

TOWN OF APPLE VALLEY



REQUEST FOR PROPOSALS

FOR

CLASSIFICATION AND COMPENSATION STUDY

Proposals Due: March 1, 2023, by 4:00 pm

Issued by:

Town of Apple Valley

Human Resources Department

Reference Number: RFP 2023-02

Objective

The Town of Apple Valley, California, is seeking proposals from qualified professional consulting services to conduct a Town wide classification and compensation study, as well as an overall benefits package comparison.

It is anticipated that the study will commence in February of 2023 and conclude no later than June of 2023.

Background

Incorporated in 1988, the Town of Apple Valley, CA is located in the heart of the Victor Valley in the County of San Bernardino, at an elevation of 3,000 feet. Known as the "High Desert", Apple Valley is strategically located 95 miles northeast of the Los Angeles metropolitan area, 140 miles north of San Diego, and 185 miles south of Las Vegas. The Town has 78 square miles in its incorporated boundaries, and a sphere of influence encompassing 200 square miles.

The Town currently operates with approximately 118 full-time employees, 18 part-time employees and 87 seasonal employees, within 72 classifications.

- Listings of the Town's current full-time classifications up for review can be found in Appendix A.
- The current classification plan can be found in Appendix B.
- The current step and grade plan can be found in Appendix C.
- The current benefit program policy summary can be found in Appendix D.

The last comprehensive classification and compensation study was completed in 2019 with the assistance of professional consulting service.

Scope of Work

Classification Plan:

1. Recommend appropriate updates to the classification plan for all existing classifications.
2. Develop a classification structure that reflects the Town's overall classification and compensation strategy and includes the clear definition of terms and the development of career ladders/promotional opportunities for employees.
3. Review relevant background materials, including but not limited to, existing job specifications, organizational charts, budgets, salary resolutions and schedules, personnel rules and related information.
4. Conduct orientation and briefing session(s) with employees.
5. Conduct orientation and briefing session(s) with all department heads, managers and supervisors.
6. Develop a comprehensive questionnaire to be completed by all full-time employees.

7. Conduct interviews with all employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel to validate the information.
8. Allocate all employees included within the scope of the study to an appropriate job title, job classification and exempt and non-exempt designation pursuant to the Fair Labor Standards Act (FLSA).
9. Develop new classification specifications to uniformly reflect distinguishing characteristics, current and essential job duties, minimum qualifications and requirements of the position, including physical requirements and working conditions, license requirements, regulatory requirements, etc.
10. The classification specifications shall include the following items:
 - a. A definition of the job classification;
 - b. A complete description of the essential job functions;
 - c. Requirements of education, experience, knowledge, skills and abilities;
 - d. Supervision exercised and received with definition of lead or supervisory roles;
 - e. Working environment and/or conditions;
 - f. Licenses, certifications, driving requirements and physical requirements in compliance with the American with Disabilities Act (ADA); and
 - g. Appropriate exempt and non-exempt designation under the Fair Labor Standards Act (FLSA).

The consultant will coordinate the varying presentation styles of the project team to ensure a unified philosophy and standardization across all the classifications.

11. Present the final classification and listing showing the recommended allocation of each position.
12. The classification plan shall include an introductory section that describes class concepts and provides information about distinctions of various levels within a class series and other pertinent information.
13. Provide appropriate implementation and maintenance manuals.
14. Conduct training sessions for designated staff.

Compensation Plan:

1. Conduct a comprehensive total compensation survey using comparable survey agencies, using not only job titles, but duties and responsibilities based upon the classification specifications from the Town of Apple Valley.
2. Complete an internal base salary relationship analysis, including the development of appropriate internal relationship guidelines.
3. Develop external competitive and internal equitable salary recommendations for each classification included within the study.
4. Assign a salary range to each classification which reflects the results of the market survey and the analysis of the internal relationships. In addition,

Consultant is to recommend salary range for each position based on median and mean salary of the comparable cities and prepare new salary step plan using existing Town of Apple Valley salary/step plan.

5. Consultant to prepare written report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan.
6. Present draft results of the survey.
7. Assist in the development of a strategy for implementing the compensation recommendations and plan.
8. Present the final Classification and Compensation Report to the Town Manager and throughout duration of the process if requested or needed.

Benefits Comparison:

1. Conduct a market analysis of the Town's benefits in comparable jurisdictions.
 - a. Benefits should include medical, dental, life, short-term disability, long-term disability, long-term care, vision and paid time off such as holidays, vacation, and sick leave.
2. Conduct a general analysis of other benefits such as Flexible Spending, EAP, Deferred Compensation, Tuition Reimbursement and Superior Performance Awards.
3. Prepare a recommended implementation plan that is feasible within our current economic climate that includes an employee communication plan.
4. Recommend a schedule to allow Human Resources to update and maintain the total compensation, benefit and the total reward strategy, including an estimate of resources and staff required to perform these tasks.
5. Submit preliminary report with the work product to include recommendations on modifications to the Town's Total Compensation and Benefits, a Transition Plan for such modifications, and an analysis of emerging trends and total compensation for the Town to consider.
6. Submit final report with the work product to include recommendation on modifications to the Town's Total Compensation and Benefits, a Transition Plan for such modifications, and an analysis of emerging trends and total compensation for the Town to consider. Final report will include an executive summary and all supplementary materials and the delivery of executive briefings as designated. Report and tables will be provided to Town both in writing and in electronic format (using Microsoft software).

Prepare and Submittal Instructions

Official submittal of the proposal shall consist of three (3) copies of the proposal enclosed in a sealed envelope and sent to the Town of Apple Valley, c/o Kristine Shoup, Human Resources Manager, 14955 Dale Evans Pkwy, Apple Valley, Ca 92307. The deadline for the receipt of the proposal is **4:00 p.m. Wednesday, March 1, 2023.** The envelop shall

show the notation, "Classification and Compensation Study" in the lower right-hand corner. Only sealed proposals will be accepted. ***Faxed proposals will be rejected.***

All proposals must be received by the deadline. The sender is responsible to ensure to meet all submittal deadlines. The Town of Apple Valley will not consider late submittals.

There will be no disclosure of contents of competing firms and the Town will keep all proposals confidential during the negotiation process. Except for trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the Town awards a contract.

Respondents may withdraw their proposal at any time prior to the time specified as the closing time for acceptance of proposals. However, no respondent shall withdraw or cancel his or her proposal for a period of 90-days after the closing of the acceptance of proposals.

All costs directly or indirectly related to the preparation of a response to the RFP or any oral presentation required supplementing and/or clarifying a proposal, which the Town, may require, shall be the sole responsibility of and shall be borne by the respondent.

During the proposal development, respondents may direct questions regarding the RFP or the process to: Kristine Shoup, Human Resources Manager, 14955 Dale Evans Parkway, Apple Valley, CA 92307 or call (760) 240-7052 or via email at kshoup@applevalley.org.

The Town of Apple Valley requests respondents for this Request for Proposal do not contact town staff and/or members of the Town Council, other than Mrs. Shoup, during the proposal and evaluation phase.

Consideration of Proposal

The Town reserves the right to accept or reject the proposal of any respondent who previously failed to perform or complete on time, agreements of similar nature, or to reject the proposal from any respondent who is not in a position to perform specified requirements contained herein.

Modifications

Any changes, amendments, or modifications to a proposal must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. Changes, amendments, or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

Selection Criteria

The Town will award the contract to the respondent who submits a proposal that, in the judgment of the Town of Apple Valley, is best able to produce a quality program for the

best price. The past performance of the respondent, as verified by references, will be an important consideration.

RFP Requirements

RFP's should provide the following information:

1. A statement of qualifications, history, and experience for the firm.
2. Identification of all key personnel assigned to this project and the specific role of each individual.
3. A brief explanation of the firm's objectives and approach to a classification and compensation study.
4. A list of client references, including a brief description of the project, specifically projects involving classification and compensation studies.
5. A list of required information needed by the firm to perform the requested services.
6. A timeline of the proposed classification and compensation study.
7. The total fee for this classification and compensation study including professional fees and expenses for the project with the actual cost not to exceed ten percent of the total fees. The fee for this search must be valid for 180 days.

APPENDIX A - CLASSIFICATIONS

Account Clerk II	Hourly FT
Accountant I	Hourly FT
Administrative Analyst I	Hourly FT
Administrative Assistant	Hourly FT
Administrative Assistant, Senior	Hourly FT
Animal Health Assistant	Hourly FT
Animal Health Supervisor	Hourly FT
Animal Services Assistant	Hourly FT
Animal Services Officer II	Hourly FT
Animal Services Officer Trainee	Hourly FT
Animal Services Officer, Senior	Hourly FT
Animal Services Supervisor	Hourly FT
Animal Services Technician	Hourly FT
Code Enforcement Officer I	Hourly FT
Code Enforcement Officer II	Hourly FT
Code Enforcement Officer, Senior	Hourly FT
Code Enforcement Technician	Hourly FT
Custodian	Hourly FT
Executive Assistant	Hourly FT
Fleet Mechanic	Hourly FT
GIS Specialist	Hourly FT
Golf Services Retain Assistant	Hourly FT
Human Resources Assistant	Hourly FT
Innovation and Technology Specialist	Hourly FT
Maintenance Supervisor	Hourly FT
Maintenance Worker I	Hourly FT

Maintenance Worker II	Hourly FT
Maintenance Worker, Senior	Hourly FT
Office Assistant	Hourly FT
Parks Supervisor	Hourly FT
Planning Technician	Hourly FT
Public Relations Specialist	Hourly FT
Public Work Supervisor	Hourly FT
Recreation Assistant	Hourly FT
Recreation Coordinator	Hourly FT
Recreation Specialist	Hourly FT
Registered Veterinary Tech	Hourly FT
Rescue Coordinator	Hourly FT
Administrative Analyst II	Exempt
Assistant Town Clerk	Exempt
Assistant Town Manager	Exempt
Assistant Planner	Exempt
Deputy Town Clerk	Exempt
Director of Municipal Services	Exempt
Director of Parks and Recreation	Exempt
Director of Animal Services	Exempt
Director of Finance	Exempt
Finance Analyst	Exempt
Golf Services Supervisor	Exempt
Housing & Community Development Supervisor	Exempt
Human Resources Manager	Exempt
Innovation and Technology Coordinator	Exempt

Innovation & Technology Officer	Exempt
Planning Manager	Exempt
Public Information Officer	Exempt
Recreation Supervisor	Exempt
Senior Accountant	Exempt
Special Projects Manager	Exempt
Director of Government Services	Exempt
Town Manager	Exempt
Animal Services Assistant	Part-Time
Custodial Aide	Part-Time

Golf Services Retail Assistant	Part-Time
Maintenance Aide	Part-Time
Office Assistant	Part-Time
Planning Intern	Part-Time
Recreation Assistant	Part-Time
Assistant Pool Manager	Seasonal
Golf Services Aide	Seasonal
Lifeguard	Seasonal
Recreation Leader I	Seasonal
Recreation Leader II	Seasonal

APPENDIX B

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Account Clerk I	36	\$3,263	to	\$4,611
Account Clerk II	40	\$3,602	to	\$5,090
Accountant I	52	\$4,845	to	\$6,846
Accountant II	55	\$5,217	to	\$7,372
Accountant, Senior	61	\$6,051	to	\$8,550
Accounting Technician	46	\$4,178	to	\$5,903
Administrative Analyst I	55	\$5,217	to	\$7,372
Administrative Analyst II	61	\$6,051	to	\$8,550
Administrative Assistant	42	\$3,785	to	\$5,348
Administrative Assistant, Senior	48	\$4,389	to	\$6,202
Animal Health Assistant	39	\$3,514	to	\$4,966
Animal Health Supervisor	55	\$5,217	to	\$7,372
Animal Services Supervisor	55	\$5,217	to	\$7,372
Animal Services Assistant	28	\$2,686	to	\$3,785
Animal Services Attendant	37	\$3,345	to	\$4,727
Animal Services Manager	69	\$7,372	to	\$10,417
Animal Services Officer I	42	\$3,785	to	\$5,348
Animal Services Officer II	46	\$4,178	to	\$5,903
Animal Services Officer Trainee	38	\$3,429	to	\$4,845
Animal Services Officer, Senior	52	\$4,845	to	\$6,846
Animal Services Specialist, Senior	39	\$3,514	to	\$4,966

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Animal Services Technician	40	\$3,602	to	\$5,090
Assistant Director of Community Development	76	\$8,763	to	\$12,383
Assistant Director of Community Enhancement	76	\$8,763	to	\$12,383
Assistant Director of Econ Dev & Housing	76	\$8,763	to	\$12,383
Assistant Director of Energy & Environmental Services	76	\$8,763	to	\$12,383
Assistant Director of Finance	76	\$8,763	to	\$12,383
Assistant Planner	53	\$4,966	to	\$7,017
Assistant Pool Manager	34	\$3,106	to	\$4,389
Assistant Town Clerk	64	\$6,516	to	\$9,207
Assistant Town Manager	NR	\$15,851	to	\$22,397
Associate Planner	59	\$5,759	to	\$8,138
Code Enforcement Manager	69	\$7,372	to	\$10,417
Code Enforcement Officer I	46	\$4,178	to	\$5,903
Code Enforcement Officer II	52	\$4,845	to	\$6,846
Code Enforcement Officer, Senior	55	\$5,217	to	\$7,372
Code Enforcement Supervisor	59	\$5,759	to	\$8,138
Code Enforcement Technician	42	\$3,785	to	\$5,348
Community Development Director	86	\$11,218	to	\$15,851
Community Enhancement Officer	44	\$3,976	to	\$5,619
Custodial Aide	28	\$2,686	to	\$3,785
Custodian	31	\$2,884	to	\$4,076

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Customer Service Representative	38	\$3,429	to	\$4,845
Deputy Town Clerk	53	\$4,966	to	\$7,017
Director of Animal Services	86	\$11,218	to	\$15,851
Director of Business Development and Communication	86	\$11,218	to	\$15,851
Director of Finance	86	\$11,218	to	\$15,851
Director of Government Services	86	\$11,218	to	\$15,851
Director of Municipal Services	86	\$11,218	to	\$15,851
Director of Parks and Recreation	86	\$11,218	to	\$15,851
Director of Public Works	86	\$11,218	to	\$15,851
Economic Development Assistant	53	\$4,966	to	\$7,017
Economic Development Manager	72	\$7,939	to	\$11,218
Economic Development Specialist I	59	\$5,759	to	\$8,138
Economic Development Specialist II	65	\$6,679	to	\$9,437
Environmental Programs Coordinator	59	\$5,759	to	\$8,138
Equipment Operator	48	\$4,389	to	\$6,202
Event Assistant	28	\$2,686	to	\$3,785
Event Coordinator	51	\$4,727	to	\$6,679
Executive Assistant	54	\$5,090	to	\$7,192
Finance Analyst	67	\$7,017	to	\$9,915
Fiscal Services Supervisor	61	\$6,051	to	\$8,550
Finance Manager	72	\$7,939	to	\$11,218

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Fleet Mechanic	45	\$4,076	to	\$5,759
Geographic Information Systems (GIS) Specialist	55	\$5,217	to	\$7,372
Golf Services Aide	28	\$2,686	to	\$3,785
Golf Services Retail Assistant	34	\$3,106	to	\$4,389
Golf Services Supervisor	52	\$4,845	to	\$6,846
Housing & Community Dev Specialist I	57	\$5,482	to	\$7,745
Housing & Community Dev Specialist II	63	\$6,357	to	\$8,982
Housing & Community Development Supervisor	65	\$6,679	to	\$9,437
Housing & Community Development Technician	43	\$3,879	to	\$5,482
Human Resources Analyst	61	\$6,051	to	\$8,550
Human Resources Assistant	50	\$4,611	to	\$6,516
Human Resources Coordinator	55	\$5,217	to	\$7,372
Human Resources Manager	69	\$7,372	to	\$10,417
Innovation and Technology Coordinator	63	\$6,357	to	\$8,982
Innovation and Technology Officer	76	\$8,763	to	\$12,383
Innovation and Technology Specialist	55	\$5,217	to	\$7,372
Innovation and Technology Technician	49	\$4,499	to	\$6,357
Intern	28	\$2,686	to	\$3,785
Lifeguard	31	\$2,884	to	\$4,076
Maintenance Aide	28	\$2,686	to	\$3,785
Maintenance Supervisor	59	\$5,759	to	\$8,138

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Maintenance Worker I	37	\$3,345	to	\$4,727
Maintenance Worker II	41	\$3,692	to	\$5,217
Maintenance Worker, Senior	45	\$4,076	to	\$5,759
Manager of Legislative Affairs and Grants	72	\$7,939	to	\$11,218
Office Assistant	30	\$2,814	to	\$3,976
Office Assistant, Senior	36	\$3,263	to	\$4,611
Park and Recreation Manager	72	\$7,939	to	\$11,218
Parks Supervisor	52	\$4,845	to	\$6,846
Planner, Senior	65	\$6,679	to	\$9,437
Planning Manager	72	\$7,939	to	\$11,218
Planning Technician	43	\$3,879	to	\$5,482
Pool Manager	37	\$3,345	to	\$4,727
Principal Planner	70	\$7,557	to	\$10,677
Public Information Officer	72	\$7,939	to	\$11,218
Public Relations Specialist	53	\$4,966	to	\$7,017
Public Relations Specialist, Senior	56	\$5,348	to	\$7,557
Public Works Inspector	52	\$4,845	to	\$6,846
Public Works Manager	69	\$7,372	to	\$10,417
Public Works Supervisor	59	\$5,759	to	\$8,138
Public Works Technician	43	\$3,879	to	\$5,482
Records Technician	41	\$3,692	to	\$5,217

Town of Apple Valley Classification Plan FY 2022-2023

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Recreation Assistant	34	\$3,106	to	\$4,389
Recreation Coordinator	44	\$3,976	to	\$5,619
Recreation Leader I	28	\$2,686	to	\$3,785
Recreation Leader II	31	\$2,884	to	\$4,076
Recreation Specialist	40	\$3,602	to	\$5,090
Recreation Supervisor	52	\$4,845	to	\$6,846
Recreation Supervisor, Senior	59	\$5,759	to	\$8,138
Registered Veterinary Technician	46	\$4,178	to	\$5,903
Rescue Coordinator	39	\$3,514	to	\$4,966
Special Projects Manager	72	\$7,939	to	\$11,218
Town Clerk	76	\$8,763	to	\$12,383
Town Manager	NR	\$21,584	to	\$21,584

APPENDIX C

Town of Apple Valley Grade and Step Plan 2022-2023

Step	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8
28	\$2,696	\$15.50	\$2,745	\$15.84	\$2,814	\$16.24	\$2,884	\$16.65	\$2,956	\$17.06	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184
29	\$2,745	\$15.84	\$2,814	\$16.24	\$2,884	\$16.65	\$2,956	\$17.06	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263
30	\$2,814	\$16.24	\$2,884	\$16.65	\$2,956	\$17.06	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345
31	\$2,884	\$16.65	\$2,956	\$17.06	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429
32	\$2,956	\$17.06	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514
33	\$3,030	\$17.48	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602
34	\$3,106	\$17.92	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692
35	\$3,184	\$18.38	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785
36	\$3,263	\$18.83	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879
37	\$3,345	\$19.30	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976
38	\$3,429	\$19.79	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076
39	\$3,514	\$20.27	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178
40	\$3,602	\$20.79	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282
41	\$3,692	\$21.30	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389
42	\$3,785	\$21.84	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499
43	\$3,879	\$22.38	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611
44	\$3,976	\$22.95	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727
45	\$4,076	\$23.53	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845
46	\$4,178	\$24.10	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966
47	\$4,282	\$24.71	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090
48	\$4,389	\$25.33	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217
49	\$4,499	\$25.96	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348
50	\$4,611	\$26.61	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482
51	\$4,727	\$27.27	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619
52	\$4,845	\$27.95	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759
53	\$4,966	\$28.66	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903
54	\$5,090	\$29.37	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051
55	\$5,217	\$30.11	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202
56	\$5,348	\$30.86	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357
57	\$5,482	\$31.62	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516
58	\$5,619	\$32.42	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679
59	\$5,759	\$33.23	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846
60	\$5,903	\$34.05	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017
61	\$6,051	\$34.92	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192
62	\$6,202	\$35.78	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372
63	\$6,357	\$36.68	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557
64	\$6,516	\$37.60	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746
65	\$6,679	\$38.53	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939
66	\$6,846	\$39.50	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138
67	\$7,017	\$40.49	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341
68	\$7,192	\$41.50	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550
69	\$7,372	\$42.53	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763
70	\$7,557	\$43.60	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982
71	\$7,746	\$44.68	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207
72	\$7,939	\$45.81	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437
73	\$8,138	\$46.96	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673
74	\$8,341	\$48.12	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915
75	\$8,550	\$49.34	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163
76	\$8,763	\$50.56	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417
77	\$8,982	\$51.83	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677
78	\$9,207	\$53.12	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944
79	\$9,437	\$54.45	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218

Step	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8
80	\$9,673	\$55.82	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498
81	\$9,915	\$57.21	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786
82	\$10,163	\$58.64	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081
83	\$10,417	\$60.10	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383
84	\$10,677	\$61.60	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692
85	\$10,944	\$63.15	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010
86	\$11,218	\$64.73	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010	\$75.06	\$13,335
87	\$11,498	\$66.34	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010	\$75.06	\$13,335	\$76.94	\$13,668
88	\$11,786	\$68.00	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010	\$75.06	\$13,335	\$76.94	\$13,668	\$78.86	\$14,010
89	\$12,081	\$69.70	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010	\$75.06	\$13,335	\$76.94	\$13,668	\$78.86	\$14,010	\$80.84	\$14,360
90	\$12,383	\$71.44	\$12,692	\$73.22	\$13,010	\$75.06	\$13,335	\$76.94	\$13,668	\$78.86	\$14,010	\$80.84	\$14,360	\$82.86	\$14,719

APPENDIX D - BENEFIT PROGRAM SUMMARY

The Town of Apple Valley provides a cafeteria allowance of \$760, up to an additional match of \$340, per month for full-time employees to go towards health benefits.

CIGNA - DENTAL HMO PLAN	CURRENT PREMIUMS (Monthly)	NEW 2023 PREMIUMS (Monthly)
Employee Only	\$20.35	\$20.96
Employee/Spouse	\$36.56	\$37.66
Employee/Child(ren)	\$41.35	\$42.59
Employee/Family	\$61.21	\$63.05
PRINCIPAL - DENTAL PPO PLAN		
Employee Only	\$49.01	\$49.01
Employee/Spouse	\$96.60	\$96.60
Employee/Child(ren)	\$108.01	\$108.02
Employee/Family	\$168.96	\$168.96
EYEMED - VISION		
Employee Only	\$5.37	\$5.37
Employee/Spouse	\$10.20	\$10.20
Employee/Family	\$14.98	\$14.98
Principal Basic Life and AD&D \$4,932,500		
	1 Year Current Premiums	1 year Renewal Premiums
Basic Life Rate per \$1,000	\$0.0112	\$0.123
Basic AD&D Rate per \$1,000	\$0.036	\$0.036
Combined Rate	\$0.148	\$0.159
Principal Voluntary Life and AD&D Monthly Rates per \$1,000		
	1 Year Current Premiums	1 Year Renewal Premiums
	Employee/Spouse Rates	
Under Age 20	\$0.080	\$0.080
Age 20-24	\$0.080	\$0.080
Age 25-29	\$0.080	\$0.080
Age 30-34	\$0.088	\$0.088
Age 35-39	\$0.132	\$0.132
Age 40-44	\$0.214	\$0.214
Age 45-49	\$0.329	\$0.329
Age 50-54	\$0.537	\$0.537
Age 55-59	\$0.843	\$0.843
Age 60-64	\$1.170	\$1.170
Age 65-69	\$2.160	\$2.160
Age 70-74	\$3.568	\$3.568
Age 75+	\$3.568	\$3.568
Dependent Child(ren) Rate per \$1,000	\$0.019	\$0.019
Monthly AD&D Rates per \$1,000		
Employee/Spouse	\$0.019	\$0.019
Dependent Child(ren)	\$0.018	\$0.018

Principal Short-Term Disability Monthly Rates	1 Year Current			1 Year Negotiated Renewal		
Insurance Volume	\$63,945					
Rate per \$10 (weekly benefit)	\$0.080			\$0.100		
Principal Long-Term Disability Monthly Rates	1 Year Current			1 Year Negotiated Renewal		
Insurance Volume	\$63,945					
Rate per \$100 of Covered Payroll	\$0.500			\$0.500		
CalPERS Health Premiums	Current Premiums (Monthly)			New 2023 Premiums (Monthly)		
	Subscriber	Subscriber & 1 Dependent	Subscriber & 2+ Dependents	Subscriber	Subscriber & 1 Dependent	Subscriber & 2+ Dependents
Anthem Blue Cross Select HMO	\$676.48	\$1,352.96	\$1,758.85	\$737.91	\$1,475.82	\$1,918.57
Anthem Blue Cross Traditional HMO	\$935.57	\$1,871.14	\$2,432.48	\$942.73	\$1,885.46	\$2,451.10
Blue Shield Access+	\$779.87	\$1,559.74	\$2,027.66	\$738.29	\$1,476.58	\$1,919.55
Blue Shield Trio HMO* (New)				\$661.49	\$1,322.98	\$1,719.87
Health Net Salud y Mas	\$463.87	\$927.74	\$1,206.06	\$606.34	\$1,212.68	\$1,576.48
Health Net SmartCare	\$764.96	\$1,529.92	\$1,988.90	\$755.29	\$1,510.58	\$1,963.75
Kaiser Permanente	\$719.78	\$1,439.56	\$1,871.43	\$754.64	\$1,509.28	\$1,962.06
PERS Gold	\$575.56	\$1,151.12	\$1,496.46	\$680.37	\$1,360.74	\$1,768.96
PERS Platinum	\$863.37	\$1,726.74	\$2,244.76	\$992.59	\$1,985.18	\$2,580.73
UnitedHealthcare Signature Alliance	\$771.85	\$1,543.70	\$2,006.81	\$790.46	\$1,580.92	\$2,055.20
UnitedHealthcare Signature Harmony	\$714.28	\$1,428.56	\$1,857.13	\$713.55	\$1,427.10	\$1,855.23

Paid Leave Benefits for Full-Time Employees:

Vacation Leave Accrual -

Years of Service	Vacation Accrual Rates	# Of Weeks Annually	CAP
1-4	3.08 hours per pay period	2 weeks	200 hours
5-9	4.62 hours per pay period	3 weeks	280 hours
10-14	6.15 hours per pay period	4 weeks	360 hours
15-19	7.69 hours per pay period	5 weeks	440 hours
19+	9.23 hours per pay period	6 weeks	520 hours

Sick Leave Accrual – 3.69 hours per pay period.

Floating Holidays – 3 days annually.