



Town Council Agenda Report

Date: March 10, 2020 Item No. 9

To: Honorable Mayor and Town Council

Subject: ADOPT RESOLUTION NO. 2020-09 - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL FOR THE TOWN OF APPLE VALLEY

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item: Yes No N/A

RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2020-09, a Resolution of the Town Council of the Town of Apple Valley amending Rule 5, Section 5.2 Exempt Benefit Levels.

BACKGROUND

The Human Resources Department recommends updating the language of Rule 5, Section 5.2.B Exempt Benefit Levels to include the option of a monthly automobile allowance in the amount of \$400 for employees designated at the Management level, if approved by the Town Manager.

FISCAL IMPACT

There is no financial impact to the Town for the recommended update to the Personnel Policy and Procedure Manual.

ATTACHMENTS

- A. Resoultion 2020-09
- B. Rule 5, Section 5.2 of the Towns Personnel Policy and Procedure Manual

RESOLUTION NO. 2020 – 09

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICY AND PROCEDURE MANUAL FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established the Personnel Policy and Procedure Manual the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify a section of the Personnel Policy and Procedure Manual for the Town of Apple Valley employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Section 5.2
2. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be March 10, 2020.

APPROVED and ADOPTED by the Town Council of the Town of Apple Valley, signed by the Mayor and attested to by the Town Clerk this 10th day of March 2020.

Scott Nassif, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

ATTACHMENT B

Section 5.2 Exempt Benefit Levels

Employees designated as either Professional/Supervisory, Management or Executive Management are not eligible for overtime pay or compensatory time for working hours over and above the normal daily or weekly work schedule. Employees so designated shall be entitled to all benefits provided to general employees and the following:

A. Professional/Supervisory

1. On July 1, the employee will be granted administrative leave in a lump sum of up to a maximum of forty (40) hours. Employees hired after the beginning of the fiscal year (July 1); the employee will receive a lump sum of pro-rated administrative leave based on the number of pay periods remaining in the fiscal year.
2. Deferred compensation program contribution of two percent (2%) of annual salary. Effective July 1, 2018, this benefit has been suspended.

B. Management

1. On July 1, the employee will be granted administrative leave in a lump sum of up to a maximum of fifty-six (56) hours. Employees hired after the beginning of the fiscal year (July 1); the employee will receive a lump sum of pro-rated administrative leave based on the number of pay periods remaining in the fiscal year.
2. Automobile allowance of \$400 per month, on an as needed basis, if approved by the Town Manager.
3. Deferred compensation program contribution of three percent (3%) of annual salary. Effective July 1, 2018, this benefit has been suspended.

C. Executive Management

1. On July 1, the employee will be granted administrative leave in a lump sum of up to a maximum of eighty (80) hours. Employees hired after the beginning of the fiscal year (July 1); the employee will receive a lump sum of pro-rated administrative leave based on the number of pay periods remaining in the fiscal year.
2. Automobile allowance of \$570.00 per month if a Town vehicle is not provided, if approved by the Town Manager.

3. Deferred compensation program contribution of five percent (5%) of annual salary. Effective July 1, 2018, this benefit has been suspended.