

RESOLUTION NO. 2052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
EL PASO DE ROBLES, SETTING FORTH THE TIME AND
METHOD OF PAYING SALARIES AND WAGES OF ALL MUNI-
CIPAL OFFICERS AND EMPLOYEES, AND ADOPTING SCHEDULES
SALARIES AND WAGES

WHEREAS, the Government Code of the State of Cali-
fornia requires that the Council shall prescribe the time and
method of paying salaries and wages of officers and employees;
and

WHEREAS, City Code Sections 2.44.020 and 2.44.040,
provides for repeal of previous salary resolutions and for
adoption of salaries and wages by a new resolution; and

WHEREAS, Resolutions 2047, 2051 set forth Memo-
randums of Understanding between the City Council and the two
recognized employee units, the Police Unit and the General
Services Unit, respectively; and

WHEREAS, said Memorandums agree to certain wages and
benefit conditions;

NOW, THEREFORE, BE IT RESOLVED that officers and em-
ployees of the City of El Paso de Robles shall be paid salaries
and wages according to the following:

1. Department heads shall certify and approve attendance records for regular and part-time hours of all persons employed in their department, including sick leave and vacation. Attendance records properly completed shall be delivered to the finance office no later than noon of the 1st and 15th of each month for all personnel.
2. Overtime hours shall be submitted to the City Manager's Office for review and approval, in accordance with the provisions hereinafter set forth. Attendance records shall show overtime clearly designated.
3. Officers and employees shall be paid twice each month for regular hours of work after 12 o'clock noon on the 5th and 20th, or on the Friday preceding the 5th or 20th in the event that either falls on a Saturday or Sunday, or on a Monday which is a designated holiday.
4. Payrolls for approved overtime shall be submitted to the manager's office by the afternoon of the 27th of the month.

5. Payrolls shall be included in a register of audited demands and be presented to the City Council at their next regular meeting for ratification and approval.
6. Closing of City Offices. All City offices and departments whose continuous functioning is not essential to the public welfare shall be closed to the public on every Saturday, every Sunday. If, however, a department head determines that the functioning of said department is necessary on any of such days or recognized holidays in order to avoid unreasonable inconvenience to the public, said department head may direct that such department remain open with only such personnel present as he finds necessary.
7. Holidays. Holidays shall be those agreed to in the afore mentioned Memorandums of Understanding.

Further, each day designated or proclaimed by the President of the United States or the Governor of the State of California for a public fast, Thanksgiving or holiday, provided such designation or proclamation is also designated by the Mayor, by the Mayor Pro Tempore if the Mayor is unable to act by reason of absence or otherwise, or by the acting Mayor, if both the Mayor and the Mayor Pro Tempore are unable to act by reason of absence or otherwise.

When any of the above-listed holidays falls on Saturday, it will be recognized on Friday, if it falls on Sunday, it will be recognized on Monday. For all employees who regularly work on Saturday and/or Sunday, then the holiday will be on the day of its occurrence.

8. Sick Leave. Each City employee is entitled to one day of sick leave with pay for each calendar month of service on the submission of satisfactory proof of the necessity for sick leave as per City Code Section 2.44.140.
9. All employees are responsible for reporting to work upon call at all times outside their regular work week for response in time of emergency, as determined by the City and to be compensated for the extra work.
10. Unauthorized Absence - Automatic Termination. Any employee absent from his position without leave for three (3) or more working days without written notification and prior permission (except in the event of unforeseen emergencies) of the department head, may be considered to have automatically terminated his/her employment with the City. Such termination may be appealed within thirty (30) days of notification of such termination.
11. Probationary Period. The probationary period for sworn police and dispatchers shall be twelve (12) months minimum. This shall include new employees and promotions. Miscellaneous employees probationary period shall be six (6) months minimum.

12. Car Allowance.

- a. The following personnel shall have a City car or transportation furnished for their use: The City Manager, Director of Municipal Services, and Fire Chief.
- b. A monthly allowance of \$50.00 shall be paid to the following department heads who are required to use their private vehicles regularly on City business: Assistant City Manager and Chief of Police.
- c. Mileage Rates - Occasional Use.

Employees who are occasionally required to use personal vehicles on City business shall be reimbursed at fourteen (14) cents per mile.

13. Salary Schedules. The following schedules represent the Ranges, Steps and Positions assigned for the 1976-77 Fiscal Year:

GENERAL SERVICES UNIT
CITY OF EL PASO DE ROBLES

SALARY SCHEDULE

Range No.	Step 1	Step 2	Step 3	Step 4	Step 5
1	405	428	454	428	511
2	417	442	468	497	526
3	429	454	482	511	542
4	442	468	497	526	558
5	454	482	511	542	575
6	468	497	526	558	592
7	482	511	542	575	610
8	497	526	558	592	628
9	511	542	575	610	647
10	526	558	592	628	666
11	542	575	610	647	687
12	558	592	628	666	708
13	575	610	648	687	728
14	592	628	666	708	751
15	610	648	687	728	733
16	628	666	708	751	796
17	648	687	728	773	820
18	666	708	751	796	845
19	687	728	773	820	869
20	708	751	796	845	895
21	728	773	820	869	923
22	751	796	845	895	950
23	773	820	869	923	978
24	796	845	895	950	1008
25	820	869	923	978	1038
26	845	895	950	1008	1069
27	869	923	978	1038	1102
28	895	950	1008	1069	1135
29	923	978	1038	1102	1168
30	950	1008	1069	1135	1204
31	978	1038	1102	1168	1241
32	1008	1069	1135	1204	1278
33	1038	1102	1168	1241	1315
34	1069	1135	1204	1278	1354
35	1102	1168	1241	1315	1395
36	1135	1204	1278	1354	1437
37	1168	1241	1315	1395	1480
38	1204	1278	1354	1437	1525
39	1241	1315	1395	1480	1572
40	1278	1354	1437	1525	1618
41	1315	1395	1480	1572	1667
42	1354	1437	1525	1618	1717
43	1395	1480	1572	1667	1768
44	1437	1525	1618	1717	1820
45	1480	1572	1667	1768	1873
46	1525	1618	1717	1820	1931
47	1572	1667	1768	1873	1990

Continued

48	1618	1717	1820	1931	2047
49	1667	1768	1873	1990	2109
50	1717	1820	1931	2047	2174

MANAGEMENT SALARY SCHEDULE

17	647	686	727	772	819
33	1037	1101	1167	1240	1314
35	1101	1167	1240	1314	1394
37	1167	1240	1314	1394	1478
49	1666	1767	1872	1987	2107

CITY MANAGER (CONTRACT)	2073
Dir. MUNICIPAL SERVICES	2015
POLICE CHIEF	1670

GENERAL SERVICES UNIT
CITY OF EL PASO DE ROBLES
HOURLY SALARY SCHEDULE

Range No.	Step 1	Step 2	Step 3	Step 4	Step 5
1	2.34	2.47	2.62	2.78	2.95
2	2.41	2.55	2.70	2.87	3.04
3	2.48	2.62	2.78	2.95	3.13
4	2.55	2.70	2.87	3.04	3.22
5	2.62	2.78	2.95	3.13	3.32
6	2.70	2.87	3.04	3.22	3.42
7	2.78	2.95	3.13	3.32	3.52
8	2.87	3.04	3.22	3.42	3.62
9	2.95	3.13	3.32	3.52	3.73
10	3.04	3.22	3.42	3.62	3.84
11	3.13	3.32	3.52	3.73	3.96
12	3.22	3.42	3.62	3.84	4.09
13	3.32	3.52	3.74	3.96	4.20
14	3.42	3.62	3.84	4.09	4.33
15	3.52	3.74	3.96	4.20	4.46
16	3.62	3.84	4.09	4.33	4.59
17	3.74	3.96	4.20	4.46	4.73
18	3.84	4.09	4.33	4.59	4.88
19	3.96	4.20	4.46	4.73	5.01
20	4.09	4.33	4.59	4.88	5.16
21	4.20	4.46	4.73	5.01	5.34
22	4.33	4.59	4.88	5.16	5.48
23	4.46	4.73	5.01	5.34	5.64
24	4.59	4.88	5.16	5.48	5.82
25	4.73	5.01	5.34	5.64	5.99
26	4.88	5.16	5.48	5.82	6.17
27	5.01	5.34	5.64	5.99	6.36
28	5.16	5.48	5.82	6.17	6.55
29	5.34	5.64	5.99	6.36	6.74
30	5.48	5.82	6.17	6.55	6.95
31	5.64	5.99	6.36	6.74	7.16
32	5.82	6.17	6.55	6.95	7.37
33	5.99	6.36	6.74	7.16	7.59
34	6.17	6.55	6.95	7.37	7.81
35	6.36	6.74	7.16	7.59	8.05
36	6.55	6.95	7.37	7.81	8.29
37	6.74	7.16	7.59	8.05	8.56
38	6.95	7.37	7.81	8.29	8.80
39	7.16	7.59	8.05	8.56	9.07
40	7.37	7.81	8.29	8.80	9.34
41	7.59	8.05	8.56	9.07	9.62
42	7.81	8.29	8.80	9.34	9.91
43	8.05	8.56	9.07	9.62	10.20
44	8.29	8.80	9.34	9.91	10.50
45	8.56	9.07	9.62	10.20	10.81
46	8.80	9.34	9.91	10.50	11.14
47	9.07	9.62	10.20	10.81	11.48
48	9.34	9.91	10.50	11.14	11.81
49	9.62	10.20	10.81	11.48	12.17
50	9.91	10.50	11.14	11.81	12.54

CITY OF EL PASO DE ROBLES
POLICE DEPARTMENT UNIT
SALARY SCHEDULE

MONTHLY:	RANGE	STEP I	STEP II	STEP III
Police Sargeant	I	991	1114	1256
Police Detective	II	948	1065	1190
Police Juvenile Officer	III	948	1065	1190
Police Officer	III	903	1010	1133
Police Dispatcher	IV	760	853	959

HOURLY:	RANGE	STEP I	STEP II	STEP III
Police Sargeant	I	5.72	6.43	7.21
Police Detective	II	5.47	6.14	6.86
Police Juvenile Officer	II	5.47	6.14	6.86
Police Officer	III	5.21	5.83	6.54
Police Dispatcher	IV	4.39	4.92	5.53

STEP I - One Year
STEP II - Two Years
STEP III - Three Years-Plus

CITY OF EL PASO DE ROBLES
SALARY SCHEDULE

MANAGEMENT & CONFIDENTIAL

	<u>RANGE</u>	<u>SALARY</u>
Airport Manager	35	1101-1394
Assistant City Manager	49	1666-2107
Assistant Director of Municipal Services	37	1167-1478
City Librarian	33	1037-1314
City Manager	Contract	2073
City Planner	35	1101-1394
Confidential Assistant	17	647-819
Director of Municipal Services	Contract	2015
Director of Parks & Recreation	37	1167-1478
Finance Director	35	1101-1394
Fire Chief	37	1167-1478
Police Chief	Contract	1670
Police Lieutenant	37	1167-1478

GENERAL SERVICES UNIT

	<u>RANGE</u>	<u>SALARY</u>
Account Clerk	17	648-820
Airport Services Assistant	23	773-978
Building Maintenance Worker	25	820-1038
Clerical Assistant I	16	628-796
Clerical Assistant II	19	687-869
Clerical Trainee	13	575-728
Engineering Assistant	29	923-1168
Inspector	31	978-1241
Library Assistant	16	628-796
Library Business Assistant	19	687-869
Maintenance Supervisor	31	978-1241
Maintenance Trainee	15	610-733
Maintenance Worker I	18	666-845
Maintenance Worker II	21	728-923
Maintenance Worker III	25	820-1038
Mechanic I	23	773-978
Mechanic II	25	820-1038
Planning Assistant	33	1038-1315
Police Clerical Assistant	16	628-796
Police Parking Control Assistant	16	628-796
Pool Maintenance Manager	21	728-923
Pump Operator	25	820-1038
Recreation Supervisor	23	773-978
Senior Citizen Coordinator	19	687-869
Student Intern	19	687-869
Water Meter Technician I	21	728-923
Water Meter Technician II	23	773-978
Wastewater Treatment Plant Operator I	23	773-978
Wastewater Treatment Plant Operator II	25	820-1038

POLICE DEPARTMENT UNIT

	<u>RANGE</u>	<u>SALARY</u>
Police Detective	II	948-1190
Police Dispatcher	IV	760-959
Police Juvenile Officer	II	948-1190
Police Officer	III	903-1133
Police Sergeant	I	991-1256

PASSED AND ADOPTED this 30th day on June , 1976.

Barney Schwartz
MAYOR

ATTEST:

Donald B. Keefer
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO (SS.
CITY OF EL PASO DE ROBLES)

I, Donald B. Keefer, City Clerk of the City of El Paso de Robles, California, and Ex-officio Clerk of the City Council, do hereby certify, that the foregoing Resolution No. 2052, was duly and regularly introduced and adopted by said City Council at a regular meeting held on the 30th day of June , 1976, by the following vote:

AYES: Hanson, Hurst, Minshull, Stemper, Schwartz

NOES: None

ABSENT: None

Donald B. Keefer
City Clerk of the City of El Paso de Robles and Ex-officio Clerk of the City Council