

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

UPDATE ON LONGEVITY PAY AND MERIT INCREASE PROVISIONS OF THE PERSONNEL POLICY AND PROCEDURE MANUAL

Summary Statement:

On August 23, 2011, Mayor Pro Tem Stanton requested an agenda item to provide information to the Town Council on the history of longevity pay with the Town of Apple Valley.

On June 27, 2000 Town Council adopted Resolution 2000-17, adding longevity pay to the Town's Personnel Policy and Procedure Manual. Upon adoption of Resolution 2000-17, the Town of Apple Valley employed 39 full-time employees, eleven (11) of which had more than ten (10) years of service with the Town.

At the time, the Personnel Committee recommended establishing a longevity reward program for employees with fifteen (15) years of service equaling 2% of the monthly salary and increasing 2% per year up to a maximum of 10%. The salary schedule in place at the time the resolution was adopted provided that an employee hired at the minimum step (A) would typically reach the top step (E-1) in their ninth year of employment with the Town; therefore, an employee at the top of the pay schedule would not receive any pay increase, aside from a possible COLA, until they reached their fifteenth year of employment.

On June 22, 2004, the Town Council adopted Resolution 2004-38, amending the longevity policy to make the program more competitive and encourage the retention of long term employees.

(Continued)

Recommended Action:

Provide direction to staff.

Proposed by: Nikki Salas, Director of Human Resources Item Number _____

T. M. Approval: _____ **Budgeted Item** **Yes** **No** **N/A**

Council Meeting Date: 10/25/11

11-1

Summary Statement
Page Two

The updated plan was adopted as follows:

- 5% at the beginning of the fifteenth year of service.
- Longevity pay increases by 1% per year to a maximum of 15% at the twenty-fifth year of service.
- Longevity pay to be included in the employee's base pay beginning on the employee's anniversary date and every pay period thereafter while employed by the Town.

Since the adoption of the most recent longevity plan, the Town adopted a new salary schedule on March 10, 2009 (Resolution 2009-08). The salary schedule includes 15 steps; therefore, an employee (if hired at the minimum step) would typically reach the fifteenth step in their fourteenth year of employment.

Currently we have 108 full-time employees, sixteen (16) of those employees currently receive longevity pay and eight (8) of those sixteen (16) employees receive longevity pay and merit increases.

Town staff submitted a list serve request through the League of California Cities to inquire about how many other cities are providing longevity pay to employees.

From the survey we received a total of fourteen responses. Following are the results of the survey:

Cities not offering longevity pay to miscellaneous staff (only offered to police and fire):	7
Cities offering longevity pay with merit increases:	4
Cities offering longevity pay w/o merit increases:	2
Cities negotiating removal of longevity pay:	1

In addition, in reviewing our neighboring cities, Hesperia does not offer longevity pay and Victorville has discontinued their longevity pay program. The City of Adelanto does offer a longevity pay program which offers up to an additional 15% over base pay for City staff. Their program pays as follows:

Years of Service	Additional Percentage over Base Pay
After 7 years	3%
After 9 years	3%
After 12 years	3%
After 15 years	3%
After 20 years	3%

Attachments:

- Resolution No. 2000-17
- Resolution No. 2004-38
- Resolution No. 2009-08

RESOLUTION NO. 2000-17

**A RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF APPLE VALLEY AMENDING THE
PERSONNEL POLICIES AND PROCEDURES
OF THE TOWN OF APPLE VALLEY**

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Rule 6, Section 6.1, Sick Leave shall be amended in its entirety as provided in Exhibit A.
2. Rule 6, Section 6.3, Holiday Leave shall be amended in its entirety as provided in Exhibit B.
3. Rule 6, Section 6.5, Vacation shall be amended in its entirety as provided in Exhibit C.
4. Rule 6, Section 6.6, Overtime; Rule 6, Section 6.8 Standby Compensation and Rule 10, Section 10.3 Reimbursable Expenses shall be amended in their entirety as provided in Exhibit D.
5. Rule 3, Section 3.12 the language "Employees who reach the E-1 step of the salary range shall be eligible for additional annual salary increases not to exceed two and one-half percent provided their performance evaluation rating is satisfactory or higher", shall be removed from the Personnel Policies and Procedures.
6. Rule 4, Section 4.2 Life Insurance shall be amended to read as follows, "The Town shall pay the premium for a fifty thousand dollar (\$50,000) term life insurance policy for each regular full-time employee. Employees shall be permitted to purchase, through payroll deduction, excess term life insurance. The Town agrees to provide these benefits subject to carrier requirements. Selection of the insurance provider(s) and the method of computing premiums shall be within the sole discretion of the Town.

7. Rule 5, Section 5.1 All Employees shall be amended to read as follows, "The official workweek for the Town shall begin on mid-day Friday and shall end on mid-day the following Friday. Employees of the Town shall not exceed nine (9) hours worked in one workday without prior authorization from their immediate supervisor. A regular pay period shall consist of eighty (80) hours worked over two (2) weeks. A normal workday may consist of nine (9) hours worked per day on the basis of a 9-80 compressed work schedule. Rules for administration of the 9-80 compressed work schedule shall be established by the Town Manager or his designee.

8. Section 6.17 Longevity Pay shall be added to Rule 6 as follows: "Regular employees of the Town of Apple Valley shall be eligible for two percent (2%) of the monthly salary longevity bonus at the beginning of their fifteenth (15th) year of service. The longevity bonus shall increase by two percent (2%) per year to a maximum of ten percent (10%). The longevity bonus shall be paid on December 1st of each year and the employee must have completed the service requirement on or before that date.

All resolutions, or parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASSED, APPROVED AND ADOPTED THIS 27th DAY OF JUNE, 2000.


MAYOR

ATTEST:


TOWN CLERK

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF APPLE VALLEY

I, EUNICE S. PUCKETT, TOWN CLERK of the Town of Apple Valley, California, do hereby certify that TC Resolution No. 2000-17 duly and regularly adopted by the Town Council of the Town of Apple Valley, California, at a meeting thereof held on the 27th day of June 2000 by the following vote:

AYES: Council Members Burgnon, Jasper, Risley, Mayor Pro Tem Sagona, Mayor Shoup.

NOES: None.

ABSTAIN: None.

ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Apple Valley, California, this 24th day of July, 2000.

EUNICE S. PUCKETT, CMC
TOWN CLERK

By: *Eunice S. Puckett, CMC*

SEAL.

Exhibit A

RULE 6 LEAVE, VACATION AND HOLIDAYS

Section 6.1 Sick Leave

1. **Accrual.** Employees of the Town, including employees in the probationary period, shall accrue sick leave for each payroll period completed, prorated on the basis of twelve (12) days per year. Employees in regular positions budgeted less than eighty (80) hours per pay period or job shared positions shall receive sick leave accumulation on a pro-rata basis. Earned sick leave shall be available for use the first day following the payroll period in which it is earned, provided, however, that an employee must have completed six (6) months of continuous service from the employee's benefit date. In no event shall an employee be entitled to receive sick leave with pay in excess of the number of sick leave days accrued at the time of illness. Therefore, an employee who has exhausted sick leave accrual and who is unable to work due to illness or injury will be placed in a vacation status for the duration of the employee's vacation accrual, if any. If the employee has exhausted both sick leave and vacation leave accruals, the employee shall be placed on unpaid status.

2. **Use.** The following are considered appropriate uses of sick leave accrual:

a. Employees may use sick leave accrual for personal illness or injury which incapacitates the employee for duty.

b. An employee who is personally undergoing medical, dental or optical treatment or examination may use sick leave accrual for required time away from work.

c. Employees shall be allowed to use up to six (6) days per year to attend to the illness of a child, parent, or spouse of the employee. For this purpose, "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a stepparent, or a legal guardian. All provisions on the use of sick leave by an employee shall also apply to the use by an employee of sick leave to attend to an illness of his or her child, parent, or spouse. (AB 109)

d. An employee quarantined by appropriate authority may use sick leave accruals for the duration of the quarantine period.

3. **Bereavement Leave.** Sick leave accrual may be used when a death occurs in the immediate family of a regular employee. Such use is limited to five days and may be used only in the loss of a spouse, children, parents, parents of current spouse, sister, brother, grandparents, stepparents, half-brother, half-sister or any individual who may have a true parental relationship to the employee.

4. Minimum charge. The minimum charge against accumulated sick leave shall be fifteen (15) minutes.
5. Notice of Illness. The Town must be notified at or before the start of the employee's scheduled workday of an illness on the first day of absence. It is the responsibility of the employee to keep the Town informed as to continued absence beyond the first day for reasons due to illness. Failure to make such notification may result in denial of sick leave with pay as well as disciplinary action, up to and including discharge.
6. Maximum accrual. There shall be no limit on the accrual of sick leave. Payment of accrued sick leave at a rate of two sick leave hours to one vacation hour will occur only upon termination of employment provided the employee has completed at least five years of service with the Town. However, in the case of retirement from the Public Employees Retirement System, the employee shall receive one hundred percent (100%) credit for unused sick leave as it relates to service credit with the Public Employees Retirement System.
7. Illness during vacation leave. Employees who become ill while on approved vacation leave may request to have vacation time converted to sick leave. Approval may be granted only when the employee presents a doctor's certificate verifying an illness or injury. Such conversion shall require approval of the Personnel Officer.
8. Temporary employees. Temporary, seasonal or casual employees shall not be eligible for sick leave.
9. Return from sick leave. Employees who have been on sick leave may be required to satisfactorily complete a physical examination administered by a Town retained physician or to present a statement signed by a licensed physician stating that the employee is able to resume normal duties. Moreover, employees who have been on sick leave may be required to satisfactorily complete a physical examination administered by a Town retained physician if the employee's immediate supervisor believes that the health, safety and welfare of the employee or of the Town and its employees are being jeopardized due to the possibility that the employee lacks fitness for duty or that the employee is abusing the sick leave benefit.
10. Misuse. Evidence substantiating the abuse and misuse of the sick leave benefit shall result in denial of sick leave with pay and may result in disciplinary action, up to and including discharge.

Exhibit B

Section 6.3 Holiday Leave

All full-time and part-time employees of the Town who are on the payroll the day before and the day after a designated holiday shall be paid for said holiday. Employees shall receive holiday pay for the number of hours regularly scheduled for that date. Temporary or seasonal employees do not receive holiday benefits.

The following are approved paid holidays for the Town (the actual day of observance may be changed at the discretion of Town management):

1. January 1st.
2. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."
3. The third Monday in February.
4. The last Monday in May, known as "Memorial Day."
5. July 4th.
6. The first Monday in September, known as "Labor Day."
- 6a. The second Monday in October, known as "Columbus Day."
7. November 11th, known as "Veterans Day."
8. Thanksgiving Day.
9. The day after Thanksgiving Day.
10. December 25th.
11. Two floating holidays.
12. One additional holiday which shall be established at the discretion of the Town Manager.

Holidays which fall on Saturday shall normally be observed on the preceding Friday. Holidays which fall on Sunday shall be observed on the following Monday. When a fixed holiday falls within a vacation period, the holiday time shall not be charged against the employee's earned vacation benefits.

Exhibit C

Section 6.5 Vacation

Employees of the Town shall be entitled to paid annual vacation based on length of credited service with the Town. Employees in regular positions shall accrue, on a pro-rata basis, vacation leave for completed pay periods. Such vacation allowance shall be available for use on the first day following the pay period in which it is earned provided an employee has completed six (6) months of continuous service from the employee's benefit date.

Regular full time employees of the Town shall accrue vacation benefits at the rate of ten (10) days vacation per year during the first four years continuous service. Employees shall be allowed to accrue a maximum of twenty-five (25) days vacation during the first four years continuous service.

Regular full time employees of the Town shall accrue vacation benefits at the rate of fifteen (15) days vacation per year during the fifth through ninth year continuous service. Employees shall be allowed to accrue a maximum of thirty – five (35) days vacation during the fifth through ninth year of continuous service.

Regular full time employees of the Town shall accrue vacation benefits at the rate of twenty (20) days vacation per year during the tenth through fourteenth year of continuous service. Employees shall be allowed to accrue a maximum of forty-five (45) days vacation during the tenth through fourteenth year of continuous service.

Regular full time employees of the Town shall accrue vacation benefits at the rate of twenty-five (25) days vacation per year during the fifteenth through nineteenth year continuous service. Employees shall be allowed to accrue a maximum of fifty-five (55) days vacation during the fifteenth through nineteenth year of continuous service.

Regular full time employees of the Town shall accrue vacation benefits at the rate of thirty (30) days vacation per year following the nineteenth year continuous service. Employees shall be allowed to accrue a maximum of sixty-five (65) days vacation following the nineteenth year of continuous service.

Regular part-time employees of the Town shall receive vacation leave accumulation on a pro-rata basis. There shall, however, be no proration of the maximum accrual. Regular part-time employees of the Town who accept regular full-time employment with the Town without a break in service shall receive service credit on a pro rata basis.

Temporary and seasonal employees of the Town shall not be eligible for vacation leave benefits.

Accrual of vacation shall cease once the employee reaches the maximum accrual level for his or her years of service and will recommence only after the maximum accrual has been reduced unless, however, the employee can demonstrate that the employee has been unable to take vacation leave due to work load. In this event, the employee must schedule vacation leave within a time frame authorized by the Town Manager.

Earned vacation leave may be taken in 15 minute increments with the approval of the employee's immediate supervisor and at such time as will not impair the work schedule and efficiency of the department. Should employee vacation requests conflict with staffing requirement, supervisors shall arrange a mutually acceptable vacation schedule based on length of employee service and the order in which employee vacation requests were submitted.

Accrued, unused vacation shall be paid upon termination of employment.

Exhibit D

Section 6.6 Overtime

It is the policy of the Town to avoid overtime work whenever possible. Overtime work shall be used only to supply essential public services or perform necessary duties during emergencies or where performance of overtime work by regular employees is more economical than adding new employees by creation of new regular or temporary position.

Employees of the Town shall obtain authorization for overtime prior to commencement of overtime for the employee's immediate supervisor or department head. Failure to obtain such authorization may result in disciplinary action.

Employees of the Town required to work overtime are compensated at time and one-half their regular hourly rate of pay for each and every hour worked in excess of forty (40) hours worked in the seven day work week. Holiday hours and jury duty hours shall be included in the calculation of hours worked for the purpose of overtime compensation.

Employees of the Town designated as Professional/Supervisory, Management and/or Executive Management shall not be subject to the provisions of this section.

Section 6.8 Standby and Call-back Compensation

For the purpose of this policy, an employee serving in a stand-by status shall be defined as an employee who has been directed by an immediate supervisor or by the appropriate department head to remain readily available for possible assignment during hours in which the employee's department is not normally staffed. Employees assigned to stand-by status shall not be unreasonably restricted in the use of non-work hours nor shall said employee be required to remain at a specified location for the duration of the stand-by assignment.

Employees assigned to stand-by status shall be required to advise their immediate supervisor or a designated representative of the manner in which they may be contacted during the stand-by assignment and shall be capable of reporting for assigned duty no later than thirty minutes after being directed to do so.

Employees assigned to stand-by status shall be paid one hour at the base hourly rate for stand-by duties performed on a week day and shall be compensated at the appropriate hourly rate for actual hours worked during, each pay period in which the employee is assigned to stand-by.

Employees assigned to stand-by status shall be paid two hours at the base hourly rate for stand-by duties performed on a weekend day or holiday and shall be compensated at the appropriate hourly rate for actual hours worked during the stand-by assignment.

Stand-by hours worked as a result of stand-by assignments shall be reported to the payroll department on the employee's time card.

Employees assigned to stand-by status that are called in to work shall be paid a minimum of one hour at the base hourly rate or overtime rate if over forty (40) hours worked during the work-week.

Provisions of this policy shall not be applicable to those individuals whose scheduled work hours are changed to meet staffing requirements of the Town.

Section 10.3 Reimbursable Expenses

Employees shall be eligible for reimbursement of tuition, textbooks, registration fees and laboratory fees related to an approved course of instruction. Employees shall be limited to a maximum reimbursement of \$1,250 per employee per year.

RESOLUTION NO. 2004 - 38

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Rule 3, Section 3.2, Probationary Period shall be amended in its entirety as provided in Exhibit A.
2. Rule 3, Section 3.21, Employee of the Quarter shall be amended to read as follows, "There shall be a presentation of the Employee of the Quarter at the first Town Council meeting in the months of March, June, September and December. The Employee of the Quarter shall be presented with a framed Employee of the Quarter certificate and the Employee of the Quarter will receive one (1) paid day off from work." A photograph of the Employee of the Quarter shall be displayed in designated locations of the Town offices.
3. Rule 3, Section 3.22, Employee of the Year shall be amended to read as follows, "The Employee of the Year shall receive an engraved Town of Apple Valley tile, which will be presented at the annual Town of Apple Valley Employee Recognition Luncheon/Dinner and the Employee of the Year will receive one (1) paid day off from work."
4. Rule 4, Section 4.10, Employee Assistance Program shall be added as provided in Exhibit B.
5. Rule 4, Section 4.11, Retiree Health Savings shall be added as provided in Exhibit C.

EXHIBIT A

RULE 3 TERMS OF EMPLOYMENT

Section 3.2 Probationary Period

To ensure that new regular employees are able to satisfy requirements of the position for which they were hired, the first twelve (12) calendar months or two thousand (2000) hours worked, whichever occurs later, shall be considered the minimum probationary period for regular employees of the Town. The probationary period is required as part of the testing process and shall be utilized for observing closely the employee's work. All regular employees will receive a performance evaluation prior to completion of the minimum probationary period and any extension of the probationary period.

During the probationary period, or any extension thereof, an employee may be rejected at any time without cause and without recourse to the grievance procedure or any other appeal right. The probationary period may be extended for a maximum of six (6) calendar months or one thousand forty (1040) hours worked, whichever occurs later, subject to the approval of the Personnel Officer. Any interruption of service longer than thirty (30) days during an employee's probationary period shall not be counted as part of such probationary period.

Regular employees promoted or transferred to another position in the Town, shall be considered probationary employees during the first twelve (12) calendar months or two thousand (2000) hours worked, whichever occurs later, in the new position. A promotional probationary period may be extended for a maximum of six (6) calendar months or one thousand forty (1040) hours worked, whichever occurs later, subject to approval of the Personnel Officer. Employees failing to perform satisfactorily in the newly assigned position may be rejected and returned to their former position or to a position requiring similar skill and in a similar pay grade without recourse to the grievance procedure or any other appeal right.

EXHIBIT B

Rule 4
Section 4.10 Employee Assistance Program

All regular full-time employees shall be eligible to participate in the Employee Assistance Program offered by the Town. This program is offered at no expense to the employee. The services provided include, but are not limited to; immediate 24-hour assistance in crisis situations, counseling referral services for employees and immediate family members living in the household who are experiencing personal, marriage, family, work, substance abuse and financial problems.

There are no fees for counseling services, but on occasion employees may be referred to resources outside the program which may require a fee to be paid by the employee. All counseling services are completely confidential unless, the law requires divulgence. Supervisors will not be notified unless you request it. A supervisor may suggest an initial counseling session if he/she believes work performance is failing, but the decision to continue counseling is the sole and personal responsibility of the employee. Asking for assistance will not influence an employee's immediate position or promotional opportunities with the Town.

EXHIBIT C

Rule 4 Section 4.11 Retiree Health Insurance Program

All regular full-time employees are entitled to participate in the Retiree Health Savings (RHS). The RHS Program enables employees to save in advance for costs relating to medical expenses once they retire. Tax-free contributions can be made to an employee account. Employees can also make voluntary after-tax contributions to an employee account.

All earnings grow tax-deferred, and withdrawals used to pay for qualified medical benefits for participants, their spouses and/or dependents are tax-free. Plan assets remaining at the time of the employee's death are not forfeited. The account can continue to be used for medical expenses by the employee's spouse or dependents, or passed on to beneficiaries, for their medical expenses. The Town will provide a monthly payment depending on the employee's length of service. The Town will pay 25% of the medical premium or \$5,000 as a pay-off option in lieu of the medical premium for employees with 10-14 years of service, 50% of the medical premium or \$7,500 as a pay-off option in lieu of the medical premium for employees with 15-19 years of service, 75% of the medical premium or \$10,000 as a pay-off option in lieu of the medical premium for employees with 20-24 years of service and 100% of the medical premium or \$12,500 as a pay-off option in lieu of the medical premium for employees with 25 or more years of service.

The actual rules concerning the Retiree Health Savings program are subject to change by the IRS. Current rules, policies and procedures are on file in the Administrative Services Department.

Resolution 2004-38 (Continued)

6. Rule 6, Section 6.1.6 shall be amended as follows, "Maximum accrual. There shall be no limit on the accrual of sick leave. Payment of accrued sick leave at a rate of two (2) sick leave hours to one vacation hour will occur only upon termination of employment provided the employee has completed at **least five** (5) years of service with the Town. Employees shall receive vesting of 75% of their sick leave at the beginning of their fifteenth (15th) year of service and shall receive vesting of 100% of their sick leave at the beginning of their twentieth (20th) year of service with the Town. However, in the case of retirement from the Public Employees Retirement System, the employee shall receive one hundred percent (100%) credit for unused sick leave as it relates to service credit with the Public Employees Retirement System. (Employees with less than five [5] years of service must reference Section 6.16)."

7. Rule 16, Section 6.17, Longevity Pay shall be amended as follows, Regular employees of the Town of Apple Valley shall be eligible for longevity pay of five percent (5%) at the beginning of their fifteenth (15th) year of service. The longevity bonus shall increase by one (1%) per year to a maximum of fifteen (15%) at the twenty-fifth (25th) year of service. Longevity pay shall be included in the employee's base pay beginning on the employee's anniversary date and every pay period thereafter while employed by the Town.

All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASS, APPROVED AND ADOPTED THIS 22ND DAY OF JUNE, 2004.


MAYOR

ATTEST:


TOWN CLERK

Town of Apple Valley
Resolution No. 2004-38

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF APPLE VALLEY

I, LA VONDA M-PEARSON, Town Clerk for the Town of Apple Valley, Apple Valley, California, do hereby certify that Resolution No. 2004-38, duly and regularly adopted by the Town Council at a meeting thereof held on the 22nd day of June 2004 by the following vote:

AYES: Council Members Burgnon, Jasper, Shoup, Mayor Pro Tem Nassif,
Mayor Sagona

NOES: None.

ABSTAIN: None.

ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Apple Valley, California, this 23rd day of June 2004.

LA VONDA M-PEARSON, CMC
TOWN CLERK

By: Patty Hevly
Patty Hevly Deputy

SEAL

RESOLUTION NO. 2009-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE SALARY SCHEDULES AND THE EMPLOYEE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established a salary schedule for positions within the Town of Apple Valley; and

WHEREAS, the Town Council of the Town of Apple Valley recognizes that to remain competitive in the personnel marketplace certain adjustments to salaries are necessary; and

WHEREAS, the Town Council of the Town of Apple Valley has established a classification plan including all employees of the Town of Apple Valley; and

WHEREAS, the Town Council conducted a Classification Study using Public Sector Personnel Consultants to perform said study; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the existing classification plan with respect to all positions and implement the recommendations of the Public Sector Personnel Consultants survey; and

WHEREAS, Section 2.60.070 of the Town of Apple Valley Municipal Code provides that a compensation survey be conducted to determine the estimated average total compensation; and

WHEREAS, in accordance to Ordinance No. 382, it is the policy of the Town whenever economically feasible, to compensate Town employees based on the estimated average total compensation as compared to comparable cities established for this purpose;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised salary Grade and Step Pay Plan are hereby adopted in accordance with Exhibit A.
2. All position Job Class Orders are hereby adopted in accordance with Exhibit B as a result of a comprehensive classification study completed by Public Sector Personnel Consultants and reviewed by the Personnel Committee.
3. This Resolution shall become effective on July 1, 2009.
4. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASS, APPROVED AND ADOPTED THIS 10th DAY OF MARCH 2009.


RICK ROELLE, MAYOR

ATTEST:


LA VONDA PEARSON
TOWN CLERK

**Town of Apple Valley
Grade and Step Pay Plan 40% Spread**

Step	Grade														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	\$18,782	\$19,231	\$19,711	\$20,204	\$20,709	\$21,227	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510
11	\$19,231	\$19,711	\$20,204	\$20,709	\$21,227	\$21,757	\$22,301	\$22,859	\$23,430	\$24,016	\$24,617	\$25,232	\$25,863	\$26,509	\$27,172
12	\$19,711	\$20,204	\$20,709	\$21,227	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852
13	\$20,204	\$20,709	\$21,227	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548
14	\$20,709	\$21,227	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262
15	\$21,227	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993
16	\$21,758	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743
17	\$22,302	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512
18	\$22,859	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299
19	\$23,431	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107
20	\$24,016	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935
21	\$24,617	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783
22	\$25,232	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653
23	\$25,863	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544
24	\$26,510	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457
25	\$27,172	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394
26	\$27,852	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338
27	\$28,548	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346
28	\$29,262	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380
29	\$29,993	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439
30	\$30,743	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525
31	\$31,512	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638
32	\$32,299	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779
33	\$33,107	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949
34	\$33,935	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147
35	\$34,783	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376
36	\$35,653	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635
37	\$36,544	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926
38	\$37,457	\$38,394	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250
39	\$38,394	\$39,354	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$55,606
40	\$39,354	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$55,606	\$56,996
41	\$40,338	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$55,606	\$56,996	\$58,421
42	\$41,346	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$55,606	\$56,996	\$58,421	\$59,881
43	\$42,380	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378
44	\$43,439	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378
45	\$44,525	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913
46	\$45,638	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486
47	\$46,779	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098
48	\$47,949	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750
49	\$49,147	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444
50	\$50,376	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444	\$71,180
51	\$51,635	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444	\$71,180	\$72,960
52	\$52,926	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444	\$71,180	\$72,960	\$74,784
53	\$54,250	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444	\$71,180	\$72,960	\$74,784	\$76,653
54	\$55,606	\$56,996	\$58,421	\$59,881	\$61,378	\$62,913	\$64,486	\$66,098	\$67,750	\$69,444	\$71,180	\$72,960	\$74,784	\$76,653	\$78,570

EXHIBIT A

PROPOSED

Town of Apple Valley
FY 2009/10 Salary Plan

Table 2 - Salary Ranges Per Job Class - (Job Class Order)

Occupational Job Families and Job Classes	-- Recommended --			
	Grade	Min Step	Calculated Midpoint	Max Step
Public Information Group				
• Public Information Officer	63	\$69,444	\$83,783	\$98,123
• Public Relations Specialist	49	\$49,147	\$59,296	\$69,444
• Event Coordinator	47	\$46,779	\$56,439	\$66,098
Town Clerk Group				
• Town Clerk	69	\$80,534	\$97,163	\$113,792
• Deputy Town Clerk	49	\$49,147	\$59,296	\$69,444
• Records Technician	36	\$35,653	\$43,014	\$50,376
Administrative Services Group				
• Administrative Services Manager	71	\$84,611	\$102,082	\$119,553
• Ass't Manager/Human Resources - new job	56	\$58,421	\$70,484	\$82,547
• Human Resources Coordinator	52	\$52,926	\$63,855	\$74,784
• Human Resources Assistant	46	\$45,638	\$55,062	\$64,486
Finance Group				
• Assistant Director of Finance	71	\$84,611	\$102,082	\$119,553
• Senior Accountant	58	\$61,378	\$74,052	\$86,726
• Accountant II	52	\$52,926	\$63,855	\$74,784
• Accountant I	46	\$45,638	\$55,062	\$64,486
• Accounting Technician	42	\$41,346	\$49,883	\$58,421
• Account Clerk II	36	\$35,653	\$43,014	\$50,376
• Account Clerk I	32	\$32,299	\$38,969	\$45,638
• Customer Service Representative	34	\$33,935	\$40,942	\$47,949
• Information Systems Supervisor	60	\$64,486	\$77,801	\$91,117
• Information Systems Specialist	52	\$52,926	\$63,855	\$74,784
• Information Systems Technician	42	\$41,346	\$49,883	\$58,421
Administrative Support Group				
• Administrative Analyst II	58	\$61,378	\$74,052	\$86,726
• Administrative Analyst I	52	\$52,926	\$63,855	\$74,784
• Executive Secretary	50	\$50,376	\$60,778	\$71,180
• Administrative Secretary	44	\$43,439	\$52,409	\$61,378
• Secretary	38	\$37,457	\$45,192	\$52,926
• Senior Office Assistant	32	\$32,299	\$38,969	\$45,638
• Office Assistant	26	\$27,852	\$33,603	\$39,354
Municipal Services Group				
• Director of Municipal Services	80	\$105,667	\$127,486	\$149,305
• Municipal Services Manager	70	\$82,547	\$99,592	\$116,637
• Grant Specialist	50	\$50,376	\$60,778	\$71,180
Economic Development Group				
• Asst Director of Economic Dev & Housing	74	\$91,117	\$109,931	\$128,745
• Economic Development Specialist II	62	\$67,750	\$81,740	\$95,729
• Economic Development Specialist I	56	\$58,421	\$70,484	\$82,547
• Economic Development Assistant	50	\$50,376	\$60,778	\$71,180
• Housing Program Supervisor	62	\$67,750	\$81,740	\$95,729
• Housing & Comm Dev Specialist II	60	\$64,486	\$77,801	\$91,117
• Housing & Comm Dev Specialist I	54	\$55,606	\$67,088	\$78,570
• Intern	20	\$24,016	\$28,976	\$33,935

*Salary Survey Benchmark
PSPC

TOWN OF APPLE VALLEY

FEBRUARY 2009

EXHIBIT B

PROPOSED

Town of Apple Valley
FY 2009/10 Salary Plan

Table 2 - Salary Ranges Per Job Class - (Job Class Order)

Occupational Job Families and Job Classes	-- Recommended --			
	Grade	Min Step	Calculated Midpoint	Max Step
Public Service Administration Group				
* Director of Public Services	74	\$91,117	\$109,931	\$128,745
Public Services Assistant	48	\$47,949	\$57,849	\$67,750
Public Works Group (Streets, Wastewater, Parks, Comm Svc)				
* Public Works Supervisor	56	\$58,421	\$70,484	\$82,547
* Park Supervisor	56	\$58,421	\$70,484	\$82,547
* Public Works Inspector	48	\$47,949	\$57,849	\$67,750
* Public Services Technician	39	\$38,394	\$46,322	\$54,250
* Equipment Operator	43	\$42,380	\$51,131	\$59,881
* Sr. Maintenance Worker	41	\$40,338	\$48,867	\$56,996
* Maintenance Worker II	37	\$36,544	\$44,090	\$51,635
* Maintenance Worker I	33	\$33,107	\$39,943	\$46,779
Code Enforcement Group				
* Code Enforcement District Supervisor	58	\$61,378	\$74,052	\$86,726
* Senior Code Enforcement Officer	52	\$52,926	\$63,855	\$74,784
* Code Enforcement Officer II	48	\$47,949	\$57,849	\$67,750
* Code Enforcement Officer I	42	\$41,346	\$49,883	\$58,421
Community Enhancement Officer	40	\$39,354	\$47,480	\$55,606
Code Enforcement Technician	38	\$37,457	\$45,192	\$52,926
Animal Control Group				
* Animal Control Supervisor	52	\$52,926	\$63,855	\$74,784
Senior Animal Control Officer	48	\$47,949	\$57,849	\$67,750
* Animal Control Officer II	42	\$41,346	\$49,883	\$58,421
Animal Control Technician	36	\$35,653	\$43,014	\$50,376
Animal Shelter Group				
Animal Shelter Supervisor	52	\$52,926	\$63,855	\$74,784
* Registered Veterinary Technician	42	\$41,346	\$49,883	\$58,421
* Animal Control Officer I	38	\$37,457	\$45,192	\$52,926
Animal Shelter Assistant	33	\$33,107	\$39,943	\$46,779
Planning Group				
* Asst Dir of Community Development	74	\$91,117	\$109,931	\$128,745
* Principal Planner	68	\$78,570	\$94,793	\$111,017
* Senior Planner	62	\$67,750	\$81,740	\$95,729
* Associate Planner	56	\$58,421	\$70,484	\$82,547
* Assistant Planner	50	\$50,376	\$60,778	\$71,180
Community Services Group				
* Community Services Manager	67	\$76,653	\$92,481	\$108,309
* Recreation Supervisor	46	\$45,638	\$55,062	\$64,486
* Recreation Coordinator	40	\$39,354	\$47,480	\$55,606
* Asst Pool Manager	22	\$25,232	\$30,442	\$35,653
Event Assistant	22	\$25,232	\$30,442	\$35,653
Recreation Assistant	22	\$25,232	\$30,442	\$35,653
* Senior Lifeguard	20	\$24,016	\$28,976	\$33,935
* Lifeguard	16	\$21,758	\$26,250	\$30,743
* Recreation Leader II	16	\$21,758	\$26,250	\$30,743
* Recreation Leader I	10	\$18,762	\$22,636	\$26,510
* Custodian	27	\$28,548	\$34,443	\$40,338

*Salary Survey Benchmark
PSPC

TOWN OF APPLE VALLEY

FEBRUARY 2009

EXHIBIT B

Town of Apple Valley
Resolution No. 2009-08

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

TOWN OF APPLE VALLEY

I, LA VONDA M-PEARSON, Town Clerk for the Town of Apple Valley, Apple Valley, California, do hereby certify that Resolution No. 2009-08, duly and regularly adopted by the Town Council at a meeting thereof held on the 10th day of March, 2009 by the following vote:

AYES: Council Members Allan, Coleman, Sagona, Mayor Pro Tem Nassif and Mayor Roelle

NOES: None

ABSTAIN: None.

ABSENT: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Apple Valley, California, this 11th day of March 2009.

LA VONDA M-PEARSON, CMC
TOWN CLERK

By: *Patty Hevle*
Patty Hevle, Deputy

SEAL