

**ORDINANCE NO. O2M21-4789**

**AN URGENCY ORDINANCE OF THE ALHAMBRA CITY COUNCIL  
AMENDING CERTAIN SALARY AND BENEFITS FOR ALL EXECUTIVE  
TEAM MEMBERS AND CONFIDENTIAL EMPLOYEES FOR FISCAL  
YEARS 2021-2022, 2022-2023 AND 2023-2024 AND SUPERSEDING  
ORDINANCE NO. O2M20-4776**

THE CITY COUNCIL OF THE CITY OF ALHAMBRA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

**Section 1.** The City Council of the City of Alhambra does hereby find, determine and declare that:

Government Code Section 36937 authorizes ordinances to take effect immediately if they are for the immediate preservation of the public peace, health or safety, contain a declaration of the facts constituting the urgency, and are passed by a four-fifths vote of the City Council.

This Ordinance must take effect immediately to ensure that the changes to compensation and benefits outlined herein are not unnecessarily delayed for those employees impacted, and for ease of administration.

**Section 2. CONFIDENTIAL EMPLOYEES**

**A. CONFIDENTIAL EMPLOYEES DEFINED.**

Confidential Employees shall include those employees listed in Attachment A. Confidential Employees include the Confidential Managers, the Confidential Mid-Managers, and the Confidential Professional Staff.

**B. CONFIDENTIAL EMPLOYEE BENEFITS.**

The following benefits shall be available to all Confidential Employees, except as stated:

**C. SALARIES.** Changes to salary will be adopted by City Council Resolution.

1. Fiscal Year 2021-2022: Effective the first pay period of fiscal year 2021, base salaries for Confidential Managers, Confidential Mid-Managers, and Confidential Professional Staff shall be increased by 2%.
2. Fiscal Year 2022-2023: Effective the first pay period of fiscal year 2022, base salaries for Confidential Managers, Confidential Mid-Managers, and Confidential Professional Staff shall be increased by 2%.
3. Fiscal Year 2023-2024: Effective the first pay period of fiscal year 2023, base salaries for Confidential Managers, Confidential Mid-Managers, and Confidential Professional Staff shall be increased by 2%.

**D. ONE-TIME PAYMENT OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS.**

The City recognizes the Confidential Employees worked through and continued to work diligently through the COVID-19 pandemic. ARPA provides limited federal relief funds to local government, which are subject to use restrictions under the Act. An eligible use under the Act, under Section 991 of the Interim Final Rule is Premium Pay, allows government to provide premium pay to workers who performed or are performing essential work during the pandemic

(subject to certain limits). As provided under ARPA, the City agrees to provide a one-time bonus to Confidential Employees in the amount of seven (7%) percent of the employees' annual base rate pay upon publication of final guidance issued by the U.S. Department of Treasury regarding the eligibility of the Premium Pay as applied by the City.

While the City awaits this final guidance regarding eligibility uses under ARPA, the City further proposes the following: unless final guidance has not been issued by the State Treasury by December 15, 2021, disbursement of these funds shall take place on a special payroll run on that date. Otherwise, the funds will be distributed on a special payroll as soon as practical after the final guidance has been issued. Per interim guidance issued by ARPA, City and members of the Confidential employees agrees that this one-time payment of funds shall not be pensionable.

If final guidance issued by the State Treasury indicates that providing premium pay benefits to employees in this unit is not an eligible use of Federal ARPA funds, the City will return to Confidential employees to discuss another benefit.

**E. WORK WEEK.**

The work week shall be seven (7) consecutive days and a total of forty (40) hours in accordance with each employee's designated work schedule as determined by the City Manager.

The work week for employees working a 9/80 work schedule shall commence one minute after the midpoint of the employee's work day on the regularly scheduled 8-hour day.

**F. WORK SCHEDULES.**

1. Modifications to Work Schedules. At the sole discretion of the City Manager, some employees may be required to work a different schedule due to the requirements of their job classifications or department responsibilities. Any such variation to the work schedule must be memorialized in writing.
2. Alternate Work Schedule. Effective October 31, 2019, or as soon as possible thereafter, the City will adopt a 4/10 or 9/80 work schedule for specific employees in departments in City Hall, Customer Service Center, Public Works, and Utilities. Other City departments may adopt a 5/40, 9/80, or 4/10 work schedule for some or all of their employees at the sole discretion of the City Manager. The City is not waiving any management rights with regard to schedule changes unrelated to this transition. The decision to implement an alternative work schedule is at the sole discretion of the City.

**G. PROBATIONARY PERIOD.**

If an employee is off work (whether paid or unpaid) or working in an assignment that is outside the normal assigned working duties for their classification due to injury or illness for a period of more than two (2) consecutive work weeks, the probationary period shall be extended by the length of such leave time. This extension of the probationary period shall also be applicable to cases where the employee is off work on a FMLA/CFRA leave of absence.

**H. HEALTH BENEFITS.**

1. Public Employees' Medical and Hospital Care Act. The City provides health benefits through CalPERS pursuant to the Public Employees' Medical and Hospital Care Act (PEMHCA). The City may amend or rescind its participation in the PEMHCA program at any time in the future.
2. Flex Plan Contribution. The City provides a flex plan contribution, including the PEMHCA minimum, for full-time employees to be used toward the payment of insurance premiums for medical, dental, vision, and standard supplemental life insurance plans that are offered by the City as follows:

Employee Only	\$826.06 per month
Employee plus 1 dependent	\$1,023.61 per month
Employee plus 2 or more dependents	\$1,238.14 per month

3. PEMHCA Contribution Amount. Each calendar year, CalPERS establishes the PEMHCA minimum employer contribution rate for employees enrolled in the City's PEMHCA medical plans as set forth in Government Code Section 22892(b). The flex plan contributions listed in H.2 above include the calendar year PEMHCA employer minimum contribution.
4. Unused Contributions. Employees hired before July 1, 2017, shall be paid out any unused portion of their flex plan contribution as taxable income. Employees hired after July 1, 2017, will not be paid for any unused portion of the City flex plan contribution.
5. Excess Premiums. Employees shall be required to pay the cost of flex plan premiums for their selected plans which exceed the amount of the City's monthly contribution.
6. Opt Out. Employees hired before July 1, 2017, electing to opt out of medical coverage offered by the City because they have provided proof of eligible alternate coverage will receive a monthly opt allowance equal to ½ of the monthly City contribution as indicated in H.2 above, including the PEMHCA minimum, based on the coverage level tier for the opt out medical plan selected by the employee. Employees hired on or after July 1, 2017, electing to opt out of medical coverage offered by the City, will not receive an opt out allowance in any amount, including the PEMHCA minimum.

**I. RETIREE MEDICAL INSURANCE.**

The City shall contribute a set monthly amount towards retiree medical insurance premiums for all Confidential employees who meet the following criteria:

1. All Confidential Employees hired prior to September 10, 2001, shall be eligible for the benefit, provided they have the requisite full-time years of service with the City of Alhambra or in combination with full-time years of service in other public agencies such as State, County or municipal government.

2. All Confidential Employees hired after September 10, 2001, shall be eligible for this benefit, provided they have the requisite number of years of service calculated using only continuous years of service with the City of Alhambra.
3. This benefit shall include those individuals who retire from the City of Alhambra with either a service or disability retirement.
4. The Retiree Medical Insurance benefit shall be granted as follows:

a) Retirees Participating in the City's PEMHCA Medical Plan

For Confidential Employees hired prior to July 1, 2017, with 20 years of service as described in I.1 and I.2 above with the City of Alhambra upon retirement, the City shall contribute \$396 per month, which includes the City flex plan contribution and the PEMHCA employer minimum contribution, toward their retiree medical premium provided they continue to participate in the City's PEMHCA medical program. For those Confidential Employees who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$486 per month toward their retiree medical premium.

For Confidential Employees hired prior to July 1, 2017, with 25 years of service as described in I.1 and I.2 above with the City of Alhambra upon retirement, the City shall contribute \$496 per month, which includes the City flex plan contribution and the PEMHCA employer minimum contribution, toward their retiree medical premium provided they continue to participate in the City's PEMHCA medical program. For those Confidential Employees who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$486 per month toward their retiree medical premium.

Each calendar year, CalPERS establishes the PEMHCA minimum employer contribution rate for retirees enrolled in the City's PEMHCA retiree program as established in Government Code Section 22892(b). The retiree medical plan contributions listed in Section I.4 above include the calendar year 2019 PEMHCA employer minimum contribution. Each subsequent calendar year, the City retiree medical plan contribution will change to include any increase in the PEMHCA employer minimum contribution rate.

All Confidential Employees hired on or after July 1, 2017, will not receive the above-described benefits, but instead will receive the PEMHCA minimum contribution towards their retiree medical coverage.

The Retiree Medical Insurance benefit will cease upon the death of the retired Confidential Employee.

b) Retirees Not Participating in the City's PEMHCA Medical Plan

For Confidential Employees hired prior to July 1, 2017, with 20 years of service as described in I.1 and I.2 above with the City of Alhambra upon retirement, the City shall contribute \$260 per month toward their retiree medical premium. For those Confidential Employees who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$250 per month toward their retiree medical premium.

For Confidential Employees hired prior to July 1, 2017, with 25 years of service as described in I.1 and I.2 above with the City of Alhambra upon retirement, the City shall contribute \$360 per month toward their retiree medical premium. For those Confidential Employees who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$350 per month toward their retiree medical premium.

All Confidential Employees hired on or after July 1, 2017, who do not participate in the City's PEMHCA medical program will receive no retiree medical contribution from the City.

## **J. RETIREMENT.**

### **1. Classic Members of CalPERS**

- a) Application. This section shall apply to Confidential Employees who are or become members of CalPERS and who are not "new members" as defined by Government Code Section 7522.04(f).
- b) 2.7% at 55 Retirement Benefit Formula. The CalPERS 2.7% at 55 retirement benefit formula shall be available to Confidential Employees covered by this section.
- c) Employee Paid Member Contribution (EPMC). Effective August 24, 2017, the City will no longer pay any portion of the employee contribution amount established by CalPERS for the 2.7% at 55 retirement benefit formula for Confidential Employees subject to this section and holding a position listed in Attachment A.
- d) Member Contribution. Effective August 24, 2017, Confidential Employees holding a position listed in Attachment A, shall pay through payroll deduction, 8% of the employee contribution amount established by CalPERS for the 2.7% at 55 retirement benefit formula. Member contributions shall be made on a pre-tax basis to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).
- e) Contract Benefits. Additionally, the City has contracted for the following CalPERS retirement benefit:
  1. Pre-Retirement Death Benefit – Election of Optional Settlement Two (Gov. Code §21548), effective July 26, 2007.
  2. Conversion of Unused Sick Leave to Service Credit – The City's contract in July 2017 with CalPERS provides for the sick leave conversion benefit. A Confidential Employee who retires from the City may convert his/her accrued and unused sick leave to service credit.

### **1. New Members (PEPRA) of CalPERS**

- a) Application. This section shall apply to Confidential Employees who meet the definition of "new member" as defined by Government Code Section 7522.04(f).

- b) 2% at 62 Retirement Benefit Formula. The 2% at 62 retirement benefit formula shall be available to Confidential Employees covered by this section.
- c) Member Contribution. Confidential Employees covered by this section shall pay through payroll deduction, the employee contribution amount established by CalPERS for the 2% at 62 retirement benefit formula. Member contributions shall be made on a pre-tax basis to the extent permitted by the Internal Revenue Code, 26 USC Section 414(h)(2).
- d) Contract Benefits. Additionally, the City has contracted for the following retirement benefit:
  - 1. Pre-Retirement Death Benefit – Election of Optional Settlement Two (Gov. Code §21548), effective January 1, 2013.
  - 2. Conversion of Unused Sick Leave to Service Credit – The City's contract in July 2017 with CalPERS provides for the sick leave conversion benefit. A Confidential Employee who retires from the City may convert his/her accrued and unused sick leave to service credit.

**K. SICK LEAVE.**

A Confidential Employee shall accrue sick leave at a rate of 3.69 hours per a pay period. There shall be no limit to the amount a Confidential Employee may accumulate in sick leave. Upon retirement, a Confidential Employee may elect to convert unused sick leave hours to CalPERS service credit.

**L. MONETARY COMPENSATION IN LIEU OF SICK LEAVE.**

- 1. In the last payroll period of the calendar year, any Confidential Employee who has more than 800 hours of unused sick leave may elect, at their option, to receive monetary compensation for unused sick leave in an amount not to exceed a maximum of 96 hours minus sick leave used in the calendar year.

If a Confidential Employee does not use sick leave during a calendar year, they may still take up to eight (8) hours of sick leave and receive the maximum monetary compensation of 96 hours, but only if they forfeit the entire eight (8) hour personal day they would receive for not using sick leave during the same calendar year.

A Confidential Employee may not receive monetary compensation for unused sick leave in an amount that will reduce their sick leave balance to less than 800 hours.

For the purposes of calculating the monetary compensation for unused sick leave, any sick leave used in a calendar year shall be deducted from the amount of sick leave accrued during the same calendar year.

- 2. Upon separation of employment from the City of Alhambra (City), the City shall grant 24 hours of additional paid sick leave to those Confidential Employees who have reached the 800 hours (100 days) maximum sick leave pursuant to Section 2.54.012(B)(1) of the Alhambra Municipal Code.

**M. HOLIDAYS OBSERVED.**

1. Subject to all other terms in this Article, the City shall recognize the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

2. Confidential Employees on a 9/80 or 4/10 work schedule shall only be compensated for City holidays occurring on the employee's regular work day. For example, if an employee's normal work schedule is Monday through Thursday, the employee will only receive compensation for holidays that fall on normally scheduled work days.
3. Confidential Employees that work a 4/10 work week schedule shall be compensated for holidays falling on their regular work days with ten (10) hours of holiday time.
4. Confidential Employees that work a 9/80 work week schedule shall be compensated for holidays falling on their regular work days based on the hours normally worked on that day of the week. For example, an employee working a 9/80 work schedule that normally works Monday through Thursday, nine (9) hours per day with alternating Fridays either being the employee's regular day off or the employee's eight (8) hour work day, if the holiday falls Monday through Thursday the employee shall receive nine (9) hours of holiday time. If the holiday falls on the Friday that the employee normally works eight (8) hours, the employee shall receive eight (8) hours of holiday time. If the holiday falls on the Friday that the employee is normally not scheduled to work, the employee will receive no holiday time.
5. Confidential Employees, other than Library employees, working a 5/40 work week schedule shall be compensated for holidays falling on their regular work days with eight (8) hours of holiday time. For employees on this work schedule, if any holiday falls on a Sunday, the following Monday shall, in lieu thereof, be deemed to be a holiday. If any holiday falls on a Saturday, the preceding Friday shall, in lieu thereof, be deemed to be a holiday.
6. Confidential Library employees working a 5/40 work week schedule shall be compensated for holidays falling on their regular work days with eight (8) hours of holiday time. For employees on this work schedule, if any deemed holiday falls on the employee's scheduled day off, holiday time shall be compensated within the same pay period as determined by the Library Director.

7. Employees shall receive 32 hours of floating holiday per fiscal year. Floating holiday hours must be used within each fiscal year. Unused floating holiday hours shall be forfeited at the end of each fiscal year. Employees hired after July 1 of any given fiscal year shall receive floating holiday hours on a prorated basis based on date of employment and remainder of fiscal year.

**N. VACATION.**

1. Accrual. A Confidential Employee accrues eight (8) hours of vacation for each month of service with the City.
2. Annual Accrual and Maximum Accrual. The annual vacation accrual and maximum vacation accrual are indicated below:

<i>Years of Service</i>	<i>Calculation of Annual Accrual With Vacation Credit Hours</i>	<i>Calculation of Maximum Accrual Longevity</i>
0 – 4.99	96 hours	96 + 96 + 40 = 232 hours
5.0 – 5.99	96 + 8 = 104 hours	96 + 96 + 40 = 232 hours
6.0 – 6.99	96 + 16 = 112 hours	104 + 112 + 40 = 256 hours
7.0 – 7.99	96 + 24 = 120 hours	112 + 120 + 40 = 272 hours
8.0 – 8.99	96 + 32 = 128 hours	120 + 128 + 40 = 288 hours
9.0 – 9.99	96 + 40 = 136 hours	128 + 136 + 40 = 304 hours
10.0 – 10.99	96 + 48 = 144 hours	136 + 144 + 40 = 320 hours
11.0 – 11.99	96 + 56 = 152 hours	144 + 152 + 40 = 336 hours
12.0 – 12.99	96 + 64 = 160 hours	152 + 160 + 40 = 352 hours
13.0 + years	96 + 64 = 160 hours	160 + 160 + 40 = 360 hours

3. Vacation Longevity Credit. A Confidential Employee who shall have been employed with the City continuously for a period of no less than five years and for each year of service in excess of five years shall be entitled to vacation longevity credit. Such vacation longevity credit shall be credited to the Confidential Employee’s account on the employee’s anniversary date. The vacation longevity credit shall be allotted according to the schedule shown above.
4. Maximum Accumulation. Once an employee has accumulated the maximum accrual amount, no more vacation leave will be accrued by the employee until the accrual has been reduced below this maximum accumulation. However, when due to work circumstances and needs of the department an employee is unable to utilize vacation leave, the City Manager for good cause may approve excess accumulated vacation, provided the employee reduces this total below the allowable maximum within six (6) months.
5. Vacation Cash Out. Effective July 1, 2017, all Confidential Professional Staff shall be able to cash out up to 40 hours of Vacation time per year on December 31st of each year. Beginning December 2021, to be eligible to receive the cash out, employees shall make an irrevocable election, in writing in December of the previous year, as to the number of hours they will accrue the next calendar year that they elect for the cash out. The City shall make the form available to employees to make the irrevocable election.



Additionally, in December 2023, all Confidential Professional Staff shall be eligible for a one-time cash out of an additional 40 hours of Vacation time, therefore providing the opportunity for all Confidential Professional Staff to be eligible for a one-time cash out to be paid at a special payroll run date of December 13, 2023 of up to 80 Vacation hours. In December 2022, the City shall make an irrevocable election form available to employees who elect to cash out up to 80 hours in December 2023.

6. Separation from Employment. Upon separation from employment with the City, an employee shall be paid for all unused accrued vacation hours.

#### **O. ADMINISTRATIVE LEAVE.**

1. Effective January 1, 2018, Confidential Manager's Administrative Leave shall be set at 120 hours per calendar year with the exception that Administrative Leave for the Deputy City Manager shall be set at 136 hours per calendar year.
2. Effective January 1, 2018, Confidential Mid-Manager's Administrative Leave shall be set at 90 hours per calendar year.
3. Effective January 1, 2018, All Confidential Managers and Mid-Managers will be able to cash out all Administrative Leave time available and earned during the calendar year, upon separation of their employment with the City of Alhambra.
4. Effective January 1, 2006, the Deputy City Manager shall be able to sell back their administrative leave balance up to a maximum of forty (40) hours at the end of each calendar year.
5. Effective December 2021, the City shall make an irrevocable election form available on an annual basis to employees who elect to cash out administrative leave each December thereafter. Beginning in December 2022, to be eligible to receive the cash out each year, employees shall have made an irrevocable election in writing as to the number of hours they elect to cash out in the prior December.

#### **P. TUITION REIMBURSEMENT.**

1. Eligibility. All Confidential Employees are eligible for tuition reimbursement.
2. Amount. The City will reimburse eligible Confidential Employees up to one thousand dollars (\$1,000) per fiscal year for tuition (including books, lab/material fees, electronic course materials, parking and other necessary course-related expenses) after having successfully completed academic coursework that is job-related and applicable towards a college degree in a job-related field.
  - a) For a course to be considered "job-related", it must be an academic or vocational course taken for credit from an accredited college or university, and such course must:
    1. Improve knowledge and skills for the present position or for positions of higher classification within the City, or
    2. Prepare for anticipated technological changes occurring in the Confidential Employee's career field.

- b) For a course to be considered "successfully completed" it means obtaining a final grade of "C" or higher.
3. Procedure. Eligible Confidential Employees who wish to receive tuition reimbursement must first complete a Course Approval Request form and submit it to their Department Head prior to beginning the course. The request is subject to approval by the City Manager, in conjunction with Human Resources. After approval of the request and successful completion of the course, the Confidential Employee must complete a Tuition Reimbursement Request form, along with an attached copy of the grade report and receipts, and submit it to the Human Resources Department. Reimbursement requests are subject to the approval of the Human Resources Director and Finance Director. Confidential Employees may obtain the applicable forms from the City's Human Resources Department.

**Q. BILINGUAL PREMIUM.**

1. Eligibility. Full-time, Confidential Employees who are certified as bilingual by the City in accordance with these provisions and who are routinely and consistently assigned to provide bilingual services in positions requiring communication skills in languages other than English shall receive bilingual premium pay.
2. Certification.
  - a) The City will offer certification for bilingual premium for the following languages: Spanish, Mandarin, Cantonese, Vietnamese, Korean and Tagalog. No other languages are eligible for certification.
  - b) The certification process is administered through a bilingual examination conducted by the Los Angeles Unified School District ("LAUSD"). Confidential Employees wishing to be certified as bilingual must make a request to the City's Human Resources Department. Upon such request, the Human Resources Department will schedule a telephone and/or in-person bilingual examination with a LAUSD representative and the Confidential Employee. The Human Resources Department will administer requested bilingual examinations as soon as practicable, but on no less than an annual basis.
  - c) The bilingual examination will be scored by LAUSD on a pass/fail basis. Examination scores are final and non-appealable. Confidential Employees who fail the examination, or who fail to appear for a scheduled examination, may not take another bilingual examination in the same language for a minimum of three (3) months following the failed or missed examination. Confidential Employees who are certified as bilingual by the City are not required to be re-tested. New Confidential Employees will be notified of the bilingual premium pay program during orientation.
3. Amount. An eligible Confidential Employee certified as bilingual by the City and who provides bilingual services as required shall be paid \$100.00 per month, in addition to their base rate of pay, beginning on the first pay period after certification.

**R. HEALTH AND FITNESS EVALUATIONS.**

Confidential Managers shall be eligible to receive an annual Health and Fitness Evaluation. The components of the examination shall be set forth in the applicable Administrative Policy.

**S. EDUCATIONAL INCENTIVE PAY.**

1. Eligibility. A Confidential Manager who has received their degree from an accredited school, in Public Administration or a field related to their field, is eligible to receive educational incentive pay, upon approval by the City Manager, in consultation with the Human Resources Department.
2. Amount. Upon completion of their degree, a Confidential Manager shall receive the educational incentive pay listed below on the first full pay period following approval:
  - a) Effective July 1, 2017, Confidential Managers with a Bachelor's Degree shall be entitled to a flat monthly amount of \$200.
  - b) Effective July 1, 2017, Confidential Managers with a Master's Degree shall be entitled to a flat monthly amount of \$300.

**T. UNIFORM ALLOWANCE.**

1. Eligibility. Effective July 1, 2018, full-time Confidential Professional Staff members required to wear a uniform shall receive an annual uniform allowance in the amount of \$725.00.
2. Amount. The uniform allowance shall be provided on a per pay period basis.
3. CalPERS Reporting. For classic CalPERS members, the uniform allowance shall be reported to CalPERS periodically when earned. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said uniform allowance as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion. The uniform allowance is not reportable for "new members" of CalPERS as defined by Government Code Section 7522.04(f).

**U. UNIFORM CLEANING.**

1. Eligibility. For all Confidential Professional Staff members required to wear a uniform, the City shall pay and provide for the cleaning of four articles of uniform clothing per week as set forth in Attachment B.
2. Amount. The City's cost for providing the cleaning of four articles of uniform clothing per week is set forth in Attachment B.
3. CalPERS Reporting. The cost of uniform cleaning shall be reported to CalPERS for each classic CalPERS member required to wear a uniform. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said uniform allowance as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion. The uniform allowance is not reportable for "new members" of CalPERS as defined by Government Code Section 7522.04(f).

**V. ME TOO CLAUSE.**

Should any non-safety represented employee group be granted any other salary and/or medical increase to the majority of its members, such benefit shall also be granted to Confidential employees.

**W. LIMITED ME TOO CLAUSE.**

The City agrees that, if any other bargaining unit whose contract expires on June 30, 2021 is given a combined greater general salary increase or any other economic enhancement (including benefits) to their overall compensation per employee, the City will extend the equivalent economic benefit to Executive Team and Confidential employees on the same terms and on the same effective date. The Parties agree this "Me-Too Clause" will sunset when the groups whose contracts expire on June 30, 2021 have their new contracts approved by the City Council and will not be included in the subsequent successor MOUs.

**Section 3. EXECUTIVE TEAM EMPLOYEES**

**A. EXECUTIVE TEAM EMPLOYEES DEFINED.**

Executive Team employees shall include those employees listed in Attachment A.

**B. EXECUTIVE TEAM EMPLOYEE BENEFITS.**

The following benefits shall be available to all Executive Team Employees:

**C. SALARIES.**

Changes to salary will be adopted by City Council Resolution.

1. Fiscal Year 2021-2022: Effective the first pay period of fiscal year 2021, base salaries for affected employees shall be increased by 2%.
2. Fiscal Year 2022-2023: Effective the first pay period of fiscal year 2022, base salaries for affected employees shall be increased by 2%.
3. Fiscal Year 2023-2024: Effective the first pay period of fiscal year 2023, base salaries for affected employees shall be increased by 2%.

**D. ONE-TIME PAYMENT OF AMERICAN RESCUE PLAN ACT (ARPA OR THE ACT) FUNDS.**

The City recognizes the Executive Team Employees worked through and continued to work diligently through the COVID-19 pandemic. ARPA provides limited federal relief funds to local government, which are subject to use restrictions under the Act. An eligible use under the Act, under Section 991 of the Interim Final Rule is Premium Pay, allows government to provide premium pay to workers who performed or are performing essential work during the pandemic (subject to certain limits). As provided under ARPA, the City agrees to provide a one-time bonus to Executive Team Employees in the amount of seven (7%) percent of the employees' annual base rate pay upon publication of final guidance issued by the U.S. Department of Treasury regarding the eligibility of the Premium Pay as applied by the City.

While the City awaits this final guidance regarding eligibility uses under ARPA, the City further proposes the following: unless final guidance has not been issued by the State Treasury by December 15, 2021, disbursement of these funds shall take place on a special payroll run on that date. Otherwise, the funds will be distributed on a special payroll as soon as practical after the final guidance has been issued. Per interim guidance issued by ARPA, City and members of the Executive Team employees agrees that this one-time payment of funds shall not be pensionable.

If final guidance issued by the State Treasury indicates that providing premium pay benefits to employees in this unit is not an eligible use of Federal ARPA funds, City will return to Executive Team employees to discuss another benefit.

**E. WORK WEEK.**

The work week shall be seven (7) consecutive days and a total of forty (40) hours in accordance with each employee's designated work schedule as determined by the City Manager.

The work week for employees working a 9/80 work schedule shall commence one minute after the midpoint of the employee's work day on the regularly scheduled 8-hour day.

**F. WORK SCHEDULES.**

1. Modifications to Work Schedules. At the sole discretion of the City Manager, some Executive Team Employees may be required to work a different schedule due to the requirements of their job classifications or department responsibilities. Any such variation to the work schedule must be memorialized in writing.
2. Alternate Work Schedule. Effective October 31, 2019, or as soon as possible thereafter, the City will adopt a 4/10 or 9/80 work schedule for specific employees in departments in City Hall, Customer Service Center, Public Works, and Utilities. Other City departments may adopt a 5/40, 9/80, or 4/10 work schedule for some or all of their employees at the sole discretion of the City Manager. The City is not waiving any management rights with regard to schedule changes unrelated to this transition. The decision to implement an alternative work schedule is at the sole discretion of the City.

**G. HEALTH BENEFITS.**

1. Public Employees' Medical and Hospital Care Act. The City provides health benefits through CalPERS pursuant to the Public Employees' Medical and Hospital Care Act (PEMHCA). The City may amend or rescind its participation in the PEMHCA program at any time in the future.
2. Flex Plan Contribution. The City provides a flex plan contribution, including the PEMHCA minimum, for full-time employees to be used toward the payment of insurance premiums for medical, dental, vision, and standard supplemental life insurance plans that are offered by the City as follows:

Employee Only	\$826.06 per month
Employee plus 1 dependent	\$1,023.61 per month
Employee plus 2 or more dependents	\$1,238.14 per month

3. PEMHCA Contribution Amount. Each calendar year, CalPERS establishes the PEMHCA minimum employer contribution rate for employees enrolled in the City's PEMHCA medical plans as set forth in Government Code Section 22892(b). The flex plan contributions listed in G.2 above include the calendar year PEMHCA employer minimum contribution.

4. Unused Contributions. Employees hired before July 1, 2017, shall be paid out any unused portion of their flex plan contribution as taxable income. Employees hired on or after July 1, 2017, will not be paid for any unused portion of the City flex plan contribution.
5. Excess Premiums. Employees shall be required to pay the cost of flex plan premiums for their selected plans which exceed the amount of the City's monthly contribution.
6. Opt Out. Employees hired before July 1, 2017, electing to opt out of medical coverage offered by the City because they have provided proof of eligible alternate coverage will receive a monthly opt allowance equal to ½ of the monthly City contribution, including the PEMCHA minimum, as indicated in G.2 above based on the coverage level tier for the opt out medical plan selected by the employee. Employees hired after July 1, 2017, electing to opt out of medical coverage offered by the City will not receive an opt out allowance in any amount, including the PEMCHA minimum.

#### **H. RETIREE MEDICAL INSURANCE.**

The City shall contribute a set monthly amount towards retiree medical insurance premiums for all Executive Team Employees who meet the following criteria:

1. Effective November 5, 2015, all Executive Team Employees shall be eligible for the benefit, provided they have the requisite full-time years of service with the City of Alhambra or in combination with full-time years of service in other public agencies such as State, County or municipal government.
2. This benefit shall include those individuals who retire from the City of Alhambra with either a service or disability retirement.
3. The Retiree Medical Insurance benefit shall be granted as follows:

- a) Retirees Participating in the City's PEMHCA Medical Plan

For Executive Team Members with 20 years of service upon retirement, the City shall contribute \$396 per month, which includes the City flex plan contribution and the PEMHCA employer minimum contribution, toward their retiree medical premium provided they continue to participate in the City's PEMHCA medical program. For those Executive Team Members who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$486 per month toward their retiree medical premium.

For Executive Team Members with 25 years of service upon retirement, the City shall contribute \$496 per month, which includes the City flex plan contribution and the PEMHCA employer minimum contribution, toward their retiree medical premium provided they continue to participate in the City's PEMHCA medical program. For those Executive Team Members who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$486 per month toward their retiree medical premium.

Each calendar year, CalPERS establishes the PEMHCA minimum employer contribution rate for retirees enrolled in the City's PEMHCA retiree program as established in Government Code Section 22892(b). The retiree medical plan contributions listed in Section H.3 above include the calendar year 2019 PEMHCA employer minimum contribution. Each subsequent calendar year, the City's retiree medical plan contribution will change to include any increase in the PEMHCA employer minimum contribution rate.

This benefit will cease upon the death of the retired Executive Team Member.

b) Retirees Not Participating in the City's PEMHCA Medical Plan

For Executive Team Members with 20 years of service upon retirement, the City shall contribute \$260 per month toward their retiree medical premium. For those Executive Team Members who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$250 per month toward their retiree medical premium.

For Executive Team Members with 25 years of service upon retirement, the City shall contribute \$360 per month toward their retiree medical premium. For those Executive Team Members who do not have enough Social Security Quarters (40) to qualify for Medicare at Medicare age, the City shall contribute \$350 per month toward their retiree medical premium.

Retiree Medical Insurance benefit will cease upon the death of the retired Executive Team member.

I. RETIREMENT.

1. Classic Members of CalPERS

- a) Application. This section shall apply to Executive Team Employees who are or become members of CalPERS and who are not "new members" as defined by Government Code Section 7522.04(f).
- b) 2.7% at 55 Retirement Benefit Formula. The CalPERS 2.7% at 55 retirement benefit formula shall be available to Executive Team Employees covered by this section.
- c) Employer Paid Member Contribution (EPMC). Effective August 24, 2017, the City will no longer pay any portion of the employee contribution amount established by CalPERS for the 2.7% at 55 retirement benefit formula for Executive Team Employees subject to this section and holding a position listed in Attachment A.
- d) Member Contribution. Effective August 24, 2017, Executive Team Employees holding a position listed in Attachment A, shall pay through payroll deduction, 8% of the employee contribution amount established by CalPERS for the 2.7% at 55 retirement benefit formula. Member contributions shall be made on a pre-tax basis to the extent permitted by the Internal Revenue Code, 26 USC Section 414(h)(2).
- e) Contract Benefits. Additionally, the City has contracted for the following CalPERS retirement benefit:

1. Pre-Retirement Death Benefit – Election of Optional Settlement Two (Gov. Code §21548), effective July 26, 2007.
2. Conversion of Unused Sick Leave to Service Credit – The City's contract in July 2017 with CalPERS provides for the sick leave conversion benefit. An Executive Team Employee who retires from the City may convert his/her accrued and unused sick leave to service credit.

## 2. New Members (PEPRA) of CalPERS

- a) Application. This section shall apply to Executive Team Employees who meet the definition of "new member" as defined by Government Code Section 7522.04(f).
- b) 2% at 62 Retirement Benefit Formula. The 2% at 62 retirement benefit formula shall be available to Executive Team Employees covered by this section.
- c) Member Contribution. Executive Team Employees covered by this section shall pay through payroll deduction, the employee contribution amount established by CalPERS for the 2% at 62 retirement benefit formula. Member contributions shall be made on a pre-tax basis to the extent permitted by the Internal Revenue Code, 26 USC Section 414(h)(2).
- d) Contract Benefits. Additionally, the City has contracted for the following CalPERS retirement benefit:
  - i. Pre-Retirement Death Benefit – Election of Optional Settlement Two (Gov. Code §21548), effective January 1, 2013.
  - ii. Conversion of Unused Sick Leave to Service Credit - The City's contract in 2017 with CalPERS provides for the sick leave conversion benefit. An Executive Team Employee who retires from the City may convert his/her accrued and unused sick leave to service credit.

## J. SICK LEAVE.

An Executive Team Employee shall accrue sick leave at a rate of 3.69 hours per a pay period. There shall be no limit to the amount an Executive Team Employee may accumulate in sick leave. Upon retirement, Executive Team Employee may elect to convert unused sick leave hours to CalPERS service credit.

## K. MONETARY COMPENSATION IN LIEU OF SICK LEAVE

1. In the last payroll period of the calendar year, any Executive Team Employee who has more than 800 hours of unused sick leave may elect, at their option, to receive monetary compensation for unused sick leave in an amount not to exceed a maximum of 96 hours minus sick leave used in the calendar year.

If an Executive Team Employee does not use sick leave during a calendar year, they may still take up to eight (8) hours of sick leave and receive the maximum monetary compensation of 96 hours, but only if they forfeit the entire eight (8) hour personal day they would receive for not using sick leave during the same calendar year.



An Executive Team Employee may not receive monetary compensation for unused sick leave in an amount that will reduce their sick leave balance to less than 800 hours.

For the purposes of calculating the monetary compensation for unused sick leave, any sick leave used in a calendar year shall be deducted from the amount of sick leave accrued during the same calendar year.

2. Upon separation of employment from the City of Alhambra (City), the City shall grant 24 hours of additional paid sick leave to those Confidential Employees who have reached the 800 hours (100 days) maximum sick leave pursuant to Section 2.54.012 (B)(1) of the Alhambra Municipal Code.

**L. HOLIDAYS OBSERVED.**

1. Subject to all other terms in this Article, the City shall recognize the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

2. Executive Team Employees on a 9/80 or 4/10 work schedule shall only be compensated for City holidays occurring on the employee's regular work day. For example, if an employee's normal work schedule is Monday through Thursday, the employee will only receive compensation for holidays that fall on normally scheduled work days.
3. Executive Team Employees that work a 4/10 work week schedule shall be compensated for holidays falling on their regular work days with ten (10) hours of holiday time.
4. Executive Team Employees that work a 9/80 work week schedule shall be compensated for holidays falling on their regular work days based on the hours normally worked on that day of the week. For example, an employee working a 9/80 work schedule that normally works Monday through Thursday, nine (9) hours per day with alternating Fridays either being the employee's regular day off or the employee's eight (8) hour work day, if the holiday falls Monday through Thursday the employee shall receive nine (9) hours of holiday time. If the holiday falls on the Friday that the employee normally works eight (8) hours, the employee shall receive eight (8) hours of holiday time. If the holiday falls on the Friday that the employee is normally not scheduled to work, the employee will receive no holiday time.

5. Executive Team Employees working a 5/40 work week schedule shall be compensated for holidays falling on their regular work days with eight (8) hours of holiday time. For employees on this work schedule, if any holiday falls on a Sunday, the following Monday shall, in lieu thereof, be deemed to be a holiday. If any holiday falls on a Saturday, the preceding Friday shall, in lieu thereof, be deemed to be a holiday.
6. Executive Team Employees shall receive 32 hours of floating holiday per fiscal year. Floating holiday hours must be used within each fiscal year. Unused floating holiday hours shall be forfeited at the end of each fiscal year. Employees hired after July 1 of any given fiscal year shall receive floating holiday hours on a prorated basis based on date of employment and remainder of fiscal year.

**M. TUITION REIMBURSEMENT.**

1. Eligibility. All Executive Team Employees are eligible for tuition reimbursement.
2. Amount. The City will reimburse eligible Executive Team Employees up to one thousand dollars (\$1,000) per fiscal year for tuition (including books, lab/material fees, electronic course materials, parking and other necessary course-related expenses) after having successfully completed academic coursework that is job-related and applicable towards a college degree in a job-related field.
  - a) For a course to be considered "job-related", it must be an academic or vocational course taken for credit from an accredited college or university, and such course must:  
  
Improve knowledge and skills for the present position or for positions of higher classification within the City, or  
  
Prepare for anticipated technological changes occurring in the Executive Team Employee's career field.
  - b) For a course to be considered "successfully completed" it means obtaining a final grade of "C" or higher.
3. Procedure. Eligible Executive Team Employees who wish to receive tuition reimbursement must first complete a Course Approval Request form and submit it to their Department Head prior to beginning the course. The request is subject to approval by the City Manager, in conjunction with Human Resources. After approval of the request and successful completion of the course, the Executive Team Employee must complete a Tuition Reimbursement Request form, along with an attached copy of the grade report and receipts, and submit it to the Human Resources Department. Reimbursement requests are subject to the approval of the Human Resources Director and Finance Director. Executive Team Employees may obtain the applicable forms from the City's Human Resources Department.

**N. BILINGUAL PREMIUM.**

1. Eligibility. Full-time, Executive Team Employees who are certified as bilingual by the City in accordance with these provisions and who are routinely and consistently assigned to provide bilingual services in positions requiring communication skills in languages other than English shall receive bilingual premium pay.

2. Certification.

- a) The City will offer certification for bilingual premium pay for the following languages: Spanish, Mandarin, Cantonese, Vietnamese, Korean and Tagalog. No other languages are eligible for certification.
- b) The certification process is administered through a bilingual examination conducted by the Los Angeles Unified School District ("LAUSD"). Executive Team Employees wishing to be certified as bilingual must make a request to the City's Human Resources Department. Upon such request, the Human Resources Department will schedule a telephone and/or in-person bilingual examination with a LAUSD representative and the Executive Team Employee. The Human Resources Department will administer requested bilingual examinations as soon as practicable, but on no less than an annual basis.
- c) The bilingual examination will be scored by LAUSD on a pass/fail basis. Examination scores are final and non-appealable. Executive Team Employees who fail the examination, or who fail to appear for a scheduled examination, may not take another bilingual examination in the same language for a minimum of three (3) months following the failed or missed examination. Executive Team Employees who pass the examination will be certified as bilingual by the City. Executive Team Employees who are certified as bilingual by the City are not required to be re-tested. New Executive Team Employees will be notified of the bilingual premium pay program during orientation.

3. Amount. An eligible Executive Team Employee certified as bilingual by the City and who provides bilingual services as required shall be paid \$100.00 per month, in addition to his/her base rate of pay, beginning on the first pay period after certification.

**O. ADMINISTRATIVE LEAVE.**

1. Effective January 1, 2005, Administrative Leave for Executive Team Employees shall be set at 168 hours per calendar year.
2. Effective January 1, 2006, Executive Team Employees shall be able to sell back their administrative leave balance up to a maximum of 40 hours at the end of each calendar year.
3. Effective January 1, 2018, Executive Team Employees will be able to cash out all Administrative Leave time available and earned during the calendar year, upon separation of their employment with the City of Alhambra.
4. Beginning in December 2021, to be eligible to receive the sell back/cash out in December 2022 and each year thereafter, Executive Team Employees shall make an irrevocable election, in December of the prior year, as to the number of hours, up to 40 hours of Vacation time, that they elect to the cash out. The City shall make the irrevocable election form available to employees.

**P. VACATION.**

1. Accrual. An Executive Team Employee accrues eight (8) hours of vacation for each month of service with the City.
2. Annual Accrual and Maximum Accrual. The annual vacation accrual and maximum vacation accrual are indicated below:

<i>Years of Service</i>	<i>Calculation of Annual Accrual With Vacation Longevity Credit Hours</i>	<i>Calculation of Maximum Accrual</i>
0 – 4.99	96 hours	96 + 96 + 40 = 232 hours
5.0 – 5.99	96 + 8 = 104 hours	96 + 96 + 40 = 232 hours
6.0 – 6.99	96 + 16 = 112 hours	104 + 112 + 40 = 256 hours
7.0 – 7.99	96 + 24 = 120 hours	112 + 120 + 40 = 272 hours
8.0 – 8.99	96 + 32 = 128 hours	120 + 128 + 40 = 288 hours
9.0 – 9.99	96 + 40 = 136 hours	128 + 136 + 40 = 304 hours
10.0 – 10.99	96 + 48 = 144 hours	136 + 144 + 40 = 320 hours
11.0 – 11.99	96 + 56 = 152 hours	144 + 152 + 40 = 336 hours
12.0 – 12.99	96 + 64 = 160 hours	152 + 160 + 40 = 352 hours
13.0 + years	96 + 64 = 160 hours	160 + 160 + 40 = 360 hours

3. Vacation Longevity Credit. An Executive Team Employee who shall have been employed with the City continuously for a period of no less than five years and for each year of service in excess of five years shall be entitled to vacation longevity credit. Such vacation longevity credit shall be credited to the Executive Team Employee's account on the employee's anniversary date. The vacation longevity credit shall be allotted according to the schedule shown above.
4. Maximum Accumulation. Once an employee has accumulated the maximum amount, no more vacation leave will be accrued by the employee until the accrual has been reduced below this maximum accumulation. However, when through work circumstances and needs of the department, an employee is unable to utilize vacation leave, the City Manager for good cause may approve excess accumulated vacation, provided the employee reduces this total below the allowable maximum within six (6) months.
5. One-Time Vacation Cash Out. Executive Team Employees shall be eligible for a one-time cash out of up to 40 hours of Vacation time in December 2023.

To be eligible to receive the cash out, employees shall make an irrevocable election, in December 2022, as to the number of hours, up to 40 hours of Vacation time, that they elect to the cash out. The City shall make the form available to employees to make the irrevocable election.

Disbursement of the cash out shall take place on a special payroll run date of December 13, 2023.

6. Separation from Employment. Upon separation from employment with the City, an employee shall be paid for all unused accrued vacation hours.

**Q. HEALTH AND FITNESS EVALUATIONS.**

Executive Team Employees shall be eligible to receive an annual Health and Fitness Evaluation. The components of the examination shall be set forth in the applicable Administrative Policy.

**R. EDUCATIONAL INCENTIVE PAY.**

1. Eligibility. An Executive Team Employee who has received their degree from an accredited school, in Public Administration or a field related to their field, is eligible to receive educational incentive pay, upon approval by the City Manager, in consultation with the Human Resources Department.
2. Amount. Upon completion of their degree, and approval by the City Manager, an Executive Team member shall receive the educational incentive pay listed below on the first full pay period following approval.
  - a) Effective July 1, 2001, Executive Team Employees with a Bachelor's Degree shall be entitled to a flat monthly amount of \$200.
  - b) Effective July 1, 2001, Executive Team Employees with a Master's Degree shall be entitled to a flat monthly amount of \$300.

**S. EDUCATIONAL INCENTIVE PAY.**

Effective the first pay period of fiscal year 2019, the Chief of Police and the Fire Chief shall be eligible to receive educational incentive pay in the same amount as that received by their lower level staff at the flat rate of \$400 per month for possession of a Bachelor's Degree or the flat rate of \$550 per month for possession of a Master's Degree. These educational incentive amounts are not cumulative.

**T. ONE TIME EARNINGS LIFE INSURANCE FOR EXECUTIVE TEAM EMPLOYEES ONLY.**

The Executive Team Employees shall receive life insurance in the amount equivalent to one times their annual salary.

**U. SERVICE CLUB DUES.**

The Executive Team Employees will be eligible for reimbursement of their Service Club Dues in an amount of \$360 per calendar year.

**V. ME TOO CLAUSE.**

1. Should any non-safety represented employee group be granted any other salary and/or medical benefit increase to the majority of its members, such benefit shall also be granted to Executive Team Members with the exception of the Fire Chief and Chief of Police.
2. The Chief of Police and the Fire Chief may receive additional salary and/or medical benefits that are granted to the Alhambra Police Officers Association or the Alhambra Firefighters Association, respectively, to maintain parity with lower level safety classifications. In addition, the Chief of Police and Fire Chief may receive additional salary and/or medical benefits to maintain parity between the two positions.

**W. LIMITED ME TOO CLAUSE.**

The City agrees that, if any other bargaining unit whose contract expires on June 30, 2021 is given a combined greater general salary increase or any other economic enhancement (including benefits) to their overall compensation per employee, the City will extend the equivalent economic benefit to Executive Team and Confidential employees on the same terms and on the same effective date. The Parties agree this "Me-Too Clause" will sunset when the groups whose contracts expire on June 30, 2021 have their new contracts approved by the City Council and will not be included in the subsequent successor MOUs.

**X. CITY COUNCIL.**

Except as described below, the compensation and benefits for the City Council will remain unchanged from those set forth in Ordinance No. O2M15-4680.

**Section 4. EFFECT**

The specific provisions contained in this ordinance shall supersede any previous agreements or Resolutions, whether oral or written, regarding the matters contained herein and this Ordinance shall prevail over City practices and procedures, and over State laws to the extent permitted.

**Section 5. SEVERABILITY**

It is understood that this Ordinance is subject to all applicable present and future Federal and State laws and regulations and that the provision hereof shall be effective and implemented only to the extent permitted by such laws and regulations. If any part of this Ordinance is in conflict with such applicable provisions of Federal and State laws or regulations or otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part of provision shall be suspended by such applicable laws and regulations and the remainder of the Ordinance shall not be affected thereby and shall remain in full force and effect.


**Section 6. MAINTENANCE OF BENEFITS**

Except as provided herein, all wages, hours and other terms and conditions of employment presently enjoyed by the affected employees shall remain in full force and effect.

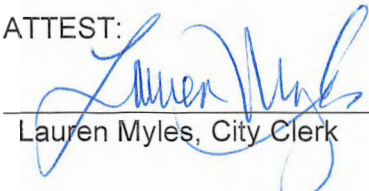
**Section 7. SALARY SCHEDULE AND PAY RATES**

Attachment C shall be representative of the approved and adopted Salary Schedule and Pay rates for all classifications listed and pay rates shall be effective the first pay period of each respective Fiscal Year 2021-2022, 2022-2023 and 2023-2024.

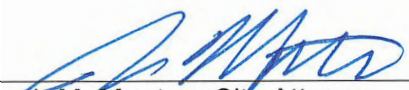
PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of July, 2021.

  
Katherine Lee, Mayor

ATTEST:

  
Lauren Myles, City Clerk

APPROVED AS TO FORM:

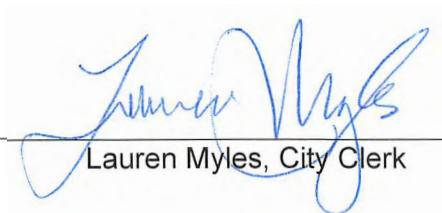


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Joseph M. Montes, City Attorney

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Alhambra City Council at its regular meeting held on the 12<sup>th</sup> day of July 2021, by the following vote, to wit:

AYES: MAZA, MALONEY, PÉREZ, ANDRADE-STADLER, LEE  
NOES: NONE  
ABSENT: NONE



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Lauren Myles, City Clerk

## Attachment A

### EXECUTIVE MANAGEMENT TEAM

City Manager  
Assistant City Manager  
Chief of Police  
City Clerk  
Director of Community Development  
Director of Finance  
Director of Human Resources and Risk Management  
Director of Parks and Recreation  
Director of Public Works and Utilities  
Fire Chief  
Library Director

### CONFIDENTIAL MANAGERS

Assistant Finance Director  
Deputy City Manager  
Deputy Director of Community Development  
Deputy Director of Parks and Facilities  
Deputy Director of Recreation and Community Services  
Deputy Director of Public Works  
Deputy Director of Utilities  
Human Resources Manager  
Library Services Manager

### CITY COUNCIL

Councilperson  
Mayor  
Vice Mayor

### CONFIDENTIAL MID-MANAGERS

Accounting Manager  
Human Resources Analyst  
Management Analyst – Finance Department  
Management Analyst – Management Services

### CONFIDENTIAL PROFESSIONAL STAFF

Executive Assistant - Human Resources  
Executive Assistant to the City Manager  
Executive Assistant to the Finance Director  
Executive Assistant to the Fire Chief  
Executive Assistant to the Police Chief  
Human Resources Technician  
Information Technology Specialist  
Management Assistant



**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2021-2022 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Accounting Manager	Mid-Management	Monthly	\$ 7,183.92	\$ 7,543.12	\$ 7,920.28	\$ 8,316.29	\$ 8,732.10	\$ 9,168.71	\$ 9,352.08
		Bi-weekly	\$ 3,315.66	\$ 3,481.44	\$ 3,655.51	\$ 3,838.29	\$ 4,030.20	\$ 4,231.71	\$ 4,316.35
		Hourly	\$ 41.45	\$ 43.52	\$ 45.69	\$ 47.98	\$ 50.38	\$ 52.90	\$ 53.96
Assistant City Manager	Executive Management	Monthly	\$ 13,522.34						\$ 17,603.48
		Bi-weekly	\$ 6,241.08						\$ 8,124.68
		Hourly	\$ 78.01						\$ 101.56
Assistant Finance Director	Management	Monthly	\$ 9,568.49	\$ 10,046.92	\$ 10,549.26	\$ 11,076.73	\$ 11,630.56	\$ 12,212.09	\$ 12,456.33
		Bi-weekly	\$ 4,416.23	\$ 4,637.04	\$ 4,868.89	\$ 5,112.33	\$ 5,367.95	\$ 5,636.35	\$ 5,749.08
		Hourly	\$ 55.20	\$ 57.96	\$ 60.86	\$ 63.91	\$ 67.10	\$ 70.46	\$ 71.86
Chief of Police	Executive Management	Monthly	\$ 14,937.17						\$ 19,445.32
		Bi-weekly	\$ 6,894.08						\$ 8,974.76
		Hourly	\$ 86.18						\$ 112.19
City Clerk	Executive Management	Monthly	\$ 8,405.59						\$ 10,942.46
		Bi-weekly	\$ 3,879.50						\$ 5,050.37
		Hourly	\$ 48.49						\$ 63.13
City Manager	Executive Management	Monthly	\$ 21,787.65						
		Bi-weekly	\$ 10,055.84						
		Hourly	\$ 125.70						
Councilperson	City Council	Monthly	\$ 917.00						
Deputy City Manager	Management	Monthly	\$ 10,399.18	\$ 10,919.14	\$ 11,465.09	\$ 12,038.35	\$ 12,640.27	\$ 13,272.28	\$ 13,537.73
		Bi-weekly	\$ 4,799.62	\$ 5,039.60	\$ 5,291.58	\$ 5,556.16	\$ 5,833.97	\$ 6,125.67	\$ 6,248.18
		Hourly	\$ 60.00	\$ 63.00	\$ 66.15	\$ 69.45	\$ 72.93	\$ 76.57	\$ 78.10
Deputy Director of Community Development	Management	Monthly	\$ 9,567.65	\$ 10,046.04	\$ 10,548.34	\$ 11,075.76	\$ 11,629.54	\$ 12,211.02	\$ 12,455.24
		Bi-weekly	\$ 4,415.84	\$ 4,636.63	\$ 4,868.46	\$ 5,111.89	\$ 5,367.48	\$ 5,635.86	\$ 5,748.57
		Hourly	\$ 55.20	\$ 57.96	\$ 60.86	\$ 63.90	\$ 67.09	\$ 70.45	\$ 71.86
Deputy Director of Parks and Facilities	Management	Monthly	\$ 8,247.75	\$ 8,660.14	\$ 9,093.14	\$ 9,547.80	\$ 10,025.19	\$ 10,526.45	\$ 10,736.98
		Bi-weekly	\$ 3,806.65	\$ 3,996.99	\$ 4,196.84	\$ 4,406.68	\$ 4,627.01	\$ 4,858.36	\$ 4,955.53
		Hourly	\$ 47.58	\$ 49.96	\$ 52.46	\$ 55.08	\$ 57.84	\$ 60.73	\$ 61.95
Deputy Director of Recreation and Community Services	Management	Monthly	\$ 8,247.75	\$ 8,660.14	\$ 9,093.14	\$ 9,547.80	\$ 10,025.19	\$ 10,526.45	\$ 10,736.98
		Bi-weekly	\$ 3,806.65	\$ 3,996.99	\$ 4,196.84	\$ 4,406.68	\$ 4,627.01	\$ 4,858.36	\$ 4,955.53
		Hourly	\$ 47.58	\$ 49.96	\$ 52.46	\$ 55.08	\$ 57.84	\$ 60.73	\$ 61.95
Deputy Director of Public Works	Management	Monthly	\$ 8,250.26	\$ 8,662.78	\$ 9,095.92	\$ 9,550.71	\$ 10,028.25	\$ 10,529.66	\$ 10,740.25
		Bi-weekly	\$ 3,807.81	\$ 3,998.20	\$ 4,198.12	\$ 4,408.02	\$ 4,628.42	\$ 4,859.84	\$ 4,957.04
		Hourly	\$ 47.60	\$ 49.98	\$ 52.48	\$ 55.10	\$ 57.86	\$ 60.75	\$ 61.96
Deputy Director of Utilities	Management	Monthly	\$ 9,951.36	\$ 10,448.93	\$ 10,971.38	\$ 11,519.95	\$ 12,095.94	\$ 12,700.74	\$ 12,954.75
		Bi-weekly	\$ 4,592.94	\$ 4,822.58	\$ 5,063.71	\$ 5,316.90	\$ 5,582.74	\$ 5,861.88	\$ 5,979.12
		Hourly	\$ 57.41	\$ 60.28	\$ 63.30	\$ 66.46	\$ 69.79	\$ 73.27	\$ 74.74
Director of Community Development	Executive Management	Monthly	\$ 11,990.00						\$ 15,608.67
		Bi-weekly	\$ 5,533.85						\$ 7,204.00
		Hourly	\$ 69.17						\$ 90.05
Director of Finance	Executive Management	Monthly	\$ 12,393.52						\$ 16,133.97
		Bi-weekly	\$ 5,720.09						\$ 7,446.45
		Hourly	\$ 71.50						\$ 93.08
Director of Human Resources and Risk Management	Executive Management	Monthly	\$ 11,990.00						\$ 15,608.67
		Bi-weekly	\$ 5,533.85						\$ 7,204.00
		Hourly	\$ 69.17						\$ 90.05
Director of Parks and Recreation	Executive Management	Monthly	\$ 10,987.47						\$ 14,303.57
		Bi-weekly	\$ 5,071.14						\$ 6,601.65
		Hourly	\$ 63.39						\$ 82.52
Director of Public Works and Utilities	Executive Management	Monthly	\$ 12,393.52						\$ 16,133.97
		Bi-weekly	\$ 5,720.09						\$ 7,446.45
		Hourly	\$ 71.50						\$ 93.08
Executive Assistant – Human Resources	Professional Staff	Monthly	\$ 4,356.04	\$ 4,573.84	\$ 4,802.53	\$ 5,042.66	\$ 5,294.79	\$ 5,559.53	\$ 5,670.72
		Bi-weekly	\$ 2,010.48	\$ 2,111.00	\$ 2,216.55	\$ 2,327.38	\$ 2,443.75	\$ 2,565.94	\$ 2,617.26
		Hourly	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55	\$ 32.07	\$ 32.72
Executive Assistant to the City Manager	Professional Staff	Monthly	\$ 5,142.77	\$ 5,399.91	\$ 5,669.90	\$ 5,953.40	\$ 6,251.07	\$ 6,563.62	\$ 6,694.89
		Bi-weekly	\$ 2,373.59	\$ 2,492.26	\$ 2,616.88	\$ 2,747.72	\$ 2,885.11	\$ 3,029.36	\$ 3,089.95
		Hourly	\$ 29.67	\$ 31.15	\$ 32.71	\$ 34.35	\$ 36.06	\$ 37.87	\$ 38.63
Executive Assistant to the Finance Director	Professional Staff	Monthly	\$ 4,356.04	\$ 4,573.84	\$ 4,802.53	\$ 5,042.66	\$ 5,294.79	\$ 5,559.53	\$ 5,670.72
		Bi-weekly	\$ 2,010.48	\$ 2,111.00	\$ 2,216.55	\$ 2,327.38	\$ 2,443.75	\$ 2,565.94	\$ 2,617.26
		Hourly	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55	\$ 32.07	\$ 32.72
Executive Assistant to the Fire Chief	Professional Staff	Monthly	\$ 4,356.04	\$ 4,573.84	\$ 4,802.53	\$ 5,042.66	\$ 5,294.79	\$ 5,559.53	\$ 5,670.72
		Bi-weekly	\$ 2,010.48	\$ 2,111.00	\$ 2,216.55	\$ 2,327.38	\$ 2,443.75	\$ 2,565.94	\$ 2,617.26
		Hourly	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55	\$ 32.07	\$ 32.72
Executive Assistant to the Police Chief	Professional Staff	Monthly	\$ 4,356.04	\$ 4,573.84	\$ 4,802.53	\$ 5,042.66	\$ 5,294.79	\$ 5,559.53	\$ 5,670.72
		Bi-weekly	\$ 2,010.48	\$ 2,111.00	\$ 2,216.55	\$ 2,327.38	\$ 2,443.75	\$ 2,565.94	\$ 2,617.26
		Hourly	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55	\$ 32.07	\$ 32.72

**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2021-2022 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Fire Chief	Executive Management	Monthly	\$ 14,937.17						\$ 19,445.32
		Bi-weekly	\$ 6,894.08						\$ 8,974.76
		Hourly	\$ 86.18						\$ 112.19
Human Resources Analyst	Mid-Management	Monthly	\$ 6,245.22	\$ 6,557.48	\$ 6,885.36	\$ 7,229.62	\$ 7,591.10	\$ 7,970.66	\$ 8,130.07
		Bi-weekly	\$ 2,882.41	\$ 3,026.53	\$ 3,177.86	\$ 3,336.75	\$ 3,503.59	\$ 3,678.77	\$ 3,752.34
		Hourly	\$ 36.03	\$ 37.83	\$ 39.72	\$ 41.71	\$ 43.80	\$ 45.99	\$ 46.91
Human Resources Manager	Management	Monthly	\$ 7,568.49	\$ 7,946.91	\$ 8,344.26	\$ 8,761.47	\$ 9,199.54	\$ 9,659.52	\$ 9,852.71
		Bi-weekly	\$ 3,493.15	\$ 3,667.81	\$ 3,851.20	\$ 4,043.76	\$ 4,245.94	\$ 4,458.24	\$ 4,547.40
		Hourly	\$ 43.67	\$ 45.85	\$ 48.14	\$ 50.55	\$ 53.08	\$ 55.73	\$ 56.84
Human Resources Technician	Professional Staff	Monthly	\$ 4,801.88	\$ 5,041.97	\$ 5,294.07	\$ 5,558.78	\$ 5,836.71	\$ 6,128.55	\$ 6,251.12
		Bi-weekly	\$ 2,216.25	\$ 2,327.06	\$ 2,443.42	\$ 2,565.59	\$ 2,693.87	\$ 2,828.56	\$ 2,885.13
		Hourly	\$ 27.70	\$ 29.09	\$ 30.54	\$ 32.07	\$ 33.67	\$ 35.36	\$ 36.06
Information Technology Specialist	Professional Staff	Monthly	\$ 7,075.61	\$ 7,429.39	\$ 7,800.86	\$ 8,190.90	\$ 8,600.45	\$ 9,030.47	\$ 9,211.08
		Bi-weekly	\$ 3,265.67	\$ 3,428.95	\$ 3,600.40	\$ 3,780.42	\$ 3,969.44	\$ 4,167.91	\$ 4,251.27
		Hourly	\$ 40.82	\$ 42.86	\$ 45.01	\$ 47.26	\$ 49.62	\$ 52.10	\$ 53.14
Library Director	Executive Management	Monthly	\$ 10,987.47						\$ 14,303.57
		Bi-weekly	\$ 5,071.14						\$ 6,601.65
		Hourly	\$ 63.39						\$ 82.52
Library Services Manager	Management	Monthly	\$ 7,566.79	\$ 7,945.13	\$ 8,342.39	\$ 8,759.51	\$ 9,197.49	\$ 9,657.36	\$ 9,850.51
		Bi-weekly	\$ 3,492.37	\$ 3,666.98	\$ 3,850.33	\$ 4,042.85	\$ 4,244.99	\$ 4,457.24	\$ 4,546.39
		Hourly	\$ 43.66	\$ 45.84	\$ 48.13	\$ 50.54	\$ 53.06	\$ 55.72	\$ 56.83
Management Analyst	Mid-Management	Monthly	\$ 6,245.22	\$ 6,557.48	\$ 6,885.36	\$ 7,229.62	\$ 7,591.10	\$ 7,970.66	\$ 8,130.07
		Bi-weekly	\$ 2,882.41	\$ 3,026.53	\$ 3,177.86	\$ 3,336.75	\$ 3,503.59	\$ 3,678.77	\$ 3,752.34
		Hourly	\$ 36.03	\$ 37.83	\$ 39.72	\$ 41.71	\$ 43.80	\$ 45.99	\$ 46.91
Management Assistant	Professional Staff	Monthly	\$ 5,795.17	\$ 6,084.93	\$ 6,389.18	\$ 6,708.63	\$ 7,044.07	\$ 7,396.27	\$ 7,544.20
		Bi-weekly	\$ 2,674.69	\$ 2,808.43	\$ 2,948.85	\$ 3,096.29	\$ 3,251.11	\$ 3,413.66	\$ 3,481.94
		Hourly	\$ 33.43	\$ 35.11	\$ 36.86	\$ 38.70	\$ 40.64	\$ 42.67	\$ 43.53
Mayor	City Council	Monthly	\$ 993.00						
Vice Mayor	City Council	Monthly	\$ 917.00						

**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2022-2023 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Accounting Manager	Mid-Management	Monthly	\$ 7,327.60	\$ 7,693.98	\$ 8,078.68	\$ 8,482.61	\$ 8,906.74	\$ 9,352.08	\$ 9,539.12
		Bi-weekly	\$ 3,381.97	\$ 3,551.07	\$ 3,728.62	\$ 3,915.05	\$ 4,110.80	\$ 4,316.34	\$ 4,402.67
		Hourly	\$ 42.28	\$ 44.39	\$ 46.61	\$ 48.94	\$ 51.39	\$ 53.96	\$ 55.03
Assistant City Manager	Executive Management	Monthly	\$ 13,792.79						\$ 17,955.55
		Bi-weekly	\$ 6,365.90						\$ 8,287.18
		Hourly	\$ 79.58						\$ 103.59
Assistant Finance Director	Management	Monthly	\$ 9,759.86	\$ 10,247.85	\$ 10,760.25	\$ 11,298.26	\$ 11,863.17	\$ 12,456.33	\$ 12,705.46
		Bi-weekly	\$ 4,504.55	\$ 4,637.04	\$ 4,966.27	\$ 5,214.58	\$ 5,475.31	\$ 5,749.08	\$ 5,864.06
		Hourly	\$ 56.31	\$ 57.96	\$ 62.08	\$ 65.18	\$ 68.44	\$ 71.86	\$ 73.30
Chief of Police	Executive Management	Monthly	\$ 15,235.92						\$ 19,834.23
		Bi-weekly	\$ 7,031.96						\$ 9,154.26
		Hourly	\$ 87.90						\$ 114.43
City Clerk	Executive Management	Monthly	\$ 8,573.70						\$ 11,161.31
		Bi-weekly	\$ 3,957.09						\$ 5,151.37
		Hourly	\$ 49.46						\$ 64.39
City Manager	Executive Management	Monthly	\$ 22,223.40						
		Bi-weekly	\$ 10,256.96						
		Hourly	\$ 128.21						
Councilperson	City Council	Monthly	\$ 917.00						
Deputy City Manager	Management	Monthly	\$ 10,607.17	\$ 11,137.52	\$ 11,694.40	\$ 12,279.12	\$ 12,893.08	\$ 13,537.73	\$ 13,808.48
		Bi-weekly	\$ 4,895.61	\$ 5,140.40	\$ 5,397.42	\$ 5,667.29	\$ 5,950.65	\$ 6,248.18	\$ 6,373.15
		Hourly	\$ 61.20	\$ 64.26	\$ 67.47	\$ 70.84	\$ 74.38	\$ 78.10	\$ 79.67
Deputy Director of Community Development	Management	Monthly	\$ 9,759.01	\$ 10,246.96	\$ 10,759.30	\$ 11,297.27	\$ 11,862.13	\$ 12,455.24	\$ 12,704.34
		Bi-weekly	\$ 4,504.16	\$ 4,729.36	\$ 4,965.83	\$ 5,214.12	\$ 5,474.83	\$ 5,748.57	\$ 5,863.54
		Hourly	\$ 56.30	\$ 59.12	\$ 62.07	\$ 65.18	\$ 68.44	\$ 71.86	\$ 73.30
Deputy Director of Parks and Facilities	Management	Monthly	\$ 8,412.70	\$ 8,833.34	\$ 9,275.01	\$ 9,738.76	\$ 10,225.70	\$ 10,736.98	\$ 10,951.72
		Bi-weekly	\$ 3,882.79	\$ 4,076.93	\$ 4,280.77	\$ 4,494.81	\$ 4,719.55	\$ 4,955.53	\$ 5,054.64
		Hourly	\$ 48.54	\$ 50.96	\$ 53.51	\$ 56.19	\$ 59.00	\$ 61.95	\$ 63.18
Deputy Director of Recreation and Community Services	Management	Monthly	\$ 8,412.70	\$ 8,833.34	\$ 9,275.01	\$ 9,738.76	\$ 10,225.70	\$ 10,736.98	\$ 10,951.72
		Bi-weekly	\$ 3,882.79	\$ 4,076.93	\$ 4,280.77	\$ 4,494.81	\$ 4,719.55	\$ 4,955.53	\$ 5,054.64
		Hourly	\$ 48.54	\$ 50.96	\$ 53.51	\$ 56.19	\$ 59.00	\$ 61.95	\$ 63.18
Deputy Director of Public Works	Management	Monthly	\$ 8,415.27	\$ 8,836.03	\$ 9,277.83	\$ 9,741.72	\$ 10,228.81	\$ 10,740.25	\$ 10,955.06
		Bi-weekly	\$ 3,883.97	\$ 4,078.17	\$ 4,282.08	\$ 4,496.18	\$ 4,720.99	\$ 4,957.04	\$ 5,056.18
		Hourly	\$ 48.55	\$ 50.98	\$ 53.53	\$ 56.20	\$ 59.01	\$ 61.96	\$ 63.20
Deputy Director of Utilities	Management	Monthly	\$ 10,150.39	\$ 10,657.90	\$ 11,190.80	\$ 11,750.34	\$ 12,337.86	\$ 12,954.75	\$ 13,213.85
		Bi-weekly	\$ 4,684.79	\$ 4,919.03	\$ 5,164.98	\$ 5,423.23	\$ 5,694.40	\$ 5,979.12	\$ 6,098.70
		Hourly	\$ 58.56	\$ 61.49	\$ 64.56	\$ 67.79	\$ 71.18	\$ 74.74	\$ 76.24
Director of Community Development	Executive Management	Monthly	\$ 12,229.80						\$ 15,920.84
		Bi-weekly	\$ 5,644.52						\$ 7,348.08
		Hourly	\$ 70.56						\$ 91.85
Director of Finance	Executive Management	Monthly	\$ 12,641.39						\$ 16,456.65
		Bi-weekly	\$ 5,834.49						\$ 7,595.38
		Hourly	\$ 72.93						\$ 94.94
Director of Human Resources and Risk Management	Executive Management	Monthly	\$ 12,229.80						\$ 15,920.84
		Bi-weekly	\$ 5,644.52						\$ 7,348.08
		Hourly	\$ 70.56						\$ 91.85
Director of Parks and Recreation	Executive Management	Monthly	\$ 11,207.22						\$ 14,589.64
		Bi-weekly	\$ 5,172.56						\$ 6,733.68
		Hourly	\$ 64.66						\$ 84.17
Director of Public Works and Utilities	Executive Management	Monthly	\$ 12,641.39						\$ 16,456.65
		Bi-weekly	\$ 5,834.49						\$ 7,595.38
		Hourly	\$ 72.93						\$ 94.94
Executive Assistant – Human Resources	Professional Staff	Monthly	\$ 4,443.16	\$ 4,665.32	\$ 4,898.58	\$ 5,143.51	\$ 5,400.69	\$ 5,670.72	\$ 5,784.13
		Bi-weekly	\$ 2,050.69	\$ 2,153.22	\$ 2,260.88	\$ 2,373.93	\$ 2,492.62	\$ 2,617.26	\$ 2,669.60
		Hourly	\$ 25.63	\$ 26.92	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.72	\$ 33.37
Executive Assistant to the City Manager	Professional Staff	Monthly	\$ 5,245.62	\$ 5,507.90	\$ 5,783.30	\$ 6,072.46	\$ 6,376.09	\$ 6,694.89	\$ 6,828.79
		Bi-weekly	\$ 2,421.06	\$ 2,542.11	\$ 2,669.21	\$ 2,802.68	\$ 2,942.81	\$ 3,089.95	\$ 3,151.75
		Hourly	\$ 30.26	\$ 31.78	\$ 33.37	\$ 35.03	\$ 36.79	\$ 38.63	\$ 39.40
Executive Assistant to the Finance Director	Professional Staff	Monthly	\$ 4,443.16	\$ 4,665.32	\$ 4,898.58	\$ 5,143.51	\$ 5,400.69	\$ 5,670.72	\$ 5,784.13
		Bi-weekly	\$ 2,050.69	\$ 2,153.22	\$ 2,260.88	\$ 2,373.93	\$ 2,492.62	\$ 2,617.26	\$ 2,669.60
		Hourly	\$ 25.63	\$ 26.92	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.72	\$ 33.37
Executive Assistant to the Fire Chief	Professional Staff	Monthly	\$ 4,443.16	\$ 4,665.32	\$ 4,898.58	\$ 5,143.51	\$ 5,400.69	\$ 5,670.72	\$ 5,784.13
		Bi-weekly	\$ 2,050.69	\$ 2,153.22	\$ 2,260.88	\$ 2,373.93	\$ 2,492.62	\$ 2,617.26	\$ 2,669.60
		Hourly	\$ 25.63	\$ 26.92	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.72	\$ 33.37
Executive Assistant to the Police Chief	Professional Staff	Monthly	\$ 4,443.16	\$ 4,665.32	\$ 4,898.58	\$ 5,143.51	\$ 5,400.69	\$ 5,670.72	\$ 5,784.13
		Bi-weekly	\$ 2,050.69	\$ 2,153.22	\$ 2,260.88	\$ 2,373.93	\$ 2,492.62	\$ 2,617.26	\$ 2,669.60
		Hourly	\$ 25.63	\$ 26.92	\$ 28.26	\$ 29.67	\$ 31.16	\$ 32.72	\$ 33.37

**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2022-2023 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Fire Chief	Executive Management	Monthly	\$ 15,235.92						\$ 19,834.23
		Bi-weekly	\$ 7,031.96						\$ 9,154.26
		Hourly	\$ 87.90						\$ 114.43
Human Resources Analyst	Mid-Management	Monthly	\$ 6,370.12	\$ 6,688.63	\$ 7,023.06	\$ 7,374.21	\$ 7,742.92	\$ 8,130.07	\$ 8,292.67
		Bi-weekly	\$ 2,940.06	\$ 3,087.06	\$ 3,241.41	\$ 3,403.48	\$ 3,573.66	\$ 3,752.34	\$ 3,827.39
		Hourly	\$ 36.75	\$ 38.59	\$ 40.52	\$ 42.54	\$ 44.67	\$ 46.91	\$ 47.84
Human Resources Manager	Management	Monthly	\$ 7,719.86	\$ 8,105.85	\$ 8,511.14	\$ 8,936.70	\$ 9,383.53	\$ 9,852.71	\$ 10,049.76
		Bi-weekly	\$ 3,563.01	\$ 3,741.16	\$ 3,928.22	\$ 4,124.63	\$ 4,330.86	\$ 4,547.40	\$ 4,638.35
		Hourly	\$ 44.54	\$ 46.77	\$ 49.10	\$ 51.56	\$ 54.14	\$ 56.84	\$ 57.98
Human Resources Technician	Professional Staff	Monthly	\$ 4,897.92	\$ 5,142.81	\$ 5,399.95	\$ 5,669.95	\$ 5,953.45	\$ 6,251.12	\$ 6,376.14
		Bi-weekly	\$ 2,260.58	\$ 2,373.61	\$ 2,492.29	\$ 2,616.90	\$ 2,747.75	\$ 2,885.13	\$ 2,942.83
		Hourly	\$ 28.26	\$ 29.67	\$ 31.15	\$ 32.71	\$ 34.35	\$ 36.06	\$ 36.79
Information Technology Specialist	Professional Staff	Monthly	\$ 7,217.12	\$ 7,577.98	\$ 7,956.88	\$ 8,354.72	\$ 8,772.46	\$ 9,211.08	\$ 9,395.30
		Bi-weekly	\$ 3,330.98	\$ 3,497.53	\$ 3,672.40	\$ 3,856.03	\$ 4,048.83	\$ 4,251.27	\$ 4,336.29
		Hourly	\$ 41.64	\$ 43.72	\$ 45.91	\$ 48.20	\$ 50.61	\$ 53.14	\$ 54.20
Library Director	Executive Management	Monthly	\$ 11,207.22						\$ 14,589.64
		Bi-weekly	\$ 5,172.56						\$ 6,733.68
		Hourly	\$ 64.66						\$ 84.17
Library Services Manager	Management	Monthly	\$ 7,718.13	\$ 8,104.04	\$ 8,509.24	\$ 8,934.70	\$ 9,381.44	\$ 9,850.51	\$ 10,047.52
		Bi-weekly	\$ 3,562.21	\$ 3,740.33	\$ 3,927.34	\$ 4,123.71	\$ 4,329.89	\$ 4,546.39	\$ 4,637.32
		Hourly	\$ 44.53	\$ 46.75	\$ 49.09	\$ 51.55	\$ 54.12	\$ 56.83	\$ 57.97
Management Analyst	Mid-Management	Monthly	\$ 6,370.12	\$ 6,688.63	\$ 7,023.06	\$ 7,374.21	\$ 7,742.92	\$ 8,130.07	\$ 8,292.67
		Bi-weekly	\$ 2,940.06	\$ 3,087.06	\$ 3,241.41	\$ 3,403.48	\$ 3,573.66	\$ 3,752.34	\$ 3,827.39
		Hourly	\$ 36.75	\$ 38.59	\$ 40.52	\$ 42.54	\$ 44.67	\$ 46.91	\$ 47.84
Management Assistant	Professional Staff	Monthly	\$ 5,911.08	\$ 6,206.63	\$ 6,516.96	\$ 6,842.81	\$ 7,184.95	\$ 7,544.20	\$ 7,695.08
		Bi-weekly	\$ 2,728.19	\$ 2,864.60	\$ 3,007.83	\$ 3,158.22	\$ 3,316.13	\$ 3,481.94	\$ 3,551.58
		Hourly	\$ 34.10	\$ 35.81	\$ 37.60	\$ 39.48	\$ 41.45	\$ 43.53	\$ 44.40
Mayor	City Council	Monthly	\$ 993.00						
Vice Mayor	City Council	Monthly	\$ 917.00						

**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2023-2024 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Accounting Manager	Mid-Management	Monthly	\$ 7,474.15	\$ 7,847.86	\$ 8,240.25	\$ 8,652.26	\$ 9,084.88	\$ 9,539.12	\$ 9,729.90
		Bi-weekly	\$ 3,449.61	\$ 3,622.09	\$ 3,803.19	\$ 3,993.35	\$ 4,193.02	\$ 4,402.67	\$ 4,490.72
		Hourly	\$ 43.12	\$ 45.28	\$ 47.54	\$ 49.92	\$ 52.41	\$ 55.03	\$ 56.14
Assistant City Manager	Executive Management	Monthly	\$ 14,068.64						\$ 18,314.66
		Bi-weekly	\$ 6,493.22						\$ 8,452.92
		Hourly	\$ 81.17						\$ 105.66
Assistant Finance Director	Management	Monthly	\$ 9,955.06	\$ 10,452.81	\$ 10,975.45	\$ 11,524.23	\$ 12,100.44	\$ 12,705.46	\$ 12,959.57
		Bi-weekly	\$ 4,594.64	\$ 4,824.38	\$ 5,065.59	\$ 5,318.87	\$ 5,584.82	\$ 5,864.06	\$ 5,981.34
		Hourly	\$ 57.43	\$ 60.31	\$ 63.32	\$ 66.49	\$ 69.81	\$ 73.30	\$ 74.77
Chief of Police	Executive Management	Monthly	\$ 15,540.64						\$ 20,230.91
		Bi-weekly	\$ 7,172.60						\$ 9,337.35
		Hourly	\$ 89.66						\$ 116.72
City Clerk	Executive Management	Monthly	\$ 8,745.18						\$ 11,384.54
		Bi-weekly	\$ 4,036.24						\$ 5,254.40
		Hourly	\$ 50.45						\$ 65.68
City Manager	Executive Management	Monthly	\$ 22,667.87						
		Bi-weekly	\$ 10,462.09						
		Hourly	\$ 130.78						
Councilperson	City Council	Monthly	\$ 917.00						
Deputy City Manager	Management	Monthly	\$ 10,819.31	\$ 11,360.27	\$ 11,928.28	\$ 12,524.70	\$ 13,150.93	\$ 13,808.48	\$ 14,084.65
		Bi-weekly	\$ 4,993.53	\$ 5,243.20	\$ 5,505.36	\$ 5,780.63	\$ 6,069.66	\$ 6,373.14	\$ 6,500.61
		Hourly	\$ 62.42	\$ 65.54	\$ 68.82	\$ 72.26	\$ 75.87	\$ 79.67	\$ 81.26
Deputy Director of Community Development	Management	Monthly	\$ 9,954.18	\$ 10,451.89	\$ 10,974.49	\$ 11,523.21	\$ 12,099.37	\$ 12,704.34	\$ 12,958.43
		Bi-weekly	\$ 4,594.24	\$ 4,823.95	\$ 5,065.15	\$ 5,318.41	\$ 5,584.33	\$ 5,863.54	\$ 5,980.81
		Hourly	\$ 57.43	\$ 60.30	\$ 63.32	\$ 66.48	\$ 69.81	\$ 73.30	\$ 74.76
Deputy Director of Parks and Facilities	Management	Monthly	\$ 8,580.96	\$ 9,010.01	\$ 9,460.51	\$ 9,933.53	\$ 10,430.21	\$ 10,951.72	\$ 11,170.75
		Bi-weekly	\$ 3,960.44	\$ 4,158.46	\$ 4,366.39	\$ 4,584.71	\$ 4,813.94	\$ 5,054.64	\$ 5,155.73
		Hourly	\$ 49.51	\$ 51.98	\$ 54.58	\$ 57.31	\$ 60.18	\$ 63.18	\$ 64.45
Deputy Director of Recreation and Community Services	Management	Monthly	\$ 8,580.96	\$ 9,010.01	\$ 9,460.51	\$ 9,933.53	\$ 10,430.21	\$ 10,951.72	\$ 11,170.75
		Bi-weekly	\$ 3,960.44	\$ 4,158.46	\$ 4,366.39	\$ 4,584.71	\$ 4,813.94	\$ 5,054.64	\$ 5,155.73
		Hourly	\$ 49.51	\$ 51.98	\$ 54.58	\$ 57.31	\$ 60.18	\$ 63.18	\$ 64.45
Deputy Director of Public Works	Management	Monthly	\$ 8,583.58	\$ 9,012.75	\$ 9,463.39	\$ 9,936.56	\$ 10,433.39	\$ 10,955.06	\$ 11,174.16
		Bi-weekly	\$ 3,961.65	\$ 4,159.73	\$ 4,367.72	\$ 4,586.11	\$ 4,815.41	\$ 5,056.18	\$ 5,157.31
		Hourly	\$ 49.52	\$ 52.00	\$ 54.60	\$ 57.33	\$ 60.19	\$ 63.20	\$ 64.47
Deputy Director of Utilities	Management	Monthly	\$ 10,353.40	\$ 10,871.07	\$ 11,414.62	\$ 11,985.35	\$ 12,584.62	\$ 13,213.85	\$ 13,478.13
		Bi-weekly	\$ 4,778.49	\$ 5,017.42	\$ 5,268.29	\$ 5,531.70	\$ 5,808.29	\$ 6,098.70	\$ 6,220.67
		Hourly	\$ 59.73	\$ 62.72	\$ 65.85	\$ 69.15	\$ 72.60	\$ 76.24	\$ 77.76
Director of Community Development	Executive Management	Monthly	\$ 12,474.40						\$ 16,239.26
		Bi-weekly	\$ 5,757.41						\$ 7,495.04
		Hourly	\$ 71.97						\$ 93.69
Director of Finance	Executive Management	Monthly	\$ 12,894.22						\$ 16,785.78
		Bi-weekly	\$ 5,951.18						\$ 7,747.28
		Hourly	\$ 74.39						\$ 96.84
Director of Human Resources and Risk Management	Executive Management	Monthly	\$ 12,474.40						\$ 16,239.26
		Bi-weekly	\$ 5,757.41						\$ 7,495.04
		Hourly	\$ 71.97						\$ 93.69
Director of Parks and Recreation	Executive Management	Monthly	\$ 11,431.36						\$ 14,881.43
		Bi-weekly	\$ 5,276.01						\$ 6,868.35
		Hourly	\$ 65.95						\$ 85.86
Director of Public Works and Utilities	Executive Management	Monthly	\$ 12,894.22						\$ 16,785.78
		Bi-weekly	\$ 5,951.18						\$ 7,747.28
		Hourly	\$ 74.39						\$ 96.84
Executive Assistant – Human Resources	Professional Staff	Monthly	\$ 4,532.02	\$ 4,758.62	\$ 4,996.55	\$ 5,246.38	\$ 5,508.70	\$ 5,784.13	\$ 5,899.81
		Bi-weekly	\$ 2,091.70	\$ 2,196.29	\$ 2,306.10	\$ 2,421.40	\$ 2,542.47	\$ 2,669.60	\$ 2,722.99
		Hourly	\$ 26.15	\$ 27.45	\$ 28.83	\$ 30.27	\$ 31.78	\$ 33.37	\$ 34.04
Executive Assistant to the City Manager	Professional Staff	Monthly	\$ 5,350.54	\$ 5,618.06	\$ 5,898.97	\$ 6,193.91	\$ 6,503.61	\$ 6,828.79	\$ 6,965.37
		Bi-weekly	\$ 2,469.48	\$ 2,592.95	\$ 2,722.60	\$ 2,858.73	\$ 3,001.67	\$ 3,151.75	\$ 3,214.78
		Hourly	\$ 30.87	\$ 32.41	\$ 34.03	\$ 35.73	\$ 37.52	\$ 39.40	\$ 40.19
Executive Assistant to the Finance Director	Professional Staff	Monthly	\$ 4,532.02	\$ 4,758.62	\$ 4,996.55	\$ 5,246.38	\$ 5,508.70	\$ 5,784.13	\$ 5,899.81
		Bi-weekly	\$ 2,091.70	\$ 2,196.29	\$ 2,306.10	\$ 2,421.40	\$ 2,542.47	\$ 2,669.60	\$ 2,722.99
		Hourly	\$ 26.15	\$ 27.45	\$ 28.83	\$ 30.27	\$ 31.78	\$ 33.37	\$ 34.04
Executive Assistant to the Fire Chief	Professional Staff	Monthly	\$ 4,532.02	\$ 4,758.62	\$ 4,996.55	\$ 5,246.38	\$ 5,508.70	\$ 5,784.13	\$ 5,899.81
		Bi-weekly	\$ 2,091.70	\$ 2,196.29	\$ 2,306.10	\$ 2,421.40	\$ 2,542.47	\$ 2,669.60	\$ 2,722.99
		Hourly	\$ 26.15	\$ 27.45	\$ 28.83	\$ 30.27	\$ 31.78	\$ 33.37	\$ 34.04
Executive Assistant to the Police Chief	Professional Staff	Monthly	\$ 4,532.02	\$ 4,758.62	\$ 4,996.55	\$ 5,246.38	\$ 5,508.70	\$ 5,784.13	\$ 5,899.81
		Bi-weekly	\$ 2,091.70	\$ 2,196.29	\$ 2,306.10	\$ 2,421.40	\$ 2,542.47	\$ 2,669.60	\$ 2,722.99
		Hourly	\$ 26.15	\$ 27.45	\$ 28.83	\$ 30.27	\$ 31.78	\$ 33.37	\$ 34.04

**CITY OF ALHAMBRA  
CONFIDENTIAL/MANAGEMENT  
COMPENSATION PLAN AND SALARY SCHEDULE  
FISCAL YEAR 2023-2024 (2% COLA INCREASE)**

POSITION TITLE	UNIT	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Fire Chief	Executive Management	Monthly	\$ 15,540.64						\$ 20,230.91
		Bi-weekly	\$ 7,172.60						\$ 9,337.35
		Hourly	\$ 89.66						\$ 116.72
Human Resources Analyst	Mid-Management	Monthly	\$ 6,497.52	\$ 6,822.40	\$ 7,163.52	\$ 7,521.70	\$ 7,897.78	\$ 8,292.67	\$ 8,458.52
		Bi-weekly	\$ 2,998.86	\$ 3,148.80	\$ 3,306.24	\$ 3,471.55	\$ 3,645.13	\$ 3,827.39	\$ 3,903.93
		Hourly	\$ 37.49	\$ 39.36	\$ 41.33	\$ 43.40	\$ 45.56	\$ 47.84	\$ 48.80
Human Resources Manager	Management	Monthly	\$ 7,874.25	\$ 8,267.96	\$ 8,681.36	\$ 9,115.43	\$ 9,571.20	\$ 10,049.76	\$ 10,250.76
		Bi-weekly	\$ 3,634.27	\$ 3,815.98	\$ 4,006.78	\$ 4,207.12	\$ 4,417.48	\$ 4,638.35	\$ 4,731.12
		Hourly	\$ 45.43	\$ 47.70	\$ 50.09	\$ 52.59	\$ 55.22	\$ 57.98	\$ 59.14
Human Resources Technician	Professional Staff	Monthly	\$ 4,995.87	\$ 5,245.67	\$ 5,507.95	\$ 5,783.35	\$ 6,072.51	\$ 6,376.14	\$ 6,503.66
		Bi-weekly	\$ 2,305.79	\$ 2,421.08	\$ 2,542.13	\$ 2,669.24	\$ 2,802.70	\$ 2,942.83	\$ 3,001.69
		Hourly	\$ 28.82	\$ 30.26	\$ 31.78	\$ 33.37	\$ 35.03	\$ 36.79	\$ 37.52
Information Technology Specialist	Professional Staff	Monthly	\$ 7,361.46	\$ 7,729.54	\$ 8,116.01	\$ 8,521.81	\$ 8,947.90	\$ 9,395.30	\$ 9,583.21
		Bi-weekly	\$ 3,397.60	\$ 3,567.48	\$ 3,745.85	\$ 3,933.14	\$ 4,129.80	\$ 4,336.29	\$ 4,423.02
		Hourly	\$ 42.47	\$ 44.59	\$ 46.82	\$ 49.17	\$ 51.62	\$ 54.20	\$ 55.29
Library Director	Executive Management	Monthly	\$ 11,431.36						\$ 14,881.43
		Bi-weekly	\$ 5,276.01						\$ 6,868.35
		Hourly	\$ 65.95						\$ 85.86
Library Services Manager	Management	Monthly	\$ 7,872.49	\$ 8,266.12	\$ 8,679.43	\$ 9,113.40	\$ 9,569.07	\$ 10,047.52	\$ 10,248.47
		Bi-weekly	\$ 3,633.46	\$ 3,815.13	\$ 4,005.89	\$ 4,206.18	\$ 4,416.49	\$ 4,637.32	\$ 4,730.06
		Hourly	\$ 45.42	\$ 47.69	\$ 50.07	\$ 52.58	\$ 55.21	\$ 57.97	\$ 59.13
Management Analyst	Mid-Management	Monthly	\$ 6,497.52	\$ 6,822.40	\$ 7,163.52	\$ 7,521.70	\$ 7,897.78	\$ 8,292.67	\$ 8,458.52
		Bi-weekly	\$ 2,998.86	\$ 3,148.80	\$ 3,306.24	\$ 3,471.55	\$ 3,645.13	\$ 3,827.39	\$ 3,903.93
		Hourly	\$ 37.49	\$ 39.36	\$ 41.33	\$ 43.40	\$ 45.56	\$ 47.84	\$ 48.80
Management Assistant	Professional Staff	Monthly	\$ 6,029.30	\$ 6,330.76	\$ 6,647.30	\$ 6,979.66	\$ 7,328.65	\$ 7,695.08	\$ 7,848.98
		Bi-weekly	\$ 2,782.75	\$ 2,921.89	\$ 3,067.98	\$ 3,221.38	\$ 3,382.45	\$ 3,551.58	\$ 3,622.61
		Hourly	\$ 34.79	\$ 36.52	\$ 38.35	\$ 40.27	\$ 42.28	\$ 44.40	\$ 45.28
Mayor	City Council	Monthly	\$ 993.00						
Vice Mayor	City Council	Monthly	\$ 917.00						