

**RESOLUTION NO. 2021- 66**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN  
BAUTISTA AMENDING ITS PERSONNEL POLICIES REGARDING  
OVERTIME PAY AND EDUCATIONAL INCENTIVES**

**WHEREAS**, the City's Council adopted Resolution 2018-26 on June 19, 2018, and established formal Personnel Policies for City staff; and

**WHEREAS**, these comprehensive policies guide the City through the legally complicated framework of State and Federal fair labor practices, recruitment, and staff expectations;

**WHEREAS**, over the past few months, the City Manager has been meeting with staff to discuss all matters related to the Human Resource functions of the City, its personnel policies, and several matters have surfaced as priorities; and

**WHEREAS**, these changes are presented as amendments to the Personnel Policies in the attached exhibit to this Resolution; and

**WHEREAS**, the first proposed policy change Overtime Pay for employees work on a holiday, do not work on an observed City Holiday but then work extra time on weekends, or evenings, by changing Holiday Pay to count as "hours worked," for the purpose of calculating overtime; and

**WHEREAS**, the second proposed policy is a tuition reimbursement program; and

**WHEREAS**, the third policy recommends a compensation incentive of 2.5% premium pay for those employees that earn specific job-related credentials, with a maximum premium pay of four credentials; and

**WHEREAS**, the fourth policy is a 2.5% premium pay as an incentive for those that lack credentials, to step up and earn them (up to four approved programs); and

**WHEREAS**, the City Council agrees that these proposed Personnel Policies will incentivize the overtime work before or after a holiday, and provide educational incentives that will help the City to better recruit and retain employees, and encourage employees to grow and learn while working for the City.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE  
CITY OF SAN JUAN BAUTISTA NOW HEREBY FINDS:**

1. That the recitals in this Resolution and accompanying staff report are true and correct and are hereby made a part of this Resolution.
2. It agrees that the attached four proposed amended Personnel Policies are needed to better recruit and retain employees, and encourages employees to grow and learn while working of the City.

3. Approves the attached four amended Personnel Policies, adopts them, and incorporates them into a new amended Personnel Policies.
4. Approves the retroactive payment of premium pay when applicable, back to July 1, 2021.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista at a regular meeting held on the 16<sup>th</sup> day of November, 2021, by the following vote:

**AYES:** Jordan, Edge, Flores, Freels, Freeman

**NOES:** None

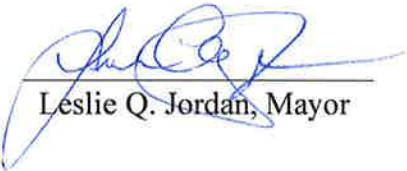
**ABSENT:** None

**ABSTAIN:** None

**ATTEST:**



Trish Paetz, Deputy City Clerk

  
Leslie Q. Jordan, Mayor

Attachment: Four Amended Proposed Personnel Policies

## ATTACHMENT

AMENDED PERSONNEL POLICIES, NOVEMBER 16, 2021

RULE XIII. COMPENSATION, BENEFITS AND OVERTIME

Adding Section 2 OVERTIME PAY, is new Section XIII 2.1 as follows:

### **Overtime for Work on Holiday**

Non-exempt employees required to work on a City-recognized holiday (as described in RULE XV Section 3 "Holidays"), on which they are not regularly-scheduled to work, will be entitled to overtime compensation in the form of time and one half the employee's regular rate of pay for hours worked on the holiday – in addition to their holiday pay. Unscheduled work on a holiday requires prior approval by the City Manager.

RULE XIII. COMPENSATION, BENEFITS AND OVERTIME

### **Adding Section 6. Tuition Reimbursement**

All full-time regular employees shall be allowed reimbursed up to one thousand-dollars (\$1000) per calendar year for tuition and books upon successful completion of an approved eligible course of study and/or individual courses. Eligible courses or courses of study must meet the following criteria:

- Approval from City Manager is obtained prior to attending class.
- Course must be directly related to employee's job duties or related to a City promotional opportunity.
- College units or Continuing Education Units (CEU's) credit must be available, or the course must be presented by a bonafide, recognized firm or training institution with direct knowledge and experience in the curriculum offered.
- The course and study time are outside of the employee's work hours.
- Successful completion means an academic grade of C or better, or a certificate of completion.

Reimbursement will not be made without documentation of eligibility and successful completion.

Reimbursement for training classes, seminars and workshops which are not part of an academic course of study is limited to the cost of registration only. Expenses for lodging, meals, travel and other related expenses are not reimbursable under this program. Expenses for books, class fees, and/or class supplies for college classes which are part of an allowed, academic course of study will be eligible for reimbursement under this program.

RULE XIV. SALARY ADJUSTMENTS

Adding Section 2. Premium Pay

**Section 2.1 – Education, Accreditation or other earned bona fide credentials**

Employees hired into regular full-time employment with verified credentials indicating they have successfully attained technical skills above and beyond the approved Job Description for the position hired, shall be eligible for premium pay of 2.5% of the employee's base salary as long as the credential remains current, applicable and relevant to the job duties as determined by the City Manager. An employee may qualify for as many four of such credentials and associated premium pay, in increments of 2.5% not to exceed 10% total (four). To receive the premium pay described in this section, employees must present documentation of their verified credentials to City Manager for review and approval, and employees must maintain the credential.

**Section 2.2 – Educational Incentive**

The City will provide a 2.5% premium pay for full-time regular Maintenance Workers and Clerical employees that obtain technical certificates of achievement through a qualified certification standard as approved by the City Manager to be relevant and applicable to the job duties described in each employee's full-time regular job description.

In the Maintenance Worker Classification, such credentialing programs may include but are not limited to those provided by the State Water resources Control Board Office of Operator Certification for the Grades I, II, III and IV, for potable water distribution, wastewater collection, back-flow prevention certification, pesticide application, National Institute of Automotive Service Excellence certification.

In the Clerical Classification, such credentialing may include certain work critical software applications, information technology, "City Clerk," "Certified Public Buyer" or other professional training programs, risk management, human resources, or other qualified certification programs.

To receive the premium pay described in this section, employees must present documentation of their technical certificates to the City Manager for review and approval, and employees must maintain the credential.