

**RESOLUTION NO. 20-39**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL VALLEY  
AMENDING THE SALARY SCHEDULES OF RESOLUTION 17-53  
DETERMINING SALARIES AND BENEFITS OF NON-REPRESENTED  
EMPLOYEES INCLUDING MANAGEMENT, TECHNICAL, CONFIDENTIAL  
AND PART-TIME STAFF**

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**WHEREAS** the Mission Statement of the City of Mill Valley City Council is “...*To provide a full range of municipal services to the residents and businesses in accordance with the General Plan and City Council policy and direction. City staff shall deliver those services in an efficient, effective and courteous manner with a commitment to operational excellence*”; and

**WHEREAS** the City of Mill Valley is reliant upon its excellent employees to fulfill the City’s Mission and to deliver the high quality services the residents of the community desire; and

**WHEREAS** the Mill Valley City Council has adopted and respected a Core Value to guide its policy-making and budgetary decisions of “*Prudent fiscal policies and practices*” and has employed this fiscally prudent approach to municipal finances with respect to employee compensation and benefits; and

**WHEREAS** the City of Mill Valley provides its employees compensation and a range of benefits consistent with those typical of other California municipalities; and

**WHEREAS** the City of Mill Valley has approximately 70 non-represented employees with benefits and approximately 200 non-represented part-time employees who provide a full-range of services to the community pursuant to the policies and direction established by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mill Valley that the following salary schedules and benefits contained in Resolution 17-53 are hereby amended effective upon adoption, to read as follows:

1. **Other Benefits.** Supplemental wage benefits for employees who are covered by memoranda of understanding are established pursuant to the terms of those memoranda. Supplemental wage benefits for non-represented employees are provided to employees working the equivalent of 20 hours per work or more and are prorated based on the employee’s normal work schedule compared to a 40-hour work week schedule:

**A. Salary and Wage Plan**

The salaries and wages for the various classifications in this group are listed on Exhibits A, B and C. The City Manager is authorized to add and revise classifications to and in these exhibits as determined to be necessary for the efficient operation of the City. The salaries and wages listed on Exhibits A, B and C shall reflect no cost of living increase for the fiscal year 2020-2021.

Advancement within a classification's salary range shall be made pursuant to the established Step Schedule contained in the adopted Personnel Rules.

**B. Overtime.** Overtime compensation shall be administered according to the Fair Labor Standards Act (FLSA) and the Personnel Rules. Overtime shall be compensated at one and one-half (1-1/2) times the straight-time rate based upon the regular monthly salary. The smallest unit of working time credited as overtime shall be one-half (1/2) hour, provided that when an employee is called back beyond the normal working day, the smallest unit of overtime credited shall be one (1) hour. Fractions of one-half (1/2) hour worked at different times may not be added together for the purpose of computing overtime worked.

**C. Holidays.** The following days shall be paid holidays:

New Year's Day	(First day of January)
Martin Luther King's Birthday	(Third Monday in January)
Presidents' Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(Fourth day of July)
Labor Day	(First Monday in September)
Veterans Day	(Eleventh day of November)
Thanksgiving	(Fourth Thursday in November)
Day after Thanksgiving	(Fourth Friday in November)
Christmas Day	(Twenty-fifth day of December)

Every day appointed by the President of the United States or the Governor of the State of California and observed by employees of the Federal or State government for public fast, Thanksgiving or holiday.

Every July 1, employees on the payroll at that time shall receive four (4) floating holidays, which shall be added to each employee's vacation leave. Employees hired after July 1 will receive pro-rated floating holidays as follows: July 2 through September 30 – 4 days, October 1 through December 31 – 3 days, January 1 through March 31 – 2 days, April 1 through June 30 – 1 day.

When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday falls on a Sunday, the following Monday shall be observed as a holiday.

An employee who's normal workday/shift requires that they work on an observed holiday, or whose workday/shift off is on an observed holiday, shall be credited an extra day's vacation or shall have their work schedule rearranged so that an alternate day can be taken off. The method used shall be approved by the department manager and the City Manager.

D. **Vacation Leave.** Employees of this representation unit shall accrue annual vacation leave and have a vacation leave accrual cap as follows:

<b>Years of Service</b>	<b>Annual Accrual</b>	<b>Vacation Cap</b>
0 > 3	80 hours	160 hours
3 > 7	120 hours	400 hours
7 > 15	160 hours	400 hours
15+	200 hours	400 hours

At termination of a permanent employee, fractional periods of vacation shall be figured and credited to the employee's account. Unused vacation time at termination is compensated by payment at the employee's rate of pay.

It is recognized that certain employees' schedules may be such that from time to time accumulations in excess of these limits may be in order. Such excess accumulation may take place with the approval of the department manager and the City Manager. The time employees may take their vacation shall be determined in each case by the department manager with regard for the needs of the service and the wishes of the employee.

Employees who are in positions compensated by a fixed monthly or yearly salary who are on leave without pay for more than ten (10) working days in any calendar month shall not accumulate vacation leave for that month.

E. **Sick Leave.** Sick leave with pay shall be granted to all eligible employees as provided for in the City's Personnel Rules.

***Payment for Unused Sick Leave.*** In the event of retirement, death, or resignation from employment with the City, for employees hired prior to April 15, 2013, after ten (10) or more years of service, an employee, or the employee's estate in the case of death, shall receive a cash payment equivalent to one-third (1/3) of the employee's accumulated but unused sick leave plus two (2) percent for each additional year after ten years of service with the total payment not to exceed 50% of the employee's accumulated but unused sick leave. In the event of retirement, death, or resignation from employment with the City, for employees hired on or after April 15, 2013, after ten (10) or more years of service, an employee, or the employee's estate in the case of death, shall receive a cash payment equivalent to one-third (1/3) of the employee's accumulated but unused sick leave.

This section shall not apply to employees who are discharged for cause or who resign instead of being discharged for cause.

F. **Leave Without Pay.** Leave without pay shall be granted to all eligible employees as provided for in the City's Personnel Rules.

G. **Military Leave.** Military leave will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and California Military Leave Policy.

H. **Funeral Leave.** In the event of a death in the immediate family of an employee who has one (1) or more years of seniority, employee shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed three (3) regularly scheduled working days. This provision does not apply if the death occurs during the employee's paid vacation, or while the employee is on leave of absence, layoff, workers' compensation leave or sick leave.

For the purposes of this provision, the immediate family shall be restricted to father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren. Substantiation of the death may be required by the department manager.

Funeral leave applies only in instances in which the employee attends the funeral, or is required to make funeral arrangements, but is not applicable for other purposes such as settling the estate of the deceased.

I. **Workers' Compensation Leave.** Whenever a permanent employee is required to be off work as the result of an injury or illness directly traceable to City employment, employee shall receive full pay for the time he/she is disabled up to a maximum period of sixty (60) calendar days for any one (1) period of such illness or injury; provided that any money which he/she receives for such illness or injury from the Workers' Compensation Insurance carrier is deposited with the Finance and Human Resources Department.

J. **Leave to Serve on Jury Duty or as a Witness at a Trial.** Leave for service by an employee as a juror or witness at a trial shall be granted to all eligible employees as provided for in the City's Personnel Rules.

K. **Health Insurance.** The City is enrolled in three group health plans for the purpose of providing hospital-medical benefits for employees. These plans are currently: Kaiser Health Plan, Health Net PPO, and Health Net HMO. An eligible employee may select one of these three plans in accordance with the provisions of the plans. The City will seek to provide a comparable alternative should any of these plans be discontinued. The City shall pay the entire cost of providing coverage for the employee and employee's eligible dependents; provided, however, that in no event shall the City be obligated to contribute an amount in excess of the cost of the Kaiser Health Plan including prescription drugs for the

employee with two or more family dependents. The City shall pay for coverage of dependent children between the ages of nineteen (19) and twenty-four (24), or as provided by law, under the Kaiser Health Plan and the Health Net plans according to the guidelines of the plan. The base co-pay for these Plans will be \$20 for office visits and \$15 for generic prescriptions.

L. **Duplicate Medical Coverage.** Any employee who has health plan coverage as a result of being an eligible dependent of a person employed either by the City or elsewhere may request that his/her health plan coverage as an employee of the City be terminated; and that, in lieu of the amount the City would otherwise pay for the health plan coverage for that employee, one hundred seventy-five dollars (\$175.00) per month will be paid by the City into the employee's deferred compensation account. To participate in this program, the employee shall sign a waiver, provided by the City, of health plan coverage for him/herself which shall be confirmed annually before July 1 of each year, and agree to pay for COBRA coverage, if available, until the following July 1, should coverage be lost through change of dependent status or employment status of the person covering the employee. Re-enrollment in a City-sponsored health plan will be subject to the rules of the specific health plan.

M. **Health Insurance After Retirement.** Permanent employees of the Management, Technical, and Confidential group, hired prior to April 15, 2013, with 15 years of service and a PERS retirement from the City shall be eligible for paid medical benefits for themselves and their spouse after retirement. Eligible employees can choose from Retiree Health Plans that provide the coverage provided by the plans for active employees indicated in Section 1 (K). The maximum City contribution will be no more than the active employees' Kaiser Plan employee + 1 premium. Department managers are eligible for paid health insurance after 7.5 years of service and a PERS retirement from the City under the above conditions. An employee who meets the above criteria shall qualify for medical coverage for the remainder of his/her life and that of his/her spouse.

Permanent employees hired on or after April 15, 2013, shall be provided this benefit for the employee only, after 20 years of service (10 for Department managers) with a maximum City contribution of two-thirds (2/3) of the active employees' Kaiser Plan single premium.

Retired employees qualifying for this benefit, who move outside a Kaiser or Health Net area, will be compensated by the City for medical benefits through quarterly reimbursements upon proof of coverage and premium payment.

Permanent employees hired after February 21, 2017, are not eligible for the Health Insurance After Retirement (HIAR) benefit.

For Permanent employees not eligible for, or receiving, the Health Insurance After Retirement (HIAR) benefit, the City shall establish a Retiree Health Savings (RHS) plan with the following contributions:

<b>Years of Service</b>	<b>Employee Contribution</b>	<b>City Contribution</b>
0 to completion of 12 months	1.0%	None
13 months to completion of 60 months	1.0%	1.0%
61 months +	1.5%	1.5%

N. **Life Insurance.** The City will pay the full cost of providing life insurance coverage of Fifty Thousand Dollars (\$50,000) of face value for eligible employees.

O. **Long-Term Disability Insurance.** The City pays the full cost of providing long-term disability insurance for employees. The maximum coverage will be \$5,200 per month.

P. **Dental Insurance.** The City is enrolled in the Delta Dental Plan (or similar self-insured plan) in order to provide employees and their eligible dependents with dental insurance benefits. The City shall pay the full cost of this coverage. Subject to the conditions described in Section M of this Resolution, employees and their dependents are eligible for paid dental insurance after retirement.

Q. **Retirement.** The City is a member of the Public Employees' Retirement System (PERS) of the State of California for the purpose of providing retirement benefits to eligible employees.

Miscellaneous Employees hired prior to March 25, 2011 will be provided with a 2.5% @ 55, highest one-year compensation retirement plan.

Miscellaneous Employees hired on or after March 25, 2011, and prior to January 1, 2013, will be provided with a 2.0% @ 55, highest three-year average compensation retirement plan

All Miscellaneous employees hired on or after January 1, 2013, will be provided PERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA) as follows:

- Employees classified as "New" under PEPRA will be covered by the PERS 2.0% @ 62 Plan.
- Employees classified as "Classic" under PEPRA will be covered by the CalPERS 2.0% @ 55 Plan.

All Safety employees hired prior to January 1, 2013 will be covered under the "3% at 55" plan providing full retirement benefits as defined by the City's contract with CalPERS.

All Safety employees hired on or after January 1, 2013, will be provided PERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA) as follows:

- Employees classified as "New" under PEPRA will be covered by the PERS 2.70% @ 57 Plan.

- Employees classified as “Classic” under PEPRa will be covered by the CalPERS 3.0% @ 55 Plan.

All employees hired prior to January 1, 2013, and all employees hired on or after January 1, 2013, classified as “Classic” under PEPRa, will pay the full PERS Employee Contribution amount.

All employees hired on or after January 1, 2013, classified as “New” under PEPRa will pay fifty percent (50%) of the Normal Cost of their Plan as calculated annually by PERS.

R. **Car Allowance.** The City shall pay the City Manager, the Director of Public Works, the Director of Finance and Human Resources, the City Librarian, the Director of Parks and Recreation and the Wastewater Treatment Manager \$400.00 per month in lieu of a City car. The Director of Planning and Building shall have the option of being provided with a City vehicle or an automobile allowance of \$400.00 a month. The City shall provide the Fire Chief and the Police Chief with a City vehicle.

S. **Deferred Compensation.** Department Managers are eligible for up to \$900/yr. toward deferred compensation if they match the contribution. The following positions will have 0.5% of salary contributed to deferred compensation:

City Manager  
Department Managers  
City Clerk/Administrative Analyst  
Building Official

All positions except those listed above shall receive \$600.00/yr. towards deferred compensation if they match the contribution.

T. **Administrative Leave.** Exhibit D attached hereto sets forth the *maximum* administrative leave allocations for eligible positions. Actual Administrative Leave allocations will be determined and authorized by the City Manager.

U. **Educational Incentive Program.** All sworn police personnel covered under this resolution prior to January 1, 2013, who have successfully completed thirty (30) semester or forty-five (45) quarter units of college credits or more, but less than sixty (60) semester or ninety (90) quarter college units earned in courses that will qualify for an Associate of Science degree in a course of study approved by the City Manager, or who possess the POST Intermediate Certificate shall receive an additional One Hundred Dollars (\$100.00) per month over base pay each full-time compensated month of employment thereafter.

All sworn police personnel covered under this resolution prior to January 1, 2013, who have been awarded the Bachelor of Science degree in a course of study approved by the City Manager, or who possess the POST Advanced Certificate shall receive an additional

Two Hundred Dollars (\$200.00) per month over base pay each full-time compensated month of employment thereafter.

The tuition refund program provided in the Personnel Rules and Regulations shall not apply to any courses used for the educational incentive program. Any courses which were taken under the tuition refund program shall not apply to the educational incentive program.

It shall be the responsibility of the employee to provide proof of certification or educational achievement. No incentive pay will be authorized without such proof.

V. **Uniform Replacement Program.** The City's Uniform Allowance Policy for employees covered under this resolution shall be as follows:

The Police Chief, Fire Chief, Firefighter Trainees and all sworn police personnel who customarily and regularly wear uniforms during scheduled duty hours shall be covered by the respective uniform replacement provisions in the Police Officers Association and Fire Fighters Association Memorandums of Understanding.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Mill Valley on the 20<sup>th</sup> day of July, 2020, by the following vote:

**AYES:** Councilmembers: Ossa, Carmel, Wickham, McCauley, McEntee  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAIN:** None.

  
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Sashi McEntee, Mayor

ATTEST:

  
\_\_\_\_\_  
Kelsey Rogers, City Clerk/Administrative Analyst



**EXHIBIT A  
SALARY SCHEDULE FOR  
DEPARTMENT MANAGERS \***

*MONTHLY SALARY Effective 7/1/2020*

	Maximum Monthly <u>Salary</u>
Arts and Recreation Director	14,306
City Librarian	14,367
Finance and Human Resources Director	14,624
Treatment Plant Director	15,029
Police Chief	15,387
Fire Chief	15,387
Director of Planning & Building	15,943
Director of Public Works/City Engineer	16,715
City Manager	20,485

The above monthly salaries indicate the maximum amount that the City Department Managers. Any changes to individual Department Managers (the authorized maximum) is at the discretion of the City Manager.

\* In addition, City pays 0.5% of salary to Deferred Compensation.

**EXHIBIT B**  
**SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES**  
**INCLUDING MANAGEMENT, CONFIDENTIAL AND TECHNICAL STAFF**

<b>MONTHLY SALARY Effective 7/1/2020</b>	<b>Minimum</b>						<b>Maximum</b>	
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	
Office Aide	2,768	2,906	3,050	3,198	3,356	3,525	3,697	
Firefighter Trainee	3,032	3,184	3,345	3,763	4,181	4,598	5,018	
Program Coordinator	3,882	4,076	4,279	4,495	4,720	4,956	5,200	
Accounts Clerk	4,614	4,844	5,087	5,343	5,614	5,892	6,188	
Administrative Aide	4,799	5,039	5,290	5,556	5,833	6,126	6,432	
Library Supervisor	4,937	5,184	5,444	5,720	6,004	6,303	6,618	
Recreation Coordinator	5,052	5,305	5,571	5,851	6,143	6,448	6,773	
Code Enforcement Officer	5,174	5,430	5,701	5,987	6,285	6,601	6,931	
Senior Account Clerk	5,174	5,430	5,701	5,987	6,285	6,601	6,931	
Senior Administrative Aide	5,434	5,704	5,989	6,290	6,606	6,939	7,287	
Building Technician	5,300	5,565	5,843	6,135	6,442	6,764	7,103	
Accounting Analyst	5,688	5,973	6,272	6,585	6,914	7,258	7,623	
Accounting Specialist	5,688	5,973	6,272	6,585	6,914	7,258	7,623	
Assistant Planner	5,830	6,122	6,429	6,749	7,085	7,442	7,813	
Library Technical Serv. Supervisor	5,878	6,169	6,480	6,804	7,143	7,498	7,873	
Program Supervisor	5,932	6,229	6,538	6,870	7,213	7,571	7,950	
Supervising Librarian	6,018	6,318	6,635	6,970	7,319	7,681	8,067	
Recreation Supervisor	6,018	6,318	6,635	6,970	7,319	7,681	8,067	
Permit Services Coordinator	6,131	6,437	6,759	7,099	7,454	7,826	8,216	
Engineering Technician	6,131	6,437	6,759	7,099	7,454	7,826	8,216	
Accountant	6,131	6,437	6,759	7,099	7,454	7,826	8,216	
Fire Admin. Assistant	6,140	6,448	6,769	7,109	7,468	7,837	8,229	
Streets and Sewers Supervisor	6,177	6,484	6,808	7,150	7,505	7,881	8,275	
Building Maintenance Supervisor	6,177	6,484	6,808	7,150	7,505	7,881	8,275	
Business Services Supervisor	6,177	6,484	6,808	7,150	7,505	7,881	8,275	
Accounting Supervisor	6,257	6,569	6,897	7,244	7,604	7,985	8,388	
Associate Planner	6,521	6,847	7,189	7,550	7,926	8,322	8,737	
Building Inspector	6,624	6,958	7,305	7,668	8,053	8,454	8,875	
Deputy City Clerk/Admin Analyst	6,624	6,958	7,305	7,668	8,053	8,454	8,875	
Community Engagement Supervisor	6,852	7,196	7,554	7,931	8,331	8,746	9,182	
Network Administrator	6,852	7,196	7,554	7,931	8,331	8,746	9,181	
Shop & Equipment Supervisor	6,966	7,314	7,679	8,067	8,468	8,891	9,335	
Parks Maintenance Supervisor	6,966	7,314	7,679	8,067	8,468	8,891	9,335	
Golf Course Superintendent	6,981	7,329	7,697	8,080	8,483	8,908	9,353	
Public Works Manager	7,143	7,501	7,874	8,269	8,681	9,117	9,569	
Parks Superintendent	7,143	7,501	7,874	8,269	8,681	9,117	9,569	
Associate Engineer	7,383	7,752	8,139	8,545	8,973	9,421	9,889	
City Clerk/Administrative Analyst ***	7,407	7,779	8,168	8,579	9,009	9,460	9,931	
Library Operations Manager	7,429	7,799	8,189	8,598	9,029	9,477	9,953	
Super. of Rec & Comm services	7,517	7,893	8,288	8,704	9,138	9,597	10,076	
Deputy City Librarian	7,517	7,893	8,288	8,704	9,138	9,598	10,077	
Senior Planner	7,627	8,009	8,409	8,829	9,271	9,735	10,224	
Assistant to the City Manager	7,800	8,190	8,600	9,032	9,485	9,958	10,459	
Senior Management Analyst	7,800	8,190	8,600	9,032	9,485	9,958	10,459	
Operations Superintendent	7,904	8,298	8,714	9,148	9,606	10,087	10,591	
Project Manager	7,904	8,298	8,714	9,148	9,606	10,087	10,591	
Public Works Superintendent	8,043	8,445	8,866	9,310	9,777	10,267	10,780	
Maintenance Supervisor (WWTP)	8,093	8,497	8,923	9,374	9,840	10,333	10,848	
Senior Building Inspector	8,159	8,568	8,996	9,445	9,920	10,415	10,937	
Senior Civil Engineer (WWTP)	8,300	8,717	9,153	9,609	10,089	10,591	11,122	
Senior Civil Engineer	8,300	8,717	9,153	9,609	10,089	10,591	11,122	
Lab Dir/Environ Compliance Mgr	8,300	8,717	9,153	9,609	10,089	10,591	11,122	
Building Official ***	8,508	8,932	9,378	9,845	10,338	10,855	11,399	
Supervising Senior Engineer	9,398	9,867	10,361	10,877	11,421	11,993	12,593	
Chief Treatment Plant Operator	9,398	9,867	10,361	10,877	11,421	11,993	12,593	
Police Lieutenant	10,108	10,615	11,145	11,706	12,289	12,904	13,549	
Wastewater Treatment Manager	10,677	11,210	11,772	12,362	12,982	13,627	14,313	
Engineering Manager	10,677	11,210	11,772	12,362	12,982	13,627	14,313	
Police Captain	10,677	11,210	11,772	12,362	12,982	13,627	14,313	

\*\*\*City pays an additional 0.5% deferred compensation

EXHIBIT C

**SALARY SCHEDULE FOR  
PART-TIME EMPLOYEES**

Effective 7/1/2020

<b><u>Hourly Rate Positions</u></b>	<b><u>Per Hour</u></b>		<b><u>Per Hour</u></b>
Department Assist/Seasonal Aide	Min. Wage	To	60.50
Recreation Specialist	Min. Wage	to	58.30
Camp Counselors/Leaders	Min. Wage	to	22.30
Kids Watch	Min. Wage	to	16.80
Swim Aide	Min. Wage	to	16.80
Golf Course Marshall	Min. Wage	to	16.80
Building Maint. Attendent	Min. Wage	to	22.30
Office Staff	Min. Wage	to	22.30
Fitness Staff	Min. Wage	to	22.30
Teen Aide	Min. Wage	to	22.30
Lifeguards	Min. Wage	to	28.00
Swim Instructor	Min. Wage	to	28.00
Parking Enforcement Officer	21.50	To	30.10
Police Reserve	27.50	To	35.80
Police Reserve Level I Officer	27.50	To	37.30

**EXHIBIT D**  
**NON-REPRESENTED EMPLOYEES ADMINISTRATIVE LEAVE POLICY**

<b>GENERAL ADMINISTRATION</b>	<u>Maximum Days</u>
City Manager	10
Director of Finance and Human Resources	10
City Clerk/Administrative Analyst	8
Deputy City Clerk/Administrative Analyst	8
Senior Management Analyst	8
Human Resources Manager	8
<b>PLANNING AND BUILDING</b>	
Director	10
Senior Planner	8
Associate Planner	8
Assistant Planner	8
Administrative Aide	5
Building Official	5
<b>PUBLIC SAFETY</b>	
Fire Chief	10
Police Chief	10
Police Lieutenant	10
<b>PUBLIC WORKS</b>	
Director	10
Supervising Senior Engineer	8
Operations Superintendent	8
Public Works Superintendent	8
Building Maintenance Supervisor	8
Parks Maintenance Supervisor	5
Streets and Sewers Maintenance Supervisor	5
Project Manager	5
Senior Civil Engineer	5
Senior Engineer	5
Associate Engineer	3
Shop Supervisor	2
<b>LIBRARY</b>	
City Librarian	10
Supervising Librarian	5
Library Operations Manager	8
<b>RECREATION</b>	
Director	10
Superintendent-Recreation & Community Services	10
Business Services Supervisor	8
Recreation Supervisor	8
Program Supervisor	8
Senior Administrative Aide	5
Administrative Aide	3
<b>WWTP</b>	
Treatment Plant Manager	10
Chief Treatment Plant Operator	5
Project Manager	5
Maintenance Supervisor	5

Administrative leave is available to the above positions as set by the City Manger up to the maximum amounts shown. Said leave is available beginning July 1 through June 30 annually. It may not be accrued beyond June 30 of each year. Actual usage will be approved by the appropriate Department Head or, in the case of Department Heads, by the City Manager.

*Revised effective 07/1/2020*