

RESOLUTION NO. 11599

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE RESCINDING RESOLUTION NO. 11577 AND ALL AMENDMENTS THERETO AND APPROVING PROVISIONS RELATING TO THE CLASSIFICATION TERMS OF EMPLOYMENT OF EXECUTIVE MANAGEMENT AND SENIOR MANAGEMENT EMPLOYEES

WHEREAS, the employees covered by this Resolution constitute unrepresented management personnel; and

WHEREAS, the City Council has consulted with the City Manager and Human Resources Director concerning the proposed employment terms contained herein; and

WHEREAS, the non-sworn classifications of Senior Emergency Medical Services Manager and Emergency Medical Services Manager are proposed to move from the Executive/Senior Management Resolution to the Orange City Fire Management Association with no impact to base salary effective March 23, 2025; and

WHEREAS, the City and Orange City Fire Management Association have met and conferred in accordance with the requirements of the Meyers-Milias-Brown Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Orange hereby rescinds Resolution No. 11577 and all amendments thereto; and the attached Senior Management salary tables listing represented classifications remain with an effective date of August 25, 2024 by reference as Appendix B.

ADOPTED this 25th day of February 2025.

Daniel R. Slater, Mayor, City of Orange

ATTEST:

Pamela Coleman, City Clerk, City of Orange

APPROVED AS TO FORM:

Nathalie Adourian, Senior Assistant City Attorney, City of Orange

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF ORANGE)

I, PAMELA COLEMAN, City Clerk of the City of Orange, California, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Orange at a regular meeting thereof held on the 25th day of February 2025, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Pamela Coleman, City Clerk, City of Orange



**EXECUTIVE MANAGEMENT
&
SENIOR MANAGEMENT
RESOLUTION**

JULY 1, 2024 THROUGH JUNE 30, 2025

TABLE OF CONTENTS

SECTION 1. BASIC COMPENSATION PLAN AND DEFINITIONS.	1
SECTION 2. SALARY AND WAGE SCHEDULE.	1
SECTION 3. ADMINISTRATION OF BASIC COMPENSATION PLAN.	2
SECTION 4. BEGINNING RATES.	2
SECTION 5. SERVICE.	2
SECTION 6. ADVANCEMENT WITHIN SALARY RANGES.	2
SECTION 7. REDUCTION IN SALARY STEPS.	3
SECTION 8. BILINGUAL ASSIGNMENT.	3
SECTION 9. LONGEVITY FOR SAFETY CHIEFS.	3
SECTION 10. EDUCATIONAL INCENTIVE PROGRAM.	4
SECTION 11. INCENTIVE PAY PLAN.	4
SECTION 12. PROMOTION.	4
SECTION 13. DEMOTION.	5
SECTION 14. REASSIGNMENT OF COMPENSATION RANGES.	5
SECTION 15. AT-WILL STATUS.	5
SECTION 16. ACTING TIME PAY.	5
SECTION 17. ADMINISTRATIVE LEAVE.	6
SECTION 18. HOLIDAYS.	7
SECTION 19. VACATION.	8
SECTION 20. PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES ELIGIBILITY FOR FRINGE BENEFITS.	9
SECTION 21. LEAVES OF ABSENCE.	10
SECTION 22. HEALTH INSURANCE.	15
SECTION 23. OTHER INSURANCES.	16
SECTION 24. RETIREMENT.	17
SECTION 25. OTHER FRINGE BENEFITS.	18

TABLE OF CONTENTS (CONTINUED)

SECTION 26. DIRECT DEPOSIT.	20
SECTION 27. TRAVEL EXPENSE ALLOWED.	20
SECTION 28. GRIEVANCE PROCEDURE.	21
SECTION 29. EFFECTIVE DATES.	22
APPENDIX A EXECUTIVE MANAGEMENT	22
APPENDIX B SENIOR MANAGEMENT	23

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SECTION 1. BASIC COMPENSATION PLAN AND DEFINITIONS.

- A. A basic compensation plan is established for all Executive and Senior Management employees of the City of Orange who are now employed or will in the future be employed in any of the classifications of employment listed in this Resolution and its Appendices.
- B. The compensation for the City Manager and City Attorney shall be established by contract and they shall receive those benefits and be governed by all applicable rules and regulations related to those benefits provided for Executive Management.
- C. Whenever the term "Department Head" is used, it shall be understood to include the City Manager and City Attorney when the personnel action affects a Department Head.
- D. Whenever the term "Top Management" is used, it shall be understood to include all covered employees within this Resolution.
- E. Whenever the term "Executive Management" is used, it shall be understood to include all classifications within Appendix A.
- F. Whenever the term "Senior Management" is used, it shall be understood to include all classifications within Appendix B.
- G. Except as amended by a written instrument formally approved by the City Council, the City Manager and City Attorney shall receive the fringe benefits that are afforded to Executive Management and shall have their compensation and terms of employment set forth herein.

SECTION 2. SALARY AND WAGE SCHEDULE.

The monthly salaries for employees covered by this Resolution are hereby incorporated, and listed in Appendices A and B.

The attached salary and wage schedules shall constitute the basic compensation plan consisting of six (6) steps or rates of pay in each range.

The respective ranges shall be identified by number and the steps by the letters A to F inclusive. The minimum length of service required for advancement to the next higher step is provided in Sections 5 and 6.

The City Manager reserves the right to grant an additional salary increase of up to five percent (5.0%) for any classifications described herein in Appendices A and B. Any such increases shall not exceed a total cost of one percent (1.0%) of payroll for Top Management employees.

In an effort to avoid compaction between classifications, the following classification shall be compensated with a salary differential as follows:

The Police Chief shall be paid at least ten percent (10.0%) above the base salary of the Police Captain classification.

SECTION 3. ADMINISTRATION OF BASIC COMPENSATION PLAN.

The compensation ranges and steps contained in the attached salary schedule are monthly compensation rates.

For all employees covered by this Resolution, the hourly rate of pay shall be the monthly rate multiplied by 12 divided by 2080 annual hours. In determining the hourly rate, compensation shall be calculated to the nearest one-half (½) cent.

Part-time employees who are scheduled to work an average of at least 20 hours per week on a year-round basis may be considered for advancement to the next higher step upon completion of 2080 hours of employment.

SECTION 4. BEGINNING RATES.

A new employee of the City shall be paid the rate shown in Step A in the range allocated to the class of employment for which the employee has been hired, except that on the request of the Department Head under whom the employee will serve, and with the authorization of the Human Resources Director, such employee may be placed in Steps B through F depending upon the employee's qualifications.

SECTION 5. SERVICE.

The word service, as used in this Resolution, shall be defined to mean continuous, full-time service in the employee's present classification, service in a higher classification, or service in a classification allocated to the same salary range and having generally similar duties and requirements.

A lapse of service by any employee for a period of time longer than thirty (30) days by reason of resignation or discharge eliminates the accumulated length of service time of such employee for the purpose of this Resolution. Employees re-entering the service of the City shall be considered as a new employee, except that the employee may, at the discretion of the City, be re-employed within one (1) year and placed in the same salary step in the appropriate compensation range, and earn the same vacation accrual rate, as the employee was at the time of the separation of employment.

SECTION 6. ADVANCEMENT WITHIN SALARY RANGES.

The following regulations shall govern salary advancement:

- A. Merit Advancement. An employee shall be considered for advancement through the salary range upon completion of the minimum length of service required. The effective date of such merit increase, if granted, shall be the first day of the next pay period following the completion of the length of service required for such advancement. Advancement through the salary ranges Steps A through F may be granted only for continuous, meritorious, and efficient service, and continued improvement by the employee in the effective performance of the duties of the position. Such merit advancement shall require the following:

- 1) The Department Head shall file with the Human Resources Director a Personnel Action Form and a completed Performance Evaluation form recommending the granting or denial of the merit increase and supporting such recommendation with specific reasons

therefore. If denied by the Human Resources Director, the reason for denial will be provided to the Department Head.

- 2) Advancements through the pay ranges Step A through Step F, shall occur, if granted, in yearly increments.
- 3) A lapse of service of thirty (30) continuous calendar days or more for any reason shall extend the due date for the merit performance evaluation by an equal number of days absent.

B. Special Merit Advancement. When an employee demonstrates exceptional ability and proficiency in the performance of duties, the Department Head may recommend to the Human Resources Director that the employee be advanced to a higher pay step without regard to the minimum length of service requirements contained in this Resolution. With concurrence of the City Manager, the Human Resources Director may, on the basis of a Department Head's recommendation, approve such an advancement.

SECTION 7. REDUCTION IN SALARY STEPS.

Any employee who is being paid on a salary step higher than Step A may be reduced by one (1) or more steps upon the recommendation of the Department Head, and with the approval of the Human Resources Director. Such reduction shall take place only after the employee has been notified of the reasons and has had an opportunity to respond. Procedure for such reduction shall follow the same procedure as outlined for merit advancements in Section 6, and such employee may be considered for re-advancement under the same provisions as contained in Subsection A of Section 6.

SECTION 8. BILINGUAL ASSIGNMENT.

Employees covered by this Resolution may be assigned by the Department Head, with approval of the Human Resources Director, to a bilingual assignment. The Department Head shall determine the number of bilingual assignment positions which are necessary based upon a demonstrable need and frequency of use. Employees on bilingual assignment shall receive an additional \$140.00 per month for the duration of the assignment. Employees receiving bilingual assignment compensation may be required to take and pass a proficiency test on an annual or as needed basis as determined by the Human Resources Department. No permanency or seniority may be obtained in a bilingual assignment and such assignment may be revoked at any time by the Human Resources Director or a duly authorized designee. This form of pay, also referred to as "Bilingual Premium", shall be reported to CalPERS as special compensation, and is therefore compensation earnable for Classic Members pursuant to CalPERS Regulations, Section 571(a)(4), and pensionable compensation for New Members and pursuant to CalPERS Regulations, Section 571.1(b)(3).

SECTION 9. LONGEVITY FOR SAFETY CHIEFS.

A. In an effort to maintain equality with subordinate classifications, the Fire Chief shall be eligible for Longevity Pay as follows:

Years of Service	Monthly Incentive
20	\$550.00
25	\$750.00

- B. In an effort to maintain equality with subordinate classifications, the Police Chief shall be eligible for Longevity Pay as follows:

Years of Service	Monthly Incentive
15	\$250.00
20	\$500.00
25	\$1,250.00

- C. This form of pay, also referred to as “Longevity Pay”, shall be reported to CalPERS as special compensation, and is therefore compensation earnable for Classic Members pursuant to CalPERS Regulations, Section 571(a)(1), and pensionable compensation for New Members pursuant to CalPERS Regulations, Section 571.1(b)(1).

SECTION 10. EDUCATIONAL INCENTIVE PROGRAM.

- A. Employees covered by this Resolution, other than the Police Chief and Fire Chief, with postgraduate degrees (i.e., Master’s degree or higher) shall be eligible to receive \$600.00 per month.
- B. In an effort to maintain equality with subordinate classifications, the Fire Chief shall receive \$550.00 per month for a Bachelor’s degree or \$750.00 per month for a Master’s degree.
- C. In an effort to maintain equality with subordinate classifications, the Police Chief shall receive \$700.00 for a Bachelor’s degree or \$950.00 per month for a Master’s degree.
- D. This form of pay, also referred to as “Educational Pay”, shall be reported to CalPERS as special compensation, and is therefore compensation earnable for Classic Members pursuant to CalPERS Regulations, Section 571(a)(2), and pensionable compensation for New Members pursuant to CalPERS Regulations, Section 571.1(b)(2).

SECTION 11. INCENTIVE PAY PLAN.

The City Manager may, for the employees covered by this Resolution, put into effect an incentive pay plan, the terms and conditions of which shall be at the City Manager’s full discretion.

SECTION 12. PROMOTION.

When an employee is promoted to a position in a higher classification, the employee may be assigned to the step in the new salary range which provides for at least a five percent (5.0%) increase. With the approval of the Department Head and Human Resources Director, the employee may be placed in the step in the new salary range as will grant the employee an increase of at least one, but not more than three salary steps.

SECTION 13. DEMOTION.

When an employee is demoted to a position in a lower classification, the salary rate shall be fixed in the appropriate salary range for the lower classification in accordance with the following provisions:

- A. The salary rate shall be reduced by at least one (1) step.
- B. The new salary rate must be within the salary range for the classification to which the employee was demoted.

SECTION 14. REASSIGNMENT OF COMPENSATION RANGES.

Any employee who is employed in a classification which is assigned to a different pay range shall be retained in the same salary step in the new range as the employee previously held in the prior range, and shall retain credit for length of service in such step toward advancement to the next higher step; provided, however:

- A. That if such retention results in the advancement of more than one (1) step, the Human Resources Director may at the time of reassignment, place the employee in a step which will result in an increase of only one step.
- B. That if the reassignment is to a lower compensation range, the F step of which is lower than the existing rate of pay at the time of reassignment, the employee shall continue to be paid at the existing rate of pay until such time as the position is reassigned to a compensation schedule which will allow for further salary advancement, or until such time as the employee is promoted to a position assigned to a higher compensation range.
- C. That if the reassignment is to a lower compensation range, the F step of which is higher than the existing rate of pay, the employee shall be placed in that step of the lower compensation range which is equivalent to the existing rate of pay, and shall retain credit for length of service previously acquired in such step toward advancement to the next higher step. If there is no equivalent step, the employee shall be placed in the step which is closest to, but not less than, the employee's current salary step.

SECTION 15. AT-WILL STATUS.

Members of Top Management serve at the pleasure of the City Manager, with the exception of those members within the City Attorney's Office who serve at the pleasure of the City Attorney. Consideration for advancement, reduction, demotion, termination, or reassignment shall be at the initiation of the City Manager or City Attorney, as applicable, and in accordance with the Orange Municipal Code. In addition, all employees covered by this Resolution are employed at-will and serve in accordance with Title 2 of the Orange Municipal Code.

SECTION 16. ACTING TIME PAY.

An employee shall receive acting time pay, as further defined below, at A Step of the higher class, or five percent (5.0%) above the employee's regular salary, whichever is greater, for work performed in the higher classification. The Department Head or the authorized designee shall assign the employee to work out of classification but shall notify the Human Resources Director prior to the assignment.

- A. Temporary Upgrade Pay. When an employee is working out of classification due to an incumbent's approved leave of absence, said employee shall receive a Temporary Upgrade Pay premium. Temporary Upgrade Pay, as defined by California Code of Regulations 571(a)(3), is "compensation to employees who are required by their employer or governing board or body to work in an upgraded position/classification of limited duration."

The above form of compensation shall be reported to CalPERS as special compensation and therefore compensation earnable. However, Temporary Upgrade Pay will not be reported to CalPERS as pensionable compensation for New Members hired on or after January 1, 2013, as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA).

- B. Out-of-Class Appointment. Out-of-class appointments shall only be made for positions vacated due to voluntary resignation, promotion, demotion or termination. Gov. Code section 20480 of the Public Employees' Retirement Law (PERL) defines an "out-of-class appointment" to mean an appointment to an upgraded position or higher classification by an employer or governing board or body in a vacant position for a limited duration. For purposes of this section, a "vacant position" refers to a position that is vacant during recruitment for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence (see "Temporary Upgrade Pay" above).

SECTION 17. ADMINISTRATIVE LEAVE.

Employees covered by this Resolution are exempt from Fair Labor Standards Act overtime provisions as executive, administrative, and professional employees. This Resolution establishes a pay system which provides all covered employees with sick leave and other leave which covered employees use for purposes of public accountability. However, the City will provide paid administrative leave as follows:

- A. Regular full-time employees identified in Appendix A shall accrue 80 hours of administrative leave annually for continuous service.
- B. Regular full-time employees identified in Appendix B shall accrue 63 hours of administrative leave annually for continuous service.
- C. Employees hired after January 1st of each year shall receive a prorated portion of the administrative leave during their first calendar year of employment.
- D. The minimum charge to the employee's administrative leave account shall be one-quarter ($\frac{1}{4}$) hour, while additional actual absence of over one-quarter ($\frac{1}{4}$) hour shall be charged to the nearest one-half ($\frac{1}{2}$) hour.
- E. Usage of administrative leave shall be at the convenience of the City with the approval of the respective Department Head or City Manager.
- F. All administrative leave shall accrue January 1st of each year.
- G. Annually, unused administrative leave at the end of the calendar year, and upon retiring from City service and entering CalPERS as a retired annuitant shall be deposited in the employee's Retirement Health Savings Plan account as described in Section 24(C).

H. Unused administrative leave upon separation for reasons other than retirement shall be forfeited.

SECTION 18. HOLIDAYS.

Employees covered by this Resolution shall receive the following nine (9) hour paid holidays (10 hours for employees assigned to Fire or Police Departments), except as provided in item 9 below:

- 1) January 1st (New Year's Day)
- 2) The third Monday in February (Presidents' Day)
- 3) Last Monday in May (Memorial Day)
- 4) July 4th (Independence Day)
- 5) First Monday in September (Labor Day)
- 6) November 11th (Veterans Day)
- 7) Fourth Thursday in November (Thanksgiving Day)
- 8) Fourth Friday in November (Day after Thanksgiving)
- 9) December 24th (Christmas Eve), if it falls on a Monday through Thursday
- 10) December 25th (Christmas Day)

- A. Floating Holidays. In addition to the above, employees will have credited to their paid leave balance 22.5 floating holiday hours beginning January 1st of each year. Employees hired after January 1st of each year shall receive a prorated portion of the 22.5 floating holiday hours during their first calendar year of employment. The floating holiday hours shall be taken at the convenience of the City with the approval of the City Manager or the Department Head. Unused floating holiday hours at the end of the calendar year or upon separation from City service shall be deposited in the employee's Retirement Health Savings Plan account as described in Section 24(C).
- B. Holidays on Certain Days of the Week. In the event any of the above holidays, except Christmas Eve, fall on a Sunday, the following day will be taken in lieu of the actual date on which the holiday falls. When any of the above holidays fall on a Saturday, except Christmas Eve, the preceding Friday will be taken in lieu of the actual date on which the holiday falls. When any of the above holidays falls on an employee's regularly scheduled day off during the week, except Christmas Eve, employees will be credited with nine (9) hours (ten (10) hours for employees assigned to the Fire and Police Departments) of holiday compensatory time. Accumulated holiday compensatory time must be used by the employee by June 30th of the same fiscal year in which it was accumulated. Unused holiday compensatory time shall be paid in cash to an employee upon separation of employment.
- C. Eligibility to Receive Holiday Pay. In order to be eligible to receive holiday pay, an employee must have worked, or be deemed to have worked because of an approved absence, the employee's regularly scheduled day before and regularly scheduled day after the holiday. Newly hired employees are provided with and are eligible to use floating holiday and fixed holiday hours, according to the guidelines established in this Section, and/or with approval of the Human Resources Director.
- D. Holidays During Vacation. Should one of the holidays listed above fall during an employee's vacation period while an employee is lawfully absent with pay, the employee shall receive holiday pay and no charge shall be made against the employee's accumulated vacation.

SECTION 19. VACATION.

A. Vacation Accrual. All full-time regular employees described herein accrue paid vacation in accordance with the following schedules.

1) For Executive Management, the following schedule shall apply:

Years of Service	Vacation Hours Per Year	Years of Service	Vacation Hours Per Year
1	144	16	208
2	149	17	212
3	154	18	216
4	159	19	220
5	164	20	224
6	170	21	228
7	172	22	232
8	176	23	236
9	180	24	240
10	184	25	244
11	188	26	248
12	192	27	252
13	196	28	256
14	200	29	260
15	204	30	264

2) For Senior Management, the following schedule shall apply:

Years of Service	Vacation Hours Per Year	Years of Service	Vacation Hours Per Year
1	104	16	188
2	114	17	192
3	124	18	196
4	134	19	200
5	144	20	204
6	148	21	208
7	152	22	212
8	156	23	216
9	160	24	220
10	164	25	224
11	168	26	228
12	172	27	232
13	176	28	236
14	180	29	240
15	184	30	244

B. Vacation Usage and Accumulation. Vacation shall be taken at the convenience of the City with the approval of the Department Head. Where possible, such vacation should be taken annually and not accumulated from year to year. Employees shall not accumulate vacation in excess of the equivalent number of hours earned in the immediately preceding 24-month period. Employees with less than one (1) year’s continuous service shall accrue vacation but

may not use vacation until successful completion of one (1) year's continuous service, except with the approval of the City Manager, or in the event of a City Hall holiday closure, with approval of the Human Resources Director. Employees whose accumulated vacation reaches the above-defined limit shall receive no additional vacation accrual until such time as the accumulated vacation hours fall below the allowable limit.

- C. Vacation Conversion. An employee may convert up to 50% of their current annual vacation accrual into pay in lieu of time off with pay on an annual basis. An employee requesting such conversion must meet the eligibility requirements as set forth in Section 19(B) and may convert twice in a fiscal year, within the cap provisions stated above. Any exception to this provision requires the approval of the Human Resources Director.
- D. Vacation Payout Upon Termination. Employees who terminate their employment with the City shall be paid for all accrued vacation, if any, and the prorated portion of their final accrual. Prorated vacation shall be on the basis of one-twelfth (1/12) of the employee's annual vacation pay for each full month of service.

SECTION 20. PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES ELIGIBILITY FOR FRINGE BENEFITS.

- A. Definitions. Nothing contained herein shall guarantee to any employee a specified number of hours per day or days per week or weeks per year or months per year of work.
 - 1) Regular part-time employees shall be those employees scheduled in the budget to work 20 or more hours per week on a year-round basis (52 weeks minus approved leave).
 - 2) Temporary part-time employees shall be those employees scheduled in the budget to work less than 20 hours per week on a year-round basis (52 weeks minus approved leave).
 - 3) Seasonal employees shall be those employees who are scheduled in the budget to work on less than a year-round basis regardless of hours worked.
- B. Entitlement to Fringe Benefits Based Upon Proration of Hours. Regular part-time employees shall receive fringe benefits in proportion to the number of hours an employee is scheduled to work to the normal 40-hour week on an annual basis.

The annual schedule for all eligible part-time employees shall be the schedule which is included in the City's approved budget or a schedule which is designated by Management at the commencement of the employee's employment with the City. This formula of proration shall apply to holiday pay, vacation, sick leave, flexible benefit contribution, disability insurance contribution, money purchase retirement plan, and CalPERS retirement contribution. Regular part-time employees may receive step increases provided they have performed 2080 hours of service.

- C. Temporary and seasonal employees shall be entitled to receive no fringe benefits provided for in the resolution or in any resolution of the City unless otherwise required by law.

SECTION 21. LEAVES OF ABSENCE.

A. Leave of Absence Without Pay. For all regular employees as described herein, the following Leave Without Pay procedure shall apply:

- 1) After all available leave benefits, including vacation, administrative leave, floating holiday, compensatory time, sick leave, and other leave benefits have been completely used, a regular employee, not under suspension, may make written application to the Department Head for leave without pay or benefits. No such leave will be considered absent a written application from the employee requesting leave.
- 2) If the Department Head and the Human Resources Director agree that such leave is merited and in the interest of the City, leave may be granted for a period not to exceed six (6) months following the date of expiration of all other allowable leave benefits. The employee shall not be continued "in service" as that term is defined in this Resolution.
- 3) No employment or fringe benefits such as sick leave, vacation, health insurance, retirement, or any other benefits shall accrue to any employee on leave of absence without pay except as denoted under Section 21(I). During such leave in excess of five (5) working days, no seniority shall be accumulated.
- 4) Subject to and consistent with the conditions of the group health, life or disability plan, coverage may be continued during a leave, provided direct payment of the total premium by the employee is made through and as prescribed by the Payroll Division. The City will pay up to six (6) months of the Flexible Benefit Plan contribution for employees who are on long term disability leave.
- 5) At the end of any approved leave, if the employee desires additional leave, written application must be made through the Department Head to the Human Resources Director at least ten (10) days before the end of the approved leave, stating the reasons why the additional leave is required and why it would be in the best interests of the City to grant such leave of absence. If such additional leave is merited and would still preserve the best interests of the City, the Human Resources Director may approve such extension of the leave of absence for a period up to, but not to exceed, an additional six (6) months.
- 6) If the employee does not return to work prior to or at the end of such leave of absence or extension of leave of absence, the employee shall be considered as having abandoned their employment with the City and shall be terminated.
- 7) An employee on leave of absence must give the City at least seven (7) days' written notice of their intent to return to work prior to returning to work.
- 8) Any employee who engages in outside employment during said leave of absence without prior notification and approval of the Human Resources Director and Department Head may be subject to termination.

- 9) Any employee who falsifies the reason for the request for said leave of absence may be terminated.
 - 10) Such leave shall be granted on the same basis for pregnancy, childbirth, and other medically related conditions, except that such an employee shall retain their seniority rights.
 - 11) Forms setting forth the benefits available or such other pertinent information shall be maintained for distribution in the Human Resources Department.
 - 12) The City Manager will allow an employee to take a leave of absence without pay during a City Hall holiday closure without having to exhaust all accrued leave benefits on the books. During said closure, employees will not see a reduction in benefits, including no loss of eligibility for holiday pay, if Leave Without Pay hours are used during the closure (i.e. the day after Christmas and/or working day before the New Year's day.)
- B. Jury Duty and Services as Witness for City. When required to serve on a jury, all employees shall be provided with paid time off for a period of actual service required on the jury, provided all jury fees paid to the individual employee, less allowed automobile expenses, are turned over to the City. Once an employee has completed jury service, the employee must provide the Certificate of Jury Service to the immediate supervisor to qualify for jury duty compensation. If an employee is called as a witness on behalf of the City, the employee shall receive their normal pay for the time spent by the employee serving as a witness for the City. An employee shall be required to pay any witness fees that accrue to the employee for witness service to the City as a condition of receiving normal pay while serving as a witness for the City. Any exceptions to this provision must meet the approval of the Human Resources Director.
- C. Military Leave of Absence. If an employee is deployed or required to attend military training, the employee shall be entitled to military leave of absence under the provisions of Federal and State law, including Uniformed Services Employment and Re-employment Rights Act (USERRA) and the Military and Veterans' Code. Employees must provide a copy of their military orders, and Leave and Earnings Statements (LES) if requested, to the Human Resources Department to qualify for a military leave of absence. Any exceptions to this provision shall be considered on a case-by-case basis, with final approval of the Human Resources Director.
- D. Sick Leave. Sick leave with pay shall be allowed, credited, and accumulated in accordance with the following:
- 1) For employees working a regular 40-hour week, eight (8) hours of sick leave will accrue for each month of continuous service.
 - 2) All non-benefited employees shall receive sick leave as required by State law.
 - 3) Sick leave will be charged at the rate of one-quarter (¼) hour for each one-quarter (¼) hour an employee is absent.

- 4) Employees who promote to Top Management shall have all their sick leave hours placed into a sick leave accrual bank.
- 5) Any employee eligible for sick leave with pay may use such leave for the following reasons:
 - (a) Medical and dental office appointments during work hours when authorized by the Department Head or a duly authorized designee; and/or
 - (b) Personal illness or physical incapacity resulting from causes beyond the employee's control, in addition to pregnancy, childbirth, and other medically related conditions.
- 6) Sick Leave Application. Sick leave may be applied only to absence caused by illness or injury of an employee and may not extend to absence caused by illness or injury of a member of the employee's family except as provided for in Subsection E below.
- 7) Sick Leave Charged. In any instance involving use of a fraction of a day's sick leave, the minimum charged to the employee's sick leave account shall be one-quarter ($\frac{1}{4}$) hour, while additional actual absence of over one-quarter ($\frac{1}{4}$) hour shall be charged to the nearest one-half ($\frac{1}{2}$) hour. Sick leave shall only be used for the purposes stated and the Department Head shall be responsible for control of employee abuse of the sick leave privilege.

Employees may, upon prior notice and in the complete discretion of the Department Head, be required to furnish a certificate issued by a licensed physician or nurse or other satisfactory written evidence of any subsequent illness.

- 8) Sick Leave Payout Program. Unused sick leave shall be paid off according to the following:
 - (a) Employees with sick leave usage of 0.0 to 27.0 hours per payroll calendar year will have the option to convert 40 hours of their unused sick leave to vacation in the first pay period of the following payroll calendar year.
 - (b) Employees with sick leave usage of 27.25 to 36.0 hours per payroll calendar year may convert 30 hours of unused sick leave to vacation the following year.
 - (c) Employees must have a minimum balance of 180 hours of sick leave, combining both sick leave banks, available after conversion. In addition, no hours will be converted to vacation if said conversion places the employee's vacation bank over the maximum allowable accrual. Conversion of sick leave to vacation shall occur in the first pay period of the following payroll calendar year based upon sick leave usage during the previous payroll calendar year.
 - (d) Any sick leave converted to vacation shall be subject to the provisions described in Section 19. The employee must file a sick leave payout designation form each year, if eligible for the conversion of unused sick leave to vacation. If no designation form is filed, the hours will automatically remain in the employee's

new sick leave accumulation account. Employees shall still be subject to the maximum vacation accrual at any given time equivalent to 24 months' worth of accrued hours. Any request to convert which exceeds the maximum vacation accrual allotted shall not be converted to vacation and shall remain in the employee's sick leave bank.

- (e) Upon retirement from employment with the City and entering CalPERS as a retired annuitant, an employee with a minimum of five (5) years of continuous service to the City shall receive pay for 50% of all unused sick leave hours. The cash value of this unused sick leave payout will be deposited into the employee's Retirement Health Savings Plan account, as described in Section 24(C).
- (f) Upon separation of employment from the City for any reason, other than retirement as noted in the preceding paragraph an employee shall receive no pay for the first 100 hours (0 to 100 hours) of accrued sick leave, but shall receive 25% pay for up to the next 100 hours, (101 to 200 hours) of accrued sick leave, and 50% pay of any remaining sick leave (201 to 352 hours). No pay shall be received for any accruals higher than 352 hours.
- (g) Upon the death of an employee while employed by the City, 100% of all accrued sick leave benefits up to 352 hours shall be paid to the beneficiary of the deceased employee. Payment will be made when proper authorization for payment is received from the estate of the deceased employee.

E. Family Leave. In accordance with the California Family Sick Leave and Paid Sick Leave Acts, an employee is allowed up to forty-eight (48) hours of family leave per calendar year for family illness which shall be charged against the employee's accumulated sick leave. Family as used in this subsection is limited to any relation by blood, marriage or adoption who is a member of the employee's household (under the same roof); and any parent, substitute parent, parent-in-law, spouse, registered domestic partner, child, brother, sister, grandchild or grandparent of the employee, regardless of residence. Part-time benefited employees are allowed to use up to one-half of their annual accrual of sick leave for family leave purposes.

F. Bereavement Leave. Regular full-time employees shall be entitled to take up to five (5) days of paid City bereavement leave per incident. The following terms and conditions apply:

- 1) Bereavement leave may only be used upon the death or critical illness where death appears to be imminent of the employee's immediate family. "Immediate family" as used in this subsection, shall be limited to any relation by blood, marriage or adoption, who is a member of the employee's household; and any parent, legal guardian, parent-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, spouse, registered domestic partner, child, brother, or sister of the employee regardless of residence.
- 2) Days of absence due to bereavement leave shall not exceed five (5) working days per incident and shall not be deducted from the employee's accumulated sick leave. An employee on bereavement leave shall inform the immediate supervisor of the fact and the reasons therefor as soon as possible. Failure to inform the immediate supervisor

within a reasonable period of time may be cause for denial of bereavement leave with pay for the period of absence.

G. Workers' Compensation Leave for Safety Employees. For the classifications of Fire Chief and Police Chief, salary continuance, including Labor Code Section 4850 leave, will be provided in accordance with current State Workers' Compensation laws and regulations.

H. Workers' Compensation Leave for Non-Safety Employees. For the remaining classifications described in Appendices A and B herein, Workers' Compensation leave shall be granted as follows:

- 1) A regular employee shall be granted temporary disability leave in accordance with the current State Workers' Compensation laws and regulations. When a City employee is entitled to receive temporary disability payments, the City will contribute additional compensation to allow the employee to receive 100% of their regular rate of pay, or provide full salary continuance, for the first 365 days starting from the date of injury. Temporary disability leave in excess of 365 days will be provided subject to current State Workers' Compensation laws and regulations.
- 2) Should it be determined by the employee's doctor, or an agreed doctor by both parties, or an Administrative Law Judge through the Workers' Compensation Appeals Board that an employee's illness or injury did not arise in the course of the employee's employment with the City and/or that the employee is not temporarily incapacitated, then the employee's accrued, or if insufficient, future sick leave, shall be charged to reimburse the City for any payments made to the employee pursuant to above.
- 3) An employee receiving benefits pursuant to Workers' Compensation Temporary Disability will continue to receive the City's contribution to the employee's medical, dental, vision and other applicable insurances. All authorized deductions will continue as though the employee is on regular work status. If the employee has exhausted Temporary Disability benefits, the employee shall be responsible for paying the full premium for the employee's medical, dental, vision, and other applicable insurances.
- 4) Temporary Disability leave shall expire when the first of any of the following conditions occur:
 - (a) The employee is able to return to work and assume the duties of the regular position.
 - (b) The employee is able to return to work to another position designated by the City.
 - (c) The day before the employee is retired or separated for disability. The employee's "retirement date" shall be determined by CalPERS.
- 5) Before a work-related injury, an employee may elect to pre-designate a qualified medical provider if done in accordance with Workers' Compensation laws and regulations.

I. Family Care and Medical Leave (FCML). State and Federal laws require the City to provide family and medical care leave for eligible employees. The following provisions set forth employees' and employer's rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act (CFRA) (Government Code Section 12945.2). Unless otherwise provided, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA. An employee's request for leave is subject to review and final approval of the Human Resources Director.

1) Amount of Leave. Eligible employees are entitled to a total of 12 work weeks of leave during any 12-month period. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement.

The 12-month period for calculating leave entitlement will be a "rolling period" measured backward from the date leave is taken and continues with each additional leave day taken. Thus, whenever an employee requests leave, the City will look back over the previous 12-month period to determine how much leave has been used in determining how much leave a member is entitled to.

2) Use of Other Accrued Leaves While on Leave. If an employee requests leave for any reason permitted under the law, the employee must exhaust all accrued leaves (except sick leave) in connection with the leave. This includes vacation, holiday, and other compensatory accruals. If an employee requests leave for the employee's own serious health condition, in addition to exhausting accrued leave, the employee must also exhaust sick leave. The exhaustion of accrued leave will run concurrently with the Family Care and Medical Leave.

3) Required Forms. Employees must fill out required forms, available in the Human Resources Department, including: Request for Family or Medical Leave; Medical Certification; Authorization for Payroll Deductions for benefit plan coverages (if applicable); and Fitness-for-Duty to return from leave.

SECTION 22. HEALTH INSURANCE.

The City contracts with CalPERS to make available those health insurance benefits provided under the Public Employees' Medical and Hospital Care Act (PEMHCA).

A. Retired Annuitant. The City shall contribute toward the payment of premiums under the CalPERS Health Benefits Plan to each eligible retired annuitant of CalPERS to the extent required by law, a contribution of \$157.00 per month (\$158.00 for 2025). This contribution shall be adjusted annually on January 1st to the amount set by the CalPERS Board of Administration.

B. Flexible Benefits Plan. The City shall provide a Section 125 Flexible Benefits Plan for active full-time and part-time eligible employees and pay the following monthly amounts to provide funds for optional health plans, dental plans, vision plans, health care reimbursement, dependent care, or cash as established by the Internal Revenue Service. The following amounts

include the minimum amount required under PEMCHA, which is \$157.00 per month (\$158.00 for 2025). This contribution shall be adjusted annually on January 1st to the amount set by the CalPERS Board of Administration.

Effective Date	Executive Management	Senior Management
January 1, 2024	\$2,340.00	\$2,030.00
January 1, 2025	\$2,440.00	\$2,130.00

- C. Any amounts in excess of the amount designated in Section 22B necessary to maintain benefits under any benefits plan selected by the employee shall be borne by the employee.

- D. An employee cannot be enrolled in the CalPERS Health Benefits Plan if a spouse is enrolled in the City or enrolled in an agency with CalPERS health, unless the employee (or the spouse) is enrolled without being covered as a family member. Additionally, an employee may choose not to be enrolled in the Health Benefits Plan. If an employee chooses to not be enrolled in the health plan, the employee must provide proof, as determined by the Human Resources Director, that comparable medical insurance is in full force and effect. Based on determination that insurance is in full force and effect, eligible employees shall receive the amount designated below.
 - 1) Employees who were members of Top Management on or before December 31, 2020, OR have a hire date prior to July 1, 2019 (with the exception of the Police Chief and Fire Chief), shall receive indefinitely a capped fixed amount towards the Flexible Benefit Plan as follows: Executive Management shall receive \$2,265.00 per month, and members of Senior Management shall receive \$1,955.00 per month.
 - 2) Employees in the classifications of Police Chief or Fire Chief with a hire date prior to March 29, 2020, shall receive indefinitely a capped fixed amount of \$2,265.00 per month towards the Flexible Benefit Plan.
 - 3) For employees that do not meet the criteria of paragraphs 1 or 2 above, Executive Management shall receive \$750.00 per month, and members of Senior Management shall receive \$500.00 per month.

In the event the employee loses eligibility (with documentation), the employee must enroll in the CalPERS Health Benefits Plan pursuant to their rules and regulations. Failure to do so within sixty (60) days, shall result in the City seeking reimbursement of said contributions.

SECTION 23. OTHER INSURANCES.

A. Life Insurance.

- 1) For Executive Management, the City shall contribute the full premium towards a \$200,000.00 life insurance benefit.
- 2) For Senior Management, the City shall contribute the full premium towards a \$100,000.00 life insurance benefit.

- B. Disability Insurance. The City shall provide a long-term disability plan with a long-term disability benefit of two-thirds of salary, after a 60-day elimination period, to a maximum of \$12,000.00 per month for Executive Management, and a maximum of \$10,000.00 per month for Senior Management.
- C. Medicare Insurance. The City shall pay for the employee's portion of the contribution for Medicare coverage for all employees hired after March 31, 1986.

SECTION 24. RETIREMENT.

- A. The City participates in the California Public Employees' Retirement System (CalPERS). This participation shall include, but is not limited to, the following retirement benefits:
 - 1) Miscellaneous Retirement Formula – New Members. Miscellaneous employees who are New Members of CalPERS as defined by California Government Code Section 7522.04(f) are subject to the 2% @ age 62 retirement formula as set forth in California Government Code Section 7522.20. These New Members are subject to the three (3) year final compensation measurement period as set forth in California Government Code Section 7522.32. These New Members shall contribute half of normal cost of retirement as determined by CalPERS from their pensionable compensation, on a pre-tax basis, as set forth in California Government Code Section 7522.30. In all other respects, New Members shall be subject to the terms and requirements of Public Employees' Pension Reform Act (PEPRA).
 - 2) Miscellaneous Retirement Formula – Classic Members. Miscellaneous employees who are not defined as New Members as outlined in Subsection 1 above are defined as Classic Members of CalPERS and are subject to the 2.7% @ age 55 retirement formula as set forth in Section 21354.5 of the California Government Code. These Classic Members are subject to the one (1) year final compensation measurement period set forth in California Government Code Section 20042. These Classic Members shall contribute 8% of their compensation earnable, on a pre-tax basis.
 - 3) Safety Retirement Formula – New Members. Safety employees who are New Members of CalPERS as defined by California Government Code Section 7522.04(f) are subject to the 2.7% @ age 57 retirement formula as set forth in California Government Code Section 7522.25(d). These New Members are subject to the three (3) year final compensation measurement period set forth in California Government Code Section 7522.32. These New Members shall contribute half of normal cost of retirement as determined by CalPERS from their pensionable compensation, on a pre-tax basis, as set forth in California Government Code Section 7522.30(c). In all other respects, New Members shall be subject to the terms and requirements of PEPRA.
 - 4) Safety Retirement Formula – Classic Members. Safety employees who are not defined as New Members as outlined in Subsection 3 above are defined as Classic Members of CalPERS and are subject to the 3% @ age 50 retirement formula as set forth in Section 21362.2 of the California Government Code. These Classic Members are subject to the one (1) year final compensation measurement period as set forth in California

Government Code Section 20042. These Classic Members shall contribute 9% of their compensation earnable, on a pre-tax basis.

- 5) 1959 CalPERS Survivor Benefit. The City provides the 1959 CalPERS Survivor Benefit at the Fourth Level Option (California Government Code Section 21574) for all covered employees. Employees shall pay their \$2.00 monthly contribution through payroll deduction. The City shall pay the employer portion subject to the following limit: in the event the employer portion exceeds \$6.00 monthly, employees shall pay any portion of the employer portion that exceeds \$6.00 monthly.
- B. Money Purchase Retirement Plan. The City provides a Money Purchase Retirement Plan for employees covered by this Resolution. The City shall contribute an amount equal to three percent (3.0%) of the employees' base salary as shown in Appendices A and B toward an IRS Section 401(a) account. In lieu of this City provided benefit, the employee may elect to have added to the employee's base salary an additional three percent (3.0%), however this three percent (3.0%) is not reported to CalPERS as pensionable compensation. This election can be made only upon initial employment and is irrevocable.
- C. Retirement Health Savings Plan. Effective October 1, 2002, the City Council approved a Retirement Health Savings Plan for employees covered by this Resolution. Effective January 1, 2008, all Top Management employees are required to participate in the plan by making the following tax-deferred contributions to the plan:
- 1) The cash value of the employee's unused floating holiday hours at the end of each calendar year or upon separation from City service;
 - 2) The cash value of the employee's unused administrative leave balance at the end of each calendar year or upon retirement from City service and entering CalPERS as a retired annuitant; and
 - 3) The full cash value of the employee's unused sick leave payout upon retirement from City service (i.e., 50% of all unused sick leave hours for qualified employees) and entering CalPERS as a retired annuitant.

SECTION 25. OTHER FRINGE BENEFITS.

- A. Wellness Program. Senior Management employees may receive up to \$550.00 per fiscal year, and Executive Management may receive up to \$850.00, towards reimbursement for items 1, 2, 3, and/or 4 below. Requests for the items below must be approved, prior to purchase or participation, by the Human Resources Director.
- 1) Membership in a health/fitness club.
 - 2) Participation in a weight loss/smoking cessation/wellness/fitness program.
 - 3) Fitness equipment (home gym equipment).

- 4) An annual medical examination/scan where the content and extent of the examination of each individual shall be determined by the physician in charge and shall be tailored to the individual's particular needs.

The City will not reimburse employees for any of the above listed activities for family/dependent health related expenses. Employees with a future separation date on file are ineligible for this benefit.

- B. Educational Assistance. The City will reimburse employees for the cost of tuition, textbooks, parking fees, and health fees required for approved community college and college courses, as well as job-required licensing, testing, renewal, and registration fees. An approved course is one designated to directly improve the knowledge of the employee relative to their specific job, and must be approved by the Department Head and the Human Resources Director prior to registration. Full reimbursement up to the amount specified below will be provided based upon completion of the approved course(s) with a final grade of C or better.

Educational assistance payments to an employee shall not exceed \$1,500.00 in any one fiscal year and the employee must still be employed by the City when the course is completed.

The City agrees to allow reimbursement to Executive Management up to \$1,000.00, and Senior Management up to \$800.00 of the \$1,500.00 allotted per fiscal year for activities which aid in their professional development. Reimbursable activities include the following:

- 1) Attendance at job-related professional conferences and seminars;
- 2) Payment of membership dues in community and professional organizations; and
- 3) Purchase of job-related professional journals, books, and other written materials which further their knowledge and improve their effectiveness in their duties.

Participation and/or purchase must be approved in advance by the Department Head and the Human Resources Director.

The above reimbursable activities are made to recognize and encourage staff to pursue educational and public relations-oriented activities beyond those normally budgeted for them by their departments and in which they are directed to participate. Approved activities are those which may be expected to further their knowledge of their jobs and the Orange community and which contribute to their improved effectiveness. Employees with a future separation date on file are ineligible for this benefit.

Individual departments may continue to budget funds for staff attendance at professional conferences and seminars, for payment of professional membership dues, and for the purchase of books, journals, and related written materials which enhance the staff's knowledge.

- C. Uniforms. The City shall pay and report to CalPERS the following values for uniform expenses: \$1,000.00 per year for the Fire Chief and Police Chief. This form of pay, also referred to as "Uniform Allowance", shall be reported to CalPERS as special compensation, and is therefore compensation earnable for Classic Members pursuant to CalPERS Regulations, Section

571(a)(5). This uniform expenditure will not be reported to CalPERS as pensionable compensation for New Members hired on or after January 1, 2013, as defined by PEPRRA.

- D. Rideshare Incentive Program. An employee may receive \$30.00 per month and eight (8) hours compensatory time every six (6) months for carpooling, using public transportation, biking, walking, or other approved modes of transportation to and from the work-site. To qualify for these incentives, an employee must use one of the above forms of transportation 70% of commuting time. This \$30.00 per month compensation is not pension reportable pursuant to CalPERS Regulations.
- E. Technology Stipend. In lieu of being provided a City-issued cell phone pursuant to Section 1.63 of the City's Administrative Policy Manual, designated employees shall receive \$50.00 per month as reimbursement for any and all cost related to the purchase and use of a cell phone for City-related business. For purposes of this section, designated employees are those that the Department Head have determined are required to carry cell phones so that they may be contacted when they are away from their office phone or computer. This \$50.00 per month compensation is not pension reportable pursuant to CalPERS Regulations.

SECTION 26. DIRECT DEPOSIT.

All employees must participate in the City's direct deposit paycheck program.

SECTION 27. TRAVEL EXPENSE ALLOWED.

- A. Mileage Reimbursement. Expense claims for the use of private automobiles must be authorized by the Department Head, and submitted to the Accounts Payable Division of the Finance Department for reimbursement. Such use, where mileage is reimbursed, will be reimbursed at the rate per mile allowed under the current IRS regulations.
- B. Out-of-City Travel. If the estimated expense of contemplated travel outside of the City is too great to expect the employee to finance the trip and be reimbursed upon the employee's return, the City Manager may authorize advance payment of the estimated amount of the travel expense to the employee.
- C. Economy class airfare will be considered standard for out-of-town travel.
- D. Use of personal cars for out-of-City trips, within the State, may be approved by the City Manager when use of commercial transportation is not available or practical. If an employee prefers to use a personal car, the employee may be reimbursed mileage expenses as long as the expenses do not exceed the amount of the cost of the commercial transportation.
- E. Transportation and Expense Charges. Expenses for air, rail, or public transportation will be allowed whenever such transportation is necessary for conduct of City business. In addition, the following expenses and charges will be allowed, whenever necessary, for the conduct of City business.
 - 1) Expenses will be allowed for adequate lodging. Hotel accommodations shall be appropriate to the purpose of the trip and must be approved by the Department Head.
 - 2) Telephone charges will be allowed for official calls.

3) Expenses for meals will be reimbursed according to Administrative Policy 4.13.

SECTION 28. GRIEVANCE PROCEDURE.

Any employee covered by this Resolution who wishes to file a grievance should follow the procedures outlined in the City's Employee Handbook.

SECTION 29. EFFECTIVE DATES.

This Resolution and Appendices hereto shall be effective as of July 1, 2024 and shall continue in full force and effect until June 30, 2025 unless otherwise amended.

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APPENDIX A

EXECUTIVE MANAGEMENT MONTHLY SALARY RANGES

EFFECTIVE JULY 16, 2023

4.0% Across the Board Salary Increase

5.0% Salary Increase for Fire Chief and Police Chief

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Administrative Services Director	748	14873	15634	16428	17268	18148	19073
Assistant City Manager	757	15557	16352	17183	18061	18982	19950
City Clerk Services Director	652	9214	9686	10178	10697	11244	11816
Community Development Director	738	14150	14873	15629	16427	17265	18145
Community Services Director	733	13801	14507	15244	16023	16840	17699
Finance Director	738	14150	14873	15629	16427	17265	18145
Fire Chief	763	16030	16849	17706	18610	19560	20557
Human Resources Director	733	13801	14507	15244	16023	16840	17699
Library Services Director	703	11883	12491	13126	13796	14500	15239
Police Chief	784	17802	18712	19664	20668	21722	22830
Public Works Director	738	14150	14873	15629	16427	17265	18145

EFFECTIVE AUGUST 25, 2024

3.0% Cost of Living Adjustment

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Administrative Services Director	754	15325	16109	16928	17793	18700	19653
Assistant City Manager	763	16030	16849	17706	18610	19560	20557
City Clerk Services Director	658	9494	9980	10487	11022	11585	12175
Community Development Director	744	14579	15325	16104	16927	17790	18697
Community Services Director	739	14220	14947	15707	16510	17352	18236
Finance Director	744	14579	15325	16104	16927	17790	18697
Fire Chief	769	16517	17362	18245	19177	20155	21182
Human Resources Director	739	14220	14947	15707	16510	17352	18236
Library Services Director	709	12244	12870	13524	14215	14940	15702
Police Chief	790	18344	19282	20262	21297	22383	23524
Public Works Director	744	14579	15325	16104	16927	17790	18697

APPENDIX B

SENIOR MANAGEMENT MONTHLY SALARY RANGES

EFFECTIVE JULY 16, 2023

4.0% Across the Board Salary Increase

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Accounting Manager ¹	642	8766	9215	9682	10177	10696	11242
Administrative Analyst I	562	5882	6182	6498	6829	7177	7543
Administrative Analyst II	582	6499	6831	7179	7545	7930	8335
Administrative Manager ²	632	8340	8766	9211	9682	10176	10694
Assistant City Attorney I	688	11027	11590	12180	12802	13455	14140
Assistant City Attorney II	698	11590	12183	12802	13456	14143	14864
Assistant Community Devel. Director	696	11475	12062	12675	13323	14002	14716
Assistant Community Services Director	683	10755	11305	11880	12486	13123	13792
Assistant Field Services Manager	663	9734	10232	10752	11300	11878	12482
Assistant Finance Director	683	10755	11305	11880	12486	13123	13792
Assistant Human Resources Director	683	10755	11305	11880	12486	13123	13792
Assistant Library Services Director	642	8766	9215	9682	10177	10696	11242
Assistant Public Works Director	708	12183	12806	13457	14145	14866	15624
Assistant to the City Manager	632	8340	8766	9211	9682	10176	10694
Assistant Water Manager	663	9734	10232	10752	11300	11878	12482
Budget Manager	632	8340	8766	9211	9682	10176	10694
Budget Officer	622	7934	8340	8763	9211	9681	10174
Building and Safety Manager	663	9734	10232	10752	11300	11878	12482
Chief Building Official	683	10755	11305	11880	12486	13123	13792
Crime Analyst	580	6435	6763	7108	7470	7851	8252
Deputy City Clerk	584	6564	6899	7251	7621	8009	8418
Deputy City Manager	696	11475	12062	12675	13323	14002	14716
Deputy Public Works Director	698	11590	12183	12802	13456	14143	14864
Economic Development Manager	683	10755	11305	11880	12486	13123	13792
Economic Development Project Manager	632	8340	8766	9211	9682	10176	10694
Emergency Manager	647	8987	9447	9927	10434	10967	11525
Emergency Medical Services Manager	647	8987	9447	9927	10434	10967	11525
Employee Benefits Analyst	575	6276	6596	6933	7286	7658	8049
Equipment Maint. Superintendent	635	8465	8898	9351	9828	10330	10856
Executive Assistant	529	4990	5244	5512	5793	6088	6399
Executive Assistant to the Chief	549	5513	5795	6089	6401	6727	7070
Field Services Manager	683	10755	11305	11880	12486	13123	13792
Finance Manager	614	7624	8014	8421	8851	9302	9776
Financial Analyst	586	6630	6969	7324	7697	8090	8503
Housing Manager	632	8340	8766	9211	9682	10176	10694

APPENDIX B (CONTINUED)

SENIOR MANAGEMENT MONTHLY SALARY RANGES

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Human Resources Analyst I	567	6031	6338	6662	7001	7358	7734
Human Resources Analyst II	594	6900	7253	7621	8010	8419	8848
Human Resources Manager	663	9734	10232	10752	11300	11878	12482
Information Technology Manager	683	10755	11305	11880	12486	13123	13792
Information Technology Project Manager	663	9734	10232	10752	11300	11878	12482
Intergovernmental & Comm Affairs Mgr	674	10283	10809	11359	11938	12547	13187
Internal Audit Manager	632	8340	8766	9211	9682	10176	10694
Investment/Revenue Officer	602	7181	7548	7931	8336	8762	9208
Manager of Trans Svcs/City Traffic Eng	683	10755	11305	11880	12486	13123	13792
Network/Security Analyst	613	7586	7974	8379	8807	9256	9727
Parks and Facilities Manager	663	9734	10232	10752	11300	11878	12482
Payroll Manager	632	8340	8766	9211	9682	10176	10694
Planning Manager	683	10755	11305	11880	12486	13123	13792
Principal Civil Engineer	663	9734	10232	10752	11300	11878	12482
Principal Planner	652	9214	9686	10178	10697	11244	11816
Public Affairs & Information Manager	632	8340	8766	9211	9682	10176	10694
Public Works Administrator ⁴	632	8340	8766	9211	9682	10176	10694
Purchasing Officer	614	7624	8014	8421	8851	9302	9776
Records Manager ³	562	5882	6182	6498	6829	7177	7543
Recreation Services Manager	653	9261	9734	10229	10751	11300	11875
Risk Management Analyst	565	5971	6275	6596	6931	7285	7657
Risk Manager	667	9930	10438	10969	11528	12117	12734
Senior Administrative Analyst	612	7548	7934	8337	8763	9210	9679
Senior Assistant City Attorney	718	12806	13461	14145	14868	15626	16423
Senior Assistant to the City Manager	663	9734	10232	10752	11300	11878	12482
Senior Econ Development Project Mgr	658	9494	9980	10487	11022	11585	12175
Senior Emergency Medical Svcs Mgr	683	10755	11305	11880	12486	13123	13792
Senior Executive Assistant to the City Council and the City Manager	579	6403	6729	7073	7433	7812	8211
Senior Housing Manager	658	9494	9980	10487	11022	11585	12175
Senior Human Resources Analyst	624	8014	8423	8851	9303	9779	10276
Senior Library Manager	622	7934	8340	8763	9211	9681	10174
Systems Analyst	613	7586	7974	8379	8807	9256	9727
Water Manager	683	10755	11305	11880	12486	13123	13792

1. *Classification of Accounting Manager received an equity adjustment of 5.0% pursuant to Resolution No. 11480.*
2. *Classification of Public Works Administrative Manager retitled to Administrative Manager effective June 18, 2023 pursuant to City Council FY 24 budget adoption and Resolution No.11480.*
3. *Classification of Records Manager established effective June 18, 2023 pursuant to City Council FY 24 budget adoption and Resolution No.11480.*
4. *Classification of Public Works Administrator established effective March 10, 2024 pursuant to City Council FY 24 mid-year budget adoption and Resolution No 11532.*

APPENDIX B (CONTINUED)

**SENIOR MANAGEMENT
MONTHLY SALARY RANGES**

EFFECTIVE AUGUST 25, 2024

3.0% Cost of Living Adjustment

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Accounting Manager	648	9032	9495	9977	10486	11022	11583
Administrative Analyst I	568	6061	6370	6695	7036	7395	7772
Administrative Analyst II	588	6696	7039	7397	7774	8171	8588
Administrative Manager	638	8593	9033	9491	9976	10485	11020
Assistant City Attorney I	694	11362	11942	12550	13191	13863	14570
Assistant City Attorney II	704	11943	12553	13191	13865	14572	15315
Assistant Community Devel. Director	702	11824	12429	13060	13728	14428	15163
Assistant Community Services Director	689	11082	11648	12240	12866	13522	14211
Assistant Field Services Manager	669	10030	10542	11078	11644	12239	12862
Assistant Finance Director	689	11082	11648	12240	12866	13522	14211
Assistant Human Resources Director	689	11082	11648	12240	12866	13522	14211
Assistant Library Services Director	648	9032	9495	9977	10486	11022	11583
Assistant Public Works Director	714	12553	13195	13866	14574	15318	16098
Assistant to the City Manager	638	8593	9033	9491	9976	10485	11020
Assistant Water Manager	669	10030	10542	11078	11644	12239	12862
Budget Manager	638	8593	9033	9491	9976	10485	11020
Budget Officer	628	8175	8593	9029	9491	9975	10483
Building and Safety Manager	669	10030	10542	11078	11644	12239	12862
Chief Building Official	689	11082	11648	12240	12866	13522	14211
Crime Analyst	586	6630	6969	7324	7697	8090	8503
Deputy City Clerk	590	6764	7109	7470	7852	8253	8673
Deputy City Manager	702	11824	12429	13060	13728	14428	15163
Deputy Public Works Director	704	11943	12553	13191	13865	14572	15315
Economic Development Manager	689	11082	11648	12240	12866	13522	14211
Economic Development Project Manager	638	8593	9033	9491	9976	10485	11020
Emergency Manager	653	9261	9734	10229	10751	11300	11875
Employee Benefits Analyst	581	6467	6796	7144	7508	7890	8293
Executive Assistant	535	5141	5403	5679	5969	6273	6593
Executive Assistant to the Chief	555	5680	5970	6274	6595	6930	7284
Field Services Manager	689	11082	11648	12240	12866	13522	14211
Finance Manager	620	7856	8257	8676	9119	9585	10074
Financial Analyst	592	6831	7181	7545	7931	8336	8760
Housing Manager	638	8593	9033	9491	9976	10485	11020

APPENDIX B (CONTINUED)

SENIOR MANAGEMENT MONTHLY SALARY RANGES

CLASSIFICATION TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
Human Resources Analyst I	573	6214	6530	6864	7214	7582	7969
Human Resources Analyst II	600	7110	7473	7853	8254	8675	9116
Human Resources Manager	669	10030	10542	11078	11644	12239	12862
Information Technology Manager	689	11082	11648	12240	12866	13522	14211
Information Technology Project Manager	669	10030	10542	11078	11644	12239	12862
Intergovernmental & Comm Affairs Mgr	680	10595	11137	11703	12301	12928	13587
Internal Audit Manager	638	8593	9033	9491	9976	10485	11020
Investment/Revenue Officer	608	7399	7778	8172	8590	9028	9488
Manager of Trans Svcs/City Traffic Eng	689	11082	11648	12240	12866	13522	14211
Network/Security Analyst	619	7817	8216	8633	9074	9538	10023
Parks and Facilities Manager	669	10030	10542	11078	11644	12239	12862
Payroll Manager	638	8593	9033	9491	9976	10485	11020
Planning Manager	689	11082	11648	12240	12866	13522	14211
Principal Civil Engineer	669	10030	10542	11078	11644	12239	12862
Principal Planner	658	9494	9980	10487	11022	11585	12175
Public Affairs & Information Manager	638	8593	9033	9491	9976	10485	11020
Public Works Administrator	638	8593	9033	9491	9976	10485	11020
Purchasing Officer	620	7856	8257	8676	9119	9585	10074
Recreation Services Manager	659	9541	10030	10539	11077	11643	12236
Risk Management Analyst	571	6152	6466	6795	7143	7507	7889
Risk Manager	673	10232	10755	11302	11879	12485	13121
Senior Administrative Analyst	618	7778	8175	8590	9029	9490	9974
Senior Assistant City Attorney	724	13195	13870	14575	15320	16101	16922
Senior Assistant to the City Manager	669	10030	10542	11078	11644	12239	12862
Senior Econ Development Project Mgr	664	9782	10283	10806	11357	11937	12545
Senior Executive Assistant to the City Council and the City Manager	585	6597	6934	7287	7659	8050	8461
Senior Housing Manager	664	9782	10283	10806	11357	11937	12545
Senior Human Resources Analyst	630	8257	8679	9120	9586	10075	10588
Senior Library Manager	628	8175	8593	9029	9491	9975	10483
Systems Analyst	619	7817	8216	8633	9074	9538	10023
Water Manager	689	11082	11648	12240	12866	13522	14211

1. *Classifications of Emergency Medical Services Manager and Senior Emergency Medical Services Manager move from Senior Management and into Orange City Fire Management Association effective March 23, 2025 pursuant to Resolution No. 11599.*