

CITY OF CERRITOS

RESOLUTION NO. 2024-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CERRITOS AMENDING RESOLUTION NO. 2024-04, REVISING SECTION 4, PART-TIME CONFIDENTIAL TEMPORARY SALARY AND BENEFIT ADMINISTRATION POLICIES, AND SECTION 7, GENERAL SALARY SCHEDULE, TO PROVIDE FOR CERTAIN ADJUSTMENTS IN THE EMPLOYMENT SYSTEM AND THE PERSONNEL POLICIES, FOR FULL-TIME EXEMPT EMPLOYEES, FULL-TIME CONFIDENTIAL EMPLOYEES, AND PART-TIME CONFIDENTIAL EMPLOYEES.

WHEREAS, the City Council has authorized and directed for the adoption of the appropriate resolution providing for the changes concerning salaries, fringe benefits, and other terms and conditions of employment; and

WHEREAS, after careful consideration, the City has identified certain changes to the wages, benefits and working conditions of employment for non-represented full-time and part-time employees.

WHEREAS, City Manager and the City Clerk/Treasurer salary adjustments are a part of regularly scheduled employee evaluations and will be considered at that time; but the City Manager and the City Clerk shall continue to receive all benefits, including but not limited to medical, dental, vision, vacation, sick leave, life insurance, and executive leave, all in accordance with City ordinances, resolutions, policies and programs applicable to Department Directors, unless excluded or amended by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CERRITOS DOES HEREBY FIND, RESOLVE, AND DECLARE AS FOLLOWS:

SECTION 1. Repeal and Amendment of Previous Resolutions. Resolution No. 2024-04 is hereby repealed by this Resolution and all related amendments.

SECTION 2. Classification and Compensation Plan. All non-represented confidential part-time temporary are covered by sections 3 and 4 of this plan. Full-time non-represented and confidential employees (defined in section 5) are covered by sections 5 through 31 of this plan.

SECTION 3. Part-Time Confidential Temporary Classifications. The following position classifications are hereby established as confidential part-time temporary classifications at the indicated salary grade effective July 1, 2024.

CLASSIFICATIONS-PART-TIME CONFIDENTIAL (Salary last modified 7/1/24)	GRADE/TIER	PAYRATE/HOURLY
Clerical Aide, Confidential	13	20.18/25.22
	13B	19.60/23.42
	13C	19.02/22.74
Human Resources Assistant, Confidential Secretary/Receptionist, Confidential	28	29.98/36.71
	28B	27.90/34.12
	28C	26.51/32.74
Division Secretary, Confidential Human Resources Benefits Coordinator, Confidential	32	32.96/40.46
	32B	30.66/37.64
	32C	29.25/36.22

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

SECTION 4. Part-Time Confidential Temporary Salary and Benefit Administration Policies. The following salary tables, policies and employment/benefit practices shall govern the employment/benefit administration for part-time confidential temporary classifications

- a. **Salary Schedules.** The City shall grant a 2.5% salary increase effective July 1, 2024. The salary classification steps for part-time confidential employees is presented in Attachment A. The classification table for part-time confidential employees, effective July 1, 2024 is presented in Attachment B.

PERS has sole discretion in determining pensionable compensation.

The salary system will meet minimum wage requirements.

Effective July 1, 2025, the City shall adjust the salary schedule to the CPI (Los Angeles-Long Beach-Orange-Anaheim) for all urban consumers) reflecting the average of January, February, and March of calendar year 2025, rounding to the nearest 1/10 of a percentage point with a minimum guarantee of a 2.5% COLA and a maximum increase of 4% COLA.

Effective July 1, 2026, the City shall adjust the salary schedule to the CPI (Los Angeles-Long Beach-Orange-Anaheim) for all urban consumers) reflecting the average of January, February, and March of calendar year 2026, rounding to the nearest 1/10 of a percentage point with a minimum guarantee of a 2.5% COLA and a maximum increase of 4% COLA.

Employees shall receive a regular unpaid meal period of 30 minutes during each six hour or greater workday and a paid break of 15 minutes during each four hours of work.

Each part-time confidential employee currently employed at the City who applies for a full-time position with the City for which they qualify, shall be interviewed for that position whenever interviews occur.

Compliance with AB 119: Not Applicable. Applies to represented employees only.

The City reserves the right to impose any discipline it deems to be appropriate to the circumstances of a case, but will endeavor to impose progressive discipline where appropriate in a fair and consistent manner. Notwithstanding the foregoing, nothing in the section shall change the at-will status of a part-time confidential employee.

Deferred Comp Plan (Governmental 457(b) Plan). Subject to the terms and conditions set forth in the plan policies, all part-time confidential employees shall be entitled to contribute their income to the City sponsored deferred compensation plan. The City shall deduct from the employee's salary authorized deductions from the pay of those employees who individually request in writing that such deductions be made.

IRS Section 125 Plan. The City has established and administers an IRS Section 125 Plan, in which employees may contribute their income towards medical and dependent care expenses on a pre-tax basis. The City shall deduct from the employee's salary authorized deductions from the pay of those confidential employees who individually request in writing that such deductions be made. If fewer than 20 employees enroll in the plan, the cost to administer the plan will be paid by the employees enrolled in the plan.

- b. In compliance with AB 1522, eligible part-time employees shall accrue sick leave in accordance with the legislation and shall be granted the sick leave with pay to attend to employee's own illness, or illness of a child, spouse, registered domestic partner, parent, grandparent, grandchild, sibling, or designated person.

Eligible part-time employees shall be granted their accrued sick leave with pay required to cover the shift. Employee must use a minimum of 2 hours of sick leave.

The City reserves the right to implement a time clock system which accurately reports attendance of employees and their work time for employees that do not presently use time clocks.

In the event there is difficulty in recruiting and/or retaining qualified personnel, the City Manager, at his sole discretion, may elect to utilize the higher salary tier for part-time employees hired after the adoption of this Resolution.

- c. The first step is the minimum rate and is normally the hiring rate for the class. An employee may be assigned, upon appointment, to other than the normal entering salary step upon the recommendation of the Department Head and Administrative Services Director or his/her designee and with approval of the City Manager when it is decided that such action is in the best interest of the City.
- e. The remaining steps are adjustments which may be given based on the performance evaluation to recognize seniority and increased skill on the job. Employees are normally eligible for a merit adjustment after the completion of nine months of service. Each adjustment shall be made at the recommendation of the Department Head and Administrative Services Director or his/her designee and if approved by the City Manager.
- f. Public Employees' Retirement System. Eligibility requirements, benefit provisions, and effective dates are in accordance with PERS rules and regulations and subject to PERS contract amendments made by the City. The PERS contract currently provides:
 - a. 2.5% at age 55 benefit formula for employees subject to the Resolution No. 2004-28.
 - b. 3% at age 60 benefit formula for employees subject to the Resolution No. 2002-24.

Effective with this Resolution of 2011, the City shall amend the PERS contract to change the benefit formula to 2% at age 60. This benefit formula replaces the 2.5% at age 55 benefit formula for employees hired after the PERS contract amendment date. The eligibility requirements, benefit provisions and effective date will be in accordance with PERS rules and regulations.

These benefits exclude employees retired or separated from the City prior to the amendment's effective date, as determined by PERS.

In compliance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City will provide "New Members", hired by the City on or after January 1, 2013 and that meet the PERS "New Member" definition, the PERS 2% at age 62 benefit formula. All "New Members" will be subject to the terms and conditions of PEPRA and will not be eligible for the 3% at age 60 or the 2.5% at age 55 or the 2% at age 60 benefit formulas.

Effective with the California Public Employees' Pension Reform Act of 2013 (PEPRA), "New Members" hired after January 1, 2013 as defined by PERS shall pay 50% of the pension contribution rate. This contribution rate is calculated by PERS and is subject to change.

PEPRA limits the availability of some or all benefit options for those defined by PERS as "New Members".

Members who elect will also be allowed to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment (Section 20930.3 of the PERS Optional Benefit Provisions).

Eligible part-time members of PERS will be provided with Fourth Level 1959 Survivor Benefit, PERS Survivor Continuance, and Optional Settlement 2 Death Benefit.

- g. Employees designated as part-time shall not be eligible for any benefits, beyond hourly wages, provided to full-time employees in this Resolution or any other rule, regulation, resolution or City practice.
- h. Active and retired part-time employees enrolled in PERS retirement are eligible to enroll in the PERS health insurance program for the hourly PERS bargaining unit. The City shall contribute \$720 per month to be used towards the PERS health insurance premium. The active part-time employee must work a minimum of 80 hours per month. If the part-time employee falls below 80 hours for more than one month then the part-time employee will be considered on inactive status and responsible for the full cost of their health insurance, but, if the active part-time employee works 1,000 hours in a calendar year they will be reimbursed.

Effective July 1, 2022, the City will contribute monthly to retired employees of PERS that retire from the City of Cerritos the full cost of up to the family enrollment in the City's dental and vision plans. Retiree dental and vision benefits are for part-time confidential employees that are enrolled in the City's PERS medical plan while working for the City of Cerritos. Eligible part-time, temporary employees must retire from the City of Cerritos on or after July 1, 2022 and be enrolled in the City's PERS retiree health insurance plan.

Active and retired part-time confidential employees enrolled in PERS retirement and the PERS health insurance program are eligible to enroll in the City's dental plan. Effective with this Resolution of 2011, the City shall amend the PERS contract, when permitted by PERS, to require retiree health benefits be based on the member's completed years of credited years of service at retirement. The percentage of employer contribution payable for postretirement health benefits for employees hired after the PERS contract amendment date shall be based on the employee's years of credited PERS service at retirement as follows:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

The eligibility requirements, benefit provisions and effective date will be in accordance with PERS rules and regulations.

- i. Employees required to work on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day or Christmas Day shall receive compensation at one and one-half times the number of hours actually worked.
- j. The City agrees to pay \$2.00 per hour above base pay to all employees working between the hours of 12:00 a.m. and 4:00 a.m. This only applies to the hours actually worked between 12:00 a.m. and 4:00 a.m.
- k. Assignment Pay: Not Applicable. Applies to represented employees only.

- i. In the event there is difficulty in recruiting and/or retaining qualified personnel, at the sole discretion of the City Manager, a Department Director, for these specified reasons, may increase the hours of a non-PERS part-time employee so that they may become a member of PERS. The exercise of this option is not grievable.
- m. As provided for in Section 3507.5 of the Meyers-Milias-Brown Act, the City has designated the following positions as confidential: non-exempt positions assigned to the City Manager's Office, Assistant City Manager's Office, Administrative Services Director's Office, Enterprise Services Division, Human Resources Division and City Clerk's Office.
- n. No employee shall be promoted, demoted, discharged, in any way favored or discriminated against because of political opinions or affiliations, race, color, ancestry, national origin, religious creed, age, sex or because of exercise of his/her rights under the Meyers-Milias-Brown Act.

SECTION 5a. Full-Time Permanent Classifications. The following exempt and confidential positions classifications are hereby established as full-time permanent classifications at the indicated salary grade effective July 1, 2024.

CLASSIFICATIONS-FULL-TIME CONFIDENTIAL (Salary last modified 7/1/24)	GRADE	MONTHLY SALARY
Secretary/Receptionist, Confidential	28	4923/6038
Secretary to the City Clerk, Confidential	30	5151/6318
Division Secretary, Confidential	32	5400/6614
Accounting Technician, Confidential Department Secretary, Confidential Human Resources Technician, Confidential	35	5765/7102
Deputy City Clerk/Records Coordinator, Confidential	37	6038/7435
Administrative Secretary, Confidential	38	6187/7608

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/24)	GRADE	MONTHLY SALARY
Human Resources Analyst	39	6282/7841
Code Enforcement Officer Information Technician I Video Production Specialist	40	6433/8064
Custodial Services Supervisor Library Supervisor	41	6806/8251
Associate Planner GIS Analyst Information Technician II Librarian I	42	6780/8454
Executive Assistant Assistant City Clerk Communications Specialist Public Works Inspector Senior Code Enforcement Officer Senior Services Supervisor Water Constr./ Cross-Conn. Control Inspector	43	6948/8671
Building Maintenance Engineer Maintenance Supervisor Parks Supervisor Trees Supervisor	45	7288/9115
Management Analyst Economic Development Analyst	46	7469/9326
Accountant Event Sales Manager Marketing Supervisor Water Supervisor	47	7661/9568

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/24)	GRADE	MONTHLY SALARY
Community Services Supervisor IT Analyst Personnel Administrator Risk Management Administrator Senior Planner	48	7841/9811
Assistant Civil Engineer GIS Administrator Librarian II Recreation Services Supervisor Senior Accountant Utility Analyst	49	8064/10055
IT Supervisor	51	8454/10561
Accounting Supervisor Associate Civil Engineer Community Participation Manager Network Administrator Electric Utility Manager Manager	53	9429/11643
Advanced Planning Manager Communications Manager Current Planning Manager Environmental Services Manager Public Information Manager Support Services Manager Manager	55	9868/12205
Budget Manager Maintenance Superintendent Parks Superintendent Manager	58	10598/13091
Assistant City Engineer City and Theater Marketing Manager Performance Manager Technical Administrator Theater Patron Services Manager Manager	60	11103/13726
Community Safety Manager Public Safety Manager Recreation Services Superintendent Theater Administrator Utilities Administrator Water Superintendent Manager	61	11374/14063
Manager	62	11643/14402
Assistant to the City Manager City Librarian City Librarian and Marketing Manager Deputy City Manager Deputy Director Public Works/City Engineer Enterprise Services Manager Finance Manager Information Technology Manager Personnel/Risk Manager Theater Administrator/Deputy Director Theater Manager Manager	64	12205/15107
Assistant City Manager Manager	68	13526/16724

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/24)	GRADE	MONTHLY SALARY
Community Development Director Director of Administrative Services Director of Community and Cultural Services Director of Public Works Director of Public Works/City Engineer Theater Executive Director Director	72	14856/18393
Senior Assistant City Manager	77	16722/20716

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

SECTION 5b. Classifications Appointed by the City Council:

CLASSIFICATIONS APPOINTED BY CITY COUNCIL	SALARY	
City Manager	---	\$289,182/yr Effective 7/1/24
City Clerk	----	\$190,091/yr Effective 7/1/24
City Attorney	---	\$12,075/month Effective 12/30/06

SECTION 6. Full-Time Salary Administration Policies. The following salary policies shall govern the administration of the salary schedule hereinafter set forth in section 5 for all full-time permanent classifications:

- a. The first step is the minimum rate and is normally the hiring rate for the class. An employee may be assigned, upon appointment, to other than the normal entering salary step upon the recommendation of the Department Head and the Administrative Services Director or his/her designee, and with approval of the City Manager when it is decided that such action is in the best interest of the City.
- b. Any part-time employee promoted to a full-time position with commensurate or greater responsibilities shall receive a 5% salary increase in wages, up to J step of the grade level associated with the new position.
- c. The next step is an adjustment that may be given at the end of the employee's probationary period. Employees are normally eligible for this adjustment after the completion of a minimum of six months of service at the first or starting step. The adjustment shall be made only if recommended by the Department Head and the Administrative Services Director or his/her designee, and, if approved by the City Manager. Such approval by the City Manager signifies that the employee is considered a permanent City employee.
- d. The remaining steps are incentive adjustments based on performance evaluation to encourage an employee to improve his/her work and to recognize seniority and increased skill on the job. Employees are normally eligible for these adjustments any time after the completion of six months of service at the preceding step. This period may be modified in conjunction with the performance appraisal recommendations and if approved by the Department Head, the Administrative Services Director or his/her designee and the City Manager. Employees who do not receive their performance evaluation within one month of the due date will receive their incentive adjustment automatically. Any incentive adjustment owed to the employee will be processed automatically. This process does not apply to probationary employees.
- e. All rates shown are in full payment for services rendered and cover full payment for the number of hours now being regularly worked in each class.

- f. The comprehensive wage and salary plan, as outlined herein, is based on a 40-hour workweek for all full-time employees. The workweek for FLSA purposes is defined by the City's Human Resources Division current payroll reporting periods.
- g. As provided for in Section 3507.5 of the Meyers-Milias-Brown Act, the City has designated the following positions as confidential: non-exempt positions assigned to the City Manager's Office, Assistant City Manager's Office, Administrative Services Director's Office, Enterprise Services Division, Human Resources Division and City Clerk's Office.

SECTION 7. General Salary Schedule. The general salary schedule shall consist of ten steps within each grade and be applicable to positions and classifications in the City.

The salary classification steps for full-time non-exempt confidential and full-time exempt permanent classifications covered by this resolution for the 2024/2025 fiscal year are presented in Attachment A and reflect a 2.5% salary increase, effective July 1, 2024. The classification tables for full-time non-exempt confidential and full-time exempt employees, effective July 1, 2024 are presented in Attachment B.

Effective July 1, 2025, the City shall adjust the salary schedule to the CPI (Los Angeles-Long Beach-Orange-Anaheim) for all urban consumers) reflecting the average of January, February, and March of that contract year, rounding to the nearest 1/10 of a percentage point with a minimum guarantee of a 2.5% COLA and a maximum increase of 4% COLA.

Effective July 1, 2026, the City shall adjust the salary schedule to the CPI (Los Angeles-Long Beach-Orange-Anaheim) for all urban consumers) reflecting the average of January, February, and March of that contract year, rounding to the nearest 1/10 of a percentage point with a minimum guarantee of a 2.5% COLA and a maximum increase of 4% COLA. CalPERS has sole discretion in determining pensionable compensation.

SECTION 8. Retirement System.

Public Employees' Retirement System (PERS).

Employees covered by this agreement participate in the Public Employees' Retirement System – the PERS program. Employees eligibility for benefit options and formulas are in accordance with PERS contract with the City of Cerritos, PERS rules and regulations and the effective dates (as determined by PERS) of each amendment.

Retirement Formula

Effective December 1, 2002, the City amended its contract with PERS to provide the PERS 3% at age 60 benefit formula.

Effective with the Memorandum of Understanding of 2004-2006, the City amended its contract with PERS to provide the PERS 2.5% at age 55 benefit formula to employees hired by the City after the PERS contract is amended. Employees hired after this amendment will not be eligible for the 3% at age 60 benefit formula.

Effective with the PERS amendment, the City will provide the PERS 2% at 60 benefit formula to employees hired by the City after the PERS contract is amended. Employees hired after this amendment will not be eligible for the 3% at age 60 or the 2.5% at age 55 benefit formulas.

In compliance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City will provide "New Members", hired by the City on or after January 1, 2013 and that meet the PERS "New Member" definition, the PERS 2% at age 62 benefit formula. All "New Members" will be subject to the terms and conditions of PEPRA and will not be eligible for

the 3% at age 60 or the 2.5% at age 55 or the 2% at age 60 benefit formulas.

Member Contributions

The PERS required percentage of the employee's base salary shall be applied by the City to the employee's contribution to the Public Employees' Retirement System and included in the Employer Paid Member Contributions in the manner permitted by PERS, including reporting the contribution as compensation earnable. The following exception applies: Employees hired after July 1, 2011 will be required to pay seven percent (7%) of their base salary to be applied by the City to the employee's contribution to the Public Employee's Retirement System.

Effective with the California Public Employees' Pension Reform Act of 2013 (PEPRA), "New Members" hired after January 1, 2013 as defined by PERS shall pay 50% of the pension contribution rate. This contribution rate is calculated by PERS and is subject to change.

Optional Benefits

The following PERS options are also included in the City's contract with PERS. Benefit details, eligibility and effective dates are specified by PERS. PEPRA limits the availability of some or all of these options for those defined by PERS as "New Members".

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|---------------------|--|
| Section 20042 | 1. Final Compensation – Single Highest Year |
| Section 21024 | 2. Military Service Credit – Buy-Back (1976) |
| Section 21427 | 3. Disability Retirement Allowance – Maximum 50% |
| Section 21620 | 4. Retired Death Benefit \$500 |
| Section 21329 | 5. COLA 2% |
| Section 21574 | 6. 4th Level 1959 Survivor Benefit |
| Section 21551 | 7. Death Benefit continues if spouse remarries |
| Section 21624/26/28 | 8. Post Retirement Survivor Allowance (PRSA) 50% |
| Section 21635 | 9. PRSA continues if spouse remarries |
| Section 21548 | 10. Optional Settlement 2 Death Benefit |

Public Agency Retirement System (PARS).

Employees hired by the City in a position classified as permanent full-time prior to July 1, 2004 will be eligible for the following benefit (all other employees are excluded):

Effective with the PERS 3% at 60 amendment, non-retired employees and members of PERS who retire with a service retirement through PERS and Cerritos City service concurrently will be provided a coordinated 0.5% supplement to their PERS retirement program for their years of service with Cerritos. The coordinated PERS and PARS benefit is limited to the 3% maximum earned by age 60 in the PERS plan and is subject to the terms and conditions set forth in the PARS plan document for currently employed, full-time, non-exempt employees.

SECTION 9. Compensation for Overtime for Non-Exempt Employees.

Subject to approval of the City Manager and to the following provisions, a Department Head may prescribe reasonable periods of overtime work to meet the operational needs of the department. Overtime is defined as work required by an authorized management supervisor in excess of 40 hours in one week. Except as otherwise provided herein, overtime shall be paid at one and one-half times the hourly equivalent of the employee's monthly salary rate based on the number of overtime hours actually worked.

Exempt Personnel

Exempt personnel are defined by the Fair Labor Standards Act. For exempt personnel compensation for work beyond the normal work week may be granted only at the discretion of the City Manager.

Court Time

Employees who are required to appear in court during their off-duty hours in connection with City business shall receive overtime compensation at one and one-half times the number of hours they spend in court.

SECTION 10. Working Hours.

The City operates on a 40-hour workweek. Actual working hours will be determined on the basis of operational efficiency and employee preference.

Management will establish working schedules subject to approval of Department Directors and the City Manager. For an employee who has a non-variable schedule, the City will provide the employee with two weeks notice prior to any permanent changes in the non-variable schedule, except in emergency situations (such as natural disasters, acts of God, pandemics, wars, etc.).

SECTION 11. Pay Periods and Pay Days.

All officers and employees of the City of Cerritos shall be paid once every two weeks. Compensation shall be made available by the City to employees and officers of the City on an every other Friday basis. In the event that a payday falls on a holiday, all warrants or checks in payment of compensation shall be made available to the City employees on the first day preceding the holiday.

SECTION 12. Computation of Advancement Dates

Advancement dates shall be computed from the first day of appointment or from the effective date of any subsequent actions.

SECTION 13. Payroll Deductions

- A. The following payroll deductions may be made from the salary of employees where applicable:
 - B. Obligations to the City. The City, if deemed necessary by the City Manager, may deduct from the employee's pay, amounts equal to obligations incurred through cash advances and damage to City property entrusted in the care of the employee if said damage results from proven negligence on the part of the employee.
 - C. Health and Life Insurance Benefits. The City will make deductions of those amounts authorized by the employee equal to the employee's share of the health and life insurance benefits.
 - a. Suspensions. The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with day six that the employee is suspended without pay. Partial days will count as full days for health insurance deduction purposes. The employee will not lose holiday pay. There will be no loss of vacation leave and sick leave accruals for suspensions less than two weeks.
 - b. Family and Medical Leave. The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with the first day of week 13 of the leave. Partial days will count as full days for health insurance deduction purposes. The employee will not accrue vacation leave or sick leave for the full pay period beginning with the first day of their leave of absence without pay.

- c. Personal Leave. The City will make deductions from the employee's salary for health insurance benefits on a prorated basis, with a minimum of one day, beginning with the first day of their leave of absence without pay. Partial days will count as full days for health insurance deduction purposes. This includes vacation leave without pay and any time without pay in which the employee reports late to work. The employee will not accrue vacation leave or sick leave for the full pay period in which the absence occurs.
- D. Income Taxes. The City shall make deductions from the salary in the amount required by Federal and State law for income tax purposes and to make payment thereof as required.
- E. Public Employees' Retirement System. The City shall deduct from the employee's salary the amount required to contribute to the Public Employees' Retirement System.
- F. Credit Union Deductions. The City shall deduct from the employee's salary authorized deductions to the Credit Union and pay such amounts to the Credit Union.
- G. Charitable Deductions. The City shall deduct charitable contributions periodically when authorized by employees and the City Manager.
- H. Dues Deductions. The City shall deduct dues and assessments and other monies, provided there is no more than one deduction per pay period, from the pay of represented employees. The total amount of all such deductions shall be remitted by the City to the recognized employee organization.
- I. Short Term Disability. The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such deductions be made.
- J. IRS Section 125 Plan. The City has established and administers an IRS Section 125 Plan, in which employees may contribute their income towards medical and dependent care expenses on a pre-tax basis. The City shall deduct from the employee's salary authorized deductions from the pay of those represented employees who individually request in writing that such deductions be made. If fewer than 20 employees enroll in the plan, the cost to administer the plan will be paid by the employees enrolled in the plan.

SECTION 14. Physical Examination.

All applicants considered for positions with the City of Cerritos may be required to undergo a physical examination (if, in the discretion of the City Manager, such examination is necessary).

In additional, all exempt employees shall be entitled to an allowance for a medical benefit by a licensed physician of the employee's choice. All grades 53 and above shall receive a maximum allowance of \$500 within a fiscal year. All other exempt employees shall receive a maximum allowance of \$300 within a fiscal year. Department Directors and higher are permitted to receive this benefit in cash if they have used the allowance for a reimbursable exam within the last two years.

Alternatively:

All exempt employees shall be entitled to a wellness allowance to cover the cost of various wellness expenses including deductibles and co-pays. All grades 53 and above shall receive

an allowance of \$500 in cash at the beginning of the fiscal year, effective July 1, 2024. All other exempt employees shall receive an allowance of \$300 cash at the beginning of the fiscal year, effective July 1, 2024.

SECTION 15. Investigation.

All applicants upon conditional offer of employment may be photographed and fingerprinted and shall successfully undergo any further investigation deemed necessary by the City Manager as requisite for employment.

Section 16. Service Awards.

City employees become eligible for service awards recognizing their contributions to the City according to the following schedule:

Years of Service
1
3
5
10
15
20
25
30
35

In addition, employees retiring with 20 or more full-time years of service with the City of Cerritos will receive a lifetime pass to all of the following: the golf course, the swim center, the library, and the senior center. Part-time service shall be counted towards the twenty year requirement on a pro-rata basis. The employee shall also receive a commemorative plaque.

SECTION 17. Expenses Allowed.

In City travel, expense claims for use of private automobiles must be approved by the Department Director. Such use will be paid at the current IRS reimbursement rate. The IRS reimbursement rate will be reviewed and adjusted accordingly July 1 of every year.

Use of personal cars for business trips out of the metropolitan area may be approved by the City Manager, when the use of commercial transportation is not practical. Such mileage shall be reimbursed at the current IRS reimbursement rate.

Technology Allowance

The City may provide a technology stipend of \$50 for exempt employees at the sole and complete discretion of the City Manager based upon his/her determination of operational need.

Uniform Allowance

The City will provide 15 uniform pieces a year for all full-time employees whose positions the City Manager has determined warrant the issuance of uniforms. 100% cotton clothing options shall be made available. Pieces may be shorts, pants, coveralls or shirts. The City will also provide one cap a year to all full-time personnel required to wear uniforms on duty that choose to wear a cap while at work. Only City issued caps are allowed.

The City will also provide one jacket a year, without substituting uniforms, to all full-time personnel required to wear uniforms on duty that choose to wear a jacket while at work.

Windbreakers will be available for employees who regularly work outdoors. Windbreakers and jackets are not subject to the 100% cotton requirement.

The monetary value of uniforms will be up to \$500 per year per employee. However, this amount will be adjusted upward if the actual cost of uniforms increases.

Employees whose positions the City Manager has determined warrant the issuance of safety shoes may receive \$400 toward the purchase of safety shoes, without substituting uniforms.

Travel Expenses

When air, rail, or public transportation is used expense for expenses for local transportation will be allowed when necessary for the conduct of City business.

Expenses will be allowed for adequate lodging. Hotel accommodations should be appropriate for the purposes of the trip.

Expenses for meals will be reimbursed according the Travel Reimbursement and Ethics Training Policy. Receipts for meals may be required.

SECTION 18. Jury Duty.

An employee required to serve as a trial juror shall be compensated for the difference between their normal salary and the compensation for jury duty, less travel pay, during the period of such service. Employees assigned an 8-hour swing/graveyard shift shall be granted leave for the entire work shift on any day in which court appearance is required for 4 hours or more for the days they work. Employees will be required to submit a daily court time-stamped attendance slip, verifying their arrival and departure time.

SECTION 19. Annual Vacation Leave.

After six months of continuous service, each employee earns and is eligible for a vacation of six working days. Commencing with the second year of employment, each employee begins to accrue 12 working days vacation. Commencing with the fifth year of employment, accrual will begin at the rate of 17 working days vacation. Commencing with the 11th year of employment, an employee begins to accrue 18 working days vacation. For each year thereafter, vacation accrual will increase by one day per year to a maximum of 22 days accrual commencing with the 15th year of employment.

Vacations are expected to be taken within one year of the date earned. However, accumulation of up to twice annual accrued vacation leave may be authorized by the Department Directors. Accumulation of more than twice annual accrued vacation leave requires approval of the City Manager.

Earned vacation pay shall be compensated upon separation at the rate of one-to-one.

Department Directors and above, after 12 months of continuous services are eligible for 17 working days. Commencing with the second year of employment, said employees begin to accrue 17 days vacation. Further increases in accrual rates shall be treated as all other employees.

Employees grades 23 through 38, with a minimum of five years of service, and who have used at least one week of vacation during the preceding fiscal year, are eligible to sell a maximum of one week of vacation leave back to the City at the rate of one-to-one AND/OR - may contribute up to the year maximum allowed by the Internal Revenue Service into his/her 457(b) account. This buyback and/or deferred compensation contribution is available during July and the first pay period in December and must be at the written

request of the employee.

Employees, grades 39 and higher, with a minimum of five years of service, and who have used at least two weeks of vacation during the preceding 12-month period, are eligible to sell any amount of their vacation leave back to the City at the rate of one-to-one. This buyback is available two times per year and must be at the written request of the employee.

SECTION 20. Administrative and Executive Leave.

All exempt employees grades 39 through 68, excluding Division Head classifications, will receive two days of administrative leave. Division Heads will receive three days of administrative leave. Department Directors and above shall accrue five days executive leave each year. Department Directors and above are eligible to sell any amount of their executive leave back to the City at the rate of one-to-one. This buyback is available at any time of the year and must be at the written request of the employee.

SECTION 21. Sick Leave.

- A. Sick leave with pay for all employees, excluding Division Heads and above, shall accrue at the rate of 3.69 hours for each pay period of the employee's service and any such leave may accrue without limit. At the time of separation, the City will compensate the employee leaving City service for one-half of all accrued sick leave earned.
- B. Division Head and above classifications are granted sick leave with pay, up to a maximum of 90 calendar days per incident with not accumulation. Leave beyond 90 calendar days may be granted only at the discretion of the City Manager.
- C. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
 - a. Personal illness or physical incapacity.
 - b. Enforced quarantine of the employee in accordance with community health regulations.
 - c. If an employee is required to be absent over three days due to a death in the family, additional days may be charged against earned or accrued sick leave.
 - d. Doctor and dental appointments.
 - e. Kin Care Leave. To attend to an illness of a child, parent, spouse, sibling, grandparent, grandchild, registered domestic partner, or designated person per California Sick Leave Law.
 - f. Pregnancy Maternity Leave. Non-exempt employees shall be able to apply sick leave to pregnancy maternity leave in the amount of their accrued sick leave to date.
 - g. Paternity Leave. Up to a maximum of 12 weeks per individual situation in any 12-month period. Employees shall be able to apply vacation pay and, if applicable, sick leave while on their paternity leave. Employee may use up to a maximum of five days of their sick leave per individual situation.
 - h. Where permitted by federal and or state law.

- D. Eligibility for sick leave shall commence when earned or accrued. Any employee requesting sick leave shall inform their immediate supervisor of the fact and the reason therefore within 30 minutes of the regularly scheduled starting time. Failure to do so may be cause for denial of sick leave with pay for the period of absence.
- E. After four consecutive sick leave days, or in a case in which the supervisor reasonably suspects misuse of sick leave, a physician's statement indicating illness or injury may be required. Nothing herein shall prevent the supervisor from requiring documentation of illness or injury for reasonable cause.
- F. Sick Leave Incentive Program. Employees who have accumulated more than 360 hours of sick leave may sell all or part of those hours in excess of 360 back to the City at the rate of 1/2 to one. Eligible leave would be based on accumulated leave as of the first pay period in November. Payment would be made at the written request of the employee and would be received by the first pay period of December.

SECTION 22. Bereavement Leave.

- A. Full-time employees are eligible for a maximum of five days bereavement in the event of the death of a member of the employee's family as defined in Section B. Immediate family is limited to current definition and to members covered under applicable law.
- B. Immediate family is limited to any relative by blood or marriage who is a member of the employee's household, under the same roof, and any parent, spouse, child, registered domestic partner, brother or sister, mother-in-law or father-in-law, grandfather or grandmother, grandchild, son-in-law or daughter-in-law, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, great-grandparent, or great-grandchild of the employee. Supporting documentation must be provided upon returning to work. Bereavement shall not be for the purpose of a vacation.

SECTION 23. Court Appearance Unrelated to City Business.

Employees required to appear in court on their own behalf during working hours may have the option of utilizing accrued vacation or floating holiday or take leave without pay, provided that sufficient notice has been given to an authorized supervisor.

SECTION 24. Worker's Compensation.

In the event that a permanent employee incurs a job-related accident or injury while in the conduct of official City business, and said accident or injury renders the employee unable to fulfill the requirements of his or her position classification for an extended period of time, the City will compensate the employee to insure against loss of income in an amount equaling the differential between any workers' compensation payments made to the employee as a result of said accident or injury and the employee's monthly salary up to the equivalent of 10 working days from the first day of lost time at the employee's then current monthly salary. After the expiration of 10 working days, the employee may also supplement fractional use of earned sick leave or vacation time.

SECTION 25. Holidays.

Employees shall have the following holidays as vacation with pay:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day

Independence Day
 Labor Day
 Veterans' Day
 Thanksgiving Day
 Friday After Thanksgiving
 Christmas Eve Day
 Christmas Day

One additional floating holiday per fiscal year scheduled with supervisor authorization.

Every day proclaimed by the President, Governor, and recognized by the Mayor of this City as a public holiday.

SECTION 26. Health and Life Insurance.

Plan Types and Enrollment

All full-time employees will be covered as a primary Insured under PERS for medical, surgical and hospital insurance.

All full-time employees will be covered as a primary insured under a dental, optical, and life insurance plan provided by the City. The dental plan will include a \$2,000 annual cap and orthodontia coverage.

City Contribution

The City will contribute monthly to active and retired employees of PERS the cost of PERS Platinum family coverage, which can be applied towards any PERS health insurance plan. For employees hired to full-time permanent positions, the City will contribute monthly to active employees the amount necessary to pay up to the full cost of his/her family enrollment in the City's PERS medical, dental, vision and life plan; however the following exception applies:

Effective with the PERS amendment, employee retiree health benefits will be based on the member's completed years of credited years of service at retirement. The percentage of employer contribution payable for postretirement health benefits for employees hired after the PERS contract amendment date shall be based on the employee's years of credited PERS service at retirement as follows:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

The eligibility requirements, benefit provisions and effective date, will be in accordance with PERS rules and regulations.

Health Rebate

Active employees hired prior to July 1, 2002 as a full-time employee will be eligible to receive a cash rebate for the unused portion of \$780/month, the City's PERS Health contribution. For purposes of calculating the rebate the City's contribution utilized to determine the rebate is \$780/month. All other current and future employees are excluded from this benefit. The qualified employee's rebate will be based on the difference between their PERS medical plan cost and \$780/month.

Life Insurance

Subject to the terms and conditions set forth in the policies of insurance all full-time employees shall be entitled to life insurance coverage as follows: Grade 23-38 \$50,000. Grade 39-68, excluding Division Head classifications \$100,000. Division Heads \$150,000. Department Directors and Above \$200,000. Policy value is reduced by age.

SECTION 27. Pay for Serving in Higher Job Classification.

An employee who is required, on the basis of an acting appointment or other reason, to serve in a class with a higher salary range than that of the class in which he/she is normally assigned, shall receive the entrance salary rate of the higher salary range or one rate higher than the rate he/she normally receives, whichever is greater, provided the employee performs the majority of the duties and assumes the majority of responsibility of the higher class and meets the minimum qualifications for the clerical positions, and only after the employee has served for 10 consecutive days in the higher classification. The City will not avoid the assignment of an acting appointment by reassigning duties to more than one employee or for less than 10 days.

SECTION 28. Disability.

Short-Term Disability

Subject to the terms and conditions set forth in the policies of insurance, all full-time employees shall be entitled to benefits under a Short Term Disability Plan at the employee's expense. As soon as practical, the City shall administer such a plan.

Long-Term Disability

Subject to the terms and conditions set forth in the policies of insurance all full-time employees shall be entitled to benefits under a Long Term Disability Plan provided by the City. Subject to a full-time employee meeting the terms and conditions of the long-term disability policy the employee will receive 66 2/3% of the employee's monthly pay subject to the maximum amount set forth in the policy. Employees will be required to apply for Long Term Disability prior to satisfying the 60 day qualifying period.

SECTION 29. Tuition Reimbursement.

The City will provide to employees \$3,500 per fiscal year tuition reimbursement for courses which relate to their job assignment or when they are pursuing a degree in a major with potential value to the City. The completion date of the class shall be used in determining the fiscal year in which the benefit shall apply.

SECTION 30. Layoffs.

The order of layoff of employees shall be established by the Administrative Services Director or his/her designee.

No permanent full-time employee shall be laid off from their position in any department while any part-time, temporary, seasonal and/or probationary employee is serving in the same class in the department. Seniority shall be observed in affecting layoffs in personnel. The least senior employee in a job classification subject to layoff will be laid off first. An employee subject to layoff may exercise his/her seniority within their specific job

classification. Employees to be laid off shall be given at least 30 days prior notice.


The names of regular and probationary employees laid off or demoted in lieu of layoff shall be placed upon re-employment lists for two years for those classes requiring basically the same qualifications, duties and responsibilities of the class from which layoff or demotion in lieu of layoff was made.

Persons whose names are placed on re-employment lists in accordance with this section, and who are re-employed within the prescribed period, shall be regarded as having been on leave of absence during this period of absence, and entitled to all benefits accruing from such leave.

SECTION 31 Non-Discrimination Policy.

The City and the Union shall engage in no act of discrimination against any employee of the City, regardless of bargaining unit or representation, because of political opinions or affiliations, race, color, ancestry, national origin, religious creed, age, sex, sexual orientation, and/or disability or because of the employee's exercise or refusal to exercise his/her rights under the Meyers-Milias-Brown Act, Government Code section 3500 et seq.

PASSED, APPROVED and ADOPTED this 2nd day of December, 2024.



Naresh Solanki, Mayor

ATTEST:



Cynthia Nava, Acting City Clerk

CITY OF CERRITOS CLASSIFICATION STEPS
2024/2025
(2.5%)

CLASSIFICATION STEPS-FULL TIME EXEMPT EMPLOYEES (Salary last modified 7/1/24)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
39 Hourly	36.24	37.12	38.12	39.10	40.09	41.04	42.05	43.09	44.22	45.22
39 Monthly	6,282	6,433	6,606	6,780	6,948	7,116	7,288	7,469	7,661	7,841
40 Hourly	37.12	38.12	39.10	40.09	41.04	42.05	43.09	44.22	45.22	46.53
40 Monthly	6,433	6,606	6,780	6,948	7,116	7,288	7,469	7,661	7,841	8,064
41 Hourly	38.12	39.10	40.09	41.04	42.05	43.09	44.22	45.22	46.53	47.61
41 Monthly	6,606	6,780	6,948	7,116	7,288	7,469	7,661	7,841	8,064	8,251
42 Hourly	39.10	40.09	41.04	42.05	43.09	44.22	45.22	46.53	47.61	48.78
42 Monthly	6,780	6,948	7,116	7,288	7,469	7,661	7,841	8,064	8,251	8,454
43 Hourly	40.09	41.04	42.05	43.09	44.22	45.22	46.53	47.61	48.78	50.01
43 Monthly	6,948	7,116	7,288	7,469	7,661	7,841	8,064	8,251	8,454	8,671
45 Hourly	42.05	43.09	44.22	45.22	46.53	47.61	48.78	50.01	51.29	52.59
45 Monthly	7,288	7,469	7,661	7,841	8,064	8,251	8,454	8,671	8,887	9,115
46 Hourly	43.09	44.22	45.22	46.53	47.61	48.78	50.01	51.29	52.59	53.79
46 Monthly	7,469	7,661	7,841	8,064	8,251	8,454	8,671	8,887	9,115	9,326
47 Hourly	44.22	45.22	46.53	47.61	48.78	50.01	51.29	52.59	53.79	55.20
47 Monthly	7,661	7,841	8,064	8,251	8,454	8,671	8,887	9,115	9,326	9,568
48 Hourly	45.22	46.53	47.61	48.78	50.01	51.29	52.59	53.79	55.20	56.63
48 Monthly	7,841	8,064	8,251	8,454	8,671	8,887	9,115	9,326	9,568	9,811
49 Hourly	46.53	47.61	48.78	50.01	51.29	52.59	53.79	55.20	56.63	58.01
49 Monthly	8,064	8,251	8,454	8,671	8,887	9,115	9,326	9,568	9,811	10,055
50 Hourly	47.61	48.78	50.02	51.29	52.59	53.79	55.20	56.63	58.01	59.43
50 Monthly	8,251	8,454	8,672	8,887	9,115	9,326	9,568	9,811	10,055	10,300
51 Hourly	48.78	50.01	51.29	52.59	53.79	55.20	56.63	58.01	59.43	60.93
51 Monthly	8,454	8,671	8,887	9,115	9,326	9,568	9,811	10,055	10,300	10,561
53 Hourly	54.40	55.72	56.93	58.33	59.73	61.14	62.55	64.05	65.62	67.18
53 Monthly	9,429	9,658	9,868	10,111	10,353	10,598	10,841	11,103	11,374	11,643
55 Hourly	56.93	58.33	59.73	61.14	62.55	64.05	65.62	67.18	68.82	70.41
55 Monthly	9,868	10,111	10,353	10,598	10,841	11,103	11,374	11,643	11,928	12,205
58 Hourly	61.14	62.55	64.05	65.62	67.18	68.82	70.41	72.07	73.77	75.52
58 Monthly	10,598	10,841	11,103	11,374	11,643	11,928	12,205	12,492	12,786	13,091
60 Hourly	64.05	65.62	67.18	68.82	70.41	72.07	73.77	75.52	77.40	79.19
60 Monthly	11,103	11,374	11,643	11,928	12,205	12,492	12,786	13,091	13,417	13,726
61 Hourly	65.62	67.18	68.82	70.41	72.07	73.77	75.52	77.40	79.19	81.13
61 Monthly	11,374	11,643	11,928	12,205	12,492	12,786	13,091	13,417	13,726	14,063
62 Hourly	67.18	68.82	70.41	72.07	73.77	75.52	77.40	79.19	81.13	83.09
62 Monthly	11,643	11,928	12,205	12,492	12,786	13,091	13,417	13,726	14,063	14,402
63 Hourly	68.77	70.43	72.15	73.80	75.56	77.37	79.21	81.16	83.06	85.11
63 Monthly	11,921	12,207	12,506	12,792	13,100	13,410	13,730	14,071	14,397	14,753
64 Hourly	70.41	72.07	73.77	75.52	77.40	79.19	81.13	83.09	85.09	87.15
64 Monthly	12,205	12,492	12,786	13,091	13,417	13,726	14,063	14,403	14,748	15,107
68 Hourly	78.03	79.82	81.76	83.71	85.71	87.78	89.88	92.01	94.23	96.48
68 Monthly	13,526	13,834	14,171	14,512	14,856	15,215	15,578	15,948	16,332	16,724
69 Hourly	79.82	81.76	83.71	85.71	87.78	89.88	92.01	94.23	96.48	98.75
69 Monthly	13,834	14,171	14,512	14,856	15,215	15,578	15,948	16,332	16,724	17,118
72 Hourly	85.71	87.78	89.88	92.01	94.23	96.48	98.75	101.18	103.59	106.12
72 Monthly	14,856	15,215	15,578	15,948	16,332	16,724	17,118	17,539	17,955	18,393
73 Hourly	87.76	89.87	92.01	94.22	96.48	98.80	101.18	103.62	106.11	108.67
73 Monthly	15,212	15,578	15,949	16,331	16,724	17,125	17,538	17,959	18,392	18,836
74 Hourly	89.87	91.99	94.20	96.44	98.75	101.15	103.57	106.07	108.67	111.21
74 Monthly	15,577	15,946	16,326	16,716	17,118	17,532	17,951	18,385	18,836	19,277
75 Hourly	91.99	94.20	96.44	98.75	101.15	103.57	106.07	108.67	111.21	113.92
75 Monthly	15,946	16,326	16,716	17,118	17,532	17,951	18,385	18,836	19,277	19,745
76 Hourly	94.20	96.44	98.74	101.15	103.57	106.07	108.67	111.21	113.93	116.69
76 Monthly	16,326	16,716	17,116	17,532	17,951	18,385	18,836	19,277	19,747	20,226
77 Hourly	96.47	98.73	101.14	103.59	106.07	108.62	111.25	113.90	116.69	119.53
77 Monthly	16,722	17,112	17,529	17,955	18,385	18,828	19,285	19,742	20,226	20,716

Attachment A

Note: In certain cases rounding adjustments may apply.

CITY OF CERRITOS CLASSIFICATION STEPS
2024/2025
(2.5%)

CLASSIFICATION STEPS-FULL-TIME NON-EXEMPT CONFIDENTIAL EMPLOYEES (Salary last modified 7/1/24)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
28 Hourly	28.40	29.06	29.71	30.44	31.16	31.84	32.53	33.25	34.11	34.84
28 Monthly	4,923	5,037	5,151	5,278	5,400	5,519	5,641	5,765	5,913	6,038
30 Hourly	28.71	30.44	31.16	31.84	32.53	33.25	34.11	34.84	35.70	36.44
30 Monthly	5,151	5,278	5,400	5,519	5,641	5,765	5,913	6,038	6,187	6,318
32 Hourly	31.16	31.84	32.53	33.25	34.11	34.84	35.70	36.44	37.36	38.16
32 Monthly	5,400	5,519	5,641	5,765	5,913	6,038	6,187	6,318	6,476	6,614
35 Hourly	33.25	34.11	34.84	35.70	36.44	37.36	38.16	39.09	40.03	40.98
35 Monthly	5,765	5,913	6,038	6,187	6,318	6,476	6,614	6,777	6,938	7,102
37 Hourly	34.84	35.70	36.44	37.36	38.16	39.09	40.03	40.98	41.90	42.90
37 Monthly	6,038	6,187	6,318	6,476	6,614	6,777	6,938	7,102	7,262	7,435
38 Hourly	35.70	36.44	37.36	38.16	39.09	40.03	40.98	41.90	42.90	43.89
38 Monthly	6,187	6,318	6,476	6,614	6,777	6,938	7,102	7,262	7,435	7,608

Note: In certain cases rounding adjustments may apply.

CITY OF CERRITOS CLASSIFICATION STEPS
2024/2025
(2.5%)

CLASSIFICATION STEPS-TEMPORARY PART-TIME CONFIDENTIAL EMPLOYEES (Salary last modified 7/1/24)

Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
13 Hourly	20.18	20.69	21.22	21.75	22.29	22.84	23.39	23.99	24.59	25.22
13B Hourly	19.60	20.00	20.41	20.80	21.23	21.64	22.08	22.52	22.97	23.42
13C Hourly	19.02	19.41	19.80	20.18	20.60	21.01	21.44	21.85	22.29	22.74
28 Hourly	29.98	30.84	31.36	32.14	32.81	33.59	34.33	35.11	35.97	36.71
28B Hourly	27.90	28.51	29.17	29.90	30.49	31.27	31.92	32.66	33.48	34.12
28C Hourly	26.51	27.12	27.78	28.51	29.13	29.87	30.53	31.27	32.08	32.74
32 Hourly	32.96	33.69	34.49	35.26	36.13	36.94	37.85	38.69	39.57	40.46
32B Hourly	30.66	31.35	32.09	32.79	33.57	34.33	35.20	35.96	36.81	37.64
32C Hourly	29.25	29.94	30.69	31.40	32.19	32.95	33.78	34.57	35.41	36.22

Note: In certain cases rounding adjustments may apply.

**CITY OF CERRITOS CLASSIFICATION TABLE
2024/2025**

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/24)	GRADE	SALARY/MONTHLY
Human Resources Analyst	39	6282/7841
Code Enforcement Officer Information Technician I Video Production Specialist	40	6433/8064
Custodial Services Supervisor Library Supervisor	41	6606/8251
Associate Planner GIS Analyst Information Technician II Librarian I	42	6780/8454
Executive Assistant Assistant City Clerk Communications Specialist Public Works Inspector Senior Code Enforcement Officer Senior Services Supervisor Water Constr./ Cross-Conn. Control Inspector	43	6948/8671
Building Maintenance Engineer Maintenance Supervisor Parks Supervisor Trees Supervisor	45	7288/9115
Management Analyst Economic Development Analyst	46	7469/9326
Accountant Event Sales Manager Marketing Supervisor Water Supervisor	47	7661/9568
Community Services Supervisor IT Analyst Personnel Administrator Risk Management Administrator Senior Planner	48	7841/9811
Assistant Civil Engineer GIS Administrator Librarian II Recreation Services Supervisor Senior Accountant Utility Analyst	49	8064/10055
IT Supervisor	51	8454/10561
Accounting Supervisor Associate Civil Engineer Community Participation Manager Network Administrator Electric Utility Manager Manager	53	9429/11643
Advanced Planning Manager Communications Manager Current Planning Manager Environmental Services Manager Public Information Manager Support Services Manager Manager	55	9866/12205
Budget Manager Maintenance Superintendent Parks Superintendent Manager	58	10598/13091

**CITY OF CERRITOS CLASSIFICATION TABLE
2024/2025**

CLASSIFICATIONS-FULL-TIME EXEMPT (Salary last modified 7/1/24)	GRADE	SALARY/MONTHLY
Assistant City Engineer City and Theater Marketing Manager Performance Manager Technical Administrator Theater Patron Services Manager Manager	60	11103/13726
Community Safety Manager Public Safety Manager Recreation Services Superintendent Theater Administrator Utilities Administrator Water Superintendent Manager	61	11374/14063
	62	11643/14402
Assistant to the City Manager City Librarian City Librarian and Marketing Manager Deputy City Manager Deputy Director Public Works/City Engineer Enterprise Services Manager Finance Manager Information Technology Manager Personnel/Risk Manager Theater Administrator/Deputy Director Theater Manager Manager	64	12205/15107
Assistant City Manager Manager	68	13526/16724
Community Development Director Director of Administrative Services Director of Community and Cultural Services Director of Public Works Director of Public Works/City Engineer Theater Executive Director Director	72	14856/18393
Senior Assistant City Manager	77	16722/20716

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS APPOINTED BY CITY COUNCIL

		SALARY
City Manager	---	\$289,182/yr Effective 7/1/24
City Clerk	---	\$190,091/yr Effective 7/1/24
City Attorney	----	\$12,075/month Effective 12/30/06

CITY COUNCIL (Salary last modified 7/1/24)

City Council	---	\$2,010.03/month
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**CITY OF CERRITOS CLASSIFICATION TABLE
2024/2025**

CLASSIFICATIONS-FULL-TIME CONFIDENTIAL (Salary last modified 7/1/24)	GRADE	SALARY/MONTHLY
Secretary/Receptionist, Confidential	28	4923/6038
Secretary to the City Clerk, Confidential	30	5151/6318
Division Secretary, Confidential	32	5400/6614
Accounting Technician, Confidential Department Secretary, Confidential Human Resources Technician, Confidential	35	5765/7102
Deputy City Clerk/Records Coordinator, Confidential	37	6038/7435
Administrative Secretary, Confidential	38	6187/7608

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

CLASSIFICATIONS-PART-TIME CONFIDENTIAL (Salary last modified 7/1/24)	GRADE/ TIER	PAYRATE/HOURLY
Clerical Aide, Confidential	13	20.18/25.22
	13B	19.60/23.42
	13C	19.02/22.74
Human Resources Assistant, Confidential Secretary/Receptionist, Confidential	28	29.98/36.71
	28B	27.90/34.12
	28C	26.51/32.74
Division Secretary, Confidential Human Resources Benefits Coordinator, Confidential	32	32.96/40.46
	32B	30.66/37.64
	32C	29.25/36.22

Note: Classifications listed may include active and inactive classifications; additionally previous salary tables should be referenced.

**SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF CERRITOS AND
REPRESENTED FULL-TIME AND TEMPORARY, PART-TIME EMPLOYEES OF
AFSCME LOCAL 619, COUNCIL 36**


December 2, 2024

The driver license requirement will be removed from the following classification specifications:


- A. Building and Safety Clerk (FT)
- B. Box Office Aide (PT)
- C. Recreation Leader III / Swim Instructor (PT)

AGREED UPON AND SIGNED BY:


City of Cerritos



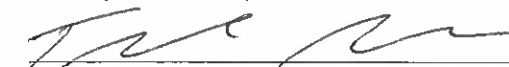
Robert A. Lopez, City Manager
Management Representative



Drew Schneider, Administrative Services
Director
Municipal Employee Relations
Representative



Amy Thomas, Enterprise Services
Manager
Management Representative




Joseph Larsen, Attorney
Management Representative


AFSCME, Local 619



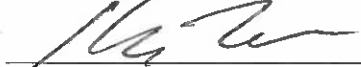
Rogan Girard, Master Carpenter
President, AFSCME Local 619



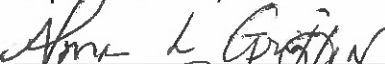
Ben Laurin, Recreation Services
Coordinator
Representative, AFSCME Local 619




David Walter, Park Gardener II
Representative, AFSCME Local 619



Hugo Zepeda, Library Clerk
Representative, AFSCME Local 619



Alma Griffin, Custodian I
Representative, AFSCME Local 619



Kara Gutierrez, Accounting Technician
Representative, AFSCME Local 619



Wayne Palicia, AFSCME Representative
AFSCME District Council 36



Joe Kahraman, AFSCME Representative
AFSCME District Council 36

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CERRITOS)

I, Cynthia Nava, Acting City Clerk of the City of Cerritos, California, DO HEREBY CERTIFY that the foregoing **Resolution No. 2024-33** was duly approved and adopted by the City Council of the City of Cerritos at a Special Meeting held on the 2nd day of December, 2024, and that it was so adopted as follows:

AYES: Councilmembers – Barrows, Johnson, Yokoyama, Vo, Solanki
NOES: Councilmembers – None
ABSENT: Councilmembers – None
ABSTAIN: Councilmembers – None

DATED: December 2, 2024



Cynthia Nava, Acting City Clerk