not work regularly scheduled hours. These positions are non-regular, do not accrue benefits, and are exempt from provisions of the Civil Service Rules per Civil Service Rule II: Classification of Positions, Section 4, Page 4.
- B. The following classifications and/or any other classifications listed in Section 3, Section 4, Section 5 and Section 6 may be utilized when hiring TEMPORARY PART-TIME positions:

Administrative Intern	Library Monitor
Aquatics Instructor	Library Page
Beach Lifeguard	Lifeguard Assistant (Beach)
Lead Pool Lifeguard	Pool Lifeguard
Librarian I	Recreation Assistant
Library Assistant I	Recreation Leader
Library Assistant II	Recreation Specialist
	Seasonal Assistant II

- C. The salary range steps for the following classifications will keep pace with the established California minimum wage rate. The California minimum wage may change after the publication of the Personnel Authorization and Compensation Plan and any steps below the minimum wage will be adjusted accordingly on the next revision.

Lifeguard Assistant (Beach)
Recreation Assistant
Seasonal Assistant II

Section 8. EXCEEDING AUTHORIZED NUMBER OF POSITIONS FOR A CLASSIFICATION

Departments shall be allowed to exceed the authorized number of positions in a classification for up to two (2) weeks to enable an employee who is vacating a position to participate in the training of his/her replacement. Longer periods of overlap may be approved by the City Council.

Section 9. SALARIES

- A. All employees, except City Manager and Unclassified Executive employees, shall receive salaries as shown in Section 1.
- B. The salaries for all Unclassified Executive Employees are set by the City Manager within the salary bands as shown in Section 2A and 2B.
- C. The City Manager’s salary is set by the City Council and is shown in Section 2A.

Section 10. RETIREMENT

A. BENEFIT FORMULAS

1. The City shall provide retirement benefits through the California Public Employee Retirement System (CalPERS) to all classified regular full-time and part-time and all unclassified EXECUTIVE employees.
2. For all public safety employees (sworn police and fire positions) hired prior to January 1, 2013, and for all public safety employees that meet the definition of a “classic” member as determined by CalPERS, the City will provide the “3% at 50” retirement benefit formula.

In compliance with the Public Employee Pension Reform Act of 2012, for all public safety employees (sworn police and fire positions) hired after January 1, 2013, who do not meet the CalPERS definition of a “classic” member, the City will provide the “2.7% at 57” retirement benefit formula.

3. For all miscellaneous, non-safety (non-sworn) employees hired prior to January 1, 2013, and for all miscellaneous, non-safety employees that meet the definition of a “classic” member as determined by CalPERS, the City will provide the “3% at 60” retirement benefit formula.

In compliance with the Public Employee Pension Reform Act of 2012, for all miscellaneous, non-safety (non-sworn) employees hired after January 1, 2013, who do not meet the CalPERS definition of a “classic” member, the City will provide the “2% at 62” retirement benefit formula.

B. EMPLOYEE MEMBER CONTRIBUTION

All City employees shall be responsible for paying their respective required CalPERS member contribution. For “classic” members the contribution amount is 8% (miscellaneous, non-safety) and 9% (safety). For employees who are not classified as “classic” members, the CalPERS member contribution will be determined annually based upon the CalPERS actuarial.

C. EMPLOYER CONTRIBUTION (ALL CATEGORIES)

The City will pay the actuarially determined CalPERS employer contribution for all regular positions.

Section 11. LEAVE

A. ADMINISTRATIVE LEAVE

1. Administrative Leave is in lieu of overtime and compensatory time as authorized by the City Manager.
2. Unclassified EXECUTIVE positions and those classified as FLSA/EXEMPT POLICE CAPTAIN shall receive eighty (80) hours of Administrative Leave.
3. Those positions classified FLSA/EXEMPT, excluding FIRE BATTALION CHIEFS, shall receive sixty (60) hours of Administrative Leave.
4. Administrative Leave is accrued on July 1 and is to be used in the fiscal year in which it is earned in accordance with Civil Service Rule VI, Holidays and Leaves, Section 17. It has no cash value. Unused Administrative Leave shall expire on June 30.
5. Eligible employees hired after July 1 of a fiscal year will receive a pro-rated credit.

B. ANNUAL LEAVE (in lieu of sick leave and vacation)

1. All SELF-REPRESENTED employees, all employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION, and all employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127, shall accrue annual leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
0 – 5	144
6 – 10	192
11 – 19	216
20+	232

Maximum accumulation is 480 hours.

Employees working a 56-hour work week shall earn annual leave based upon the hours per year shown above but converted by a multiplier of 1.4.

2. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 may convert up to forty (40) hours of annual leave to cash each fiscal year.

3. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION may convert up to forty (40) hours of annual leave to cash each fiscal year. After five (5) years of employment, employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION may convert up to eighty (80) hours to cash each fiscal year.
4. SELF-REPRESENTED NON-EXEMPT EMPLOYEES may convert up to forty (40) hours of annual leave to cash each fiscal year. After five (5) years of employment, SELF-REPRESENTED NON-EXEMPT EMPLOYEES may convert up to eighty (80) hours to cash each fiscal year. After ten (10) years of employment, SELF-REPRESENTED NON-EXEMPT EMPLOYEES may convert up to one-hundred and twenty (120) hours of annual leave to cash each fiscal year.
5. SELF-REPRESENTED EXEMPT and unclassified EXECUTIVE employees may convert up to eighty (80) hours of annual leave to cash each fiscal year. After ten (10) years of employment, SELF-REPRESENTED EXEMPT and unclassified EXECUTIVE employees may convert up to one-hundred and twenty (120) hours of annual leave to cash each fiscal year. The City Manager may convert up to one-hundred and twenty (120) hours of annual leave to cash for the 2017-2018 fiscal year. Thereafter, the amount of leave eligible for cash conversion is increased by forty (40) hours each fiscal year with a maximum of three hundred and twenty (320) hours.
6. Unclassified EXECUTIVES shall accrue annual leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
0 – 5	184
6+	224

Maximum accumulation is 480 hours.

C. VACATION

Employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION accrue vacation leave on a biweekly basis as follows:

<u>YEARS</u>	<u>HOURS PER YEAR</u>
Upon completion of first year	138 hours
1 – 5	138
6 – 15	192
>15	216

Maximum accumulation shall be 450 hours (18.75 shifts). Each employee may convert up to 4 shifts of vacation to cash each year.

D. SICK LEAVE

1. Employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION accrue, on a biweekly basis, 134.04 hours of sick leave per year. Maximum accumulation is 1,512 hours.
2. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION and the CORONADO FIREFIGHTERS' ASSOCIATION may elect to convert three (3) days of sick leave for one (1) day of vacation for that portion of his/her sick leave balance that is in excess of 75% of the maximum allowed accrual. When the employee elects this conversion, one (1) day of vacation is added to the employee's accrual and three (3) days of sick leave are subtracted from the employee's accrual.
3. Temporary Part-Time and Seasonal Employees employed on or after July 1, 2015 and who work for 30 or more days within a year, and who do not accrue other paid leaves, will accrue paid sick leave in compliance with the Healthy Workplace, Healthy Families Act of 2014. Leave will accrue at a rate of one hour for every 30 hours worked beginning on the first day of employment or July 1, 2015, whichever is later. Subject to limitations, a Temporary Part-Time or Seasonal employee may use sick leave only after the 90th day of employment and up to 24 hours in one year. Upon termination of employment, any unused sick leave will be cashed out at the current rate of pay.

E. BEREAVEMENT LEAVE

1. Unclassified EXECUTIVE and SELF-REPRESENTED employees, employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION, employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION, and employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall receive up to twenty-four (24) hours of leave without loss of base pay or deductions from other leave balances in order to attend customary obligations arising from the death of a relative who is a member of employee's immediate family.
2. The "immediate family" shall be defined as: spouse, child, parent, sibling, grandparent; the aforementioned either natural, legally adopted, step or in-law, or any person over which the employee acts as legal guardian; or similar relationships as determined by the City Manager or designee.

Section 12. HEALTH/CAFETERIA BENEFIT PLAN

- A. The annual allotment for calendar years 2017 and 2018 for Health/Cafeteria Benefit Plan for SELF-REPRESENTED employees, employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION, CORONADO POLICE OFFICERS' ASSOCIATION, and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall be as follows

January 1 – December 31, 2017: \$1,421/month
January 1 – December 31, 2018: \$1,467/month

- B. The annual allotment for Health/Cafeteria Benefit Plan for EXECUTIVE employees shall be as follows:

January 1 – December 31, 2017: \$1,612/month
January 1 – December 31, 2018: \$1,664/month

- C. The annual allotment for Health/Cafeteria Benefit Plan for retired employees participating in CalPERS health plans shall be as follows:

January 1 – December 31, 2017: \$128/month
January 1 – December 31, 2018: \$133/month

- D. The Health/Cafeteria Benefit Plan allotment is pro-rated on a calendar year basis.

Section 13. TUITION REIMBURSEMENT

- A. SWORN and NON-SWORN employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION are eligible for reimbursement of up to a maximum of \$1,000 tuition reimbursement per year for both college classes leading to a degree and non-graded classes or short-term seminars that benefit the employee in the performance of city work upon written verification of satisfactory coursework completion, per Administrative Procedure 131. Expenses approved in excess of One Thousand Dollars (\$1,000) will roll forward to be paid in the following fiscal years, so long as the employee remains employed with the City.
- B. SELF-REPRESENTED and unclassified EXECUTIVE employees are eligible to receive \$1,000 tuition reimbursement for the directly related cost of tuition, school fees, books, and required materials for approved college courses leading to a degree upon written verification of satisfactory course work completion. Reimbursement may be requested, up to the annual maximum as specified in the approved salary resolution, for any eligible unreimbursed expenses incurred on or after July 1, 1995 per Administrative Procedure 131.

- C. Employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION are eligible to receive \$1,000 tuition reimbursement per year for both college classes leading to a degree and non-graded classes or short-term seminars that benefit the employee in the performance of city work upon written verification of satisfactory coursework completion, per Administrative Procedure 131 and current MOU. Reimbursement may be requested, up to the annual maximum as specified in the approved salary resolution, for any eligible unreimbursed expenses incurred on or after July 1, 1999 per Administrative Procedure 131.
- D. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 are eligible to receive \$1,000 tuition reimbursement per year for both college classes leading to a degree and non-graded classes or short-term seminars that benefit the employee in the performance of city work upon written verification of satisfactory coursework completion, per Administrative Procedure 131. Reimbursement may be requested, up to the annual maximum as specified in the approved salary resolution, for any eligible unreimbursed expenses incurred on or after February 1, 2000.

Section 14. HOLIDAYS

- A. Unclassified EXECUTIVE and SELF-REPRESENTED employees, and employees represented by AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 receive eleven (11) paid holidays per year.
- B. Unclassified EXECUTIVE and SELF-REPRESENTED employees and employees represented by the AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 are given eight (8) hours credit on July 1 of each year for Lincoln's Birthday to be used as FLOATING HOLIDAYS. In order to accrue this time, an employee must be employed by the City on July 1 of the fiscal year.
- C. SELF-REPRESENTED employees and employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 are given eight (8) hours credit on July 1 of each year in recognition of Caesar Chavez' Birthday to be used as a FLOATING HOLIDAY. In order to accrue this time, an employee must be employed by the City on July 1 of the fiscal year.
- D. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION will be provided two "floating" holidays, not to exceed nine (9) hours each, one of which is in recognition of Cesar Chavez Holiday. The floating holidays will be credited on July 1 of each year and may be used by each employee at his or her discretion.

Essential personnel, primarily those employees working in Dispatch or Patrol, but defined more specifically as those employees who are scheduled without regard to Holidays and work on one of the observed holidays, shall be paid a holiday premium of ½ their regular rate of pay for all hours worked on the holiday. Non-essential personnel who work on an observed holiday will not receive the holiday premium.

Holidays worked due to being scheduled without regard to the Holiday shall be paid at the rate of pay applicable to the shift to which the employee is regularly assigned and shall include supplemental pay of 5% to Police Officers assigned to motorcycle duty, which have not elected to take their assigned motorcycle home or 5% for Police Officers, Police Corporals, and Police Sergeants which have been assigned to work as an investigator as a regular assignment. Each or both of these elements of special pay may apply to the specific officer.

- E. Unclassified EXECUTIVE and SELF-REPRESENTED employees and employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 whose normal day off falls on a holiday will receive a FLOATING HOLIDAY added to their leave bank in lieu of time off. If a non-exempt employee is required to work on a holiday, time worked will be paid at the rate of one and one-half times the forty (40) hour work week rate.
- F. All FLOATING HOLIDAY leave time must be used in the fiscal year in which it is accrued. Employees who terminate on or before June 30 will be paid straight-time for every hour of unused floating holiday leave time.

Section 15. OVERTIME

- A. All earned overtime shall be payable in overtime wages or Compensatory Time Off (CTO), except as limited by FLSA and on CTO accrual and usage limits described below.
- B. Employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION shall receive emergency overtime to be paid at the rate of one and one-half times the forty (40) hour work week rate. Emergency overtime shall be a two-hour minimum from portal to portal. Emergency overtime shall be defined as those instances of overtime where the employee is on a strike team assignment at the end of his/her normal shift or when "ordered" to return to work or to remain at work beyond their normal shift due to an emergency. Employees held over at the end of their normal shift due to an emergency call or other circumstances not listed above shall be paid at the normal overtime rate. The two-hour minimum shall not apply when employees are held over at the conclusion of their shift.

- C. During any work cycle in which an employee represented by the CORONADO FIREFIGHTERS' ASSOCIATION has paid leave hours, said hours shall be counted as work hours for the purpose of calculating entitlement to non-FLSA overtime.
- D. The City has established a twenty-eight (28) day, 212 hour work period for Fire shift personnel, identified those elements of pay making up the "regular rate", and clarified that for purposes of FLSA mandated overtime, all hours of approved leave, with the exception of sick leave, will be counted as hours worked.
- E. The City has established a twenty-eight (28) day, 212 hour work period for FIRE BATTALION CHIEFS. Any hours worked in excess of this schedule shall be paid at straight-time. BATTALION CHIEFS will be compensated portal to portal when assigned to strike team or pre-positioned emergency response, consistent with other fire personnel and where the City is reimbursed for its participation.
- F. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION shall receive one and one-half times the regular rate of pay for all overtime performed in excess of the normally established work week.
- G. Any hours worked due to an unanticipated event, causing a POLICE LIEUTENANT to return to work from off duty status shall be paid at a straight-time pay rate for the additional time.
- H. Police personnel assigned to duty during a commercial activity special event wherein a condition of the event permit is that the City be reimbursed for the cost of police services will be compensated at double time (two (2) times the regular rate of pay) for the overtime worked at the event.
- I. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall receive one and one-half times the regular rate of pay for overtime worked in excess of eight (8) hours per day or forty (40) hours per week. In a 9-80 work schedule overtime will be hours in excess of nine (9) hours per day or forty (40) hour per week. Holidays, annual leave, sick leave, floating holiday leave, or compensatory time off will be included in any time calculated for overtime purposes.
- J. SELF-REPRESENTED employees shall receive one and one-half times the regular rate of pay for overtime worked in excess of 40 hours in a week. During any work cycle in which an employee has paid annual leave or comp time off, said leave hours will not be counted as work hours for the purpose of calculating entitlement to overtime during any work cycle. Scheduled holidays and float holiday time will be counted as hours worked.

- K. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION who have been called back to duty after the completion of a regular work shift shall be paid at one and one-half times the regular hourly rate for a minimum of three (3) hours. Callback overtime is defined as any overtime separated by at least ½ hour. The three (3) hour minimum will not apply where overtime is performed as an extension either at the beginning or at the end of a regular work shift or as telephone stand-by described below.
- L. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION who are required to appear in person at court in the morning immediately following a night shift, will be paid one-half times the hourly rate for a minimum of four (4) hours.
- M. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION who are scheduled by the court or the Department of Motor Vehicles (DMV) for telephone stand-by will be paid for actual hours worked with one (1) hour minimum. The starting time for computing telephone stand-by pay will be the time scheduled by the court or the DMV.
- N. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 will be compensated for callback overtime at a rate of one and one-half times the regular hourly rate, with a minimum of three (3) hours.

Section 16. USE AND ACCRUAL OF COMPENSATORY TIME

- A. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION may not accumulate in excess of one hundred and forty (140) hours of compensatory time.
- B. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 have a maximum accumulation of 180 hours. An employee shall take no more than three (3) consecutive days off using compensatory time. An employee may take three (3) consecutive days off when satisfying the three (3) day waiting period for workers' compensation benefits, or for any other documented illness or injury.
- C. SELF-REPRESENTED employees may not accumulate in excess of two hundred and forty (240) hours of compensatory time.
- D. Employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION may not accumulate in excess of one hundred and sixty eight (168) hours of compensatory time. Maximum usage of compensatory time in any fiscal year shall be 240 hours.

- E. Prior to an appointment to a position in an EXEMPT classification, a non-exempt employee shall be paid for any accrued compensatory time earned.

Section 17. STAND-BY AND EMERGENCY STAND-BY DUTY

- A. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 designated for standby duty are subject to emergency callback on evenings, weekends and holidays and compensated according to the following schedule.

- 1. Wastewater/Stormwater standby duty \$480 per 14 day assignment
- 2. Parks/Beach/Streets/Facilities standby duty \$480 per 14 day assignment

- B. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 may be assigned to emergency stand-by duty for known emergencies (e.g. winter storms) or planned outages. Any employee assigned to emergency stand-by duty (as distinguished from the normal weekly assignment) shall be compensated at 10% of their hourly rate of pay for each hour in a (12 hour) period.

Section 18. APPLICATOR'S DIFFERENTIAL

Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 who are required to maintain a Qualified Applicator's Certificate and are assigned to apply those substances requiring possession of a Qualified Applicator's Certificate shall receive a 2.5% differential for the pay period in which this assignment is in effect.

Section 19. ACTING GOLF LEADWORKER

The Acting Golf Lead person assigned to an eight (8) hour per day weekend assignment will be paid \$137.00 (One Hundred Thirty Seven Dollars) differential per pay period during which such assignment is in effect. This differential is limited to one position in the Golf Unit per weekend assignment. If two (2) employees work the same eight (8) hour assignment during the pay period, the differential will be split between the two (2) employees.

A Golf employee assigned to the four (4) four hour weekend (one person) shift will be paid a \$68.00 (Sixty Eight Dollar) differential for the pay period during which such assignment is in effect. This differential is limited to one position in the Golf unit per weekend assignment. If two (2) employees work the same four (4) hour assignment during the pay period, the differential will be split between the two (2) employees.

Section 20. BACK FLOW CERTIFICATION

Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 who possesses a Backflow Prevention Tester Certificate and performs all back flow testing for the City (one person) will receive \$1,088 (One Thousand Eighty Eight Dollars) per year paid on the first pay day in December.

Section 21. WASTEWATER/STORM WATER CERTIFICATION PAY

Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 who work in Waste Water or Storm Water and possess a certification from the California Water Environment Association (CWEA) at the level established as the minimum qualification for their classification, will receive 2.5% of their base salary in certification pay. Employees in Waste Water and Storm Water who exceed the level of certification established as the minimum qualification will be eligible to receive an additional 4.5% of their base pay for a total certification pay amount of up to 7.0% for designated certifications.

Section 22. MECHANIC CERTIFICATION PAY

Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 who work in the Mechanic series and possess certification from the California State Fire Training Academy and/or ASE Certifications at the level established as the minimum qualification for their classification, will receive 1% of their base salary in certification pay. Employees in the Mechanic series who exceed the level of certification established as the minimum qualification will be eligible to receive an additional 1.5% of their base pay for a total certification pay of up to 2.5% for designated certifications.

Section 23. ARBORIST CERTIFICATION

Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 who possesses a certified Arborist Certificate from the International Society of Arboriculture and performs corresponding assigned duties (one person) will receive \$1,088 (One Thousand Eighty Eight Dollars) per year paid on the first payday in December.

Section 24. LEAD LIFEGUARD ASSIGNMENT

Employees in the Pool Lifeguard classification who have been designated as on-duty Lead Pool Lifeguard shall be assigned to the Lead Lifeguard classification for the hours worked in this assignment.

Section 25. BILINGUAL PAY

Bilingual pay will be provided to employees in administrative classifications that are required to use bilingual skills to meet the needs of the public. Bilingual skills must be used in the course of work and approved by the appointing authority. In order to receive bilingual pay, employees must successfully pass a bilingual fluency examination. Once designated, eligible employees shall receive fifty cents (\$0.50) per hour worked.

Section 26. PARAMEDIC ASSIGNMENT PAY FOR ENGINEERS AND CAPTAINS

- A. Engineers who maintain a paramedic license (Engineer Paramedics) will receive a Paramedic Assignment Differential equal to 4% of regular bi-weekly base pay. Engineers who choose to relinquish their paramedic license will no longer receive the 4% Paramedic Assignment Pay.
- B. If an Engineer who receives this assignment pay is considered for promotion to the rank of Captain, then the City will include the assignment pay in determining the appropriate promotion increase into the Captain's salary range.
- C. If an Engineer Paramedic is assigned to the Primary Paramedic Position, he/she would receive Out-of-Class pay pursuant to Article 8 of the CFA's Memorandum of Understanding. The Out-of-Class pay for this assignment would begin after four hours. The out-of-class pay will be computed from the first hour worked once the 4 hour threshold has been reached.
- D. Captains who maintain a paramedic license (Captain Paramedics) will receive Paramedic Assignment Pay of \$80.00 (Eighty Dollars) per pay period. Captains who choose to relinquish their paramedic license will no longer receive the Paramedic Assignment Pay.

Section 27. PARAMEDIC RECERTIFICATION

Firefighter/Paramedics will be compensated \$412.50 annually to recertify their paramedic license. As an incentive to maintain paramedic skills and recertification, paramedic-certified Fire Engineers and Captains will also receive the annual recertification payment of \$412.50. New employees assigned as paramedics will receive their first incentive at the completion of probation and annually thereafter in July following that date.

Section 28. CORONADO POLICE OFFICER ASSOCIATION PREMIUM PAY

Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION are eligible for premium pay, as appropriate:

- A. All Police Dispatchers and Dispatch/Records Assistant assigned to the duties of Field Training Officer shall receive one dollar (\$1.00) per hour while assigned one or more trainees.

- B. Police Officers assigned to motorcycle duty may elect to take their assigned motorcycles home or receive a five percent (5%) specialty pay above the officer's base pay while assigned to work as a motorcycle officer as a regular assignment. Motorcycle specialty pay will be reported to CalPERS as specialty pay.
- C. Police Officers, Police Corporals, and Police Sergeants shall receive five percent (5%) above their regular pay while assigned to work as an investigator as a regular assignment. Investigator specialty pay will be reported to CalPERS as specialty pay.
- D. Employees represented by the Coronado Police Officers' Association and designated as "Assigned Translator" shall receive fifty cents (\$0.50) per hour worked.
- E. The Police Sergeants designated as "Traffic" Sergeant" shall receive five percent (5%) above their base pay while assigned this duty as a regular assignment.

Section 29. SPECIAL PROJECT PREMIUM PAY

- A. Upon written assignment by the Director of Public Services or Director of Golf Course Operations to an identified Special Project, the assigned employee will receive up to a 5% special project premium pay.
- B. Information Technology Network Administrators will receive an additional 3% special project pay during the time that they are assigned to be on call and are available for work.

Section 30. OUT-OF-CLASS ASSIGNMENTS

- A. SELF-REPRESENTED employees shall be compensated for out-of-class assignments when temporarily assigned to the same higher level class for more than 80 consecutive working hours. Higher level class is defined as a class with a higher salary range. Employees who meet this criterion shall be compensated by an additional five (5) percent of base salary for each consecutive hour worked in the out-of-class assignment from the 81st hour to the end of the out-of-class assignment.
- B. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall be compensated for out-of-class assignments when temporarily assigned to the same higher level class for more than 80 consecutive working hours. Higher level class is defined as a class with a higher salary range. Employees who meet this criterion shall be compensated by an additional five (5) percent of base salary for each consecutive hour worked in the out-of-class assignment from the 81st hour to the end of the out-of-class assignment.

- C. Employees represented by the CORONADO POLICE OFFICERS' ASSOCIATION assigned to work out-of-class for a period of less than a full two week pay period shall be compensated at their regular rate of pay plus a premium equivalent to five (5) percent of the top step for their normal classification for each hour worked in the out-of-class assignment.

Employees who work in an out-of-class assignment for a full two-week pay period or more shall be compensated at a rate of 5% above their current pay step.

- D. Employees represented by CORONADO FIREFIGHTERS' ASSOCIATION shall be compensated by an additional five (5) percent of base salary for working out-of-class when an employee works in the assignment for nine (9) or more hours on a shift. Out-of-class pay will be computed from the first hour worked once the nine-hour threshold has been reached on each occasion.

Section 31. UNIFORM, CLOTHING AND SAFETY EQUIPMENT

- A. All current sworn Police personnel shall receive an annual uniform allowance of \$850.00 paid to the employee in a lump sum with the second pay period in August. Newly hired sworn police personnel shall receive a uniform allowance of \$800.00 in the form of a credit at one or more area uniform stores. The store credit will become available prior to the first day of employment to pay for the initial purchase of uniforms.

Police Services Officers I/II (PSOs) required to wear a department specified uniform as part of their regular assignment will receive \$700.00 as an annual cash payment during the second pay period in August. Newly hired PSOs will receive a uniform allowance of \$600.00 in the form of a store credit. The store credit will become available prior to the first day of employment to pay for the initial purchase of uniforms.

- B. The DIRECTOR OF POLICE SERVICES, POLICE CAPTAIN, and POLICE LIEUTENANT classifications shall receive a uniform allowance at the same time and equal to the amount provided to other sworn police officers.
- C. All current employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION, a uniform allowance shall be provided in the amount of \$825.00 per year, paid in August of each year.

All new hires (not including temporary employees) shall receive a \$900 uniform allowance as a store credit to pay for initial clothing purchase. Only one clothing allowance is to be received in a given fiscal year.

This uniform allowance covers boot purchase (regulation safety type), boot repairs (including zippers), pants, shirts, and a coat. T-shirts, jackets, and workout clothing are included if the person elects to purchase them.

- D. The DIRECTOR OF FIRE SERVICES AND FIRE BATTALION CHIEF classification shall receive a uniform allowance at the same time and equal to the amount provided to other sworn fire personnel.
- E. All current employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall be provided work shoes.
 - 1. Each covered employee shall be entitled to replacement of his/her work shoes whenever they become unserviceable. This determination shall be made by the Department Director or his/her designee.
 - 2. The maximum amount available for any one pair of shoes shall be \$175.00.
 - 3. The City and AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 shall jointly develop and implement a work shoe credit program with a local vendor.
 - 4. Work shoes shall be considered an item of work clothing.
 - 5. Specialty work shoes for the Tree Trimmer to be provided by the department if determined to be necessary by the Director.
- F. Employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127 will be required to wear and maintain in presentable fashion City provided work clothes. The City will report to CalPERS the monetary value for providing and maintaining the employees' required uniforms. The city will report the uniform allowance on an annual basis to CalPERS in June of each year. The uniform allowance amount reported to CalPERS will derive from the City's total fiscal year expended amount for providing and maintaining the employees' uniforms, not to exceed \$300 per year, per employee.

Section 32. CITY PAID LIFE INSURANCE

- A. All SELF-REPRESENTED and CORONADO FIREFIGHTERS' ASSOCIATION employees shall receive City paid group term life and Accidental Death and Dismemberment (AD&D) insurance in an amount equal to one times annual salary or \$50,000, whichever is greater.
- B. All AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES LOCAL 127 and CORONADO POLICE OFFICERS' ASSOCIATION employees shall receive City paid group term life and AD&D insurance equal to \$25,000.

- C. All unclassified EXECUTIVE employees shall receive City paid group term life and AD&D insurance in an amount equal to one times annual salary plus \$25,000.

Section 33. CITY PAID SHORT-TERM DISABILITY INSURANCE

Unclassified EXECUTIVE, SELF REPRESENTED employees, employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127, and all NON-SWORN employees in the CORONADO POLICE OFFICERS' ASSOCIATION shall receive City paid group short term disability insurance for a maximum period of twelve (12) weeks.

Section 34. CITY PAID LONG TERM DISABILITY INSURANCE

Unclassified EXECUTIVE, SELF-REPRESENTED employees, employees represented by the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 127, and all NON-SWORN employees in the CORONADO POLICE OFFICERS' ASSOCIATION shall receive City paid long term disability insurance at 66 2/3% of the first \$5,000 of monthly earnings to age 65.

Section 35. EDUCATIONAL INCENTIVES

- A. P.O.S.T. Certificate incentive pay shall be available to all Police Sergeants, Police Corporals, and Police Officers represented by the CORONADO POLICE OFFICERS' ASSOCIATION who have attained the necessary P.O.S.T. certification in one of the following categories:
 - 1. Intermediate P.O.S.T. Certificate incentive at a rate of one hundred and fifty dollars (\$150) per month; or
 - 2. Advanced P.O.S.T. Certificate incentive at a rate of one hundred ninety dollars (\$190) per month; or
 - 3. Advanced P.O.S.T. Certificate incentive at a rate of two hundred and seventy dollars (\$270) per month if the employee also has an Associate's Degree (AA); or
 - 4. Advanced P.O.S.T. Certificate incentive at a rate of three hundred and thirty (\$330) per month if the employee has a Bachelor's Degree or completes a minimum of three (3) units each fiscal year until the employee obtains a Bachelor's Degree.
- B. Employees in the classification of DISPATCHER or DISPATCH/RECORDS ASSISANT, who have attained the necessary P.O.S.T. certification in one of the following dispatch categories:

1. Intermediate P.O.S.T. Certificate incentive at a rate of seventy-five dollars (\$75) per month; or
 2. Advanced P.O.S.T. Certificate incentive at a rate of one-hundred dollars (\$100) per month; or
 3. Advanced P.O.S.T. Certificate incentive with an accompanying Associate's or Bachelor's Degree at a rate of one hundred fifty dollars (\$150) per month.
- C. For purposes of this provision, P.O.S.T. courses shall qualify for continuing education units. Nothing in this article allows an employee to receive both Intermediate and Advanced P.O.S.T. Incentive pay concurrently
- D. Employees in the classification of POLICE CAPTAIN, holding an Advanced P.O.S.T Certificate and having received a Bachelor's Degree, shall receive the equal amount paid to other sworn police officers for the equivalent level of education.
- E. Employees in the classification of POLICE LIEUTENANT, holding an Advanced P.O.S.T Certificate and having received an Associate's or Bachelor's Degree, shall receive the equal amount paid to other sworn police officers for the equivalent level of education.
- F. All employees represented by the CORONADO FIREFIGHTERS' ASSOCIATION who have completed the degree requirements from an accredited secondary institution shall receive an educational incentive of \$50 per month for an Associate's degree. The educational incentive increases to \$100 per month if the employee has a Bachelor of Arts or Bachelor of Science degree.

Section 36. ROUNDING OF SALARIES

All salaries shown in Sections 1 and 2 have been rounded to the nearest two (2) decimal places. Payroll calculations are made to six (6) decimal places.

Section 37. "Z" RATED SALARIES

- A. The "Z" rate for any classification is hereby defined as any rate of pay for a specific salary step in excess of the corresponding step of the regular range for the class. An employee shall be paid the "Z" rate solely under one of the following three conditions:
1. Upon the reduction of the salary range for a class, an employee having other than provisional status who, immediately prior to the reduction of the salary range, was paid at a higher rate for such class, than the new maximum rate shall, in the absence of any contrary orders by the City Council for economic reasons, continue to be paid at the former rate.

2. Any employee whose position is reallocated from a class in which the employee has acquired permanent status to a class with a lower range shall, in the absence of any contrary orders by the City Council for economic reasons, continue to be paid at the former rate.

3. TEMPORARY PART-TIME AND SEASONAL employees who are employed by the City and enrolled in CalPERS as of September 10, 2011 will receive additional pay, as part of their base pay, equal to the increase received by Self-Represented employees on September 10, 2011. Future increases to pay ranges for temporary positions shall reduce the amount of this additional pay until it is eliminated. These pay ranges are represented in the salary schedule as Z-Rated Positions, item D2.

After September 10, 2011, any person hired by the City on a temporary or seasonal basis who is enrolled in CalPERS is not eligible for this additional pay. Any employee receiving this pay that has a break in service, changes classification or has any other change in status, will no longer be eligible for this additional pay.

B. With the exception of the Z rated employees in item A.3. of this section, in the event an across-the-board salary increase is granted to a class held by an employee being paid at the “Z” rate, the employee shall receive the across the board increase. Once a position held by a “Z” rated employee is vacated, the position shall be paid at the regular rate.

Section 38. VEHICLE ALLOWANCE

EXECUTIVE positions identified by the City Manager shall receive an auto allowance of up to \$350.00 per month.

Section 39. CONFLICT WITH CIVIL SERVICES RULES AND MEMORANDA OF UNDERSTANDING

In case of conflict, this Compensation Plan supersedes Civil Service Rules. Memoranda of Understanding contain additional detail and supersede this Compensation Plan if there is conflict.