

RESOLUTION NO. 2023-044

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN BUENAVENTURA PROVIDING FOR A SYSTEMATIC CLASSIFICATION OF POSITIONS AND A STANDARDIZATION OF SALARIES OF POLICE MANAGEMENT UNIT EMPLOYEES OF THE CITY OF SAN BUENAVENTURA AS OF JULY 8, 2023

BE IT RESOLVED by the City Council of the City of San Buenaventura as follows:

SECTION 1.0 - AUTHORITY. In accordance with the Charter of the City of San Buenaventura, Section 1002, the Council hereby provides for a systematic classification of positions and a standardization of salaries of officers and employees of the City of San Buenaventura as of July 8, 2023.

SECTION 2.0 - DESIGNATION AND EXPLANATION OF SALARY SCHEDULES. Salary schedule "T" is hereby established for the Police Management Unit for the purpose of salary and benefit administration. Each Police Management Unit classification is assigned to a specific grade, range or rate, and effective date as specified within the schedule.

Police Management Unit - (Salary Schedule "T") shall apply to the classifications of Assistant Police Chief and Police Commander and as specified in Section 4.0 of this Resolution.

SECTION 2.1 - EXPLANATION OF SALARY GRADES, RANGES AND PAY RATES. Each classification listed in Salary Schedule "T" of this Resolution shall be assigned a specific salary range. Salary ranges are stated in terms of hourly pay rate. The hourly pay rate for employees in classifications specified in Schedule "T" shall be set anywhere within the minimum and maximum limits for the range applicable to their particular classification. Specific steps do not apply.

SECTION 2.2 - SALARY PERIOD, DATE AND METHOD OF SALARY PAYMENT. All employees shall be compensated on a biweekly basis using a fixed hourly rate to calculate the pay period salary. The Biweekly Pay Schedule shall be published each fiscal year by the Finance Department, Payroll Division. All City employees should provide and maintain an account for direct deposit of all payroll checks issued by the City.

SECTION 2.3 - FRINGE BENEFITS AND ADDITIONAL COMPENSATION. The specific type and amount of fringe benefits or additional compensation provided to employees in the Police Management Unit, a recognized bargaining unit, shall be as described in the approved Memorandum of Understanding (MOU) between the City and the Ventura Police Management Association.

Grant Funded Positions: Only employees (except employees in temporary appointments as listed in the Personnel Rules and Regulations, Rule VI(c)) are entitled to fringe benefits and additional compensation. Employees in Temporary Limited Term or Temporary-Extended Term appointments funded by grants may be eligible for vacation

leave, sick leave, holiday leave, City contribution towards medical, dental, life and vision insurance premiums, and optional benefit accruals if the terms of the grant allow for provision of such benefits and to the extent that funds are available in the grant to cover the full City cost of providing such benefits. The amount of such contribution and accruals shall be determined by the Salary Schedule to which the temporary grant-funded position is assigned. No other terms, conditions or benefits shall accrue to such grant-funded employees and the provision of any benefits shall not change their employment appointment from a temporary status.

SECTION 2.4 - EFFECT OF REGULAR PART-TIME APPOINTMENTS ON WAGES, BENEFITS OR ADDITIONAL COMPENSATION. Regular part-time employees are defined as those with a regular work schedule less than 72 hours per biweekly pay period and shall be compensated on an hourly basis at the salary grade or range of regular full-time employees in the same classification based on hours worked or at the rate recommended by the Human Resources Director if no such classification exists.

Regular part-time employees who are eligible for vacation, sick leave, personal leave, and holiday benefits shall earn at a rate proportionate to their regular work hours and based upon the salary schedule in which they are covered. All regular part-time employees hired, or who transitioned to a regular part-time appointment after December 1, 1993, shall receive a prorated City contribution towards optional benefit and insurance amounts and vehicle allowance based on the salary schedule in which they are covered. If an employee's regular work hours are between 40 and 59 hours per bi-weekly pay period, the City's contribution will be one-half of the full-time contribution. If an employee's regular work hours are between 60 and 71 hours per bi-weekly pay period, the City's contribution will be three-quarters of the full-time contribution.

SECTION 2.5 - AT-WILL APPOINTMENTS. At-will appointments shall be all officials, department heads and employees in other positions whose appointment, tenure or removal are exempted from the Personnel Merit System by municipal code, resolution, ordinance, or other MOU provision. At-will employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.

Employees in the Assistant Police Chief classification are designated as at-will and thus exempt from the Personnel Merit System.

All other Police Management classifications are within the Personnel Merit System, unless exempted by ordinance, MOU provision, or resolution creating the position.

SECTION 2.6 - DELEGATION OF AUTHORITY. When the term City Manager is used in the Salary Resolution or the Personnel Rules and Regulations, it includes a delegate thereof, if the delegation is in writing and on file with the Human Resources Department.

SECTION 3.0 - INCENTIVE AWARDS. City employees may be eligible for cash awards and/or plaques or other items of recognition as established by the City Manager and set forth in the Administrative Policy and Procedure on file in City Clerk's Office and available from the Human Resources Department, in amounts as may be budgeted by the City Council as part of the annual budget adoption. Examples of such awards include retirement and years of service recognition, employee suggestions, and superior performance.

SECTION 3.1 - RECRUITMENT INCENTIVES. City employees may be eligible for a bonus as described in the City's Recruitment Incentive Program as established by the City Manager and set forth in the Administrative Policy and Procedure on file in the City Clerk's Office or available from the Human Resources Department.

SECTION 3.2 - PAID ADMINISTRATIVE LEAVE. In special circumstances where there is doubt as to the applicability of existing leave time (e.g., disability leave, sick leave, vacation leave, holiday, annual leave), if any, and it is determined that paid administrative leave is appropriate and in the best interest of the City, the City Manager or his/her designated representative may grant paid administrative leave to City employees.

In an instance where disciplinary action is being investigated or considered, and if it is determined that paid administrative leave is appropriate and in the best interest of the City, the appointing authority may place an employee on paid administrative leave. Notification of the granting of leave shall be made to the City Manager as soon as possible.

These provisions for paid administrative leave are in addition to any other administrative leave authorized.



SECTION 4.0 – POLICE MANAGEMENT UNIT – SALARY SCHEDULE “T”

Job Class Code	Effective Date	Classification Title	Pay Range	Hourly Low	Hourly High
M12	7/8/2023	Assistant Police Chief	T002	87.8671	117.7419
	7/6/2024			91.4169	122.4986
	7/5/2025			94.1594	126.1736
M28	7/8/2023	Police Commander	T001	74.2746	99.5280
	7/6/2024			77.2753	103.5490
	7/5/2025			79.5936	106.6555

SECTION 5.0 - APPROVAL. By adoption of this Salary Resolution, the Council approves the classifications, titles and compensation schedules set forth in this Resolution and further approves the qualifications, powers and duties for the classifications approved by this Resolution, as set forth in updated classification descriptions on file in the Human Resources Department. Interim changes in positions, classifications, titles, compensation and benefits made by the City Manager, if they are or were within budgeted funds, and if

deemed necessary by the City Manager, shall have interim approval until such time as a new Salary Resolution is approved by the City Council.

The City Manager is authorized to make minor adjustments to an employee's benefit accruals to correct an administrative error caused through no fault of the employee when deemed necessary and reasonable by the City Manager. Approval of renewals and amendments to existing benefit contracts shall be delegated to the City Manager if they are within budgeted funds.

SECTION 6.0 - SEVERABILITY. If any portion of this Resolution is declared invalid, the remaining sections or portions are to be considered valid and unaffected by the determination of invalidity.

The foregoing Resolution was adopted by the City Council of San Buenaventura on June 12, 2023, by the following vote:

Ayes: Councilmembers Duran, McReynolds, Johnson, Halter, Campos, Deputy Mayor Sanchez-Palacios, and Mayor Schroeder
Noes: None
Absent: None



Joe Schroeder
Mayor

ATTEST:

BY: 

Michael B. MacDonald, CMC
City Clerk



APPROVED AS TO FORM:
Andrew Heglund, City Attorney

By: 

Andy H. Viets
Senior Assistant City Attorney



Date

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