



CITY OF HEMET  
Hemet, California  
RESOLUTION NO. 2021-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEMET, CALIFORNIA, RELATING TO SALARY RANGES AND BENEFITS FOR CONFIDENTIAL PERSONNEL, ESTABLISHING POLICY WITH RESPECT TO THE REQUIREMENTS, RESPONSIBILITIES, DESIGNATION AND CONDITIONS OF EMPLOYMENT OF "CONFIDENTIAL PERSONNEL" OF THE CITY OF HEMET, AND REPEALING RESOLUTION NO. 4850

**WHEREAS**, in the organizational structure of any organization involving the chain of responsibility and authority, it is desirable to establish and define the limits of the Confidential Personnel Team; and

**WHEREAS**, it is agreeable and desirable to define the Confidential Personnel Team and the responsibilities of such personnel as well as the benefits to be derived by personnel designated as "Confidential", and

**WHEREAS**, this Resolution shall remain in effect until superseded by a subsequent resolution concerning this matter; and

**WHEREAS**, it is the intent of this Resolution to set forth and clarify certain practices and procedures with regard to administration and nothing contained herein shall be deemed to supersede the City's Merit Personnel System, including personnel ordinances and resolutions, unless otherwise specifically addressed herein, and

**WHEREAS**, the City desires to amend the Fiscal Year 2020/2021 Budget in support of this Agreement with the Management Confidential Group as summarized in Exhibit A.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of the City of Hemet affirms that:

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2 **SECTION 1. Designated Classifications.**

3 The following positions are designated as classifications subject to the  
4 conditions set forth in this Resolution.

5 **Confidential Positions**

6 Accounting Manager  
7 Accounting Supervisor  
8 Assistant to the City Manager  
9 Deputy City Clerk\*  
10 Executive Analyst in the City Mgr. Office  
11 Executive Assistant in the City Mgr. Office\*  
12 Human Resources Analyst  
13 Human Resources Manager  
14 Human Resources Coordinator\*  
15 Human Resources Technician\*  
16 Management Analyst  
17 Payroll/Human Resources Specialist\*  
18 Payroll Technician\*  
19 Police Personnel & Training Coordinator\*  
20 Principal Accountant  
21 Sr. Human Resources Technician\*

22 Note: Employees with an asterisk (\*) are not exempt and entitled to overtime.

23 **SECTION 2. Periodic Review of Management Resolution.**

24 The City Council reserves the right and discretion to review and amend this  
25 Resolution as it deems necessary.

26 **SECTION 3. Repeal of Resolution**

27 Resolution No.4850 is hereby repealed.

28 **SECTION 4. Purpose.**

- 29 A. The purpose of establishing a confidential personnel team is as follows:  
30 To create a team under the direction of the City Manager to promote the  
31 goals and objectives of the City Council.  
32 B. To establish a system of compensation for confidential personnel with  
33 competitive salary and benefit levels in the labor market.  
34 C. To distinguish confidential positions and responsibility from classified  
35 employees.  
36 D. To promote harmony through identification of a confidential personnel  
37 team with common goals and responsibilities.  
38 E. To offer the highest possible caliber of public servants.  
39 F. To maintain an appropriate separation between the administration and  
40 political body of the City.  
41 G. To promote harmony and confidentiality in bargaining with labor groups.

1 **SECTION 5. Participative Team Concept.**

- 2 A. Open communication among confidential personnel team members.  
3 B. Responsibility to participate in the ongoing decision making process.  
4 C. Employees shall have a responsibility to promote a harmonious  
5 approach to problem solving and implementation of City Council goals  
6 and share in the responsibility of the decision-making process.  
7 D. Employees are expected to fulfill their responsibilities in administrative  
8 decisions and assignments and to respond to emergency situations.  
9 E. Employees are expected to devote as much time as is necessary to  
10 perform their particular duties regardless of emergencies, work  
11 stoppage, or the normal work demands of the City.

8 **SECTION 6. Philosophy of Compensation.**

9 The City of Hemet recognizes that it competes in a marketplace to obtain  
10 qualified personnel to perform and provide municipal services. It further recognizes  
11 that compensation and conditions of employment must be sufficiently attractive to  
12 draw and retain qualified employees. Therefore, the City will compensate its  
13 confidential personnel employees with wages and benefits competitive within the  
14 labor market and commensurate with satisfactory performance of the employee.

13 **SECTION 7. Salary Increases, Salary Ranges, and Merit/Performance Reviews.**

14 A. Salary Increases.

- 15 1. Effective July 1, 2019, all group members shall be granted a 2.5%  
16 salary increase.  
17 2. Effective first full pay period after July 1, 2020, all group members  
18 shall be granted a 2.5% salary increase.  
19 3. Effective first full pay period after July 1, 2021, all group members  
20 shall be granted a 2.5% salary increase.

19 B. Salary Ranges.

- 20 1. Each budgeted job classification covered by this Resolution shall  
21 have a salary range as approved by the City Council in the annual  
22 operating budget.  
23 2. Each such classification salary range shall have seven (7) steps  
24 consisting of five percent (5%) increments, unless otherwise  
25 specified.

25 C. Merit/Performance Review.

- 26 1. Upon hire, the employee shall be paid a salary for six (6) months  
27 from the date of hire, based upon the established range for that  
28 position. At the end of the six (6) months the employee may  
become eligible for a merit increase. Thereafter, all future merit

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increases shall occur twelve (12) months from the date of the first merit increase.

- 2. The City Manager, upon recommendation of the Department/Division Head, shall have the authority to advance an individual within a range a maximum of five percent (5%) for merit purposes. This advancement may occur at the end of the initial six (6) months after the date of hire, or anytime thereafter.
- 3. Salary appointment should be made at the first step of the salary range for the particular classification in which the appointment is made. The City Manager, upon recommendation of the Department/Division Head, shall have the authority to appoint to a higher step of the salary range if recruitment circumstances warrant.
- 4. Advancement within a salary range shall be authorized only after the affirmative action of the City Manager. Such action shall be based only on satisfactory job performance.
- 5. All performance evaluations performed pursuant to this Subsection 7.AB shall be confidential.
- 6. As directed by the City Manager, sufficient instruction will be made available to pertinent personnel on the subject of performance evaluation.

**SECTION 8. Confidential Personnel Compensation Review Procedures.**

- A. Policy Concerning Compensation Review Procedures.
  - 1. Compensation and increases thereof, if any, are a matter within the sole discretion of the City Council. The City Council, in keeping with its purpose and philosophy as stated in Sections 4 and 6, to provide competitive salaries to meritorious employees, hereby establishes the following procedures. The City Council reserves the right to amend these procedures from time to time as may be necessary to accomplish the purposes set forth herein.
- B. Compensation.
  - 1. As established in Hemet Municipal Code, Chapter 54, the City Manager is responsible for administering the City's personnel system. He/she is further responsible for evaluating its personnel to assure competency in all positions, except his/her own and that

1 of the City Attorney. It is, therefore, the responsibility of the City  
2 Manager to administer the system set forth hereinabove in  
3 Subsection 7.B in a manner consistent with this objective.

4 C. Overtime.

5 1. The City Manager has determined that some employees in  
6 positions subject to this Resolution are exempt for purposes of  
7 state and federal wage and hour laws and are not entitled to  
8 overtime compensation. Benefits and salary are considered  
9 adequate compensation for overtime demands placed on these  
10 individuals.

11 2. Non-Exempt Employees and Compensatory Time.

12 a. Employees identified with an asterisk (\*) in the list of  
13 classifications for this Resolution are not exempt for  
14 purposes of state and federal wage and hour laws  
15 regarding overtime compensation and will be entitled to  
16 overtime pay at the rate of one and one-half (1 ½) his/her  
17 regular hourly rate of pay for each hour worked in excess  
18 of forty (40) hours in any one workweek.

19 b. Compensatory Time (CT):

20 (1) Employees eligible for overtime may elect to  
21 convert earned overtime to CT at the rate of one  
22 and one-half (1 ½) hours for each hour actually  
23 worked. CT may be accrued up to eighty (80)  
24 hours. An employee who has accrued eighty (80)  
25 hours of compensatory time may not elect to  
26 convert overtime to compensatory time and will be  
27 compensated for one and one-half (1 ½) hours for  
28 each additional hour of overtime actually worked.

(2) An employee who has requested the use of earned  
CT shall be permitted to use such time within a  
reasonable period after making the request if the  
use of the CT does not unduly disrupt the  
operations of the department.

(3) An employee at any time may request and receive  
compensation for any CT. Such compensation shall  
be paid at the regular rate earned by the employee  
at the time the employee receives such payment.

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D. Disaster/Emergency Response.

Employees not eligible for overtime will receive compensation for time worked outside their regularly-scheduled duty, paid at the rate of one and one-half (1 ½ ) times their hourly rate, for services rendered for participating in a disaster/ emergency response, requested by the Office of Emergency Services and assigned by the City Manager, outside the city limits. State or federal reimbursement for these services will revert to the City.

**SECTION 9. Confidential Personnel Benefits.**

A. Part-time Benefits.

Part-time employees, who work less than half-time, shall not receive any confidential personnel benefits. Part-time employees, who work at least half-time, shall receive confidential personnel benefits as follows:

1. The following confidential personnel benefits are provided on the same basis as is given to a full-time employee:
  - a. Retirement;
  - b. Leave of Absence Without Pay;
  - c. Non-Occupational Disability Leave;
  - d. Professional Organizations;
  - e. Grievance and Disciplinary Appeals Procedure;
  - f. Deferred Compensation; and
  - g. Optional Work Schedule.
  
2. The following confidential personnel benefits are prorated on the basis of the percentage of hours that the employee works compared to a full-time employee:
  - a. Personal Time Off;
  - b. Sick Leave;
  - c. Health Insurance. The City will pay the prorated percentage of the cost of the medical plan selected by the employee. The City will pay the prorated percentage of the cost of the City's self-funded dental and vision plans;
  - d. One time, Lump Sum, Non-Recurring, Non-Pensionable Payments;
  - e. Jury Duty;
  - f. Holiday Policy;
  - g. Retiree Health Insurance Benefits, pursuant to the Retiree Health Policy;
  - h. Bereavement Leave.

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- 3. The following confidential personnel benefits are provided as indicated under the specific benefit:
  - a. Medical Examination.
  
- 4. The following confidential personnel benefits are not provided to any part-time employee:
  - a. Administrative Leave;
  - b. Disability Insurance;
  - c. Life Insurance;
  - d. City Vehicles;
  - e. Educational Reimbursement.

B. Deferred Compensation.

- 1. The City will provide a City-paid deferred compensation program which shall be included as "salary" in any compensation review as set forth hereinabove in Section 8. The rate for City-paid deferred compensation for all employees is set at 2% of monthly salary.
- 2. The City will match dollar for dollar into the employee deferred compensation plan (457) through a deferred compensation company selected by the City, up to a maximum of one hundred fifty dollars (\$150.00) per month.

C. Medical Examination.

The City will reimburse all confidential personnel for a medical examination by the physician of their choice which could include EKG, X-rays, and any such other tests that the employee might elect to have. The reimbursement amount for direct costs incurred shall not exceed \$250 per calendar year (\$125 for part-time).

D. Personal Time Off.

The City shall administer a Personal Time Off (PTO) program which will provide for vacations, family sick leave, and management leave. The PTO program combines earned vacation, management/supervisory leave, and a portion of sick leave benefits.

- 1. Confidential Personnel employees will accrue Personal Time Off according to the following table:

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Length of Service	Vacation Days	Management/ Supervisory Leave	Sick Leave	Total Personal Time Off
<b>Exempt Employees</b>				
1-12 yrs.	20	5	6	31
12 + yrs.	21	5	6	32
<b>OT Eligible Employees</b>				
1-3 yrs.	12	0	6	18
4-6 yrs.	15	0	6	21
7-9 yrs.	18	0	6	24
10-12 yrs.	20	0	6	26
12+ yrs.	21	0	6	27

2. Guidelines for Use of Personal Time Off:
- a. Accumulation of Personal Time Off (PTO) shall be limited to an amount equal to the earnings for a twenty-four (24) month period at the employee's current PTO earning rate;
  - b. PTO may be used as soon as indicated on the employee's pay stub (but may not be used in advance) and must be approved by the employee's supervisor and/or department head;
  - c. In the event one or more holidays fall during a period when an employee is on PTO, ten (10) hours of such holiday shall not be charged as PTO;
  - d. PTO (and compensatory time) must be exhausted before a leave of absence will be granted;
  - e. When an employee is using PTO and becomes ill or injured, he or she may use sick leave when eligible;
  - f. The policy of the City Council regarding PTO sellback is that an employee:
    - (1) Can sell accumulated PTO not more than once each quarter.
    - (2) Must obtain approval of the City Manager for the sellback.



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(3) May not sell more than one hundred seventy-six (176) hours per calendar year.

(4) Shall be prohibited from selling any PTO if, during the past six (6) months, the employee has received discipline in the form of a suspension without pay, a reduction in salary, or a demotion;

g. Upon termination of employment, an employee will be paid for the balance of his/her PTO at the rate of one hundred percent (100%) of current salary.

h. Existing vacation leave balance of a City employee promoted to an administrative position will be transferred to PTO; accrual of additional PTO will begin upon the effective date of the promotion at the rate indicated in Subsection 9.D.1.

E. Administrative Leave.

Administrative leave must be used by December 31 of each year, cannot be carried forward to the following year, and cannot be converted to cash compensation or PTO. Administrative leave may be taken off, with Department Head or City Manager approval as appropriate, subject to the City and department needs and scheduling. Administrative leave is provided to employees as follows:

1. Employees designated by the City Manager will receive up to six (6) days of administrative leave per year for:

a. Required attendance at most regularly scheduled City Council meetings as recommended by the Department Head to the City Manager.

b. Required attendance at most regularly scheduled Planning Commission meetings as recommended by the Department Head to the City Manager.

2. Employees designated by the City Manager will receive six (6) days of administrative leave per year for required standby (on the scene within thirty (30) minutes) on a regularly scheduled basis directing the employee to maintain telephone or radio contact with the City.

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F. Sick Leave.

1. Sick leave shall be earned at the rate of eight (8) hours per month and will have no accumulation limitation.
2. Newly-hired confidential personnel shall be given a credit of two hundred forty (240) hours of sick leave to their Sick Leave account for the first two and one-half (2½) years of service. Accrual of additional sick leave will commence at the beginning of the 31<sup>st</sup> month of service.
3. Existing sick leave balance of a City employee promoted to a confidential personnel position will be transferred; accrual of additional sick leave time will begin upon the effective date of the promotion at the rate indicated in Subsection 9.F.1.
4. Sick leave shall be used for illness or injury which causes the employee to be absent from his/her duties.
5. Sick leave may be used for absences from duty when the employee's presence is needed to attend to the illness of a member of his/her family. The use of sick leave under this subsection shall be limited to one half (1/2) of annual potential accrual, which is 48 hours for full-time employees.
6. Reasonable proof of illness may be requested.
7. Personal Time Off shall be applied when all sick leave has been exhausted.
8. The following payoff provision for accumulated Sick Leave upon retirement or disability, death or resignation, shall apply:
  - a. Twenty-five percent (25%) of all accumulated sick leave after five (5) years of service with the City; payoff shall be prorated upon last five (5) years of service.
  - b. Fifty percent (50%) of all accumulated sick leave after ten (10) years of service with the City; payoff shall be prorated upon last five (5) years of service.

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- c. Seventy-five (75%) of all accumulated sick leave after twenty (20) years of service with the City; payoff shall be prorated upon last five (5) years of service.

G. Holiday Policy

The City currently observes the following holidays:

<u>1.</u>	<u>Designated Date</u>	<u>Designated Holiday</u>
	1. January 1	New Year's Day
	2. Third Monday in January	Martin Luther King Jr. Day
	3. Third Monday in February	Washington's Birthday
	4. Last Monday in May	Memorial Day
	5. July 4	Independence Day
	6. First Monday in September	Labor Day
	7. November 11	Veterans Day
	8. Thanksgiving	Thanksgiving
	9. Friday after Thanksgiving	Friday after Thanksgiving
	10. ½ Holiday – Day Before Christmas	Christmas Eve
	11. December 25	Christmas
	12. ½ Holiday -Day Before New Year	New Year's Eve
	13. Two Floating Holidays	At employee's discretion, with Supervisor's approval

In addition to the foregoing holidays, all full-time employees shall be entitled to accrue ten (10) hours in lieu of Columbus Day. This time shall be placed in the employees floating holiday time bank.

- 2. Hour Value. The hour value for each holiday shall be equivalent to the employee's scheduled work period, i.e., if the holiday falls on a scheduled nine (9) hour work day, the employee's time off is nine (9) hours. If the holiday falls on a scheduled eight (8) hour day, the holiday time off is eight (8) hours, etc.
- 3. Procedure if Holiday Falls on Saturday or Sunday. For those employees whose normal work week is Monday through Friday, when a holiday falls on 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.
- 4. Procedure if Holiday Falls on Regular Day Off. If a holiday occurs on a day which is the employee's regular day off, he/she shall be

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entitled to ten (10) hours of holiday pay or five (5) hours of pay for a half (1/2) day holiday.

H. Bereavement Leave.

- 1. Use of Bereavement Leave. Paid Bereavement Leave may be granted to an employee upon the request of the employee, upon the death of any of the following relatives of the requesting employee: spouse; child, including biological, step, adopted and foster children; parent, including biological, step, adoptive and foster parents; parent-in-law; grandparent; sibling; grandchild, including biological, step, adopted and foster grandchildren.
  
- 2. Amount of Bereavement Leave: Employees may receive up to three (3) days of paid Bereavement Leave based upon the employee's usual work schedule.

I. Health Insurance.

- 1. The City shall make available to all full-time employees and their dependents, pro-rated for part time employees, medical plans through commercial carriers. The City shall also provide fully-paid dental and vision plans.
  
- 2. Effective April 2021, the City will contribute the sum of \$1,100.00 per month, per employee in paid status toward the cost of health insurance. The City will contribute 100% of the cost per month, per employee in a paid status for the cost of dental and vision plans for such employee and his/her dependents.

J. Retirement.

Retirement Plans. The City will provide retirement plans with the California Public Employees Retirement System ('CalPERS') as follows:

- 1. For employees hired prior to July 1, 2011, such plan shall be 2.7% at 55 with 1959 Survivor Benefits, Level 4, Post-Retirement Survivor Allowance, One-Year Highest Compensation, and Military Service Credit.
  
- 2. For employees hired from July 1, 2011 through December 31, 2012, or those hired thereafter who are CalPERS 'Classic' members, such plan shall be 2.5% at 55 with 1959 Survivor Benefits, Level 4, Post-Retirement Survivor Allowance, One-Year Highest Compensation, and Military Service Credit.

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- 3. For employees hired on or after January 1, 2013, who are not CalPERS 'Classic' members and are not eligible for reciprocity, such plan shall be 2% at sixty-two (62) and final compensation based on 'highest consecutive three-year average'.
  
- 4. Confidential Personnel employees in retirement Tiers I and II shall pay the full employee share of contribution (EPMC), but not to exceed eight percent (8%), to their respective retirement plans. Confidential Personnel employees in retirement Tier III shall pay the full employee share of contribution (EPMC), but not to exceed sharing fifty percent (50%) of normal costs, to their retirement plan.
  
- 5. Confidential Personnel employees shall receive retiree health insurance benefits pursuant to Resolution Numbers 4198, 4190, 3349, 3317, and 3209. The Tier Two deferred compensation contribution for management employees covered by this Resolution shall be one hundred dollars (\$100.00) per month.

K. Disability Insurance.

On behalf of each employee, the City shall contribute an amount equal to the premium on a long-term disability plan. The plan shall provide coverage equal to sixty percent (60%) of total salary, with a maximum monthly benefit of thirteen thousand dollars (\$ 13,000), after a thirty (30) day waiting period. In no case shall the policy require sick leave to be drawn beyond the initial thirty (30) day period.

L. Life Insurance.

- 1. For employees hired on or before December 3, 1996, the City will provide a term life insurance policy in the amount of one hundred thousand dollars (\$100,000.00) for all employees covered by this Resolution.
  
- 2. For employees hired after December 3, 1996, the City will provide a term life insurance policy in the amount of fifty thousand dollars (\$50,000.00).

M. City Vehicles.

Authorization for use of City-owned vehicles shall be pursuant to Resolution Number 3348. The auto allowance amount for all managers receiving an auto allowance shall be equal to five hundred dollars (\$500) monthly.

N. Jury Duty.

1 An employee on jury duty will receive full pay and benefits. Any compensation  
2 for such jury duty (except travel pay) shall be returned to the City.

3 O. Bilingual Pay.

4 Employees regularly required by their supervisor to provide foreign language  
5 translation services in the course and scope of their employment shall receive one  
6 hundred dollars (\$100.00) per month. In order to qualify for bilingual pay, the  
7 employee must pass a test established by the City.

8 P. Leave of Absence Without Pay.

9 1. After all Personal Time Off (PTO) and compensatory time has  
10 been used, the City Manager, upon recommendation of the  
11 Department/Division Head, may grant a leave of absence without  
12 pay for any employee up to a maximum of sixty (60) calendar  
13 days. Extensions of time beyond the initial sixty (60) calendar  
14 days up to one (1) year may also be granted by the City Manager.  
15 One (1) extension, for a total of two (2) years from the beginning  
16 of the initial sixty (60) days, may be granted. A leave without pay  
17 may be granted for any of the following reasons:

18 a. To take a course of study which will increase the  
19 employee's usefulness on return to his or her position in  
20 the City's service; and

21 b. For personal reasons acceptable to the Department Head  
22 and City Manager.

23 2. During an approved leave of absence without pay all employee  
24 benefits shall cease to be paid by the City. An employee may  
25 continue his/her health and life insurance benefits at the  
26 employee's expense.

27 Q. Non-Occupational Disability Leave.

28 1. Upon submission of an appropriate certificate from a licensed  
medical provider, an employee may be granted non-occupational  
disability leave. The employee utilizing non-occupational disability  
leave shall utilize all sick leave accredited to him/her and upon the  
expiration of sick leave shall utilize any accrued annual vacation  
leave and compensatory time. When all sick leave, annual  
vacation leave and compensatory time are exhausted, the  
remainder of the absence required will be on the basis of leave  
without pay. The leave without pay will constitute a break in  
continuous service with the City.

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2. Non-occupational disability leave shall not extend beyond a maximum period of six (6) months. If additional leave is desired, the employee may request additional leave in accordance with Leave of Absence Without Pay, Subsection 9.P. An employee shall not be entitled to more than one (1) such leave pursuant to this Subsection 9.P. per twelve (12) month period.

R. Professional Organizations. Confidential personnel are encouraged to participate in professional organizations that directly relate to their career objectives and the performance of their responsibilities. City-sponsored membership in professional organizations and activities shall be subject to the constraints of the adopted budget for that department/division.

S. Educational Reimbursement. Full-time, regular confidential personnel employees shall qualify for participation in the tuition-reimbursement program. The program covers courses taken at accredited colleges, accredited universities, correspondence courses and other institutions. Reimbursement will be subject to the following:

1. The course elected must be of benefit to the City and directly related to the employee's current duties or future employment with the City. Courses taken to satisfy a degree requirement may be approved, provided that the degree goal is in the field of current employment of the employee or future employment with the City.
2. Each employee must attend on his/her own time and complete the course satisfactorily with a passing grade of "C" or its numerical equivalent, or a "pass" or "credit" for the class.
3. Employees planning on taking classes or entering a specific program that is reimbursable will obtain approval for the reimbursement prior to enrollment.
4. Such reimbursement shall include tuition, books, text materials used to complete course requirements and parking fees, but shall not include travel time, mileage, or other miscellaneous costs.
5. Upon completion of the course, the employee shall attach the grade report along with receipts for eligible reimbursements to his/her approved application for educational assistance and present it to his/her Department Head. The Department Head will

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forward the records of completion to the Human Resources Director.

6. Reimbursement is limited to two thousand dollars (\$2,000.00) per calendar year.

7. Should the employee leave City service within one year after completion of a course paid for by the City, the costs of such course will be deducted from the employee's last paycheck. If the employee's last paycheck is insufficient to repay the costs of such course(s), the employee will be required to make appropriate arrangements, including a promissory note, to repay the balance within one (1) year of leaving City service. The City Manager may alter the above requirement in unusual circumstances.

8. Employees covered under this resolution may request prepayment or reimbursement of costs required for the course. Failure to present proper proof of completion will cause the amount of prepayment to be deducted from successive paychecks, not to exceed \$50 per pay period, except in the case of an employee who terminates, in which case the total amount shall be deducted from monies due and owed by the employee.

T. Work Schedule. All employees shall work a "4/10" alternative work schedule comprising of eight (8), ten (10) hour days in the pay period. City may adjust employee work days to provide coverage for all days of the week based on business need, while maintaining a 4/10 work schedule.

U. Optional Work Schedule. Alternate work schedules will only occur with the Department Director recommendation, with appropriate coverage to provide adequate service to the public, and final approval by the City Manager.

V. Layoff & Grievance Procedures. Will be followed in accordance with the Personnel Rules adopted by the City Council on April 12, 2011.

1. Separation Pay. A regular status employee who is subject to layoff shall receive separation pay in the amount of two (2) week salary at the employee's then current salary.




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**PASSED, APPROVED AND ADOPTED** this 23<sup>rd</sup> day of March 2021.

  
Karlee Meyer, Mayor

ATTEST:

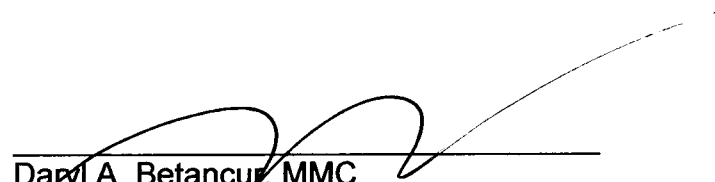
  
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Daryl A. Betancour, MMC  
Interim City Clerk

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State of California        )  
County of Riverside       )  
City of Hemet             )

I, Daryl A. Betancur, Interim City Clerk of the City of Hemet, do hereby certify that the foregoing resolution was adopted by the Hemet City Council on the 23<sup>rd</sup> day of March 2021, and was passed by the following vote:

AYES:                    Council Members: Brown, Krupa, Lilienthal, Males, and Mayor Meyer  
NOES:                    Council Member: None  
ABSTAIN:                Council Member: None  
ABSENT:                 Council Member: None

  
\_\_\_\_\_  
Daryl A. Betancur, MMC  
Interim City Clerk