

RESOLUTION NO. 4046

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD AMENDING
PERSONNEL POLICY # 120 SECTION IV - SALARY PROGRAM ELEMENTS BY
ADDING SUBSECTION I - ASSIGNMENT**

WHEREAS, the Personnel Policy of the City of Soledad does not make provision for assignment provisions in the existing policy; and

WHEREAS, it has become necessary to provide for special assignments; and

WHEREAS, it is recommended the Personnel Policy be amended to provide for a special assignment as needed; and

WHEREAS, the following Subsection I Assignment is recommended to be added to the Personnel Policy.

ASSIGNMENT.

The City may, in accordance with this Document, assign any employee to perform additional duties not normally required of an employee's classification. Employees assigned to work entailing specified duties which require skills and abilities not contemplated in the employee's normal assignments shall receive assignment pay only while so assigned. Assignment pay requires the approval of the City Manager.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Soledad that Section I - Assignment, is hereby approved.

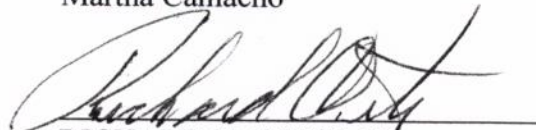
PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 18th day of July, 2007, by the following vote:

AYES, and in favor thereof, Councilmembers: Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

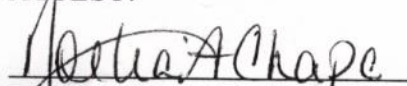
NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmember: Martha Camacho


RICHARD V. ORTIZ, Mayor

ATTEST:


NOELIA F. CHAPA, City Clerk

SALARY PROGRAM ADMINISTRATION

I. PURPOSE

To maintain a program of internally and externally equitable salaries.

II. SCOPE

This policy applies to regular full-time and regular part-time, exempt and non-exempt, employees.

III. POLICY

The City strives to pay salaries competitive with those in our community and those cities of similar and equal size. The City will, within our budgetary constraints, recognize individual effort and contribution to the City's overall success. Determination of salary policy is the responsibility of the City Manager as approved by the City Council through the Annual Pay and Classification Plan. Administration of the Pay and Classification plan is the responsibility of the Finance Officer.

IV. SALARY PROGRAM ELEMENTS

- A. Salary Range. Each job classification in the City has been placed in a salary range that establishes the value of the job classification.
- B. Salary Steps. Each salary range has been assigned a series of salary steps. Within this framework, an employee's salary will be related to demonstrated performance based on their annual evaluation. Employees will receive a salary that is within the step limits of the applicable range. (See Salary Range Schedule, Non-exempt, following).
 1. Range Minimum. Within the assigned job classifications, each employee may begin at step one (1) of the pay plan (See policy No. 070). An employee may move through the steps of the range by appropriate performance evaluations. Upon successful completion of the probationary period, an employee may be eligible to proceed to next step of the job classification range. An exempt employee is eligible to proceed to the next step of the job classification range after six months of employment with the City.

2. Learner's Rate. In cases where the qualifications of a newly hired or newly promoted employee are less than those usually required in the assigned job classification, the employee may be paid below the minimum of the applicable range (but not more than 5% below minimum) while the employee acquires the necessary minimum qualifications for the job classification. This learning period will be limited to six months, after which the employee will be paid at or above the minimum of the range, if retained in the job classification.

3. Range Maximum. The maximum of a salary step normally provides an upper limit of what employees in that range may be paid. However, sometimes it may not be an absolute limit, and the condition described in Section B.4, below, may result in an employee being paid an additional one-time pay adjustment above the maximum step.
 4. "Y Step" Salary. If an employee is paid over the maximum at the time the range for the classification is established, the salary will not be reduced. Rather, the employee will ordinarily be considered ineligible for an increase in pay (Y step) in the form of a merit or cost of living allowance until an adjustment in the salary structure or a promotion to a higher grade brings the rate within the established range for the job classification. Employee will be eligible for a one-time stipend, which will not increase the base salary, equal to the COLA as approved by the City Council
- C. Salary Review Frequency. Reviews for salary increases are conducted at least once each year. Increases, if granted, are based on the percentage between each step. The first salary review after employment will occur at the end of six months' service, except for Sworn Police Officers. Subsequent salary reviews are conducted annually, based on the employee's anniversary date. (an employee's anniversary date is at time of completion of the probationary period, and/or promotion)
- The City Manager may conduct performance reviews at any time and approve step increases based on the evaluation. Salary increases are not granted automatically, but only as a result of demonstrated performance "above average" or "Outstanding", documented by job-related performance appraisal.
- D. Relationship Between Pay Rate and Level of Performance. A specific pay range has been established for each job classification and includes a five-step program for merit increases, except for exempt employees who may be eligible for a merit increase after being at the fifth step for one year. An exempt employee merit increase may range from 0 – 5% based on performance. Movement within the five steps is based upon merit and performance, which a fully qualified employee is ordinarily able to achieve. A fully qualified employee is one who demonstrates sustained performance that meets and exceeds requirements of the job classification, as well as all City criteria.
 - E. Promotions Defined. A promotion may be defined as a change in status for an employee to another job classification and/or a higher range on a permanent basis.
 - F. Promotion Increases. Salary increases may be granted upon promotion. These increases are based upon moving through the steps of the assigned range for the job classification. A lesser amount may be justified if the employee has received a substantial increase within the last six months or a significant learning period is involved. The date of promotion establishes a new anniversary date for merit review.

- G. Other Compensation. Employees receiving any form of compensation other than their salary, as outlined in the Annual Pay and Classification Plan, are required to perform such services for the full term of the pay period. Employees not fulfilling their obligations for the full term of the work period will not be entitled to such compensation. Examples of other compensation include bilingual pay, uniform allowance, vacation and sick accruals, incentives (as listed in the MOU and SPOA agreements) etc.
- H. Out of Class Compensation. An employee shall not be required to perform duties not a part of the employee's classification except as provided in this section. Whenever an employee is assigned duties and responsibilities of a higher classification and such assignment is for a period of at least ten (10) days, the employee shall receive the pay equal to the lowest step of the range of the duties being performed. The employee salary increase should be above their salary for all time in excess of the ten days. At no time should any employee work out of class for a period of more than ninety (90) days.
- I. Assignment. *The City may, in accordance with this Document, assign any employee to perform additional duties not normally required of an employee's classification. Employees assigned to work entailing specified duties which require skills and abilities not contemplated in the employee's normal assignments shall receive assignment pay only while so assigned. Compensation for the assignment shall be calculated based on the percentage of the work week required to perform the task. Assignment pay requires the approval of the City Manager.*

V. **MAINTENANCE OF SALARY STRUCTURE**

Salary ranges of the City's Pay and Classification Plan will be adjusted annually based on the cost of living allowance approved by the City Council. The City Manager and the Finance Officer in order to determine the City's financial ability to fund the Pay and Classification Plan may evaluate the plan occasionally. Adjustments will be made to the Pay and Classification Plan, as required, but salaries paid to individuals will not be adjusted at that time. (See Pay and Classification Plan)

CITY OF SOLEDAD
COMMUNITY DEVELOPMENT DEPARTMENT
248 MAIN STREET
SOLEDAD, CALIFORNIA 93960
831/678-3963

TEMPORARY USE STANDARD REGULATIONS

This approval is issued pursuant to the City of Soledad Zoning Ordinance, Municipal Code, Section 17.42.015 for the following use and dates and is subject to the conditions listed below. The violation of these rules may result in the issuance of an infraction citation (ticket) by the Police Department of Community Development Department.

Proposed Use or Activity: 2007 Our Lady of Solitude Church Fiesta

Location of Use or Activity (APN No., Address and Map of Site) See site map, pluse use of grass area for children's games

Dates and Hours of Use of Activity: August 12, 2007

- 1) This authorization applies only to the physical site, uses and activities described above, and only for the dates and hours requested.
- 2) The applicant agrees to indemnify and hold the City harmless from any claim or injury, personal loss, or damage in connection with the requested use, and any use of public property or right of way that has authorized.
- 3) The applicant shall maintain the site of the use or activity, and any public right of way that may also be used, in a neat and clean condition at all times, and shall, within two hours of the end of the activity on each day of operation, clean the site of all refuse, equipment, or furniture or other materials and restore the site to its condition prior to the initiation of the use or activity. Failure to comply with this requirement may result in the City of Soledad cleaning the site or contracting for such cleaning and the applicant agrees to be responsible for payment of any costs incurred by the City for such work.
- 4) Any damage to public property including sidewalks, curb, gutter, street signs, etc. shall be repaired by the applicant within one week of such damage, or reimbursement of the full cost of such repairs shall be made to the City within one week of submittal by the City of an invoice to the applicant.
- 5) All uses or activities authorized by this approval shall be conducted in a manner consistent with protection of the public health, safety and welfare and enjoyment of the adjacent properties. Loud noise, glare, vibrations or odors are not allowed.
- 6) Applicant is responsible for obtaining any applicable Building Permit or Health Department Permits that may be required, and complying with any other requirements of law.

I have read the regulations stated above and understand them.

Name (Print) REV. IGNACIO MARTINEZ

Signature: Rev: Ignacio Martinez

Phone No.: (831) 678-2731

Date: 8/03/07

- Office Use Only -

Community Development Department Approval

Approved By: [Signature] Date: 8/6/07