

# **Compensation and Benefits Profile**

For

## **City of Ontario**

### **Confidential Employees**

**July 1, 2013**

**Amended August 29, 2013**



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## Article I. ADMINISTRATION

### Section 1.01 Introduction

This document sets forth policies and procedures to follow in implementing and administering this program. The various sections and provisions of the Government Code, Municipal Code, Personnel Rules and Regulations, and the "Employment Policies" in the City's Online Policy Center in effect and applicable to Confidential employees will remain in effect unless modified or superseded by provisions within this document.

The Confidential Employee Compensation and Benefits Profile is a summary of benefits and compensation practices adopted by the City Council over the years on an on-going basis. Provisions within this document apply to all employees appointed to positions in the following Confidential classifications.

CONFIDENTIAL CLASSIFICATIONS	
Accountant	Office Assistant – Confidential
Accounting Technician	Office Specialist – Confidential
Accounts Payable Technician	Payroll Clerk
Administrative Assistant	Payroll Supervisor
Administrative Assistant to the City Council	Payroll Technician
Administrative Assistant to the City Manager	Records Specialist
Administrative Specialist	Redevelopment Program Analyst
Benefits Supervisor *	Risk Management Assistant
Database Administrator	Senior Accountant
Economic Development Specialist	Senior Administrative Assistant
Executive Assistant to the City Manager *	Senior Information Technology Specialist
Financial Analyst	Senior Records Specialist
Human Resources Analyst *	Senior Systems Analyst
Human Resources Technician	Senior Telecommunications Analyst
Information Technology Specialist	Systems Analyst
Information Technology Technician	Systems Specialist
Internal Auditor *	Telecommunications Analyst
Investment Officer *	Web Developer
Management Analyst – Confidential	Web Technician

\* Specialized Confidential (SCN)

### Section 1.02 Purpose of Plan

Confidential Employees are defined as City employees who are in positions privy to decisions of City Management affecting employer-employee relations. Such positions are not represented by an employee organization in accordance with Section 3507.5 of the Meyers-Milias-Brown Act.

### **Section 1.03 Benefit Level Structure**

There are two subgroups of employees within the Confidential Group. These two subgroups are identified as Specialized Confidential, which includes classifications that are not eligible to receive overtime compensation, and Confidential, which includes classifications that are eligible to receive overtime compensation (identified in Section 1.01, Introduction).

### **Section 1.04 Definitions**

#### **A. Employee Unit**

The job classifications listed in Section 1.01, Introduction.

#### **B. Calendar Year**

The period of 12 consecutive months commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

#### **C. Day**

A 24-hour day beginning at 12:00 midnight and ending the following 11:59 pm.

#### **D. Employee**

1. Regular Employee – An employee who is scheduled to work on a full-time basis and has completed the probationary period.
2. Probationary Employee – A full-time employee who has not completed the probationary period.

#### **E. Working Day**

The working day is defined as the number of hours an employee is regularly scheduled to work each day. For example, an employee working a 5/8 schedule would have an eight-hour working day; an employee working a 9/80 schedule would have eight nine-hour working days and one eight-hour working day every two weeks; an employee on a 4/10 work schedule would have a ten-hour working day; employees working a 5/9 schedule will have four nine-hour work days and one four-hour day.

#### **F. Workweek**

Seven consecutive days beginning on Sunday and going through Saturday for employees on the 5/8 or 4/10 workweek; or seven consecutive days beginning with the fifth hour an employee on the 9/80 workweek is scheduled to work an eight hour day.

## **Article II. EMPLOYMENT PROVISIONS**

### **Section 2.01 Probationary Period**

#### **A. Objective**

The probationary period is an integral part of the testing process utilized for closely observing the employee's work and his/her adjustment within the organization.

**B. Length**

1. An original appointment is defined as an appointment of a new hire, rehire, or temporary/part-time employee being appointed to a regular position. All original appointments shall be subject to a probationary period of 12 months.
2. A promotional appointment is defined as the appointment of a current full-time employee who is promoted into another full-time position. Promotional appointments for employees who have attained regular status in a prior classification shall be subject to a probationary period of 6 months. Promotional appointments for employees who have not attained regular status in a prior classification shall be subject to a probationary period of 12 months. Time served during a temporary promotion does not count toward the probationary period in the higher classification.
3. If a probationary employee is on leave for more than 30 consecutive calendar days during the probationary period, that employee's probationary period shall be extended by the duration of the employee's consecutive leave. The Department Head may also extend an employee's probation by up to a total of six months upon written notice delivered to the employee prior to the completion of his/her probationary period.

**C. Probationary Release**

1. During the probationary period, an employee may be terminated by the Department Head without cause and without right of appeal. Notification shall be in writing to the employee and may be given without advance notice.
2. Except in such situations where the employee is terminated for cause, an employee who is released while serving a probationary period after promotion shall be returned to his/her previous classification provided the employee had regular status in that classification.

**Section 2.02 Hours of Work****A. Work Schedules**

The City reserves the right to schedule work as required in a manner most advantageous to the City and consistent with the public interest and the requirements of municipal employment.

The City may revise work schedules from time to time. All schedule changes must take effect at the beginning of a pay period.

**B. Overtime**

The City reserves the right to schedule overtime work as required in a manner most advantageous to the City and consistent with the public interest and the requirement of municipal employment. The City further reserves the right to determine appropriate classification for overtime assignment, and those qualified for assignment, and the ability to utilize employees within appropriate classifications from departments other than that requiring the overtime.

**C. Meal Time**

All employees are subject to the "Meal Time" policy found in Rule XXVI, "Hours of Work" of the Personnel Rules and Regulations.

**D. Breaks – Rest Periods**

All employees are subject to the "Breaks-Rest Periods" policy found in Rule XXVI, "Hours of Work" of the Personnel Rules and Regulations.

**Section 2.03 Transfers and Job Changes**

- A. A transfer is the movement of an individual from one department to another while remaining in the same classification with similar duties and responsibilities. A transfer within the employee's department or to another department may be initiated at any time by the City Manager upon the recommendations of the Department Heads concerned or to meet the needs of the City. All transfers must be within comparable classes, and no employee will be transferred to a position for which he or she does not possess the minimum qualifications. A transfer shall not be used to circumvent the regulations surrounding promotion, demotion, advancement or reduction. If the employee being transferred has attained regular status in his or her classification, a new probationary period shall not be required. If a probationary employee is being transferred, the employee will be required to complete the probationary period based on the original end-of-probation date.
- B. A job change is an employee's voluntary movement into another classification at the same salary range or within 1%. A downward movement to a salary range within 1% will not be considered a demotion as defined in the Personnel Rules and Regulations. A job change may be affected at any time by the City Manager upon request of the employee and recommendations of the Department Heads concerned or to meet the needs of City service. An employee changing jobs must possess the minimum qualifications for the new classification. The probationary period requirement and return rights for job changes shall be the same as for promotions.

**Section 2.04 Layoff Procedures**

- A. The City Manager may layoff regular and probationary employees at any time for lack of work or other changes that have taken place. The employee is to be given two weeks' notice before such a layoff is to take place.
- B. A demotion or transfer to another department may be made to prevent a layoff provided the employee is qualified by education and/or experience and is capable of performing the duties of the classification.
- C. In the event of a layoff, those employees with the least service in the classification affected shall be laid off first and be placed on a "Recall List" and shall be eligible for recall for one year from the date of placement on the list; if a recall begins, the most senior employees laid off in the classifications required shall be recalled first. Strict application of seniority shall prevail unless exceptional circumstances occur. The order of layoff shall be:
1. Temporary employees in the affected classification shall be removed first.

2. Probationary employees in the affected classification shall be removed next.
  3. Regular employees in the affected classification shall be removed next.
- D. Exceptional circumstances may include the desirability of maintaining a balanced department or work unit and maintaining employees in the classification, department, or section who have the ability to perform the work available.
- E. The employee scheduled to be laid off shall be entitled to displace to a position in a classification occupied by an incumbent with less overall City seniority (displacement seniority) provided it is in a position in which he/she formerly held a regular appointment, and is qualified by education and/or experience, and is capable of performing the duties of the classification. The employee with the least displacement seniority shall be displaced by the person scheduled for layoff. The employee displaced shall be considered as laid off for the same reason as the person who displaced him/her, and shall in the same manner be eligible to displace to a position in a classification in which he/she formerly held a regular appointment, is qualified by education and/or experience, and is capable of performing the duties of the classification.
- F. Failure to return to work from layoff within 15 calendar days after notice to return by certified or registered mail to the employee at his/her last known address on file with the Human Resources Department or by personal delivery shall constitute the employee's waiver to return to work and eliminates any future re-employment responsibilities placed on the City.

## **Article III. CLASSIFICATIONS**

### **Section 3.01 New Classifications**

The Human Resources Director shall periodically review new and existing city positions and recommend their inclusion in this group. Upon approval by the City Manager, such positions shall be considered as Confidential.

### **Section 3.02 Higher Classification Work**

- A. When an employee is assigned by his/her Department Head to temporarily perform the duties of a position in a higher classification for more than 80 consecutive hours, the employee shall receive the normal rate of pay for the higher classification. The higher salary rate payable shall commence on the 81st working hour following the temporary assignment to the performance of duties of the higher classification. The higher rate of pay shall be defined as a five percent increase in pay or the minimum salary rate for the higher classification, whichever is greater.
1. If the higher classification is in a different bargaining unit than the employee's regular classification, the employee would only receive the salary change, not a change in benefits or unit.
  2. At the end of such assignment, the employee performing the temporary assignment shall be returned to his/her original position and salary rate.

**Section 3.03 Classification Review**

- A. An employee may request a classification review of his/her position. Such request shall be forwarded through the line of supervision to the Human Resources Director.
- B. An employee shall not submit a subsequent request prior to 18 months after completion of any previous classification review, unless the employee's position has undergone a considerable change in duties and responsibilities.
- C. The employee shall be notified in writing of the classification review decision.

**Section 3.04 Classification Review/Appeal**

- A. An employee may appeal the decision of a classification review no later than ten working days after such results have been provided to the employee. Such an appeal shall be filed with the Human Resources Department. The appeal shall include a detailed statement by the employee indicating his/her reasons for disagreement with the classification review decision.
- B. A designated individual in the Human Resources Department shall hold a meeting with the employee no later than 14 working days after the appeal is filed. The designated individual shall not be the same person who conducted the initial classification review. This individual shall respond in writing to the employee no later than 21 working days after meeting with the employee.
- C. In the event the matter is not settled at the Human Resources Department level, the employee may appeal the decision to the City Manager within 10 working days from Human Resource's response. The City Manager shall review and respond to the appeal within 10 working days of such appeal. The City Manager's response shall be final.
- D. These procedures shall represent the employee's singular appeal process and the City Manager's response shall not be subject to the arbitration provisions or any other provision of the grievance procedures in this Profile.

**Article IV. COMPENSATION****Section 4.01 Salary**

- A. The following salary increases shall be implemented for employees covered by this Profile:
  - 1. Effective January 12, 2014, employees within the unit will receive a 3% increase in base salary.
  - 2. Effective July 13, 2014, employees within the unit will receive a 4% increase in base salary.
  - 3. Effective July 12, 2015, employees within the unit will receive a 3.5% increase in base salary.
- B. Wages for the various classifications are set forth in Appendix "A."

## **Section 4.02 Pay Plan and Benefits Review**

The City will perform a periodic review of benefit and salary levels within the job market to establish competitive benefits and salary levels. Such levels may be adjusted from time to time, with the budgetary approval of the City Council. An adjustment to salary ranges does not require a corresponding adjustment to individual employee pay rates.

## **Section 4.03 Overtime**

- A. These provisions shall apply to Confidential employees. Specialized Confidential employees are not eligible to receive overtime compensation or compensatory time.
- B. Overtime shall be paid for over 40 compensated hours in any one workweek or over the employee's regularly scheduled hours within the day at the rate of one and one-half (1½) times the normal hourly rate. Employees on a 5/9 schedule shall be paid overtime for over 40 compensated hours in any one workweek or over nine hours in one day.
- C. Those employees eligible to receive overtime compensation may receive pay or may elect to receive compensatory time off at a rate of time and one half. However, if overtime is worked pursuant to a grant, and the grant requires that the overtime be compensated as pay, then the employee must receive pay and not compensatory time.

## **Section 4.04 Compensatory Time**

- A. Compensatory time not taken as time off during the pay period it was earned shall be accrued for future use as compensated time off.
- B. Employees may retain a balance of all unused compensatory time not to exceed 240 hours at any given time.
- C. Upon separation from the City, the employee shall be paid for any unused compensatory time.
- D. Employees may also convert accrued compensatory time to salary as provided for in Section 5.03.
- E. When an employee has accumulated the maximum allowable hours of compensatory time, no further compensatory time shall be accumulated, and the employee shall only be eligible for overtime pay in accordance with this Profile.

## **Section 4.05 Skills And Certifications**

### **A. Bilingual Pay**

Employees assigned by the Department Head to perform bilingual translation as part of their regular duties shall be entitled to bilingual differential pay. Employees shall be compensated for bilingual pay at the rate of \$100 per pay period. Such assignment shall be in written form. Such differential shall apply regardless of the total time required for such translation. Employees in such positions must be certified as competent in translation skills by the Human Resources Department to be eligible for compensation.

**B. Notary Pay**

Specified positions, which are determined to require notary duties, shall receive additional compensation. Each regular Confidential employee who meets the eligibility requirements and is designated by the applicable Department Head and Human Resources Department to receive notary pay shall be compensated at the rate of \$25 per pay period.

Confidential employees receiving notary pay shall maintain their commission from the California Secretary of State. The City shall pay for the cost of necessary stamps, journals, supplies, and fees associated with State and/or County requirements, as applicable.

**Section 4.06 Special Assignment – Recording Commission Meetings**

Specified positions in the Administrative Assistant classification, which are required to attend and take and transcribe meeting minutes for the Library Board of Trustees, Recreation and Parks Commission, Museum of History and Art Board of Trustees, and Planning Commission meetings after normal working hours, will receive an additional pay equaling 5% of the employee's base pay throughout the term of the assignment. The Agency or Department Head and the Human Resources Director shall approve these assignments.

**Section 4.07 On-Call Duty**

- A. Employees in the classifications of Senior Information Technology Specialist and Information Technology Specialist shall be eligible to receive compensation for on-call duty. Employees who are assigned to be on-call shall receive \$20 for Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays and \$25 for Saturdays and Sundays.
- B. The Department Head shall determine on-call eligibility for Senior Information Technology Specialists and Information Technology Specialists based on knowledge and abilities.
- C. On-call employees are required to respond to call-outs within a reasonable period of time, depending on the nature of any particular call-out problem. In order to assure a reasonable response time, on-call employees are required to either carry a City-provided communications device (cellular phone or pager) or notify the Police Department Watch Commander where they can be reached by telephone when not at their place of residence. An on-call employee may exchange on-call duties with another employee receiving on-call pay, subject to prior approval of the immediate supervisors.

**Section 4.08 Merit Increases****A. City Personnel Rules – Salary Adjustments**

Merit increases are administered in accordance with the City Personnel Rule XI, as repeated below.

**Section 1. Application of Rates**

Employees occupying a position in the City service shall be paid at the rate established for their position. All original appointments shall be made at the

minimum wage for the position, except when in the opinion of the City Manager circumstances warrant appointment at a higher step.

### **Section 2. Anniversary Date**

Each employee's anniversary date will coincide with his/her appointment to a new position in a different classification. All employees will retain their current anniversary dates until appointed to a new classification provided, however, that no employee shall receive more than one merit increase within any six months period. Any employee who is within ninety (90) days of achieving a merit raise at the time of promotion shall be entitled to an increase for the promotion and an increase for the merit step. All future increases while in that classification shall be in accordance with Section 3 below. The date of appointment shall be used to compute vacation, sick leave, and retirement benefits.

The anniversary date of employees who take a leave of absence without pay for more than sixty (60) continuous calendar days will be extended by the length of the absence from work over sixty (60) days adjusted to the start of the nearest pay period.

### **Section 3. Advancements**

The advancement of an employee is not automatic, but the result of increased service value to the City. Service value shall be determined by recommendation of the department head, length of service, personal performance record, special training, and any other evidence that illustrates the desire of the employee to do a better job.

The five levels of advancement for each full-time and part-time position are granted according to the conditions outlined in Section 1 and 2 and the preceding paragraph. The merit increase effective date is the closest payroll period to the employee's anniversary date.

- Step 1 – Entrance level
- Step 2 – After six months service
- Step 3 – After one year at Step 2
- Step 4 – After one year at Step 3
- Step 5 – After one year at step 4

### **B. Twenty Step Salary Grade Provisions**

For those classifications with a total of twenty (20) steps in the salary grade, merit increases shall be administered in accordance with City Personnel Rule XI above with the following exceptions:

1. Beginning with Step 1, each step in the salary grade is approximately 1% greater than the preceding step, merit increases are approximately 5%, the equivalent of five steps of advancement or until the employee reaches Step 20 of the salary grade.
2. Employees appointed at Step 1 shall be eligible to earn merit increases per the advancement schedule outlined below.

Step 1 – Entrance Level	Step 11
Step 2	Step 12
Step 3	Step 13
Step 4	Step 14
Step 5 – After six months at Step 1	Step 15 – After one year at Step 10
Step 6	Step 16
Step 7	Step 17
Step 8	Step 18
Step 9	Step 19
Step 10 – After one year at Step 5	Step 20 – After one year at Step 15

3. Employees appointed at Step 2 or greater shall be eligible to earn a merit increase of five steps of advancement after one year at the preceding step. Advancement stops once the employee reaches Step 20. As an example:

Step 1	Step 11
Step 2	Step 12
Step 3 – Entrance Level	Step 13 – After one year at Step 8
Step 4	Step 14
Step 5	Step 15
Step 6	Step 16
Step 7	Step 17
Step 8 – After one year at Step 3	Step 18
Step 9	Step 19
Step 10	Step 20

**Article V. LEAVES – PAID AND UNPAID**

**Section 5.01 Holidays**

- A. The following paid holidays shall be recognized for Confidential Employees.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Presidents' Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans' Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving Day	Day After 4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Eve	December 31 <sup>st</sup>

- B. At the City Manager's discretion, City Hall may be closed between and including Christmas Eve through New Year's Day. During this time, employees may use accrued vacation time, compensatory time, or management leave to cover this period of closure.

- C. Any holiday listed in Section 5.01(A) which falls on a Sunday shall be observed on the following Monday.
- D. Any holiday listed in Section 5.01(A) which falls on an employee's regular day off shall be compensated either as straight compensatory time or pay at the employee's option not to exceed 10 hours per holiday.
- E. Employees shall receive straight compensatory time or pay equal to their workday, not to exceed 10 hours per holiday, as follows:
  - 1. Employees on an 8-hour per day work schedule shall receive 8 hours of compensation.
  - 2. Employees on a 4/10 work schedule shall receive 10 hours of compensation.
  - 3. Employees on a 9/80 work schedule shall receive compensation in accordance with their scheduled work day, as follows:
    - a. Employees shall receive the number of hours they were scheduled to work the day the holiday is observed (e.g. 9 or 8 hours).
    - b. If the holiday falls on the employee's regularly scheduled day off or "flex" day off, the employee shall receive 9 hours of compensation.
  - 4. Employees on a 5/9 work schedule shall receive compensation in accordance with their scheduled work day, as follows:
    - a. Employees shall receive the number of hours they were scheduled to work the day the holiday is observed (e.g. 9 or 4 hours).
    - b. If the holiday falls on the employee's regularly scheduled of "flex" day off, the employee shall receive 9 hours of compensation.
- F. Employees shall not be eligible for holiday pay for any pay period for which the employee either:
  - 1. has an unapproved leave of absence during the pay period, or
  - 2. is on a leave of absence without pay for the entire pay period.

## **Section 5.02 Vacation**

- A. Confidential employees accumulate the following vacation hours in accordance with City service time. Employees accrue vacation leave evenly over 26 pay periods each year as follows:

<b>Year of Service</b>	<b>Vacation Leave Hours Earned Per Year</b>
1 – 3	112
4	120
5 – 10	136
11	144
12	152
13	160
14	168
15	176
16+	192

- B. Vacation shall be accrued based on paid hours on a pro-rated basis. For example, if an employee is paid for 40 hours in an 80-hour pay period, the employee shall earn one-half of the normal accrual. Paid hours include regular work time, compensatory time off, holiday, vacation, management, bereavement, sick, personal, jury duty, military, and administrative leaves. It excludes amounts paid by any disability benefits, including short-term and long-term disability and workers' compensation.

### **Section 5.03 Vacation Conversion**

- A. The maximum accrual amount for vacation is 500 hours. Once the employee has a vacation accrual balance of 500 hours, no vacation hours will be accrued until the balance drops below 500 hours.
- B. Unit employees may convert a minimum of 8 hours and a maximum of 200 hours of vacation and/or compensatory time twice each calendar year. The total number of hours converted per calendar year shall not exceed 200. Such conversion shall be at the unit employee's base rate of pay that is in effect at the time of such conversion. Employees cannot convert balances below 40 vacation hours.
- C. Conversion requests shall be submitted on City forms to Payroll. The deadlines for conversion requests are as follows:

<b>Request Due Date</b>	<b>Payment</b>
2 <sup>nd</sup> Friday in May	1 <sup>st</sup> payday in June
2 <sup>nd</sup> Friday in November	1 <sup>st</sup> payday in December

### **Section 5.04 Sick Leave**

- A. Confidential employees are only entitled to use sick leave for:
1. Any bona fide illness or injury.
  2. Quarantine due to exposure to contagious disease.
  3. Any treatment or examination including, but not limited to medical, dental, ocular.

4. Death in the immediate family.
  5. Personal Leave used as defined in Section 5.05.
- B. Employees may use up to 48 hours of sick leave per calendar year for sickness within the employee's immediate family in accordance with California Labor Code Section 233 ("KinCare").
1. Immediate family for this provision includes spouse, children (biological, foster, adopted, stepchild, or legal ward), or parent (biological, foster, adoptive, stepparent, or legal guardian) for purposes of family sick leave usage as defined in Labor Code Section 233.
  2. If applicable, leave taken pursuant to this provision will be counted concurrently with other family leaves.
  3. Employees must inform their supervisor when requesting the leave that the leave is being taken pursuant to this provision ("KinCare" leave).
  4. This provision may be changed if any changes are made to Labor Code Section 233.
- C. Confidential employees are not entitled to sick leave for illness or injury while also engaging in business or activity for monetary gain or other compensation that would conflict with the illness or injury for which the employee has been granted sick leave.
- D. Confidential employees accrue sick leave at the rate of 96 hours per calendar year, accrued evenly over 26 pay periods.
- E. There shall be no limit on the amount of sick leave that may be accrued by a regular Confidential employee.
- F. Sick Leave shall not be taken as vacation or converted to salary at any time.
- G. When a Confidential employee has been on sick leave, the City reserves the right to make any investigation of the illness it deems necessary, including requiring a doctor's certification. On the first day of illness, the employee must notify the department before the end of the first hour after the shift begins if the employee is to receive sick leave credit.
- H. All determinations of sick leave use shall be made by the Department Head concerned, subject to the approval of the Human Resources Director.

### **Section 5.05 Personal Leave**

- A. A Confidential employee may use any accrued vacation and compensatory time, but no more than three working days of sick leave per calendar year, as paid personal leave, provided an emergency or other urgent and justifiable cause is presented at the time the request is made for:
1. Sickness within the employee's immediate family, (immediate family for this provision is defined as spouse, children, parents, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, step-father, step-mother and step-children);

2. Bereavement leave for other than members of the employee's immediate family (immediate family is defined in Section 5.07(A));
  3. Personal court appearances when required to be present, except for jury duty and court appearances related to City Business.
  4. Any other personal need requiring a leave during working hours when approved by the Department Head or his or her authorized representative.
- B. The employee shall provide no less than two days written notice. Failure to provide such notice shall result in such leave to be taken without pay. The supervisor shall waive the two-day notice required provided the employee can demonstrate an urgent and justifiable reason for not providing the required notice.
- C. Personal leave shall be charged against any unused sick leave or compensatory time the employee has accumulated provided there is no conflict with the conditions outlined above. Additional leave may be authorized by the City Manager from any leave accrued or without pay.

### **Section 5.06 Management Leave (Specialized Confidential)**

Employees in the Specialized Confidential subgroup accrue 40 hours of management leave at the first full pay period ending in January. Employees hired or promoted into the Specialized Confidential subgroup after that date shall receive a prorated amount of such leave. Such leave may only be utilized as time off during the calendar year. Any remaining hours will not carry over to the following calendar year. Such leave will not convert to compensation upon separation from employment. Employees may not use management leave to extend retirement or separation date.

### **Section 5.07 Bereavement Leave**

- A. In the event of a death in the employee's immediate family, the employee shall be granted three working days paid bereavement leave (or five working days if the death is outside the State boundaries or in excess of 250 miles from the employee's home). Immediate family for this provision is defined as spouse, children, parents, brother, sister, grandfather, grandmother, grandchild, and the employee's mother-in-law, father-in-law, stepfather, stepmother and stepchild or any person who the employee has been assigned legal custody, or others required by Family Code Section 297 or successor legislation. Such bereavement leave shall not be charged against the employee's sick leave, vacation, management leave, or accrued compensatory time.
- B. The employee shall be granted one working day paid personal leave to attend the funeral of an aunt, uncle, cousin, niece, or nephew.
- C. Confidential employees may be provided release time by Department Heads to attend the funeral of deceased City employees without loss of pay.
- D. The employee may be required to furnish evidence satisfactory to the City of the family member's death and the employee's relationship to the deceased family member.

## **Section 5.08 Family Medical Leaves**

- A. Family Medical Leave shall be granted in accordance with the California Family Rights Act (CFRA) of 1991 and the Family and Medical Leave Act (FMLA) of 1993, and any modified provisions and interpreted regulations for those respective statutes.
- B. Maternity, Paternity, and Family Medical Care Leave of up to 12 weeks shall be granted in accordance with FMLA and CFRA statutes.
- C. Of the 12-week leave entitlement provided for under the FMLA and CFRA statutes, employees may utilize up to six weeks of accrued sick leave for leaves of absence for care of family members that fall under the provisions of the FMLA and CFRA. This sick leave shall be used prior to the unpaid leave provisions of FMLA and CFRA. Both paid and unpaid time during an approved FMLA/CFRA leave of absence shall be counted against the 12-week leave entitlement.
- D. Employees are required to use up to 80 hours per pay period of all eligible leave accruals or the number of hours for full integration if integrating with disability programs. Employees are not permitted to take time off without pay if eligible leave accruals are available. Eligible leave accruals include, but are not limited to, vacation, management leave, and compensatory time for any purpose, and sick leave accruals if used for qualified medical, bereavement, or personal reasons as defined in this Article.

## **Section 5.09 Catastrophic Leave Program**

- A. The City agrees to permit employees to contribute a portion of their accrued leave credit to another employee when such employee is on an approved leave of absence due to a verifiable illness or injury, caused by either physical or mental impairment. A statement from the employee's treating physician is required. For such transfer to take place, the following conditions shall apply:
  - 1. The Human Resources Department shall review all requests from the receiving employee to determine eligibility for catastrophic leave prior to the receiving employee or his/her Department requesting donations.
  - 2. Catastrophic illness or injury is defined as an unforeseen or sudden, unexpected illness or injury requiring immediate attention. Pregnancy is excluded from this provision; however, injuries or illnesses resulting from a pregnancy may be covered under this provision with a statement from the employee's treating physician as the final authority.
  - 3. The receiving employee shall be on a medical leave of absence for over 40 hours due to the illness or injury. A statement from the treating physician is required.
  - 4. The receiving employee has exhausted all accrued leave and is therefore facing financial hardship.
  - 5. The total number of hours that can be donated to the receiving employee from all contributing employees combined shall not exceed 520 hours within 26 consecutive pay periods.
  - 6. The donating employee must have at least 96 hours sick leave remaining after such donation and the leave application rate shall be based on the donating

employee's dollar value, which shall be adjusted proportionally to the receiving employee's rate.

7. The donations must be in whole hour increments. The amount of the donation credited each pay period shall be in accordance with the receiving employee's needs.
8. The donations are irrevocable, and shall be indistinguishable from other sick leave credits belonging to the receiving employee. Donations shall be subject to all taxes required by law.
9. Donations shall be made on a Catastrophic Leave Form prescribed by the Human Resources Department.

### **Section 5.10 Jury Duty**

- A. In the event a Confidential employee is duly summoned to any court during their scheduled working hours for the purpose of performing jury service or serving as a witness, except in cases where the employee is a plaintiff, petitioner, defendant, respondent, or appellant; the employee shall be released from his or her regular duties with pay. Any fees for the performance of such service, excluding mileage or subsistence allowances, shall be remitted to the City.
- B. Any employee called for jury duty in Rancho Cucamonga must return to work if dismissed before 3:00 pm. If the employee is called to San Bernardino, he or she must return to work if dismissed by 2:00 pm. Upon return from jury duty, the employee shall present a certificate of service to his or her department.
- C. This section shall not apply when an employee is summoned or otherwise required to appear in court in the course of City business.

## **Article VI. BENEFITS**

### **Section 6.01 Health Insurance Contribution**

The City will contribute up to a maximum of \$204.67 per month toward health insurance premiums for active employees and retirees.

### **Section 6.02 Fringe Benefits Contribution**

#### **A. Medical, Dental, and Vision Contributions**

Full-time active employees shall be entitled to a monthly fringe benefit contribution, inclusive of the amount in Section 6.01, to purchase medical, dental and vision insurance. All changes are effective the first paycheck in January.

<b>Benefit</b>	<b>Benefit Status</b>	<b>January 2013</b>	<b>January 2014</b>	<b>January 2015</b>	<b>January 2016</b>
<b>Medical</b>	Waived coverage on or before August 31, 2004	\$553	\$573	\$573	\$573
	Waived coverage on or after September 1, 2004	\$400	\$420	\$420	\$420
	Single Coverage	\$636	\$675	\$720	\$765
	Two-party Coverage	\$729	\$850	\$950	\$1,050
	Family Coverage	\$856	\$1,010	\$1,170	\$1,335
<b>Dental</b>	All Employees	Actual basic premium for employee and dependents			
<b>Vision</b>	All Employees	Actual basic premium for employee and dependents			

### **B. Enrollment Requirements**

1. Eligible employees are required to enroll in a medical plan. Employees may waive enrollment in a City medical plan if they provide proof of alternate group coverage. Employees who waive or enroll in a medical plan that costs less than the medical contribution in Section 6.02(A) may use the excess amounts toward the purchase of dental and/or vision insurance or receive the excess amount in cash.
2. Eligible employees may enroll in a City dental plan. Employees who do not enroll in a City dental plan are not eligible to receive the contribution toward premiums for the basic dental plans referenced in Section 6.02(A).
3. Eligible employees may enroll in a City vision plan. Employees who do not enroll in a City vision plan are not eligible to receive the contribution toward the premium for the basic vision plan referenced in Section 6.02(A).

### **C. Eligibility Requirements**

1. Employees must be full-time (i.e. scheduled for a minimum of 40 hours per week) and be in a paid status for a minimum of 15 hours per pay period to be eligible for the benefits of Section 6.02(A). Paid status includes hours paid for: regular work time, compensatory time off, vacation leave, management leave, bereavement leave, sick leave, jury duty leave, personal leave, paid military leave, administrative leave and paid holidays. It does not include amounts paid by any other disability benefits.
2. Employees on an extended leave of absence due to their own illness or injury who do not have sufficient leave accruals to meet the 15-hour minimum for paid status will be eligible to continue the fringe benefit contributions as follows:
  - a. Regardless of whether the employee has leave accruals available to use, the City will continue its contributions toward employee fringe benefit contributions for a leave of absence not to exceed a total 26 consecutive pay periods.

- b. If the leave of absence is not consecutive, the continuation of the contributions toward fringe benefits shall not exceed 26 pay periods total in an 18-month period.
  - c. The employee is responsible for payment of any benefit cost above the applicable health allotment and any voluntary supplemental benefit plans during their leave period. If the employee fails to make timely payments, his or her benefits will be discontinued.
3. Employees who have leave balances must use all leave accruals available each pay period up to 80 hours, or up to the amount needed to reach 80 hours when combined with disability and workers' compensation payments.

**D. Excess Fringe Benefit Contributions**

Any fringe benefit contributions not required to pay toward health premiums shall be paid to the employee in cash.

**E. Disability**

The City assumes the full premium cost for the employee in the City-designated short and long-term disability programs.

**F. Life**

Employees shall be covered by the City's group term life insurance and accidental death and dismemberment (AD&D) insurance plan. The City will pay the premiums for life insurance coverage in the amounts of \$36,000 for basic life and \$39,000 for AD&D for employees in the Confidential classifications. The City will pay the premiums for insurance coverage in the amounts of \$46,000 for basic life and \$49,000 for AD&D for employees in the Specialized Confidential classifications.

### **Section 6.03 Flexible Spending Accounts**

The City will offer Flexible Spending Accounts (FSA) to all unit employees. An FSA allows an employee to make pre-tax deductions for qualifying medical, dental, vision, and dependent care expenses. The plan is established and administered in accordance with Section 125 of the Internal Revenue Service Code.

### **Section 6.04 Retirement**

**A. Classic Member**

1. A classic member is defined as an employee who meets the definition of a "classic" member for purposes of retirement pension benefits in accordance with the Public Employees Pension Reform Act of 2013. Generally, this includes employees that were hired before January 1, 2013 in the California Public Employees Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six months. CalPERS ultimately determines who is a classic member in compliance with the law.
2. Classic employees shall be eligible for the 2.5% @ 55 Full and Modified Formula for Local Miscellaneous Members including integration with Social Security. This also includes the optional benefit of Government Code Section 20042, Highest Single Year.

3. The City shall pay on behalf of the employee a portion of the employee's required contribution as follows:

Effective Date	City Payment toward Employee's Share	Employee's Contribution toward Employee's Share
Current	8%	None
January 12, 2014	6%	2%
July 13, 2014	4%	4%
July 12, 2015	1.75%	6.25%

#### B. New Member

1. A new member is defined as an employee who meets the definition of a "new" member for purposes of retirement pension benefits pursuant to the Public Employees Pension Reform Act of 2013. Generally, this includes employees that were hired into a regular position on or after January 1, 2013 or former members who have more than a six-month break in service. CalPERS ultimately determines who is a new member in compliance with the law.
2. New members shall be eligible for the 2% @ 62 Formula for Local Miscellaneous Members including integration with Social Security.
3. The employee contribution for new members shall be one-half the normal cost, as determined by CalPERS. As of July 2013, the required employee contribution for new members is 6.25%. This amount will be adjusted periodically by CalPERS.

#### C. Optional Benefits for Classic and New Members

The City's contract with the Public Employees' Retirement System includes the following optional benefits for both classic and new members:

1. Section 20903 – Two Years Additional Service Credit
2. Section 20965 – Sick Leave Credit
3. Section 21024 – Military Service Credit
4. Section 21037 – Cancel Payment for Optional Service Credit upon Retirement for Disability
5. Section 21548 – Pre-Retirement Optional Settlement Death Benefit

### Section 6.05 Deferred Compensation

Employees are eligible to participate in a 457(b) deferred compensation plan as provided for in State and Federal Tax codes. The City will contribute \$50 per month for Confidential employees and \$100 per month for Specialized Confidential employees. Effective July 14, 2013, the City contribution shall increase to \$125 per month for Specialized Confidential employees. Employees may contribute additional deferred compensation to the plan in accordance with plan provisions.

The City will establish a separate Section 401(a) money purchase plan for employer contributions. Upon establishment of the Section 401(a) plan, the City's monthly contributions stated above will be made to the Section 401(a) plan instead of the Section 457(b) deferred

compensation plan. Employees may continue to voluntarily participate in the Section 457(b) deferred compensation plan.

### **Section 6.06 Employee Assistance Program**

The City shall continue to maintain an employee assistance program for all employees. Confidentiality regarding employee use of this program will be maintained in full compliance with State and Federal Regulations.

### **Section 6.07 Training**

#### **A. Certifications / Licensing**

When the City determines that a reclassification of a position requires the incumbent to obtain a specialized license or certificate, or if such a requirement is established for the position by a Federal or State agency during an employee's employment in the position, the City agrees to assume the cost for such certification or license. The City may pay directly or reimburse the employee if the employee presents proof of payment.

#### **B. Employee Training**

Any training or educational class approved by the employee's Agency/Department Head, that provides both the employee and the City with value, shall be considered as time worked. Value is defined as course material that is directly related to the employee's job if it aids the employee in handling his or her present job better. This would include any class scheduled on an employee's regular day off.

### **Section 6.08 Tuition Reimbursement**

- A. To encourage all unit employees to continue educational development, specified employees shall be eligible for reimbursement of tuition expenses. The City shall reimburse an eligible employee for the cost of tuition for academic courses that are determined to be job-related and subject to the following conditions:
1. Full-time, non-probationary employees are eligible.
  2. The determination that the course is job related shall be made by the employee's Department Head.
  3. The course shall provide college-level credit from an accredited educational institution.
  4. The employee is not eligible for assistance from any other source.
  5. Submission and approval of the request for reimbursement must be completed at least 30 calendar days prior to the start date of the course.
  6. Tuition is the only expense that shall be reimbursable. No reimbursement shall be made for lab fees, books, travel costs, etc.
  7. Classes shall not interfere with the employee's normal work hours.

8. Certification of completion of the course with a passing grade must be obtained and submitted within 60 calendar days after completion of the course.
  9. The maximum reimbursement amount paid to an eligible employee shall not exceed \$800 per calendar year.
- B. Tuition reimbursement requests shall be submitted to the employee's Department Head for a determination that the course is job-related. After such determination is made, the Department Head shall forward the request to the Human Resources Department for processing. The Human Resources Department shall be responsible for notifying the employee of the disposition of the request prior to the start date of the course. Proof of payment and proof of completion shall be submitted to the Human Resources Department. Reimbursement shall be made within 30 calendar days following the receipt of proof of payment amount and proof of completion.

## **Article VII. DISCIPLINARY PROCEDURE**

### **Section 7.01 Provisions**

The disciplinary procedure provides that the employee shall receive advance notice of the proposed disciplinary action five working days before the action is to be implemented. The notification time frame shall begin the day after the notice of the proposed disciplinary action is served. The notice shall include:

- A. The specific grounds and particular facts upon which the proposed action is based; and
- B. Any materials, reports, or documents upon which the action is based.

### **Section 7.02 Response**

- A. The employee shall have the right to respond to the proposed disciplinary action, orally or in writing, and shall have such responses considered by a reviewer of the proposed action. Such review shall be conducted by the Agency Head for the employee's department prior to the imposition of the disciplinary action. If the Agency Head is proposing the disciplinary action, an alternate City Agency Head shall conduct the review.
- B. Following the review of the proposed action, the Personnel Officer shall serve on the employee, by registered mail or personal delivery, a statement informing the employee of the results of the review. This statement shall inform the employee of the grounds for the decision and the acts or omissions, which support the grounds. This statement shall also include the employee's appeal rights.
- C. The employee shall have 14 calendar days to file an appeal with the Personnel Officer.

### **Section 7.03 Appeal Hearings**

- A. Within 14 calendar days after a serious disciplinary action is imposed, the employee shall have the right to appeal the disciplinary action. An independent Hearing Officer shall hear the appeal. Such appeal shall be conducted as an evidentiary hearing.

- B. The Hearing Officer shall be selected from a list of names provided by the American Arbitration Association or the California State Mediation and Conciliation Service. The City and the appellant shall alternately delete names; the remaining name shall be selected as the Hearing Officer. As an alternative, the City and the appellant may mutually agree on the selection of a Hearing Officer. The Hearing Officer shall be selected within 15 calendar days after receiving the list of potential Hearing Officers.
- C. The City and the appellant shall present written summaries of the issues to be considered, witnesses to be called, and any other materials to be considered by the Hearing Officer prior to the Hearing. The City or the appellant may request that the Hearing be recorded. The Hearing Officer shall notify the City and the appellant of the date, time, location and estimated length of the Hearing, at least 10 calendar days prior to the Hearing date. The Hearing Officer may require the submission of written closing statements at the close of the Hearing and prior to the issuance of a decision. The time periods in this Section may be extended by mutual agreement of the City and the appellant.
- D. After the hearing is completed, the Hearing Officer shall issue findings and a decision to overturn, modify, or uphold the disciplinary action. The Hearing Officer's decision shall be issued within 30 days after the completion of the Hearing and the submission of closing statements, if required. The City or the appellant may request that the Hearing Officer's decision be submitted to the City Council for review. Such a request must be made in writing to the Human Resources Director within 30 calendar days after receipt of the decision. If submitted to the City Council for review, the City Council may overturn, modify or uphold the Hearing Officer's decision. The City Council's decision shall be final.
- E. The cost of the Hearing Officer's services shall be shared equally between the City and the appellant. Recording costs shall be borne by the requesting party or shared equally, if both parties request recording of the Hearing. The City and the appellant shall each be responsible for their own representation costs, witness expenses, or any other costs associated with the Hearing.
- F. If the appellant fails to attend a scheduled Hearing or fails to submit their portion of the costs of the Hearing, prior to the Hearing, the appeal shall be considered abandoned. If the appeal is abandoned, there shall be no further administrative review or City Council review.

#### **Section 7.04 General Provisions**

- A. This disciplinary procedure should be used for all serious disciplinary actions which are normally considered (1) demotions, (2) discharges, (3) reductions in pay, and (4) suspensions.
- B. The above procedure may be deviated from in circumstances where there is a need for immediate action. In such cases, an employee may be ordered off the job if his/her conduct imperils the safety or welfare of the public, other employees, or said employee (i.e., drunkenness, violence, gross insubordination).
- C. An employee shall have right of representation when the employee reasonably anticipates that such a meeting is for the purpose of disciplining the employee, or is

to obtain facts to support disciplinary action that is probable, or that is being seriously considered.

## **Article VIII. COMPLAINT/GRIEVANCE PROCEDURE**

### **Section 8.01 Definitions**

#### **A. Complaint**

A concern of an employee, which arises from the application of a term of this document, existing City Rule(s), Regulation(s) or Policy (Policies) regarding working conditions.

#### **B. Grievance**

A written allegation by an employee that there has been a violation, misapplication, or misinterpretation of a specific term(s) of this document, existing City Rule, Regulation, or Policy regarding working conditions.

#### **C. Grievant**

A regular or probationary employee, who alleges in a grievance that he or she has been directly wronged by a violation of a specific term(s) of this profile, existing City Rule, Regulation, or Policy regarding working conditions.

#### **D. Immediate Supervisor**

The appropriate supervisory or management person to whom the employee directly reports.

#### **E. Representative**

An employee or other person representing the grievant who at the grievant's request may be present at Levels I through IV.

#### **F. Respond and File**

Personal delivery or deposit in the U.S. mail, postage prepaid. If mail delivery is used, it will be by certified, return receipt requested mail, and the certified receipt date will establish the date of response or filing. If personal delivery is used, the calendar date of delivery will establish the date of response or filing.

### **Section 8.02 Level I - Informal Review**

- A. An employee will have the right to present a complaint and to have the complaint considered with the immediate supervisor no later than 15 working days after the event giving rise to the complaint, or no later than 15 working days after the employee knew or reasonably should have known of the event giving rise to the complaint.
- B. Whenever possible, the employee and the employee's immediate supervisor will attempt to resolve the complaint informally.
- C. The immediate supervisor will provide an answer to the employee no later than 14 working days after the employee presents the grievance. Such response will be provided orally.
- D. A resolution of the complaint at the informal level will not be precedent setting.

**Section 8.03 Level II – Formal**

- A. If the complaint is not resolved through Level I informal discussions, the employee may file a Level II grievance with the Department Head no later than 10 working days after the response of the immediate supervisor at Level I. The grievant will state the following clearly and concisely on a grievance form provided by the City (Appendix B):
1. the specific term(s) of the document, City Rule, Regulation, or written policy regarding working conditions, which have been violated;
  2. the action grieved, including names, dates, places, and times and how it violated a specific term(s) of this document, City Rule, Regulation, or policy regarding working conditions;
  3. the remedy sought;
  4. the name and classification of the grievant and his/her signature;
  5. the name of the representative, if any; and
  6. the date of submission.
- B. The Department Head will hold a meeting with the grievant and employee's representative, if any, at a mutually acceptable time and location no later than 10 working days after the receipt of the grievance. The Department Head will respond in writing to the grievant within 10 working days after the Level II meeting. The response will be accompanied by the original grievance and accompanying documentation.

**Section 8.04 Level III**

- A. In the event the grievance is not settled at Level II, the grievant may file the Level III grievance with the Agency Head no later than 10 working days after the Level II response. The grievant will include in the grievance a written statement indicating the reason that the proposed settlement at Level II was unsatisfactory. The Agency Head may hold a meeting with the grievant and employee's representative, if any, at a mutually acceptable time and location. The Agency Head will respond to the grievant no later than 10 working days after the receipt of the Level III grievance.
- B. The grievant will present at Level III all issues and written evidence known or which could have been reasonably known. No additional issues may be presented by the grievant after Level III.
- C. Amendments and/or modifications to the grievance will not be made by the grievant after the Level III filing date, except by mutual agreement. This provision does not preclude either party from presenting new evidence should either party discover it at a later date. Each party will make an effort to share evidence with each other upon discovery.

**Section 8.05 Level IV**

- A. In the event the grievance is not settled at Level III, the grievant may file a Level IV grievance with the City Manager no later than 10 working days after the receipt of the Level III response.

- B. The City Manager or his designee (acting with the full authority of the City Manager) may meet with the grievant at a mutually acceptable time and location within 10 working days of receipt of the written grievance. The City Manager or his designee shall respond to the grievant no later than 10 working days after the meeting or 20 working days after receipt of the grievance at Level IV. The response will be accompanied by the original grievance and accompanying documentation.
- C. If the grievance has not been settled at Level IV, then within 10 working days after receipt of the Level IV written decision or the expiration of the time limits for making such decision, the grievant may request arbitration by giving notice to that effect, by certified mail, return receipt requested, directed to the Human Resources Director.

### **Section 8.06 Level V – Arbitration**

- A. The arbitration procedure will be conducted in accordance with the rules of the American Arbitration Association or other procedures agreed upon by the parties.
- B. The arbitrator will be selected using an alternate striking procedure [by mutual agreement of both parties] and a list of arbitrators submitted by the American Arbitration Association or any other mutually acceptable source, or the arbitrator may be selected by mutual agreement.
- C. The cost of any arbitration proceeding will be divided equally between the City and the grievant.
- D. Failure on the part of the City representative or grievant to appear in any case before an arbitrator, without good cause, will result in the forfeiture of the case and responsibility for payment of all costs of arbitration. "Good Cause" will be defined as a circumstance(s) beyond control of the party failing to appear. Any cancellation or postponement fee will be borne by the responsible party.
- E. A final decision of award of the arbitrator will be made within 30 calendar days after the close of the hearing. Such decision or award will be subject to the review and approval of the City Council.
- F. The cost of the arbitration services shall be shared equally by the parties. Any expenses for witnesses, however, shall be borne by the party who calls them.
- G. The standard of review for the arbitrator is whether the City violated a specific term(s) of this document, City Rule, Regulation, or policy regarding working conditions.
- H. If an arbitrability question exists, the arbitrator will determine the arbitrability question prior to hearing the formal presentations of the parties on the merits of the grievance.

### **Section 8.07 General Provisions**

- A. Failure of the grievant to comply with the time limitations of this Article will render the grievance null and void. Failure by the City representative to timely respond under this Article will permit the grievance to be filed at the next level.
- B. Time limits set forth in this Article may be extended by mutual agreement.

- C. No punitive action or retaliation will be assessed against an employee for utilizing the grievance procedure.
- D. Employees will be granted release time not to exceed one hour for the purpose of discussing a potential grievance with their representative or preparing for a grievance which has been filed at Level II. Such release time for pre-grievance consultation or grievance preparation is applicable per grievance and its scheduling will not interfere with departmental operations.
- E. The parties may consolidate at any level grievances on similar issues.
- F. Grievance records will be filed separately from an employee's personnel file and will be considered confidential.
- G. A grievant may withdraw a grievance at any time. The grievant will not file any subsequent grievance on the same alleged incident.
- H. A decision by the grievant to submit a grievance to arbitration will automatically be a waiver of all other remedies except as provided otherwise by statute.
- I. No individual City Council member may be approached concerning the grievance at any time the grievance is being processed.
- J. Organizational channels will be utilized at all times and participation in the grievance and the discussion of information related thereto will be limited to the parties to the grievance except when such other persons are identified and/or called as witnesses.
- K. A group of employees may file one grievance rather than individual grievances as long as the following conditions are met:
  - 1. Each employee in the "group" grievance is individually named.
  - 2. The grievable matter is exactly the same for each employee cited in the grievance.
  - 3. The City is not obligated to conduct grievance hearings or provide grievance responses to each individual, but only to one of the employees involved who represents the Group filing the grievance.

The review of a proposed disciplinary action shall not be subject to these grievance procedures.

### **Section 8.08 Authority of Third Party**

Each issue decided by arbitration will stand on its own merits and will not be used as a precedent in deciding any future issue.

## **Article IX. GENERAL PROVISIONS**

### **Section 9.01 Personnel Files**

- A. The official personnel files shall be located in the Human Resources Department. Personnel actions (i.e. discipline, promotions) will be based on documentation within such file.

- B. Employees have the right to have access to and copies of any document in their official personnel file. Employees may be charged for cost of excessive duplication of any materials in the personnel file for which they request copies.
- C. An employee will be provided with an initial copy of any document, which will be placed in the official personnel file. An employee shall have the right to respond in writing or personal interview to any information contained in his/her personnel file. Such a reply will remain in the personnel file so long as the referenced document is in the file.

**Section 9.02 Separability**

If any article or section of this Profile shall be found to be in conflict with any statute or regulation of the United States or the State of California by a court of competent jurisdiction, such article or section shall be deemed null and void and of no further effect. However, such articles and sections shall be severable from the remainder of this Profile, and all other provisions hereof shall continue in full force and effect.

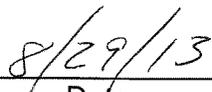
**Section 9.03 Peaceful Performance of City Services**

- A. Confidential employees shall not cause, condone, or participate in any strike, walk out, work stoppage, job action, slow down, speed up, sick out, refusal, or failure to faithfully perform assigned duties and responsibilities, withholding of services or other interference with City operations, including compliance with the request of any labor organizations to engage in any or all of the preceding activities.
- B. In addition to any other lawful remedies for the disciplinary action available to the City, the City may invoke any and all remedies available to it under its Employer-Employee Relations Section of the Personnel Rules and Regulations.

**Article X. FINAL SIGNATURE**

All terms and conditions set forth in this Profile are hereby effective the 1<sup>st</sup> day of July 2013.

  
\_\_\_\_\_  
Chris Hughes  
City Manager

  
\_\_\_\_\_  
Date

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Accountant</b>	1	\$24.53	\$4,251.45	\$25.26	\$4,378.99	\$26.27	\$4,554.15	\$27.19	\$4,713.55
	2	\$24.83	\$4,303.62	\$25.57	\$4,432.73	\$26.60	\$4,610.04	\$27.53	\$4,771.39
	3	\$25.13	\$4,356.44	\$25.89	\$4,487.13	\$26.92	\$4,666.62	\$27.87	\$4,829.95
	4	\$25.44	\$4,409.90	\$26.21	\$4,542.20	\$27.25	\$4,723.89	\$28.21	\$4,889.23
	5	\$25.75	\$4,464.02	\$26.53	\$4,597.94	\$27.59	\$4,781.86	\$28.55	\$4,949.23
	6	\$26.01	\$4,507.80	\$26.79	\$4,643.03	\$27.86	\$4,828.75	\$28.83	\$4,997.76
	7	\$26.26	\$4,552.00	\$27.05	\$4,688.56	\$28.13	\$4,876.10	\$29.12	\$5,046.77
	8	\$26.52	\$4,596.64	\$27.31	\$4,734.53	\$28.41	\$4,923.92	\$29.40	\$5,096.25
	9	\$26.78	\$4,641.71	\$27.58	\$4,780.96	\$28.69	\$4,972.20	\$29.69	\$5,146.22
	10	\$27.04	\$4,687.22	\$27.85	\$4,827.84	\$28.97	\$5,020.95	\$29.98	\$5,196.69
	11	\$27.31	\$4,733.19	\$28.13	\$4,875.18	\$29.25	\$5,070.19	\$30.27	\$5,247.64
	12	\$27.57	\$4,779.60	\$28.40	\$4,922.99	\$29.54	\$5,119.91	\$30.57	\$5,299.10
	13	\$27.84	\$4,826.47	\$28.68	\$4,971.26	\$29.83	\$5,170.11	\$30.87	\$5,351.06
	14	\$28.12	\$4,873.79	\$28.96	\$5,020.01	\$30.12	\$5,220.81	\$31.17	\$5,403.53
	15	\$28.39	\$4,921.58	\$29.25	\$5,069.23	\$30.42	\$5,272.00	\$31.48	\$5,456.52
	16	\$28.67	\$4,969.84	\$29.53	\$5,118.94	\$30.71	\$5,323.69	\$31.79	\$5,510.02
	17	\$28.95	\$5,018.57	\$29.82	\$5,169.13	\$31.01	\$5,375.90	\$32.10	\$5,564.05
	18	\$29.24	\$5,067.79	\$30.11	\$5,219.82	\$31.32	\$5,428.61	\$32.42	\$5,618.61
	19	\$29.52	\$5,117.48	\$30.41	\$5,271.00	\$31.63	\$5,481.84	\$32.73	\$5,673.71
	20	\$29.81	\$5,167.66	\$30.71	\$5,322.69	\$31.94	\$5,535.59	\$33.05	\$5,729.34
<b>Accounting Technician</b>	1	\$20.56	\$3,563.07	\$21.17	\$3,669.96	\$22.02	\$3,816.76	\$22.79	\$3,950.34
	2	\$20.81	\$3,606.80	\$21.43	\$3,715.00	\$22.29	\$3,863.60	\$23.07	\$3,998.83
	3	\$21.06	\$3,651.06	\$21.70	\$3,760.59	\$22.56	\$3,911.02	\$23.35	\$4,047.90
	4	\$21.32	\$3,695.87	\$21.96	\$3,806.74	\$22.84	\$3,959.01	\$23.64	\$4,097.58
	5	\$21.58	\$3,741.22	\$22.23	\$3,853.46	\$23.12	\$4,007.60	\$23.93	\$4,147.87
	6	\$21.80	\$3,777.91	\$22.45	\$3,891.24	\$23.35	\$4,046.89	\$24.16	\$4,188.54
	7	\$22.01	\$3,814.96	\$22.67	\$3,929.40	\$23.58	\$4,086.58	\$24.40	\$4,229.61
	8	\$22.23	\$3,852.36	\$22.89	\$3,967.93	\$23.81	\$4,126.65	\$24.64	\$4,271.08
	9	\$22.48	\$3,896.84	\$23.16	\$4,013.74	\$24.08	\$4,174.29	\$24.93	\$4,320.39
	10	\$22.66	\$3,928.28	\$23.34	\$4,046.13	\$24.28	\$4,207.98	\$25.13	\$4,355.26
	11	\$22.89	\$3,966.80	\$23.57	\$4,085.81	\$24.51	\$4,249.24	\$25.37	\$4,397.96
	12	\$23.11	\$4,005.70	\$23.80	\$4,125.87	\$24.76	\$4,290.90	\$25.62	\$4,441.09
	13	\$23.34	\$4,044.98	\$24.04	\$4,166.33	\$25.00	\$4,332.98	\$25.87	\$4,484.64
	14	\$23.57	\$4,084.64	\$24.27	\$4,207.18	\$25.24	\$4,375.47	\$26.13	\$4,528.61
	15	\$23.80	\$4,124.70	\$24.51	\$4,248.44	\$25.49	\$4,418.37	\$26.38	\$4,573.02
	16	\$24.03	\$4,165.14	\$24.75	\$4,290.10	\$25.74	\$4,461.70	\$26.64	\$4,617.86
	17	\$24.27	\$4,205.98	\$24.99	\$4,332.16	\$25.99	\$4,505.45	\$26.90	\$4,663.14
	18	\$24.50	\$4,247.23	\$25.24	\$4,374.64	\$26.25	\$4,549.63	\$27.17	\$4,708.86
	19	\$24.74	\$4,288.87	\$25.49	\$4,417.54	\$26.51	\$4,594.24	\$27.43	\$4,755.04
	20	\$24.99	\$4,330.93	\$25.74	\$4,460.86	\$26.77	\$4,639.29	\$27.70	\$4,801.67

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Accounts Payable Technician</b>	1	\$20.56	\$3,563.07	\$21.17	\$3,669.96	\$22.02	\$3,816.76	\$22.79	\$3,950.34
	2	\$20.81	\$3,606.80	\$21.43	\$3,715.00	\$22.29	\$3,863.60	\$23.07	\$3,998.83
	3	\$21.06	\$3,651.06	\$21.70	\$3,760.59	\$22.56	\$3,911.02	\$23.35	\$4,047.90
	4	\$21.32	\$3,695.87	\$21.96	\$3,806.74	\$22.84	\$3,959.01	\$23.64	\$4,097.58
	5	\$21.58	\$3,741.22	\$22.23	\$3,853.46	\$23.12	\$4,007.60	\$23.93	\$4,147.87
	6	\$21.80	\$3,777.91	\$22.45	\$3,891.24	\$23.35	\$4,046.89	\$24.16	\$4,188.54
	7	\$22.01	\$3,814.96	\$22.67	\$3,929.40	\$23.58	\$4,086.58	\$24.40	\$4,229.61
	8	\$22.23	\$3,852.36	\$22.89	\$3,967.93	\$23.81	\$4,126.65	\$24.64	\$4,271.08
	9	\$22.48	\$3,896.84	\$23.16	\$4,013.74	\$24.08	\$4,174.29	\$24.93	\$4,320.39
	10	\$22.66	\$3,928.28	\$23.34	\$4,046.13	\$24.28	\$4,207.98	\$25.13	\$4,355.26
	11	\$22.89	\$3,966.80	\$23.57	\$4,085.81	\$24.51	\$4,249.24	\$25.37	\$4,397.96
	12	\$23.11	\$4,005.70	\$23.80	\$4,125.87	\$24.76	\$4,290.90	\$25.62	\$4,441.09
	13	\$23.34	\$4,044.98	\$24.04	\$4,166.33	\$25.00	\$4,332.98	\$25.87	\$4,484.64
	14	\$23.57	\$4,084.64	\$24.27	\$4,207.18	\$25.24	\$4,375.47	\$26.13	\$4,528.61
	15	\$23.80	\$4,124.70	\$24.51	\$4,248.44	\$25.49	\$4,418.37	\$26.38	\$4,573.02
	16	\$24.03	\$4,165.14	\$24.75	\$4,290.10	\$25.74	\$4,461.70	\$26.64	\$4,617.86
	17	\$24.27	\$4,205.98	\$24.99	\$4,332.16	\$25.99	\$4,505.45	\$26.90	\$4,663.14
	18	\$24.50	\$4,247.23	\$25.24	\$4,374.64	\$26.25	\$4,549.63	\$27.17	\$4,708.86
	19	\$24.74	\$4,288.87	\$25.49	\$4,417.54	\$26.51	\$4,594.24	\$27.43	\$4,755.04
	20	\$24.99	\$4,330.93	\$25.74	\$4,460.86	\$26.77	\$4,639.29	\$27.70	\$4,801.67
<b>Administrative Assistant</b>	1	\$19.55	\$3,389.37	\$20.14	\$3,491.05	\$20.95	\$3,630.69	\$21.68	\$3,757.77
	2	\$19.79	\$3,430.97	\$20.39	\$3,533.90	\$21.20	\$3,675.25	\$21.95	\$3,803.89
	3	\$20.04	\$3,473.07	\$20.64	\$3,577.27	\$21.46	\$3,720.36	\$22.21	\$3,850.57
	4	\$20.28	\$3,515.70	\$20.89	\$3,621.17	\$21.73	\$3,766.01	\$22.49	\$3,897.83
	5	\$20.53	\$3,558.84	\$21.15	\$3,665.61	\$21.99	\$3,812.23	\$22.76	\$3,945.66
	6	\$20.73	\$3,593.74	\$21.36	\$3,701.55	\$22.21	\$3,849.61	\$22.99	\$3,984.35
	7	\$20.94	\$3,628.98	\$21.56	\$3,737.85	\$22.43	\$3,887.36	\$23.21	\$4,023.42
	8	\$21.14	\$3,664.56	\$21.78	\$3,774.50	\$22.65	\$3,925.48	\$23.44	\$4,062.87
	9	\$21.35	\$3,700.50	\$21.99	\$3,811.51	\$22.87	\$3,963.97	\$23.67	\$4,102.71
	10	\$21.56	\$3,736.78	\$22.21	\$3,848.89	\$23.09	\$4,002.84	\$23.90	\$4,142.94
	11	\$21.77	\$3,773.43	\$22.42	\$3,886.63	\$23.32	\$4,042.09	\$24.14	\$4,183.57
	12	\$21.98	\$3,810.43	\$22.64	\$3,924.74	\$23.55	\$4,081.73	\$24.37	\$4,224.59
	13	\$22.20	\$3,847.79	\$22.86	\$3,963.22	\$23.78	\$4,121.75	\$24.61	\$4,266.01
	14	\$22.42	\$3,885.52	\$23.09	\$4,002.09	\$24.01	\$4,162.17	\$24.85	\$4,307.85
	15	\$22.64	\$3,923.62	\$23.32	\$4,041.33	\$24.25	\$4,202.98	\$25.10	\$4,350.09
	16	\$22.86	\$3,962.10	\$23.54	\$4,080.96	\$24.49	\$4,244.20	\$25.34	\$4,392.74
	17	\$23.08	\$4,000.95	\$23.77	\$4,120.98	\$24.73	\$4,285.81	\$25.59	\$4,435.82
	18	\$23.31	\$4,040.18	\$24.01	\$4,161.38	\$24.97	\$4,327.84	\$25.84	\$4,479.31
	19	\$23.54	\$4,079.80	\$24.24	\$4,202.19	\$25.21	\$4,370.28	\$26.10	\$4,523.24
	20	\$23.77	\$4,119.80	\$24.48	\$4,243.40	\$25.46	\$4,413.13	\$26.35	\$4,567.59

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Administrative Assistant to the City Council</b>	1	\$27.59	\$4,782.41	\$28.42	\$4,925.88	\$29.56	\$5,122.91	\$30.59	\$5,302.22
	2	\$27.93	\$4,841.10	\$28.77	\$4,986.33	\$29.92	\$5,185.79	\$30.97	\$5,367.29
	3	\$28.27	\$4,900.51	\$29.12	\$5,047.53	\$30.29	\$5,249.43	\$31.35	\$5,433.16
	4	\$28.62	\$4,960.65	\$29.48	\$5,109.47	\$30.66	\$5,313.85	\$31.73	\$5,499.84
	5	\$28.97	\$5,021.53	\$29.84	\$5,172.18	\$31.03	\$5,379.07	\$32.12	\$5,567.33
	6	\$29.25	\$5,070.77	\$30.13	\$5,222.89	\$31.34	\$5,431.81	\$32.43	\$5,621.92
	7	\$29.54	\$5,120.50	\$30.43	\$5,274.11	\$31.64	\$5,485.07	\$32.75	\$5,677.05
	8	\$29.83	\$5,170.70	\$30.73	\$5,325.83	\$31.95	\$5,538.86	\$33.07	\$5,732.72
	9	\$30.12	\$5,221.41	\$31.03	\$5,378.05	\$32.27	\$5,593.17	\$33.40	\$5,788.93
	10	\$30.42	\$5,272.61	\$31.33	\$5,430.78	\$32.58	\$5,648.02	\$33.73	\$5,845.70
	11	\$30.72	\$5,324.31	\$31.64	\$5,484.04	\$32.90	\$5,703.40	\$34.06	\$5,903.02
	12	\$31.02	\$5,376.52	\$31.95	\$5,537.81	\$33.23	\$5,759.32	\$34.39	\$5,960.90
	13	\$31.32	\$5,429.24	\$32.26	\$5,592.11	\$33.55	\$5,815.80	\$34.73	\$6,019.35
	14	\$31.63	\$5,482.47	\$32.58	\$5,646.95	\$33.88	\$5,872.83	\$35.07	\$6,078.38
	15	\$31.94	\$5,536.23	\$32.90	\$5,702.32	\$34.21	\$5,930.41	\$35.41	\$6,137.98
	16	\$32.25	\$5,590.52	\$33.22	\$5,758.24	\$34.55	\$5,988.57	\$35.76	\$6,198.17
	17	\$32.57	\$5,645.34	\$33.55	\$5,814.70	\$34.89	\$6,047.29	\$36.11	\$6,258.94
	18	\$32.89	\$5,700.70	\$33.88	\$5,871.72	\$35.23	\$6,106.59	\$36.46	\$6,320.32
	19	\$33.21	\$5,756.60	\$34.21	\$5,929.29	\$35.58	\$6,166.47	\$36.82	\$6,382.29
	20	\$33.54	\$5,813.04	\$34.54	\$5,987.43	\$35.92	\$6,226.93	\$37.18	\$6,444.87
<b>Administrative Assistant to the City Manager</b>	1	\$27.59	\$4,782.41	\$28.42	\$4,925.88	\$29.56	\$5,122.91	\$30.59	\$5,302.22
	2	\$27.93	\$4,841.10	\$28.77	\$4,986.33	\$29.92	\$5,185.78	\$30.97	\$5,367.29
	3	\$28.27	\$4,900.51	\$29.12	\$5,047.53	\$30.29	\$5,249.43	\$31.35	\$5,433.16
	4	\$28.62	\$4,960.65	\$29.48	\$5,109.47	\$30.66	\$5,313.85	\$31.73	\$5,499.84
	5	\$28.97	\$5,021.53	\$29.84	\$5,172.18	\$31.03	\$5,379.07	\$32.12	\$5,567.33
	6	\$29.25	\$5,070.77	\$30.13	\$5,222.90	\$31.34	\$5,431.81	\$32.43	\$5,621.92
	7	\$29.54	\$5,120.49	\$30.43	\$5,274.11	\$31.64	\$5,485.07	\$32.75	\$5,677.05
	8	\$29.83	\$5,170.70	\$30.73	\$5,325.83	\$31.95	\$5,538.86	\$33.07	\$5,732.72
	9	\$30.12	\$5,221.41	\$31.03	\$5,378.05	\$32.27	\$5,593.17	\$33.40	\$5,788.93
	10	\$30.42	\$5,272.61	\$31.33	\$5,430.78	\$32.58	\$5,648.02	\$33.73	\$5,845.70
	11	\$30.72	\$5,324.31	\$31.64	\$5,484.04	\$32.90	\$5,703.40	\$34.06	\$5,903.02
	12	\$31.02	\$5,376.52	\$31.95	\$5,537.81	\$33.23	\$5,759.32	\$34.39	\$5,960.90
	13	\$31.32	\$5,429.24	\$32.26	\$5,592.11	\$33.55	\$5,815.80	\$34.73	\$6,019.35
	14	\$31.63	\$5,482.47	\$32.58	\$5,646.95	\$33.88	\$5,872.83	\$35.07	\$6,078.38
	15	\$31.94	\$5,536.23	\$32.90	\$5,702.32	\$34.21	\$5,930.41	\$35.41	\$6,137.98
	16	\$32.25	\$5,590.52	\$33.22	\$5,758.24	\$34.55	\$5,988.57	\$35.76	\$6,198.16
	17	\$32.57	\$5,645.34	\$33.55	\$5,814.70	\$34.89	\$6,047.29	\$36.11	\$6,258.94
	18	\$32.89	\$5,700.70	\$33.88	\$5,871.72	\$35.23	\$6,106.59	\$36.46	\$6,320.32
	19	\$33.21	\$5,756.60	\$34.21	\$5,929.29	\$35.58	\$6,166.46	\$36.82	\$6,382.29
	20	\$33.54	\$5,813.04	\$34.54	\$5,987.43	\$35.92	\$6,226.93	\$37.18	\$6,444.87

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Administrative Specialist</b>	1	\$21.17	\$3,669.73	\$21.81	\$3,779.82	\$22.68	\$3,931.02	\$23.47	\$4,068.60
	2	\$21.43	\$3,714.77	\$22.07	\$3,826.21	\$22.96	\$3,979.26	\$23.76	\$4,118.53
	3	\$21.69	\$3,760.36	\$22.35	\$3,873.17	\$23.24	\$4,028.09	\$24.05	\$4,169.08
	4	\$21.96	\$3,806.51	\$22.62	\$3,920.70	\$23.52	\$4,077.53	\$24.35	\$4,220.24
	5	\$22.23	\$3,853.22	\$22.90	\$3,968.82	\$23.81	\$4,127.57	\$24.65	\$4,272.04
	6	\$22.45	\$3,891.01	\$23.12	\$4,007.74	\$24.05	\$4,168.04	\$24.89	\$4,313.93
	7	\$22.67	\$3,929.16	\$23.35	\$4,047.03	\$24.28	\$4,208.92	\$25.13	\$4,356.23
	8	\$22.89	\$3,967.69	\$23.58	\$4,086.72	\$24.52	\$4,250.19	\$25.38	\$4,398.94
	9	\$23.11	\$4,006.59	\$23.81	\$4,126.79	\$24.76	\$4,291.86	\$25.63	\$4,442.08
	10	\$23.34	\$4,045.88	\$24.04	\$4,167.26	\$25.00	\$4,333.95	\$25.88	\$4,485.63
	11	\$23.57	\$4,085.55	\$24.28	\$4,208.12	\$25.25	\$4,376.45	\$26.13	\$4,529.62
	12	\$23.80	\$4,125.62	\$24.52	\$4,249.38	\$25.50	\$4,419.36	\$26.39	\$4,574.04
	13	\$24.04	\$4,166.07	\$24.76	\$4,291.05	\$25.75	\$4,462.69	\$26.65	\$4,618.89
	14	\$24.27	\$4,206.92	\$25.00	\$4,333.13	\$26.00	\$4,506.45	\$26.91	\$4,664.18
	15	\$24.51	\$4,248.17	\$25.24	\$4,375.62	\$26.25	\$4,550.64	\$27.17	\$4,709.91
	16	\$24.75	\$4,289.83	\$25.49	\$4,418.52	\$26.51	\$4,595.26	\$27.44	\$4,756.10
	17	\$24.99	\$4,331.89	\$25.74	\$4,461.85	\$26.77	\$4,640.32	\$27.71	\$4,802.74
	18	\$25.24	\$4,374.37	\$25.99	\$4,505.60	\$27.03	\$4,685.83	\$27.98	\$4,849.83
	19	\$25.48	\$4,417.26	\$26.25	\$4,549.78	\$27.30	\$4,731.77	\$28.25	\$4,897.39
	20	\$25.73	\$4,460.58	\$26.51	\$4,594.40	\$27.57	\$4,778.17	\$28.53	\$4,945.41
<b>Database Administrator</b>	1	\$37.90	\$6,569.12	\$39.04	\$6,766.19	\$40.60	\$7,036.84	\$42.02	\$7,283.13
	2	\$38.36	\$6,649.74	\$39.51	\$6,849.23	\$41.10	\$7,123.20	\$42.53	\$7,372.51
	3	\$38.83	\$6,731.35	\$40.00	\$6,933.29	\$41.60	\$7,210.62	\$43.06	\$7,462.99
	4	\$39.31	\$6,813.96	\$40.49	\$7,018.38	\$42.11	\$7,299.11	\$43.58	\$7,554.58
	5	\$39.79	\$6,897.58	\$40.99	\$7,104.51	\$42.63	\$7,388.69	\$44.12	\$7,647.29
	6	\$40.18	\$6,965.22	\$41.39	\$7,174.17	\$43.05	\$7,461.14	\$44.55	\$7,722.28
	7	\$40.58	\$7,033.52	\$41.80	\$7,244.52	\$43.47	\$7,534.30	\$44.99	\$7,798.00
	8	\$40.98	\$7,102.48	\$42.21	\$7,315.56	\$43.89	\$7,608.18	\$45.43	\$7,874.46
	9	\$41.38	\$7,172.13	\$42.62	\$7,387.29	\$44.32	\$7,682.78	\$45.88	\$7,951.68
	10	\$41.78	\$7,242.46	\$43.04	\$7,459.73	\$44.76	\$7,758.12	\$46.32	\$8,029.65
	11	\$42.19	\$7,313.47	\$43.46	\$7,532.88	\$45.20	\$7,834.19	\$46.78	\$8,108.39
	12	\$42.61	\$7,385.19	\$43.89	\$7,606.74	\$45.64	\$7,911.01	\$47.24	\$8,187.90
	13	\$43.02	\$7,457.60	\$44.32	\$7,681.33	\$46.09	\$7,988.58	\$47.70	\$8,268.18
	14	\$43.45	\$7,530.73	\$44.75	\$7,756.65	\$46.54	\$8,066.92	\$48.17	\$8,349.26
	15	\$43.87	\$7,604.57	\$45.19	\$7,832.71	\$47.00	\$8,146.02	\$48.64	\$8,431.13
	16	\$44.30	\$7,679.14	\$45.63	\$7,909.52	\$47.46	\$8,225.90	\$49.12	\$8,513.80
	17	\$44.74	\$7,754.44	\$46.08	\$7,987.08	\$47.92	\$8,306.56	\$49.60	\$8,597.29
	18	\$45.18	\$7,830.48	\$46.53	\$8,065.39	\$48.39	\$8,388.01	\$50.09	\$8,681.59
	19	\$45.62	\$7,907.26	\$46.99	\$8,144.48	\$48.87	\$8,470.26	\$50.58	\$8,766.72
	20	\$46.07	\$7,984.80	\$47.45	\$8,224.34	\$49.35	\$8,553.32	\$51.07	\$8,852.68

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Economic Development Specialist</b>	1	\$23.89	\$4,140.56	\$24.60	\$4,264.78	\$25.59	\$4,435.37	\$26.48	\$4,590.60
	2	\$24.18	\$4,191.37	\$24.91	\$4,317.12	\$25.90	\$4,489.80	\$26.81	\$4,646.94
	3	\$24.48	\$4,242.81	\$25.21	\$4,370.10	\$26.22	\$4,544.90	\$27.14	\$4,703.97
	4	\$24.78	\$4,294.88	\$25.52	\$4,423.73	\$26.54	\$4,600.68	\$27.47	\$4,761.70
	5	\$25.08	\$4,347.59	\$25.83	\$4,478.02	\$26.87	\$4,657.14	\$27.81	\$4,820.14
	6	\$25.33	\$4,390.23	\$26.09	\$4,521.93	\$27.13	\$4,702.81	\$28.08	\$4,867.41
	7	\$25.58	\$4,433.27	\$26.34	\$4,566.27	\$27.40	\$4,748.92	\$28.36	\$4,915.13
	8	\$25.83	\$4,476.75	\$26.60	\$4,611.05	\$27.67	\$4,795.49	\$28.63	\$4,963.33
	9	\$26.08	\$4,520.64	\$26.86	\$4,656.26	\$27.94	\$4,842.51	\$28.92	\$5,012.00
	10	\$26.34	\$4,564.97	\$27.13	\$4,701.92	\$28.21	\$4,890.00	\$29.20	\$5,061.15
	11	\$26.59	\$4,609.73	\$27.39	\$4,748.02	\$28.49	\$4,937.94	\$29.49	\$5,110.77
	12	\$26.86	\$4,654.94	\$27.66	\$4,794.58	\$28.77	\$4,986.37	\$29.77	\$5,160.89
	13	\$27.12	\$4,700.58	\$27.93	\$4,841.60	\$29.05	\$5,035.26	\$30.07	\$5,211.50
	14	\$27.38	\$4,746.67	\$28.21	\$4,889.07	\$29.33	\$5,084.64	\$30.36	\$5,262.60
	15	\$27.65	\$4,793.21	\$28.48	\$4,937.01	\$29.62	\$5,134.49	\$30.66	\$5,314.20
	16	\$27.92	\$4,840.22	\$28.76	\$4,985.42	\$29.91	\$5,184.84	\$30.96	\$5,366.31
	17	\$28.20	\$4,887.68	\$29.04	\$5,034.31	\$30.21	\$5,235.68	\$31.26	\$5,418.93
	18	\$28.47	\$4,935.61	\$29.33	\$5,083.68	\$30.50	\$5,287.02	\$31.57	\$5,472.07
	19	\$28.75	\$4,984.00	\$29.62	\$5,133.52	\$30.80	\$5,338.87	\$31.88	\$5,525.73
	20	\$29.04	\$5,032.87	\$29.91	\$5,183.86	\$31.10	\$5,391.21	\$32.19	\$5,579.91
<b>Financial Analyst</b>	1	\$32.36	\$5,608.94	\$33.33	\$5,777.21	\$34.66	\$6,008.29	\$35.88	\$6,218.58
	2	\$32.76	\$5,677.77	\$33.74	\$5,848.11	\$35.09	\$6,082.03	\$36.32	\$6,294.90
	3	\$33.16	\$5,747.45	\$34.15	\$5,919.88	\$35.52	\$6,156.67	\$36.76	\$6,372.16
	4	\$33.57	\$5,817.99	\$34.57	\$5,992.53	\$35.96	\$6,232.23	\$37.21	\$6,450.36
	5	\$33.98	\$5,889.39	\$35.00	\$6,066.07	\$36.40	\$6,308.72	\$37.67	\$6,529.52
	6	\$34.31	\$5,947.14	\$35.34	\$6,125.55	\$36.75	\$6,370.58	\$38.04	\$6,593.55
	7	\$34.65	\$6,005.46	\$35.69	\$6,185.62	\$37.11	\$6,433.04	\$38.41	\$6,658.20
	8	\$34.99	\$6,064.34	\$36.04	\$6,246.27	\$37.48	\$6,496.12	\$38.79	\$6,723.49
	9	\$35.33	\$6,123.81	\$36.39	\$6,307.52	\$37.85	\$6,559.82	\$39.17	\$6,789.42
	10	\$35.68	\$6,183.86	\$36.75	\$6,369.37	\$38.22	\$6,624.15	\$39.55	\$6,855.99
	11	\$36.03	\$6,244.49	\$37.11	\$6,431.83	\$38.59	\$6,689.10	\$39.94	\$6,923.22
	12	\$36.38	\$6,305.73	\$37.47	\$6,494.90	\$38.97	\$6,754.69	\$40.33	\$6,991.11
	13	\$36.74	\$6,367.56	\$37.84	\$6,558.58	\$39.35	\$6,820.93	\$40.73	\$7,059.66
	14	\$37.10	\$6,430.00	\$38.21	\$6,622.90	\$39.74	\$6,887.81	\$41.13	\$7,128.89
	15	\$37.46	\$6,493.05	\$38.58	\$6,687.84	\$40.13	\$6,955.35	\$41.53	\$7,198.79
	16	\$37.83	\$6,556.72	\$38.96	\$6,753.42	\$40.52	\$7,023.55	\$41.94	\$7,269.38
	17	\$38.20	\$6,621.01	\$39.34	\$6,819.64	\$40.92	\$7,092.42	\$42.35	\$7,340.66
	18	\$38.57	\$6,685.93	\$39.73	\$6,886.51	\$41.32	\$7,161.97	\$42.77	\$7,412.64
	19	\$38.95	\$6,751.49	\$40.12	\$6,954.04	\$41.72	\$7,232.20	\$43.18	\$7,485.32
	20	\$39.33	\$6,817.70	\$40.51	\$7,022.23	\$42.13	\$7,303.12	\$43.61	\$7,558.73

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Human Resources Technician</b>	1	\$22.70	\$3,934.98	\$23.38	\$4,053.03	\$24.32	\$4,215.15	\$25.17	\$4,362.68
	2	\$22.98	\$3,983.28	\$23.67	\$4,102.77	\$24.62	\$4,266.89	\$25.48	\$4,416.23
	3	\$23.26	\$4,032.16	\$23.96	\$4,153.12	\$24.92	\$4,319.25	\$25.79	\$4,470.42
	4	\$23.55	\$4,081.65	\$24.25	\$4,204.09	\$25.22	\$4,372.26	\$26.11	\$4,525.29
	5	\$23.84	\$4,131.74	\$24.55	\$4,255.69	\$25.53	\$4,425.92	\$26.43	\$4,580.82
	6	\$24.07	\$4,172.25	\$24.79	\$4,297.42	\$25.78	\$4,469.32	\$26.69	\$4,625.74
	7	\$24.31	\$4,213.16	\$25.04	\$4,339.56	\$26.04	\$4,513.14	\$26.95	\$4,671.10
	8	\$24.55	\$4,254.48	\$25.28	\$4,382.11	\$26.29	\$4,557.40	\$27.21	\$4,716.91
	9	\$24.79	\$4,296.20	\$25.53	\$4,425.08	\$26.55	\$4,602.09	\$27.48	\$4,763.16
	10	\$25.03	\$4,338.32	\$25.78	\$4,468.47	\$26.81	\$4,647.21	\$27.75	\$4,809.86
	11	\$25.27	\$4,380.86	\$26.03	\$4,512.29	\$27.07	\$4,692.78	\$28.02	\$4,857.03
	12	\$25.52	\$4,423.82	\$26.29	\$4,556.53	\$27.34	\$4,738.79	\$28.30	\$4,904.65
	13	\$25.77	\$4,467.20	\$26.55	\$4,601.21	\$27.61	\$4,785.26	\$28.57	\$4,952.75
	14	\$26.03	\$4,511.00	\$26.81	\$4,646.33	\$27.88	\$4,832.19	\$28.85	\$5,001.31
	15	\$26.28	\$4,555.24	\$27.07	\$4,691.89	\$28.15	\$4,879.57	\$29.14	\$5,050.35
	16	\$26.54	\$4,599.90	\$27.33	\$4,737.90	\$28.43	\$4,927.42	\$29.42	\$5,099.88
	17	\$26.80	\$4,645.01	\$27.60	\$4,784.36	\$28.71	\$4,975.73	\$29.71	\$5,149.88
	18	\$27.06	\$4,690.56	\$27.87	\$4,831.27	\$28.99	\$5,024.52	\$30.00	\$5,200.38
	19	\$27.33	\$4,736.55	\$28.15	\$4,878.65	\$29.27	\$5,073.79	\$30.30	\$5,251.38
	20	\$27.59	\$4,783.00	\$28.42	\$4,926.48	\$29.56	\$5,123.54	\$30.59	\$5,302.87
<b>IT Specialist</b>	1	\$23.89	\$4,140.56	\$24.60	\$4,264.78	\$25.59	\$4,435.37	\$26.48	\$4,590.60
	2	\$24.18	\$4,191.37	\$24.91	\$4,317.12	\$25.90	\$4,489.80	\$26.81	\$4,646.94
	3	\$24.48	\$4,242.81	\$25.21	\$4,370.10	\$26.22	\$4,544.90	\$27.14	\$4,703.97
	4	\$24.78	\$4,294.88	\$25.52	\$4,423.73	\$26.54	\$4,600.68	\$27.47	\$4,761.70
	5	\$25.08	\$4,347.59	\$25.83	\$4,478.02	\$26.87	\$4,657.14	\$27.81	\$4,820.14
	6	\$25.33	\$4,390.23	\$26.09	\$4,521.93	\$27.13	\$4,702.81	\$28.08	\$4,867.41
	7	\$25.58	\$4,433.27	\$26.34	\$4,566.27	\$27.40	\$4,748.92	\$28.36	\$4,915.13
	8	\$25.83	\$4,476.75	\$26.60	\$4,611.05	\$27.67	\$4,795.49	\$28.63	\$4,963.33
	9	\$26.08	\$4,520.64	\$26.86	\$4,656.26	\$27.94	\$4,842.51	\$28.92	\$5,012.00
	10	\$26.34	\$4,564.97	\$27.13	\$4,701.92	\$28.21	\$4,890.00	\$29.20	\$5,061.15
	11	\$26.59	\$4,609.73	\$27.39	\$4,748.02	\$28.49	\$4,937.94	\$29.49	\$5,110.77
	12	\$26.86	\$4,654.94	\$27.66	\$4,794.58	\$28.77	\$4,986.37	\$29.77	\$5,160.89
	13	\$27.12	\$4,700.58	\$27.93	\$4,841.60	\$29.05	\$5,035.26	\$30.07	\$5,211.50
	14	\$27.38	\$4,746.67	\$28.21	\$4,889.07	\$29.33	\$5,084.64	\$30.36	\$5,262.60
	15	\$27.65	\$4,793.21	\$28.48	\$4,937.01	\$29.62	\$5,134.49	\$30.66	\$5,314.20
	16	\$27.92	\$4,840.22	\$28.76	\$4,985.42	\$29.91	\$5,184.84	\$30.96	\$5,366.31
	17	\$28.20	\$4,887.68	\$29.04	\$5,034.31	\$30.21	\$5,235.68	\$31.26	\$5,418.93
	18	\$28.47	\$4,935.61	\$29.33	\$5,083.68	\$30.50	\$5,287.02	\$31.57	\$5,472.07
	19	\$28.75	\$4,984.00	\$29.62	\$5,133.52	\$30.80	\$5,338.87	\$31.88	\$5,525.73
	20	\$29.04	\$5,032.87	\$29.91	\$5,183.86	\$31.10	\$5,391.21	\$32.19	\$5,579.91

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>IT Technician</b>	1	\$21.50	\$3,725.97	\$22.14	\$3,837.75	\$23.03	\$3,991.26	\$23.83	\$4,130.95
	2	\$21.76	\$3,771.70	\$22.41	\$3,884.85	\$23.31	\$4,040.24	\$24.12	\$4,181.65
	3	\$22.03	\$3,817.99	\$22.69	\$3,932.52	\$23.60	\$4,089.83	\$24.42	\$4,232.97
	4	\$22.30	\$3,864.84	\$22.97	\$3,980.78	\$23.88	\$4,140.02	\$24.72	\$4,284.92
	5	\$22.57	\$3,912.27	\$23.25	\$4,029.64	\$24.18	\$4,190.83	\$25.02	\$4,337.51
	6	\$22.79	\$3,950.64	\$23.48	\$4,069.15	\$24.41	\$4,231.92	\$25.27	\$4,380.04
	7	\$23.02	\$3,989.37	\$23.71	\$4,109.05	\$24.65	\$4,273.42	\$25.52	\$4,422.98
	8	\$23.24	\$4,028.49	\$23.94	\$4,149.35	\$24.90	\$4,315.32	\$25.77	\$4,466.36
	9	\$23.47	\$4,067.99	\$24.17	\$4,190.03	\$25.14	\$4,357.63	\$26.02	\$4,510.15
	10	\$23.70	\$4,107.88	\$24.41	\$4,231.12	\$25.39	\$4,400.37	\$26.28	\$4,554.38
	11	\$23.93	\$4,148.16	\$24.65	\$4,272.61	\$25.64	\$4,443.51	\$26.53	\$4,599.04
	12	\$24.17	\$4,188.84	\$24.89	\$4,314.51	\$25.89	\$4,487.09	\$26.79	\$4,644.13
	13	\$24.40	\$4,229.92	\$25.14	\$4,356.81	\$26.14	\$4,531.08	\$27.06	\$4,689.67
	14	\$24.64	\$4,271.39	\$25.38	\$4,399.53	\$26.40	\$4,575.51	\$27.32	\$4,735.66
	15	\$24.88	\$4,313.28	\$25.63	\$4,442.67	\$26.66	\$4,620.38	\$27.59	\$4,782.09
	16	\$25.13	\$4,355.57	\$25.88	\$4,486.24	\$26.92	\$4,665.69	\$27.86	\$4,828.99
	17	\$25.37	\$4,398.28	\$26.14	\$4,530.23	\$27.18	\$4,711.44	\$28.13	\$4,876.34
	18	\$25.62	\$4,441.41	\$26.39	\$4,574.65	\$27.45	\$4,757.64	\$28.41	\$4,924.15
	19	\$25.87	\$4,484.96	\$26.65	\$4,619.51	\$27.72	\$4,804.29	\$28.69	\$4,972.44
	20	\$26.13	\$4,528.94	\$26.91	\$4,664.81	\$27.99	\$4,851.40	\$28.97	\$5,021.20
<b>Management Analyst</b>	1	\$25.84	\$4,479.23	\$26.62	\$4,613.61	\$27.68	\$4,798.15	\$28.65	\$4,966.09
	2	\$26.16	\$4,534.20	\$26.94	\$4,670.22	\$28.02	\$4,857.03	\$29.00	\$5,027.03
	3	\$26.48	\$4,589.85	\$27.27	\$4,727.54	\$28.37	\$4,916.64	\$29.36	\$5,088.73
	4	\$26.80	\$4,646.18	\$27.61	\$4,785.56	\$28.71	\$4,976.98	\$29.72	\$5,151.18
	5	\$27.13	\$4,703.20	\$27.95	\$4,844.29	\$29.07	\$5,038.06	\$30.08	\$5,214.40
	6	\$27.40	\$4,749.31	\$28.22	\$4,891.79	\$29.35	\$5,087.47	\$30.38	\$5,265.53
	7	\$27.67	\$4,795.89	\$28.50	\$4,939.76	\$29.64	\$5,137.35	\$30.68	\$5,317.16
	8	\$27.94	\$4,842.91	\$28.78	\$4,988.20	\$29.93	\$5,187.73	\$30.98	\$5,369.30
	9	\$28.21	\$4,890.40	\$29.06	\$5,037.11	\$30.22	\$5,238.60	\$31.28	\$5,421.95
	10	\$28.49	\$4,938.35	\$29.35	\$5,086.50	\$30.52	\$5,289.96	\$31.59	\$5,475.11
	11	\$28.77	\$4,986.78	\$29.63	\$5,136.38	\$30.82	\$5,341.84	\$31.90	\$5,528.80
	12	\$29.05	\$5,035.68	\$29.92	\$5,186.75	\$31.12	\$5,394.22	\$32.21	\$5,583.01
	13	\$29.34	\$5,085.06	\$30.22	\$5,237.61	\$31.43	\$5,447.11	\$32.53	\$5,637.76
	14	\$29.62	\$5,134.92	\$30.51	\$5,288.96	\$31.73	\$5,500.52	\$32.84	\$5,693.04
	15	\$29.92	\$5,185.27	\$30.81	\$5,340.83	\$32.04	\$5,554.46	\$33.17	\$5,748.87
	16	\$30.21	\$5,236.11	\$31.11	\$5,393.20	\$32.36	\$5,608.93	\$33.49	\$5,805.24
	17	\$30.50	\$5,287.46	\$31.42	\$5,446.08	\$32.68	\$5,663.92	\$33.82	\$5,862.16
	18	\$30.80	\$5,339.31	\$31.73	\$5,499.49	\$33.00	\$5,719.46	\$34.15	\$5,919.65
	19	\$31.11	\$5,391.66	\$32.04	\$5,553.41	\$33.32	\$5,775.55	\$34.49	\$5,977.69
	20	\$31.41	\$5,444.53	\$32.35	\$5,607.87	\$33.65	\$5,832.18	\$34.82	\$6,036.31

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Office Assistant</b>	1	\$13.38	\$2,319.26	\$13.78	\$2,388.84	\$14.33	\$2,484.40	\$14.83	\$2,571.35
	2	\$13.54	\$2,347.63	\$13.95	\$2,418.05	\$14.51	\$2,514.78	\$15.02	\$2,602.79
	3	\$13.71	\$2,376.44	\$14.12	\$2,447.73	\$14.69	\$2,545.64	\$15.20	\$2,634.74
	4	\$13.88	\$2,405.60	\$14.29	\$2,477.77	\$14.87	\$2,576.88	\$15.39	\$2,667.07
	5	\$14.05	\$2,435.26	\$14.47	\$2,508.32	\$15.05	\$2,608.65	\$15.58	\$2,699.95
	6	\$14.19	\$2,459.00	\$14.61	\$2,532.77	\$15.20	\$2,634.08	\$15.73	\$2,726.28
	7	\$14.33	\$2,483.12	\$14.76	\$2,557.61	\$15.35	\$2,659.91	\$15.88	\$2,753.01
	8	\$14.47	\$2,507.46	\$14.90	\$2,582.69	\$15.50	\$2,685.99	\$16.04	\$2,780.00
	9	\$14.61	\$2,532.05	\$15.05	\$2,608.01	\$15.65	\$2,712.33	\$16.20	\$2,807.26
	10	\$14.75	\$2,557.02	\$15.19	\$2,633.73	\$15.80	\$2,739.08	\$16.36	\$2,834.95
	11	\$14.90	\$2,581.95	\$15.34	\$2,659.41	\$15.96	\$2,765.78	\$16.51	\$2,862.59
	12	\$15.04	\$2,607.27	\$15.49	\$2,685.49	\$16.11	\$2,792.91	\$16.68	\$2,890.66
	13	\$15.19	\$2,632.84	\$15.65	\$2,711.82	\$16.27	\$2,820.29	\$16.84	\$2,919.01
	14	\$15.34	\$2,658.65	\$15.80	\$2,738.41	\$16.43	\$2,847.95	\$17.01	\$2,947.63
	15	\$15.49	\$2,684.77	\$15.95	\$2,765.32	\$16.59	\$2,875.93	\$17.17	\$2,976.59
	16	\$15.64	\$2,711.05	\$16.11	\$2,792.38	\$16.75	\$2,904.08	\$17.34	\$3,005.72
	17	\$15.79	\$2,737.63	\$16.27	\$2,819.76	\$16.92	\$2,932.55	\$17.51	\$3,035.19
	18	\$15.95	\$2,764.48	\$16.43	\$2,847.41	\$17.08	\$2,961.31	\$17.68	\$3,064.95
	19	\$16.11	\$2,791.58	\$16.59	\$2,875.33	\$17.25	\$2,990.34	\$17.86	\$3,095.01
	20	\$16.26	\$2,818.96	\$16.75	\$2,903.53	\$17.42	\$3,019.67	\$18.03	\$3,125.36
<b>Office Specialist</b>	1	\$16.17	\$2,803.34	\$16.66	\$2,887.44	\$17.32	\$3,002.93	\$17.93	\$3,108.04
	2	\$16.37	\$2,837.74	\$16.86	\$2,922.87	\$17.54	\$3,039.79	\$18.15	\$3,146.18
	3	\$16.57	\$2,872.57	\$17.07	\$2,958.74	\$17.75	\$3,077.09	\$18.37	\$3,184.79
	4	\$16.78	\$2,907.82	\$17.28	\$2,995.05	\$17.97	\$3,114.85	\$18.60	\$3,223.87
	5	\$16.98	\$2,943.51	\$17.49	\$3,031.81	\$18.19	\$3,153.08	\$18.83	\$3,263.44
	6	\$17.15	\$2,972.37	\$17.66	\$3,061.54	\$18.37	\$3,184.00	\$19.01	\$3,295.44
	7	\$17.32	\$3,001.51	\$17.84	\$3,091.56	\$18.55	\$3,215.22	\$19.20	\$3,327.75
	8	\$17.49	\$3,030.95	\$18.01	\$3,121.87	\$18.73	\$3,246.75	\$19.39	\$3,360.38
	9	\$17.66	\$3,060.67	\$18.19	\$3,152.49	\$18.91	\$3,278.59	\$19.58	\$3,393.34
	10	\$17.83	\$3,090.68	\$18.37	\$3,183.40	\$19.10	\$3,310.73	\$19.77	\$3,426.61
	11	\$18.01	\$3,120.98	\$18.55	\$3,214.61	\$19.29	\$3,343.20	\$19.96	\$3,460.21
	12	\$18.18	\$3,151.59	\$18.73	\$3,246.14	\$19.48	\$3,375.98	\$20.16	\$3,494.14
	13	\$18.36	\$3,182.49	\$18.91	\$3,277.97	\$19.67	\$3,409.08	\$20.36	\$3,528.40
	14	\$18.54	\$3,213.70	\$19.10	\$3,310.11	\$19.86	\$3,442.51	\$20.56	\$3,563.00
	15	\$18.72	\$3,245.21	\$19.28	\$3,342.57	\$20.06	\$3,476.27	\$20.76	\$3,597.94
	16	\$18.91	\$3,277.03	\$19.47	\$3,375.34	\$20.25	\$3,510.36	\$20.96	\$3,633.22
	17	\$19.09	\$3,309.17	\$19.66	\$3,408.44	\$20.45	\$3,544.78	\$21.17	\$3,668.85
	18	\$19.28	\$3,341.61	\$19.86	\$3,441.86	\$20.65	\$3,579.54	\$21.37	\$3,704.82
	19	\$19.47	\$3,374.38	\$20.05	\$3,475.61	\$20.85	\$3,614.64	\$21.58	\$3,741.15
	20	\$19.66	\$3,407.47	\$20.25	\$3,509.70	\$21.06	\$3,650.08	\$21.80	\$3,777.84

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Payroll Clerk</b>	1	\$18.69	\$3,238.97	\$19.25	\$3,336.14	\$20.02	\$3,469.59	\$20.72	\$3,591.02
	2	\$18.92	\$3,278.72	\$19.48	\$3,377.08	\$20.26	\$3,512.17	\$20.97	\$3,635.09
	3	\$19.15	\$3,318.96	\$19.72	\$3,418.53	\$20.51	\$3,555.27	\$21.23	\$3,679.71
	4	\$19.38	\$3,359.69	\$19.96	\$3,460.48	\$20.76	\$3,598.90	\$21.49	\$3,724.86
	5	\$19.62	\$3,400.93	\$20.21	\$3,502.95	\$21.02	\$3,643.07	\$21.75	\$3,770.58
	6	\$19.81	\$3,434.27	\$20.41	\$3,537.30	\$21.22	\$3,678.79	\$21.97	\$3,807.55
	7	\$20.01	\$3,467.95	\$20.61	\$3,571.99	\$21.43	\$3,714.87	\$22.18	\$3,844.89
	8	\$20.20	\$3,501.96	\$20.81	\$3,607.01	\$21.64	\$3,751.29	\$22.40	\$3,882.59
	9	\$20.40	\$3,536.29	\$21.01	\$3,642.38	\$21.85	\$3,788.08	\$22.62	\$3,920.66
	10	\$20.60	\$3,570.97	\$21.22	\$3,678.10	\$22.07	\$3,825.22	\$22.84	\$3,959.11
	11	\$20.80	\$3,605.99	\$21.43	\$3,714.16	\$22.28	\$3,862.73	\$23.06	\$3,997.93
	12	\$21.01	\$3,641.34	\$21.64	\$3,750.58	\$22.50	\$3,900.61	\$23.29	\$4,037.13
	13	\$21.21	\$3,677.05	\$21.85	\$3,787.36	\$22.72	\$3,938.86	\$23.52	\$4,076.72
	14	\$21.42	\$3,713.11	\$22.06	\$3,824.50	\$22.95	\$3,977.48	\$23.75	\$4,116.69
	15	\$21.63	\$3,749.52	\$22.28	\$3,862.00	\$23.17	\$4,016.48	\$23.98	\$4,157.06
	16	\$21.84	\$3,786.28	\$22.50	\$3,899.87	\$23.40	\$4,055.87	\$24.22	\$4,197.82
	17	\$22.06	\$3,823.41	\$22.72	\$3,938.11	\$23.63	\$4,095.64	\$24.46	\$4,238.98
	18	\$22.27	\$3,860.90	\$22.94	\$3,976.73	\$23.86	\$4,135.80	\$24.70	\$4,280.55
	19	\$22.49	\$3,898.76	\$23.17	\$4,015.72	\$24.09	\$4,176.35	\$24.94	\$4,322.52
	20	\$22.71	\$3,936.99	\$23.39	\$4,055.10	\$24.33	\$4,217.30	\$25.18	\$4,364.91
<b>Payroll Supervisor</b>	1	\$28.49	\$4,937.82	\$29.34	\$5,085.95	\$30.52	\$5,289.39	\$31.58	\$5,474.52
	2	\$28.84	\$4,998.42	\$29.70	\$5,148.37	\$30.89	\$5,354.30	\$31.97	\$5,541.70
	3	\$29.19	\$5,059.76	\$30.07	\$5,211.55	\$31.27	\$5,420.01	\$32.36	\$5,609.71
	4	\$29.55	\$5,121.85	\$30.44	\$5,275.51	\$31.65	\$5,486.53	\$32.76	\$5,678.56
	5	\$29.91	\$5,184.71	\$30.81	\$5,340.25	\$32.04	\$5,553.86	\$33.16	\$5,748.25
	6	\$30.21	\$5,235.55	\$31.11	\$5,392.62	\$32.36	\$5,608.32	\$33.49	\$5,804.62
	7	\$30.50	\$5,286.89	\$31.42	\$5,445.50	\$32.67	\$5,663.32	\$33.82	\$5,861.53
	8	\$30.80	\$5,338.73	\$31.72	\$5,498.89	\$32.99	\$5,718.85	\$34.15	\$5,919.01
	9	\$31.10	\$5,391.08	\$32.04	\$5,552.81	\$33.32	\$5,774.93	\$34.48	\$5,977.05
	10	\$31.41	\$5,443.95	\$32.35	\$5,607.27	\$33.64	\$5,831.56	\$34.82	\$6,035.66
	11	\$31.72	\$5,497.33	\$32.67	\$5,662.25	\$33.97	\$5,888.74	\$35.16	\$6,094.84
	12	\$32.03	\$5,551.23	\$32.99	\$5,717.77	\$34.31	\$5,946.48	\$35.51	\$6,154.61
	13	\$32.34	\$5,605.67	\$33.31	\$5,773.84	\$34.64	\$6,004.79	\$35.86	\$6,214.96
	14	\$32.66	\$5,660.63	\$33.64	\$5,830.45	\$34.98	\$6,063.67	\$36.21	\$6,275.90
	15	\$32.98	\$5,716.14	\$33.97	\$5,887.62	\$35.33	\$6,123.13	\$36.56	\$6,337.44
	16	\$33.30	\$5,772.19	\$34.30	\$5,945.36	\$35.67	\$6,183.17	\$36.92	\$6,399.58
	17	\$33.63	\$5,828.79	\$34.64	\$6,003.65	\$36.02	\$6,243.80	\$37.28	\$6,462.33
	18	\$33.96	\$5,885.95	\$34.98	\$6,062.52	\$36.38	\$6,305.02	\$37.65	\$6,525.70
	19	\$34.29	\$5,943.66	\$35.32	\$6,121.97	\$36.73	\$6,366.85	\$38.02	\$6,589.69
	20	\$34.63	\$6,001.94	\$35.67	\$6,182.00	\$37.09	\$6,429.28	\$38.39	\$6,654.31

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Payroll Technician</b>	1	\$20.56	\$3,563.07	\$21.17	\$3,669.96	\$22.02	\$3,816.76	\$22.79	\$3,950.34
	2	\$20.81	\$3,606.80	\$21.43	\$3,715.00	\$22.29	\$3,863.60	\$23.07	\$3,998.83
	3	\$21.06	\$3,651.06	\$21.70	\$3,760.59	\$22.56	\$3,911.02	\$23.35	\$4,047.90
	4	\$21.32	\$3,695.87	\$21.96	\$3,806.74	\$22.84	\$3,959.01	\$23.64	\$4,097.58
	5	\$21.58	\$3,741.22	\$22.23	\$3,853.46	\$23.12	\$4,007.60	\$23.93	\$4,147.87
	6	\$21.80	\$3,777.91	\$22.45	\$3,891.24	\$23.35	\$4,046.89	\$24.16	\$4,188.54
	7	\$22.01	\$3,814.96	\$22.67	\$3,929.40	\$23.58	\$4,086.58	\$24.40	\$4,229.61
	8	\$22.23	\$3,852.36	\$22.89	\$3,967.93	\$23.81	\$4,126.65	\$24.64	\$4,271.08
	9	\$22.48	\$3,896.84	\$23.16	\$4,013.74	\$24.08	\$4,174.29	\$24.93	\$4,320.39
	10	\$22.66	\$3,928.28	\$23.34	\$4,046.13	\$24.28	\$4,207.98	\$25.13	\$4,355.26
	11	\$22.89	\$3,966.80	\$23.57	\$4,085.81	\$24.51	\$4,249.24	\$25.37	\$4,397.96
	12	\$23.11	\$4,005.70	\$23.80	\$4,125.87	\$24.76	\$4,290.90	\$25.62	\$4,441.09
	13	\$23.34	\$4,044.98	\$24.04	\$4,166.33	\$25.00	\$4,332.98	\$25.87	\$4,484.64
	14	\$23.57	\$4,084.64	\$24.27	\$4,207.18	\$25.24	\$4,375.47	\$26.13	\$4,528.61
	15	\$23.80	\$4,124.70	\$24.51	\$4,248.44	\$25.49	\$4,418.37	\$26.38	\$4,573.02
	16	\$24.03	\$4,165.14	\$24.75	\$4,290.10	\$25.74	\$4,461.70	\$26.64	\$4,617.86
	17	\$24.27	\$4,205.98	\$24.99	\$4,332.16	\$25.99	\$4,505.45	\$26.90	\$4,663.14
	18	\$24.50	\$4,247.23	\$25.24	\$4,374.64	\$26.25	\$4,549.63	\$27.17	\$4,708.86
	19	\$24.74	\$4,288.87	\$25.49	\$4,417.54	\$26.51	\$4,594.24	\$27.43	\$4,755.04
	20	\$24.99	\$4,330.93	\$25.74	\$4,460.86	\$26.77	\$4,639.29	\$27.70	\$4,801.67
<b>Records Specialist</b>	1	\$17.44	\$3,023.74	\$17.97	\$3,114.45	\$18.69	\$3,239.03	\$19.34	\$3,352.40
	2	\$17.66	\$3,060.85	\$18.19	\$3,152.67	\$18.92	\$3,278.78	\$19.58	\$3,393.54
	3	\$17.88	\$3,098.41	\$18.41	\$3,191.37	\$19.15	\$3,319.02	\$19.82	\$3,435.19
	4	\$18.09	\$3,136.44	\$18.64	\$3,230.53	\$19.38	\$3,359.75	\$20.06	\$3,477.34
	5	\$18.32	\$3,174.93	\$18.87	\$3,270.18	\$19.62	\$3,400.99	\$20.31	\$3,520.02
	6	\$18.50	\$3,206.06	\$19.05	\$3,302.24	\$19.81	\$3,434.33	\$20.51	\$3,554.53
	7	\$18.68	\$3,237.50	\$19.24	\$3,334.63	\$20.01	\$3,468.01	\$20.71	\$3,589.39
	8	\$18.86	\$3,269.25	\$19.43	\$3,367.32	\$20.20	\$3,502.02	\$20.91	\$3,624.59
	9	\$19.05	\$3,301.30	\$19.62	\$3,400.34	\$20.40	\$3,536.35	\$21.12	\$3,660.13
	10	\$19.23	\$3,333.67	\$19.81	\$3,433.68	\$20.60	\$3,571.03	\$21.32	\$3,696.02
	11	\$19.42	\$3,366.36	\$20.00	\$3,467.35	\$20.80	\$3,606.05	\$21.53	\$3,732.26
	12	\$19.61	\$3,399.37	\$20.20	\$3,501.35	\$21.01	\$3,641.41	\$21.74	\$3,768.86
	13	\$19.80	\$3,432.71	\$20.40	\$3,535.69	\$21.21	\$3,677.11	\$21.96	\$3,805.81
	14	\$20.00	\$3,466.37	\$20.60	\$3,570.36	\$21.42	\$3,713.17	\$22.17	\$3,843.13
	15	\$20.19	\$3,500.36	\$20.80	\$3,605.37	\$21.63	\$3,749.58	\$22.39	\$3,880.82
	16	\$20.39	\$3,534.68	\$21.00	\$3,640.72	\$21.84	\$3,786.35	\$22.61	\$3,918.87
	17	\$20.59	\$3,569.34	\$21.21	\$3,676.42	\$22.06	\$3,823.48	\$22.83	\$3,957.30
	18	\$20.79	\$3,604.34	\$21.42	\$3,712.47	\$22.27	\$3,860.97	\$23.05	\$3,996.10
	19	\$21.00	\$3,639.68	\$21.63	\$3,748.87	\$22.49	\$3,898.83	\$23.28	\$4,035.29
	20	\$21.20	\$3,675.37	\$21.84	\$3,785.63	\$22.71	\$3,937.06	\$23.51	\$4,074.86

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Redevelopment Program Analyst</b>	1	\$25.21	\$4,369.75	\$25.97	\$4,500.84	\$27.01	\$4,680.87	\$27.95	\$4,844.70
	2	\$25.52	\$4,423.38	\$26.29	\$4,556.08	\$27.34	\$4,738.32	\$28.29	\$4,904.16
	3	\$25.83	\$4,477.66	\$26.61	\$4,611.99	\$27.67	\$4,796.47	\$28.64	\$4,964.35
	4	\$26.15	\$4,532.62	\$26.93	\$4,668.59	\$28.01	\$4,855.34	\$28.99	\$5,025.27
	5	\$26.47	\$4,588.24	\$27.26	\$4,725.89	\$28.36	\$4,914.92	\$29.35	\$5,086.95
	6	\$26.73	\$4,633.23	\$27.53	\$4,772.23	\$28.63	\$4,963.12	\$29.64	\$5,136.83
	7	\$26.99	\$4,678.67	\$27.80	\$4,819.02	\$28.91	\$5,011.79	\$29.93	\$5,187.20
	8	\$27.26	\$4,724.54	\$28.07	\$4,866.28	\$29.20	\$5,060.93	\$30.22	\$5,238.06
	9	\$27.52	\$4,770.87	\$28.35	\$4,914.00	\$29.48	\$5,110.55	\$30.52	\$5,289.42
	10	\$27.79	\$4,817.65	\$28.63	\$4,962.18	\$29.77	\$5,160.67	\$30.82	\$5,341.29
	11	\$28.07	\$4,864.89	\$28.91	\$5,010.84	\$30.07	\$5,211.27	\$31.12	\$5,393.67
	12	\$28.34	\$4,912.60	\$29.19	\$5,059.97	\$30.36	\$5,262.37	\$31.42	\$5,446.55
	13	\$28.62	\$4,960.77	\$29.48	\$5,109.59	\$30.66	\$5,313.97	\$31.73	\$5,499.96
	14	\$28.90	\$5,009.41	\$29.77	\$5,159.69	\$30.96	\$5,366.08	\$32.04	\$5,553.89
	15	\$29.18	\$5,058.53	\$30.06	\$5,210.29	\$31.26	\$5,418.70	\$32.36	\$5,608.35
	16	\$29.47	\$5,108.13	\$30.35	\$5,261.38	\$31.57	\$5,471.83	\$32.67	\$5,663.35
	17	\$28.59	\$4,955.25	\$29.45	\$5,103.91	\$30.62	\$5,308.07	\$31.70	\$5,493.85
	18	\$30.05	\$5,208.80	\$30.95	\$5,365.07	\$32.19	\$5,579.67	\$33.32	\$5,774.96
	19	\$30.35	\$5,259.88	\$31.26	\$5,417.67	\$32.51	\$5,634.38	\$33.64	\$5,831.58
	20	\$30.64	\$5,311.46	\$31.56	\$5,470.80	\$32.82	\$5,689.63	\$33.97	\$5,888.77
<b>Risk Management Assistant</b>	1	\$18.69	\$3,239.07	\$19.25	\$3,336.25	\$20.02	\$3,469.69	\$20.72	\$3,591.13
	2	\$18.92	\$3,278.82	\$19.48	\$3,377.19	\$20.26	\$3,512.28	\$20.97	\$3,635.21
	3	\$19.15	\$3,319.06	\$19.72	\$3,418.64	\$20.51	\$3,555.38	\$21.23	\$3,679.82
	4	\$19.38	\$3,359.80	\$19.96	\$3,460.59	\$20.76	\$3,599.01	\$21.49	\$3,724.98
	5	\$19.62	\$3,401.03	\$20.21	\$3,503.06	\$21.02	\$3,643.18	\$21.75	\$3,770.69
	6	\$19.81	\$3,434.38	\$20.41	\$3,537.41	\$21.22	\$3,678.91	\$21.97	\$3,807.67
	7	\$20.01	\$3,468.06	\$20.61	\$3,572.10	\$21.43	\$3,714.98	\$22.18	\$3,845.00
	8	\$20.20	\$3,502.06	\$20.81	\$3,607.12	\$21.64	\$3,751.41	\$22.40	\$3,882.71
	9	\$20.40	\$3,536.40	\$21.01	\$3,642.50	\$21.85	\$3,788.19	\$22.62	\$3,920.78
	10	\$20.60	\$3,571.08	\$21.22	\$3,678.21	\$22.07	\$3,825.34	\$22.84	\$3,959.23
	11	\$20.80	\$3,606.10	\$21.43	\$3,714.28	\$22.29	\$3,862.85	\$23.07	\$3,998.05
	12	\$21.01	\$3,641.46	\$21.64	\$3,750.70	\$22.50	\$3,900.73	\$23.29	\$4,037.25
	13	\$21.21	\$3,677.17	\$21.85	\$3,787.48	\$22.72	\$3,938.98	\$23.52	\$4,076.84
	14	\$21.42	\$3,713.22	\$22.07	\$3,824.62	\$22.95	\$3,977.60	\$23.75	\$4,116.82
	15	\$21.63	\$3,749.63	\$22.28	\$3,862.12	\$23.17	\$4,016.61	\$23.98	\$4,157.19
	16	\$21.84	\$3,786.40	\$22.50	\$3,899.99	\$23.40	\$4,055.99	\$24.22	\$4,197.95
	17	\$22.06	\$3,823.53	\$22.72	\$3,938.23	\$23.63	\$4,095.76	\$24.46	\$4,239.12
	18	\$22.28	\$3,861.02	\$22.94	\$3,976.85	\$23.86	\$4,135.92	\$24.70	\$4,280.68
	19	\$22.49	\$3,898.88	\$23.17	\$4,015.85	\$24.10	\$4,176.48	\$24.94	\$4,322.66
	20	\$22.71	\$3,937.11	\$23.40	\$4,055.23	\$24.33	\$4,217.43	\$25.18	\$4,365.04

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Senior Accountant</b>	1	\$28.49	\$4,937.82	\$29.34	\$5,085.95	\$30.52	\$5,289.39	\$31.58	\$5,474.52
	2	\$28.84	\$4,998.42	\$29.70	\$5,148.37	\$30.89	\$5,354.30	\$31.97	\$5,541.70
	3	\$29.19	\$5,059.76	\$30.07	\$5,211.55	\$31.27	\$5,420.01	\$32.36	\$5,609.71
	4	\$29.55	\$5,121.85	\$30.44	\$5,275.51	\$31.65	\$5,486.53	\$32.76	\$5,678.56
	5	\$29.91	\$5,184.71	\$30.81	\$5,340.25	\$32.04	\$5,553.86	\$33.16	\$5,748.25
	6	\$30.21	\$5,235.55	\$31.11	\$5,392.62	\$32.36	\$5,608.32	\$33.49	\$5,804.62
	7	\$30.50	\$5,286.89	\$31.42	\$5,445.50	\$32.67	\$5,663.32	\$33.82	\$5,861.53
	8	\$30.80	\$5,338.73	\$31.72	\$5,498.89	\$32.99	\$5,718.85	\$34.15	\$5,919.01
	9	\$31.10	\$5,391.08	\$32.04	\$5,552.81	\$33.32	\$5,774.93	\$34.48	\$5,977.05
	10	\$31.41	\$5,443.95	\$32.35	\$5,607.27	\$33.64	\$5,831.56	\$34.82	\$6,035.66
	11	\$31.72	\$5,497.33	\$32.67	\$5,662.25	\$33.97	\$5,888.74	\$35.16	\$6,094.84
	12	\$32.03	\$5,551.23	\$32.99	\$5,717.77	\$34.31	\$5,946.48	\$35.51	\$6,154.61
	13	\$32.34	\$5,605.67	\$33.31	\$5,773.84	\$34.64	\$6,004.79	\$35.86	\$6,214.96
	14	\$32.66	\$5,660.63	\$33.64	\$5,830.45	\$34.98	\$6,063.67	\$36.21	\$6,275.90
	15	\$32.98	\$5,716.14	\$33.97	\$5,887.62	\$35.33	\$6,123.13	\$36.56	\$6,337.44
	16	\$33.30	\$5,772.19	\$34.30	\$5,945.36	\$35.67	\$6,183.17	\$36.92	\$6,399.58
	17	\$33.63	\$5,828.79	\$34.64	\$6,003.65	\$36.02	\$6,243.80	\$37.28	\$6,462.33
	18	\$33.96	\$5,885.95	\$34.98	\$6,062.52	\$36.38	\$6,305.02	\$37.65	\$6,525.70
	19	\$34.29	\$5,943.66	\$35.32	\$6,121.97	\$36.73	\$6,366.85	\$38.02	\$6,589.69
	20	\$34.63	\$6,001.94	\$35.67	\$6,182.00	\$37.09	\$6,429.28	\$38.39	\$6,654.31
<b>Senior Administrative Assistant</b>	1	\$21.50	\$3,727.27	\$22.15	\$3,839.09	\$23.03	\$3,992.65	\$23.84	\$4,132.39
	2	\$21.77	\$3,773.01	\$22.42	\$3,886.20	\$23.32	\$4,041.65	\$24.13	\$4,183.10
	3	\$22.03	\$3,819.31	\$22.70	\$3,933.89	\$23.60	\$4,091.25	\$24.43	\$4,234.44
	4	\$22.30	\$3,866.19	\$22.97	\$3,982.17	\$23.89	\$4,141.46	\$24.73	\$4,286.41
	5	\$22.58	\$3,913.64	\$23.26	\$4,031.04	\$24.19	\$4,192.29	\$25.03	\$4,339.02
	6	\$22.80	\$3,952.01	\$23.48	\$4,070.57	\$24.42	\$4,233.39	\$25.28	\$4,381.56
	7	\$23.02	\$3,990.76	\$23.71	\$4,110.49	\$24.66	\$4,274.91	\$25.53	\$4,424.53
	8	\$23.25	\$4,029.89	\$23.95	\$4,150.79	\$24.90	\$4,316.82	\$25.78	\$4,467.91
	9	\$23.48	\$4,069.41	\$24.18	\$4,191.49	\$25.15	\$4,359.15	\$26.03	\$4,511.72
	10	\$23.71	\$4,109.31	\$24.42	\$4,232.59	\$25.40	\$4,401.90	\$26.28	\$4,555.96
	11	\$23.94	\$4,149.61	\$24.66	\$4,274.10	\$25.64	\$4,445.06	\$26.54	\$4,600.64
	12	\$24.17	\$4,190.30	\$24.90	\$4,316.01	\$25.90	\$4,488.65	\$26.80	\$4,645.75
	13	\$24.41	\$4,231.39	\$25.14	\$4,358.33	\$26.15	\$4,532.66	\$27.07	\$4,691.30
	14	\$24.65	\$4,272.88	\$25.39	\$4,401.06	\$26.41	\$4,577.11	\$27.33	\$4,737.31
	15	\$24.89	\$4,314.78	\$25.64	\$4,444.22	\$26.67	\$4,621.99	\$27.60	\$4,783.76
	16	\$25.14	\$4,357.09	\$25.89	\$4,487.80	\$26.93	\$4,667.31	\$27.87	\$4,830.67
	17	\$25.38	\$4,399.81	\$26.15	\$4,531.81	\$27.19	\$4,713.08	\$28.14	\$4,878.04
	18	\$25.63	\$4,442.95	\$26.40	\$4,576.24	\$27.46	\$4,759.29	\$28.42	\$4,925.87
	19	\$25.88	\$4,486.52	\$26.66	\$4,621.12	\$27.73	\$4,805.96	\$28.70	\$4,974.17
	20	\$26.14	\$4,530.51	\$26.92	\$4,666.43	\$28.00	\$4,853.09	\$28.98	\$5,022.94

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Senior Information Technology Specialist</b>	1	\$26.36	\$4,569.76	\$27.15	\$4,706.85	\$28.24	\$4,895.13	\$29.23	\$5,066.46
	2	\$26.69	\$4,625.84	\$27.49	\$4,764.62	\$28.59	\$4,955.20	\$29.59	\$5,128.64
	3	\$27.02	\$4,682.62	\$27.83	\$4,823.09	\$28.94	\$5,016.02	\$29.95	\$5,191.58
	4	\$27.35	\$4,740.08	\$28.17	\$4,882.29	\$29.29	\$5,077.58	\$30.32	\$5,255.29
	5	\$27.68	\$4,798.25	\$28.51	\$4,942.20	\$29.65	\$5,139.89	\$30.69	\$5,319.79
	6	\$27.95	\$4,845.30	\$28.79	\$4,990.66	\$29.94	\$5,190.29	\$30.99	\$5,371.95
	7	\$28.23	\$4,892.82	\$29.07	\$5,039.60	\$30.24	\$5,241.18	\$31.30	\$5,424.63
	8	\$28.50	\$4,940.80	\$29.36	\$5,089.02	\$30.53	\$5,292.58	\$31.60	\$5,477.82
	9	\$28.78	\$4,989.24	\$29.65	\$5,138.92	\$30.83	\$5,344.48	\$31.91	\$5,531.53
	10	\$29.07	\$5,038.17	\$29.94	\$5,189.31	\$31.14	\$5,396.88	\$32.23	\$5,585.77
	11	\$29.35	\$5,087.57	\$30.23	\$5,240.20	\$31.44	\$5,449.80	\$32.54	\$5,640.55
	12	\$29.64	\$5,137.45	\$30.53	\$5,291.58	\$31.75	\$5,503.24	\$32.86	\$5,695.85
	13	\$29.93	\$5,187.83	\$30.83	\$5,343.46	\$32.06	\$5,557.20	\$33.18	\$5,751.71
	14	\$30.22	\$5,238.70	\$31.13	\$5,395.86	\$32.38	\$5,611.70	\$33.51	\$5,808.11
	15	\$30.52	\$5,290.07	\$31.44	\$5,448.77	\$32.69	\$5,666.72	\$33.84	\$5,865.06
	16	\$30.82	\$5,341.94	\$31.74	\$5,502.20	\$33.01	\$5,722.29	\$34.17	\$5,922.57
	17	\$31.12	\$5,394.32	\$32.05	\$5,556.15	\$33.34	\$5,778.40	\$34.50	\$5,980.64
	18	\$31.43	\$5,447.22	\$32.37	\$5,610.63	\$33.66	\$5,835.06	\$34.84	\$6,039.29
	19	\$31.73	\$5,500.63	\$32.69	\$5,665.65	\$33.99	\$5,892.28	\$35.18	\$6,098.51
	20	\$32.05	\$5,554.57	\$33.01	\$5,721.21	\$34.33	\$5,950.06	\$35.53	\$6,158.31
<b>Senior Records Specialist</b>	1	\$20.57	\$3,565.38	\$21.19	\$3,672.34	\$22.03	\$3,819.23	\$22.81	\$3,952.90
	2	\$20.82	\$3,609.13	\$21.45	\$3,717.41	\$22.30	\$3,866.10	\$23.09	\$4,001.42
	3	\$21.08	\$3,653.43	\$21.71	\$3,763.03	\$22.58	\$3,913.55	\$23.37	\$4,050.52
	4	\$21.34	\$3,698.26	\$21.98	\$3,809.21	\$22.86	\$3,961.58	\$23.66	\$4,100.23
	5	\$21.60	\$3,743.65	\$22.25	\$3,855.96	\$23.14	\$4,010.20	\$23.95	\$4,150.56
	6	\$21.81	\$3,780.36	\$22.46	\$3,893.77	\$23.36	\$4,049.52	\$24.18	\$4,191.26
	7	\$22.02	\$3,817.43	\$22.68	\$3,931.95	\$23.59	\$4,089.23	\$24.42	\$4,232.35
	8	\$22.24	\$3,854.86	\$22.91	\$3,970.51	\$23.82	\$4,129.33	\$24.66	\$4,273.86
	9	\$22.46	\$3,892.66	\$23.13	\$4,009.44	\$24.06	\$4,169.82	\$24.90	\$4,315.76
	10	\$22.68	\$3,930.83	\$23.36	\$4,048.75	\$24.29	\$4,210.71	\$25.14	\$4,358.08
	11	\$22.90	\$3,969.38	\$23.59	\$4,088.46	\$24.53	\$4,252.00	\$25.39	\$4,400.82
	12	\$23.12	\$4,008.30	\$23.82	\$4,128.55	\$24.77	\$4,293.69	\$25.64	\$4,443.97
	13	\$23.35	\$4,047.60	\$24.05	\$4,169.03	\$25.01	\$4,335.79	\$25.89	\$4,487.54
	14	\$23.58	\$4,087.29	\$24.29	\$4,209.91	\$25.26	\$4,378.31	\$26.14	\$4,531.55
	15	\$23.81	\$4,127.37	\$24.53	\$4,251.19	\$25.51	\$4,421.24	\$26.40	\$4,575.98
	16	\$24.05	\$4,167.84	\$24.77	\$4,292.88	\$25.76	\$4,464.59	\$26.66	\$4,620.86
	17	\$24.28	\$4,208.71	\$25.01	\$4,334.97	\$26.01	\$4,508.37	\$26.92	\$4,666.16
	18	\$24.52	\$4,249.98	\$25.25	\$4,377.48	\$26.26	\$4,552.58	\$27.18	\$4,711.92
	19	\$24.76	\$4,291.66	\$25.50	\$4,420.40	\$26.52	\$4,597.22	\$27.45	\$4,758.12
	20	\$25.00	\$4,333.74	\$25.75	\$4,463.75	\$26.78	\$4,642.30	\$27.72	\$4,804.78

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Senior Systems Analyst</b>	1	\$35.42	\$6,139.41	\$36.48	\$6,323.59	\$37.94	\$6,576.53	\$39.27	\$6,806.71
	2	\$35.85	\$6,214.75	\$36.93	\$6,401.20	\$38.41	\$6,657.24	\$39.75	\$6,890.25
	3	\$36.29	\$6,291.03	\$37.38	\$6,479.76	\$38.88	\$6,738.95	\$40.24	\$6,974.81
	4	\$36.74	\$6,368.23	\$37.84	\$6,559.28	\$39.36	\$6,821.65	\$40.73	\$7,060.40
	5	\$37.19	\$6,446.39	\$38.31	\$6,639.78	\$39.84	\$6,905.37	\$41.23	\$7,147.06
	6	\$37.56	\$6,509.60	\$38.68	\$6,704.88	\$40.23	\$6,973.08	\$41.64	\$7,217.14
	7	\$37.92	\$6,573.43	\$39.06	\$6,770.63	\$40.62	\$7,041.46	\$42.05	\$7,287.91
	8	\$38.30	\$6,637.89	\$39.44	\$6,837.02	\$41.02	\$7,110.50	\$42.46	\$7,359.37
	9	\$38.67	\$6,702.97	\$39.83	\$6,904.06	\$41.42	\$7,180.22	\$42.87	\$7,431.53
	10	\$39.05	\$6,768.70	\$40.22	\$6,971.76	\$41.83	\$7,250.63	\$43.29	\$7,504.40
	11	\$39.43	\$6,835.07	\$40.62	\$7,040.13	\$42.24	\$7,321.73	\$43.72	\$7,577.99
	12	\$39.82	\$6,902.10	\$41.01	\$7,109.16	\$42.65	\$7,393.52	\$44.15	\$7,652.30
	13	\$40.21	\$6,969.78	\$41.42	\$7,178.87	\$43.07	\$7,466.02	\$44.58	\$7,727.33
	14	\$40.60	\$7,038.12	\$41.82	\$7,249.26	\$43.50	\$7,539.23	\$45.02	\$7,803.11
	15	\$41.00	\$7,107.13	\$42.23	\$7,320.35	\$43.92	\$7,613.16	\$45.46	\$7,879.62
	16	\$41.40	\$7,176.82	\$42.65	\$7,392.13	\$44.35	\$7,687.81	\$45.91	\$7,956.89
	17	\$41.81	\$7,247.20	\$43.07	\$7,464.61	\$44.79	\$7,763.20	\$46.36	\$8,034.91
	18	\$42.22	\$7,318.26	\$43.49	\$7,537.81	\$45.23	\$7,839.32	\$46.81	\$8,113.70
	19	\$42.63	\$7,390.02	\$43.91	\$7,611.72	\$45.67	\$7,916.19	\$47.27	\$8,193.26
	20	\$43.05	\$7,462.48	\$44.34	\$7,686.36	\$46.12	\$7,993.81	\$47.73	\$8,273.60
<b>Senior Telecommunications Analyst</b>	1	\$35.42	\$6,139.41	\$36.48	\$6,323.59	\$37.94	\$6,576.53	\$39.27	\$6,806.71
	2	\$35.85	\$6,214.75	\$36.93	\$6,401.20	\$38.41	\$6,657.24	\$39.75	\$6,890.25
	3	\$36.29	\$6,291.03	\$37.38	\$6,479.76	\$38.88	\$6,738.95	\$40.24	\$6,974.81
	4	\$36.74	\$6,368.23	\$37.84	\$6,559.28	\$39.36	\$6,821.65	\$40.73	\$7,060.40
	5	\$37.19	\$6,446.38	\$38.31	\$6,639.78	\$39.84	\$6,905.37	\$41.23	\$7,147.05
	6	\$37.56	\$6,509.60	\$38.68	\$6,704.88	\$40.23	\$6,973.08	\$41.64	\$7,217.14
	7	\$37.92	\$6,573.43	\$39.06	\$6,770.63	\$40.62	\$7,041.46	\$42.05	\$7,287.91
	8	\$38.30	\$6,637.88	\$39.44	\$6,837.02	\$41.02	\$7,110.50	\$42.46	\$7,359.37
	9	\$38.67	\$6,702.97	\$39.83	\$6,904.06	\$41.42	\$7,180.22	\$42.87	\$7,431.53
	10	\$39.05	\$6,768.70	\$40.22	\$6,971.76	\$41.83	\$7,250.63	\$43.29	\$7,504.40
	11	\$39.43	\$6,835.07	\$40.62	\$7,040.12	\$42.24	\$7,321.73	\$43.72	\$7,577.99
	12	\$39.82	\$6,902.10	\$41.01	\$7,109.16	\$42.65	\$7,393.52	\$44.15	\$7,652.30
	13	\$40.21	\$6,969.78	\$41.42	\$7,178.87	\$43.07	\$7,466.02	\$44.58	\$7,727.33
	14	\$40.60	\$7,038.12	\$41.82	\$7,249.26	\$43.50	\$7,539.23	\$45.02	\$7,803.11
	15	\$41.00	\$7,107.13	\$42.23	\$7,320.35	\$43.92	\$7,613.16	\$45.46	\$7,879.62
	16	\$41.40	\$7,176.82	\$42.65	\$7,392.13	\$44.35	\$7,687.81	\$45.91	\$7,956.89
	17	\$41.81	\$7,247.20	\$43.07	\$7,464.61	\$44.79	\$7,763.20	\$46.36	\$8,034.91
	18	\$42.22	\$7,318.26	\$43.49	\$7,537.81	\$45.23	\$7,839.32	\$46.81	\$8,113.70
	19	\$42.63	\$7,390.02	\$43.91	\$7,611.72	\$45.67	\$7,916.19	\$47.27	\$8,193.26
	20	\$43.05	\$7,462.49	\$44.34	\$7,686.36	\$46.12	\$7,993.81	\$47.73	\$8,273.60

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Systems Analyst</b>	1	\$26.36	\$4,569.76	\$27.15	\$4,706.85	\$28.24	\$4,895.13	\$29.23	\$5,066.46
	2	\$26.69	\$4,625.84	\$27.49	\$4,764.62	\$28.59	\$4,955.20	\$29.59	\$5,128.64
	3	\$27.02	\$4,682.62	\$27.83	\$4,823.09	\$28.94	\$5,016.02	\$29.95	\$5,191.58
	4	\$27.35	\$4,740.08	\$28.17	\$4,882.29	\$29.29	\$5,077.58	\$30.32	\$5,255.29
	5	\$27.68	\$4,798.25	\$28.51	\$4,942.20	\$29.65	\$5,139.89	\$30.69	\$5,319.79
	6	\$27.95	\$4,845.30	\$28.79	\$4,990.66	\$29.94	\$5,190.29	\$30.99	\$5,371.95
	7	\$28.23	\$4,892.82	\$29.07	\$5,039.60	\$30.24	\$5,241.18	\$31.30	\$5,424.63
	8	\$28.50	\$4,940.80	\$29.36	\$5,089.02	\$30.53	\$5,292.58	\$31.60	\$5,477.82
	9	\$28.78	\$4,989.24	\$29.65	\$5,138.92	\$30.83	\$5,344.48	\$31.91	\$5,531.53
	10	\$29.07	\$5,038.17	\$29.94	\$5,189.31	\$31.14	\$5,396.88	\$32.23	\$5,585.77
	11	\$29.35	\$5,087.57	\$30.23	\$5,240.20	\$31.44	\$5,449.80	\$32.54	\$5,640.55
	12	\$29.64	\$5,137.45	\$30.53	\$5,291.58	\$31.75	\$5,503.24	\$32.86	\$5,695.85
	13	\$29.93	\$5,187.83	\$30.83	\$5,343.46	\$32.06	\$5,557.20	\$33.18	\$5,751.71
	14	\$30.22	\$5,238.70	\$31.13	\$5,395.86	\$32.38	\$5,611.70	\$33.51	\$5,808.11
	15	\$30.52	\$5,290.07	\$31.44	\$5,448.77	\$32.69	\$5,666.72	\$33.84	\$5,865.06
	16	\$30.82	\$5,341.94	\$31.74	\$5,502.20	\$33.01	\$5,722.29	\$34.17	\$5,922.57
	17	\$31.12	\$5,394.32	\$32.05	\$5,556.15	\$33.34	\$5,778.40	\$34.50	\$5,980.64
	18	\$31.43	\$5,447.22	\$32.37	\$5,610.63	\$33.66	\$5,835.06	\$34.84	\$6,039.29
	19	\$31.73	\$5,500.63	\$32.69	\$5,665.65	\$33.99	\$5,892.28	\$35.18	\$6,098.51
	20	\$32.05	\$5,554.57	\$33.01	\$5,721.21	\$34.33	\$5,950.06	\$35.53	\$6,158.31
<b>Systems Specialist</b>	1	\$23.89	\$4,140.56	\$24.60	\$4,264.78	\$25.59	\$4,435.37	\$26.48	\$4,590.61
	2	\$24.18	\$4,191.38	\$24.91	\$4,317.12	\$25.90	\$4,489.80	\$26.81	\$4,646.94
	3	\$24.48	\$4,242.81	\$25.21	\$4,370.10	\$26.22	\$4,544.90	\$27.14	\$4,703.97
	4	\$24.78	\$4,294.88	\$25.52	\$4,423.73	\$26.54	\$4,600.68	\$27.47	\$4,761.70
	5	\$25.08	\$4,347.59	\$25.83	\$4,478.02	\$26.87	\$4,657.14	\$27.81	\$4,820.14
	6	\$25.33	\$4,390.22	\$26.09	\$4,521.93	\$27.13	\$4,702.81	\$28.08	\$4,867.41
	7	\$25.58	\$4,433.27	\$26.34	\$4,566.27	\$27.40	\$4,748.92	\$28.36	\$4,915.13
	8	\$25.83	\$4,476.74	\$26.60	\$4,611.05	\$27.67	\$4,795.49	\$28.63	\$4,963.33
	9	\$26.08	\$4,520.64	\$26.86	\$4,656.26	\$27.94	\$4,842.51	\$28.92	\$5,012.00
	10	\$26.34	\$4,564.97	\$27.13	\$4,701.92	\$28.21	\$4,890.00	\$29.20	\$5,061.15
	11	\$26.59	\$4,609.73	\$27.39	\$4,748.02	\$28.49	\$4,937.94	\$29.49	\$5,110.77
	12	\$26.86	\$4,654.93	\$27.66	\$4,794.58	\$28.77	\$4,986.37	\$29.77	\$5,160.89
	13	\$27.12	\$4,700.58	\$27.93	\$4,841.60	\$29.05	\$5,035.26	\$30.07	\$5,211.49
	14	\$27.38	\$4,746.67	\$28.21	\$4,889.07	\$29.33	\$5,084.63	\$30.36	\$5,262.60
	15	\$27.65	\$4,793.22	\$28.48	\$4,937.01	\$29.62	\$5,134.49	\$30.66	\$5,314.20
	16	\$27.92	\$4,840.22	\$28.76	\$4,985.42	\$29.91	\$5,184.84	\$30.96	\$5,366.31
	17	\$28.20	\$4,887.68	\$29.04	\$5,034.31	\$30.21	\$5,235.68	\$31.26	\$5,418.93
	18	\$28.47	\$4,935.61	\$29.33	\$5,083.67	\$30.50	\$5,287.02	\$31.57	\$5,472.07
	19	\$28.75	\$4,984.00	\$29.62	\$5,133.52	\$30.80	\$5,338.86	\$31.88	\$5,525.72
	20	\$29.04	\$5,032.87	\$29.91	\$5,183.86	\$31.10	\$5,391.21	\$32.19	\$5,579.91

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Telecommunications Analyst</b>	1	\$26.37	\$4,570.22	\$27.16	\$4,707.32	\$28.24	\$4,895.62	\$29.23	\$5,066.96
	2	\$26.69	\$4,626.31	\$27.49	\$4,765.09	\$28.59	\$4,955.70	\$29.59	\$5,129.15
	3	\$27.02	\$4,683.08	\$27.83	\$4,823.57	\$28.94	\$5,016.52	\$29.95	\$5,192.09
	4	\$27.35	\$4,740.55	\$28.17	\$4,882.77	\$29.30	\$5,078.08	\$30.32	\$5,255.81
	5	\$27.68	\$4,798.73	\$28.52	\$4,942.69	\$29.66	\$5,140.40	\$30.69	\$5,320.31
	6	\$27.96	\$4,845.79	\$28.80	\$4,991.16	\$29.95	\$5,190.81	\$31.00	\$5,372.48
	7	\$28.23	\$4,893.30	\$29.08	\$5,040.10	\$30.24	\$5,241.71	\$31.30	\$5,425.16
	8	\$28.51	\$4,941.29	\$29.36	\$5,089.52	\$30.54	\$5,293.10	\$31.61	\$5,478.36
	9	\$28.79	\$4,989.74	\$29.65	\$5,139.43	\$30.84	\$5,345.01	\$31.92	\$5,532.08
	10	\$29.07	\$5,038.67	\$29.94	\$5,189.83	\$31.14	\$5,397.42	\$32.23	\$5,586.33
	11	\$29.35	\$5,088.07	\$30.23	\$5,240.72	\$31.44	\$5,450.34	\$32.54	\$5,641.11
	12	\$29.64	\$5,137.97	\$30.53	\$5,292.11	\$31.75	\$5,503.79	\$32.86	\$5,696.42
	13	\$29.93	\$5,188.35	\$30.83	\$5,344.00	\$32.06	\$5,557.76	\$33.19	\$5,752.28
	14	\$30.23	\$5,239.22	\$31.13	\$5,396.40	\$32.38	\$5,612.26	\$33.51	\$5,808.69
	15	\$30.52	\$5,290.60	\$31.44	\$5,449.31	\$32.70	\$5,667.29	\$33.84	\$5,865.64
	16	\$30.82	\$5,342.48	\$31.75	\$5,502.75	\$33.02	\$5,722.86	\$34.17	\$5,923.16
	17	\$31.12	\$5,394.86	\$32.06	\$5,556.71	\$33.34	\$5,778.98	\$34.51	\$5,981.24
	18	\$31.43	\$5,447.76	\$32.37	\$5,611.19	\$33.67	\$5,835.64	\$34.85	\$6,039.89
	19	\$31.74	\$5,501.18	\$32.69	\$5,666.22	\$34.00	\$5,892.87	\$35.19	\$6,099.12
	20	\$32.05	\$5,555.12	\$33.01	\$5,721.78	\$34.33	\$5,950.65	\$35.53	\$6,158.92
<b>Web Developer</b>	1	\$26.36	\$4,569.76	\$27.15	\$4,706.85	\$28.24	\$4,895.13	\$29.23	\$5,066.46
	2	\$26.69	\$4,625.84	\$27.49	\$4,764.62	\$28.59	\$4,955.20	\$29.59	\$5,128.64
	3	\$27.02	\$4,682.61	\$27.83	\$4,823.09	\$28.94	\$5,016.02	\$29.95	\$5,191.58
	4	\$27.35	\$4,740.08	\$28.17	\$4,882.28	\$29.29	\$5,077.58	\$30.32	\$5,255.29
	5	\$27.68	\$4,798.25	\$28.51	\$4,942.20	\$29.65	\$5,139.89	\$30.69	\$5,319.79
	6	\$27.95	\$4,845.31	\$28.79	\$4,990.66	\$29.94	\$5,190.29	\$30.99	\$5,371.95
	7	\$28.23	\$4,892.82	\$29.07	\$5,039.60	\$30.24	\$5,241.18	\$31.30	\$5,424.63
	8	\$28.50	\$4,940.79	\$29.36	\$5,089.02	\$30.53	\$5,292.58	\$31.60	\$5,477.82
	9	\$28.78	\$4,989.24	\$29.65	\$5,138.92	\$30.83	\$5,344.48	\$31.91	\$5,531.53
	10	\$29.07	\$5,038.17	\$29.94	\$5,189.31	\$31.14	\$5,396.88	\$32.23	\$5,585.77
	11	\$29.35	\$5,087.57	\$30.23	\$5,240.19	\$31.44	\$5,449.80	\$32.54	\$5,640.54
	12	\$29.64	\$5,137.46	\$30.53	\$5,291.58	\$31.75	\$5,503.24	\$32.86	\$5,695.86
	13	\$29.93	\$5,187.83	\$30.83	\$5,343.47	\$32.06	\$5,557.20	\$33.18	\$5,751.71
	14	\$30.22	\$5,238.70	\$31.13	\$5,395.86	\$32.38	\$5,611.70	\$33.51	\$5,808.11
	15	\$30.52	\$5,290.07	\$31.44	\$5,448.77	\$32.69	\$5,666.72	\$33.84	\$5,865.06
	16	\$30.82	\$5,341.94	\$31.74	\$5,502.20	\$33.01	\$5,722.29	\$34.17	\$5,922.57
	17	\$31.12	\$5,394.33	\$32.05	\$5,556.15	\$33.34	\$5,778.40	\$34.50	\$5,980.64
	18	\$31.43	\$5,447.22	\$32.37	\$5,610.64	\$33.66	\$5,835.06	\$34.84	\$6,039.29
	19	\$31.73	\$5,500.63	\$32.69	\$5,665.65	\$33.99	\$5,892.28	\$35.18	\$6,098.51
	20	\$32.05	\$5,554.57	\$33.01	\$5,721.21	\$34.33	\$5,950.06	\$35.53	\$6,158.31

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
Web Technician	1	\$21.50	\$3,725.97	\$22.14	\$3,837.75	\$23.03	\$3,991.26	\$23.83	\$4,130.95
	2	\$21.76	\$3,771.70	\$22.41	\$3,884.85	\$23.31	\$4,040.24	\$24.12	\$4,181.65
	3	\$22.03	\$3,817.99	\$22.69	\$3,932.52	\$23.60	\$4,089.83	\$24.42	\$4,232.97
	4	\$22.30	\$3,864.84	\$22.97	\$3,980.79	\$23.88	\$4,140.02	\$24.72	\$4,284.92
	5	\$22.57	\$3,912.27	\$23.25	\$4,029.64	\$24.18	\$4,190.83	\$25.02	\$4,337.51
	6	\$22.79	\$3,950.64	\$23.48	\$4,069.15	\$24.41	\$4,231.92	\$25.27	\$4,380.04
	7	\$23.02	\$3,989.37	\$23.71	\$4,109.05	\$24.65	\$4,273.42	\$25.52	\$4,422.98
	8	\$23.24	\$4,028.49	\$23.94	\$4,149.35	\$24.90	\$4,315.32	\$25.77	\$4,466.36
	9	\$23.47	\$4,067.99	\$24.17	\$4,190.03	\$25.14	\$4,357.63	\$26.02	\$4,510.15
	10	\$23.70	\$4,107.89	\$24.41	\$4,231.12	\$25.39	\$4,400.37	\$26.28	\$4,554.38
	11	\$23.93	\$4,148.16	\$24.65	\$4,272.61	\$25.64	\$4,443.51	\$26.53	\$4,599.04
	12	\$24.17	\$4,188.84	\$24.89	\$4,314.51	\$25.89	\$4,487.09	\$26.79	\$4,644.13
	13	\$24.40	\$4,229.92	\$25.14	\$4,356.81	\$26.14	\$4,531.08	\$27.06	\$4,689.67
	14	\$24.64	\$4,271.39	\$25.38	\$4,399.53	\$26.40	\$4,575.51	\$27.32	\$4,735.66
	15	\$24.88	\$4,313.28	\$25.63	\$4,442.67	\$26.66	\$4,620.38	\$27.59	\$4,782.09
	16	\$25.13	\$4,355.57	\$25.88	\$4,486.24	\$26.92	\$4,665.69	\$27.86	\$4,828.99
	17	\$25.37	\$4,398.28	\$26.14	\$4,530.23	\$27.18	\$4,711.44	\$28.13	\$4,876.34
	18	\$25.62	\$4,441.41	\$26.39	\$4,574.65	\$27.45	\$4,757.63	\$28.41	\$4,924.15
	19	\$25.87	\$4,484.96	\$26.65	\$4,619.51	\$27.72	\$4,804.29	\$28.69	\$4,972.44
	20	\$26.13	\$4,528.94	\$26.91	\$4,664.81	\$27.99	\$4,851.40	\$28.97	\$5,021.20

### Specialized Confidential

Benefits Supervisor	1	\$28.49	\$4,938.07	\$29.34	\$5,086.21	\$30.52	\$5,289.66	\$31.59	\$5,474.79
	2	\$28.84	\$4,998.67	\$29.70	\$5,148.63	\$30.89	\$5,354.57	\$31.97	\$5,541.98
	3	\$29.19	\$5,060.01	\$30.07	\$5,211.81	\$31.27	\$5,420.29	\$32.37	\$5,610.00
	4	\$29.55	\$5,122.11	\$30.44	\$5,275.78	\$31.65	\$5,486.81	\$32.76	\$5,678.85
	5	\$29.91	\$5,184.97	\$30.81	\$5,340.52	\$32.04	\$5,554.14	\$33.16	\$5,748.54
	6	\$30.21	\$5,235.82	\$31.11	\$5,392.89	\$32.36	\$5,608.61	\$33.49	\$5,804.91
	7	\$30.50	\$5,287.16	\$31.42	\$5,445.77	\$32.67	\$5,663.60	\$33.82	\$5,861.83
	8	\$30.80	\$5,339.00	\$31.73	\$5,499.17	\$33.00	\$5,719.14	\$34.15	\$5,919.31
	9	\$31.10	\$5,391.35	\$32.04	\$5,553.09	\$33.32	\$5,775.22	\$34.48	\$5,977.35
	10	\$31.41	\$5,444.22	\$32.35	\$5,607.55	\$33.65	\$5,831.85	\$34.82	\$6,035.96
	11	\$31.72	\$5,497.60	\$32.67	\$5,662.53	\$33.98	\$5,889.03	\$35.16	\$6,095.15
	12	\$32.03	\$5,551.51	\$32.99	\$5,718.06	\$34.31	\$5,946.78	\$35.51	\$6,154.92
	13	\$32.34	\$5,605.95	\$33.31	\$5,774.13	\$34.64	\$6,005.09	\$35.86	\$6,215.27
	14	\$32.66	\$5,660.92	\$33.64	\$5,830.75	\$34.98	\$6,063.98	\$36.21	\$6,276.21
	15	\$32.98	\$5,716.43	\$33.97	\$5,887.92	\$35.33	\$6,123.44	\$36.56	\$6,337.76
	16	\$33.30	\$5,772.48	\$34.30	\$5,945.66	\$35.67	\$6,183.48	\$36.92	\$6,399.90
	17	\$33.63	\$5,829.09	\$34.64	\$6,003.96	\$36.02	\$6,244.12	\$37.28	\$6,462.66
	18	\$33.96	\$5,886.24	\$34.98	\$6,062.83	\$36.38	\$6,305.34	\$37.65	\$6,526.03
	19	\$34.29	\$5,943.96	\$35.32	\$6,122.28	\$36.73	\$6,367.17	\$38.02	\$6,590.02
	20	\$34.63	\$6,002.25	\$35.67	\$6,182.31	\$37.09	\$6,429.61	\$38.39	\$6,654.64

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Executive Assistant to the City Manager</b>	1	\$27.59	\$4,782.41	\$28.42	\$4,925.88	\$29.56	\$5,122.91	\$30.59	\$5,302.22
	2	\$27.93	\$4,841.10	\$28.77	\$4,986.33	\$29.92	\$5,185.78	\$30.97	\$5,367.29
	3	\$28.27	\$4,900.51	\$29.12	\$5,047.53	\$30.29	\$5,249.43	\$31.35	\$5,433.16
	4	\$28.62	\$4,960.65	\$29.48	\$5,109.47	\$30.66	\$5,313.85	\$31.73	\$5,499.84
	5	\$28.97	\$5,021.53	\$29.84	\$5,172.18	\$31.03	\$5,379.07	\$32.12	\$5,567.33
	6	\$29.25	\$5,070.77	\$30.13	\$5,222.90	\$31.34	\$5,431.81	\$32.43	\$5,621.92
	7	\$29.54	\$5,120.49	\$30.43	\$5,274.11	\$31.64	\$5,485.07	\$32.75	\$5,677.05
	8	\$29.83	\$5,170.70	\$30.73	\$5,325.83	\$31.95	\$5,538.86	\$33.07	\$5,732.72
	9	\$30.12	\$5,221.41	\$31.03	\$5,378.05	\$32.27	\$5,593.17	\$33.40	\$5,788.93
	10	\$30.42	\$5,272.61	\$31.33	\$5,430.78	\$32.58	\$5,648.02	\$33.73	\$5,845.70
	11	\$30.72	\$5,324.31	\$31.64	\$5,484.04	\$32.90	\$5,703.40	\$34.06	\$5,903.02
	12	\$31.02	\$5,376.52	\$31.95	\$5,537.81	\$33.23	\$5,759.32	\$34.39	\$5,960.90
	13	\$31.32	\$5,429.24	\$32.26	\$5,592.11	\$33.55	\$5,815.80	\$34.73	\$6,019.35
	14	\$31.63	\$5,482.47	\$32.58	\$5,646.95	\$33.88	\$5,872.83	\$35.07	\$6,078.38
	15	\$31.94	\$5,536.23	\$32.90	\$5,702.32	\$34.21	\$5,930.41	\$35.41	\$6,137.98
	16	\$32.25	\$5,590.52	\$33.22	\$5,758.24	\$34.55	\$5,988.57	\$35.76	\$6,198.16
	17	\$32.57	\$5,645.34	\$33.55	\$5,814.70	\$34.89	\$6,047.29	\$36.11	\$6,258.94
	18	\$32.89	\$5,700.70	\$33.88	\$5,871.72	\$35.23	\$6,106.59	\$36.46	\$6,320.32
	19	\$33.21	\$5,756.60	\$34.21	\$5,929.29	\$35.58	\$6,166.46	\$36.82	\$6,382.29
	20	\$33.54	\$5,813.04	\$34.54	\$5,987.43	\$35.92	\$6,226.93	\$37.18	\$6,444.87
<b>Human Resources Analyst</b>	1	\$28.49	\$4,938.28	\$29.34	\$5,086.43	\$30.52	\$5,289.88	\$31.59	\$5,475.03
	2	\$28.84	\$4,998.88	\$29.70	\$5,148.85	\$30.89	\$5,354.80	\$31.97	\$5,542.22
	3	\$29.19	\$5,060.23	\$30.07	\$5,212.04	\$31.27	\$5,420.52	\$32.37	\$5,610.24
	4	\$29.55	\$5,122.34	\$30.44	\$5,276.01	\$31.66	\$5,487.05	\$32.76	\$5,679.09
	5	\$29.91	\$5,185.20	\$30.81	\$5,340.75	\$32.04	\$5,554.38	\$33.17	\$5,748.79
	6	\$30.21	\$5,236.04	\$31.11	\$5,393.12	\$32.36	\$5,608.85	\$33.49	\$5,805.16
	7	\$30.50	\$5,287.39	\$31.42	\$5,446.01	\$32.68	\$5,663.85	\$33.82	\$5,862.08
	8	\$30.80	\$5,339.23	\$31.73	\$5,499.41	\$33.00	\$5,719.39	\$34.15	\$5,919.56
	9	\$31.11	\$5,391.59	\$32.04	\$5,553.33	\$33.32	\$5,775.47	\$34.49	\$5,977.61
	10	\$31.41	\$5,444.46	\$32.35	\$5,607.79	\$33.65	\$5,832.10	\$34.82	\$6,036.22
	11	\$31.72	\$5,497.84	\$32.67	\$5,662.78	\$33.98	\$5,889.29	\$35.17	\$6,095.41
	12	\$32.03	\$5,551.75	\$32.99	\$5,718.31	\$34.31	\$5,947.04	\$35.51	\$6,155.18
	13	\$32.34	\$5,606.19	\$33.31	\$5,774.38	\$34.65	\$6,005.35	\$35.86	\$6,215.54
	14	\$32.66	\$5,661.16	\$33.64	\$5,831.00	\$34.99	\$6,064.24	\$36.21	\$6,276.49
	15	\$32.98	\$5,716.68	\$33.97	\$5,888.18	\$35.33	\$6,123.70	\$36.57	\$6,338.03
	16	\$33.30	\$5,772.73	\$34.30	\$5,945.91	\$35.68	\$6,183.75	\$36.92	\$6,400.18
	17	\$33.63	\$5,829.34	\$34.64	\$6,004.22	\$36.03	\$6,244.39	\$37.29	\$6,462.94
	18	\$33.96	\$5,886.50	\$34.98	\$6,063.09	\$36.38	\$6,305.62	\$37.65	\$6,526.31
	19	\$34.29	\$5,944.22	\$35.32	\$6,122.55	\$36.74	\$6,367.45	\$38.02	\$6,590.31
	20	\$34.63	\$6,002.51	\$35.67	\$6,182.58	\$37.10	\$6,429.88	\$38.39	\$6,654.93

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

## APPENDIX A - SALARY GRADE TABLE

July 1, 2013 - Confidential Employee Compensation and Benefit Profile

		Approximate Salaries*							
Classification	Step	July 1, 2013		January 12, 2014		July 13, 2014		July 12, 2015	
		Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate	Hourly Rate	Monthly Rate
<b>Internal Auditor</b>	1	\$28.70	\$4,974.00	\$29.56	\$5,123.22	\$30.74	\$5,328.15	\$31.82	\$5,514.63
	2	\$29.05	\$5,035.04	\$29.92	\$5,186.09	\$31.12	\$5,393.54	\$32.21	\$5,582.31
	3	\$29.40	\$5,096.83	\$30.29	\$5,249.74	\$31.50	\$5,459.73	\$32.60	\$5,650.82
	4	\$29.77	\$5,159.38	\$30.66	\$5,314.17	\$31.88	\$5,526.73	\$33.00	\$5,720.17
	5	\$30.13	\$5,222.70	\$31.03	\$5,379.38	\$32.28	\$5,594.56	\$33.41	\$5,790.37
	6	\$30.43	\$5,273.91	\$31.34	\$5,432.13	\$32.59	\$5,649.42	\$33.73	\$5,847.15
	7	\$30.72	\$5,325.63	\$31.65	\$5,485.40	\$32.91	\$5,704.81	\$34.06	\$5,904.48
	8	\$31.03	\$5,377.85	\$31.96	\$5,539.19	\$33.24	\$5,760.75	\$34.40	\$5,962.38
	9	\$31.33	\$5,430.58	\$32.27	\$5,593.50	\$33.56	\$5,817.24	\$34.74	\$6,020.85
	10	\$31.64	\$5,483.83	\$32.59	\$5,648.35	\$33.89	\$5,874.28	\$35.08	\$6,079.88
	11	\$31.95	\$5,537.61	\$32.91	\$5,703.74	\$34.22	\$5,931.88	\$35.42	\$6,139.50
	12	\$32.26	\$5,591.91	\$33.23	\$5,759.67	\$34.56	\$5,990.05	\$35.77	\$6,199.70
	13	\$32.58	\$5,646.74	\$33.55	\$5,816.14	\$34.90	\$6,048.79	\$36.12	\$6,260.50
	14	\$32.90	\$5,702.11	\$33.88	\$5,873.18	\$35.24	\$6,108.10	\$36.47	\$6,321.89
	15	\$33.22	\$5,758.02	\$34.22	\$5,930.76	\$35.58	\$6,168.00	\$36.83	\$6,383.88
	16	\$33.55	\$5,814.49	\$34.55	\$5,988.92	\$35.93	\$6,228.48	\$37.19	\$6,446.47
	17	\$33.87	\$5,871.50	\$34.89	\$6,047.65	\$36.29	\$6,289.55	\$37.56	\$6,509.69
	18	\$34.21	\$5,929.07	\$35.23	\$6,106.95	\$36.64	\$6,351.22	\$37.92	\$6,573.52
	19	\$34.54	\$5,987.21	\$35.58	\$6,166.83	\$37.00	\$6,413.50	\$38.30	\$6,637.98
	20	\$34.88	\$6,045.92	\$35.93	\$6,227.30	\$37.36	\$6,476.39	\$38.67	\$6,703.07
<b>Investment Officer</b>	1	\$38.92	\$6,746.98	\$40.09	\$6,949.39	\$41.70	\$7,227.37	\$43.16	\$7,480.33
	2	\$39.40	\$6,829.79	\$40.58	\$7,034.68	\$42.21	\$7,316.07	\$43.69	\$7,572.13
	3	\$39.89	\$6,913.60	\$41.08	\$7,121.01	\$42.73	\$7,405.85	\$44.22	\$7,665.06
	4	\$40.38	\$6,998.45	\$41.59	\$7,208.40	\$43.25	\$7,496.74	\$44.76	\$7,759.13
	5	\$40.87	\$7,084.34	\$42.10	\$7,296.87	\$43.78	\$7,588.75	\$45.31	\$7,854.35
	6	\$41.27	\$7,153.81	\$42.51	\$7,368.42	\$44.21	\$7,663.16	\$45.76	\$7,931.37
	7	\$41.68	\$7,223.96	\$42.93	\$7,440.67	\$44.64	\$7,738.30	\$46.21	\$8,009.14
	8	\$42.09	\$7,294.79	\$43.35	\$7,513.63	\$45.08	\$7,814.18	\$46.66	\$8,087.68
	9	\$42.50	\$7,366.32	\$43.77	\$7,587.31	\$45.52	\$7,890.80	\$47.12	\$8,166.98
	10	\$42.91	\$7,438.55	\$44.20	\$7,661.71	\$45.97	\$7,968.18	\$47.58	\$8,247.06
	11	\$43.34	\$7,511.49	\$44.64	\$7,736.84	\$46.42	\$8,046.31	\$48.05	\$8,327.93
	12	\$43.76	\$7,585.15	\$45.07	\$7,812.70	\$46.88	\$8,125.21	\$48.52	\$8,409.59
	13	\$44.19	\$7,659.53	\$45.52	\$7,889.31	\$47.34	\$8,204.88	\$48.99	\$8,492.06
	14	\$44.62	\$7,734.63	\$45.96	\$7,966.67	\$47.80	\$8,285.34	\$49.47	\$8,575.33
	15	\$45.06	\$7,810.48	\$46.41	\$8,044.79	\$48.27	\$8,366.58	\$49.96	\$8,659.41
	16	\$45.50	\$7,887.06	\$46.87	\$8,123.68	\$48.74	\$8,448.62	\$50.45	\$8,744.32
	17	\$45.95	\$7,964.40	\$47.33	\$8,203.33	\$49.22	\$8,531.47	\$50.94	\$8,830.07
	18	\$46.40	\$8,042.50	\$47.79	\$8,283.77	\$49.70	\$8,615.12	\$51.44	\$8,916.65
	19	\$46.85	\$8,121.36	\$48.26	\$8,365.00	\$50.19	\$8,699.60	\$51.95	\$9,004.09
	20	\$47.31	\$8,201.00	\$48.73	\$8,447.03	\$50.68	\$8,784.91	\$52.46	\$9,092.38

\* Actual rates will be calculated by the City's payroll system to the 6th decimal place.

**CITY OF ONTARIO  
EMPLOYEE GRIEVANCE FORM  
CONFIDENTIAL UNIT**

Name(s): \_\_\_\_\_

Classification(s): \_\_\_\_\_

Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_ Dept: \_\_\_\_\_

Home Address: \_\_\_\_\_

Employee: Signature: \_\_\_\_\_

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Check Filing Level

II - \*Must be filed within 10 working days from Level I response. Date filed: \_\_\_\_\_

III - \*Must be filed within 10 working days from Level II response. Date filed: \_\_\_\_\_

IV - \*Must be filed within 10 working days from Level III response. Date filed: \_\_\_\_\_

\*Timelines may be extended by mutual agreement.

Each filing must be accompanied by a written statement indicating the reason why the proposed settlement at the prior level was not satisfactory.

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Provide clear and concise statements.

Cite specific term(s) of MOU, City Rule, Regulation or policy, regarding working conditions alleged to have been violated:

Nature of the Problem: (The action grieved including pertinent names, dates, places and times and how it violated a specific term(s) of this MOU, City Rule, Regulation or policy regarding working conditions):

Proposed Solution:

Date of Level I Response:

**FORMAL LEVEL RESPONSES**

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Level II Response: Department Head (Assistant Department Head if no Agency Level) -  
\*Respond within 10 working days from Level II meeting date.

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Level III Response: Agency Head (Department Head if no Agency Level) - \*Respond within 10  
working days from receipt of grievance.

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Level IV Response: City Manager - <sup>1</sup>Respond within 10 working days after the Level III  
meeting or within 20 working days from receipt of grievance.

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> Response time may be extended by mutual agreement.

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