



# City of Covina

Mid-Management, Supervisory and Professional,  
and Confidential and Technical  
Employees Compensation Rules

July 1, 2009 - June 30, 2012

**Mid-Management, Supervisory and Professional, and Confidential and Technical  
Employees Compensation Rules**

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## **Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules**

This document establishes the salary and benefits, authorized by the City Council, for regular full-time personnel in mid-management, supervisory and professional, and confidential and technical classifications not represented by employee bargaining units, as of January 1, 2011. This document supersedes any prior resolution or action taken with respect to the classifications listed herein. These rules will remain in effect until such time as they are amended by the City Council or superseded by a higher governmental authority.

### **SECTION 1. SCOPE OF COVERAGE**

Pursuant to Government Code Section 3507.5, "Designation of management and confidential employees," a public agency may adopt reasonable rules and regulations providing for designation of the management and confidential employees of the public agency and restricting such employees from representing any employee organization, which represents other employees of the public agency, on matters within the scope of representation.

### **SECTION 2. POSITION CLASSIFICATION SPECIFICATIONS**

The City Manager shall have prepared for public record the classification specifications of all positions covered herein. He/she may authorize the modification of such position classification specifications as deemed necessary or otherwise appropriate to effect staff assignment or organizational changes.

Employees hired or promoted after September 1, 2004, in the following classifications are excluded from the agency's civil service rules. These employees serve "at-will," i.e., at the pleasure of the appointing authority. The employment relationship between the City of Covina and its at-will employees is at the mutual consent of both parties. Either the employee or the City of Covina can terminate the employment relationship at-will, at any time, with or without cause or advance notice. The employer need not state reasons for release of such employees, and such employees have no right or expectation to receive any pre-release or post-release proceeding, hearing or appeal, nor are they eligible for severance pay. Employees hired or promoted after September 1, 2004, in the classifications have no right to return to employment in a former position or right to employment in any other position within the agency.

#### Mid-Management

- City Engineer
- Environmental Services Manager
- Human Resources Manager
- Information Technology Services Manager
- Parks and Recreation Manager
- Public Works Superintendent

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Redevelopment Manager  
Risk Manager  
Senior Human Resources Analyst  
Senior Management Analyst  
Senior Redevelopment Manager  
Support Services Manager

Supervisory and Professional

Accountant  
Accounting Supervisor  
Assistant City Librarian  
Building Official  
City Planner  
Community Relations Supervisor  
Community Services Supervisor  
Equipment Maintenance Supervisor  
Human Resources Analyst  
Information Technology Coordinator  
Library Circulation Supervisor  
Literacy Program Coordinator  
Management Analyst  
Management Analyst Trainee  
Marketing Manager  
Network Supervisor  
Parks Maintenance Supervisor  
Police Records Supervisor  
Pool Manager  
Principal Librarian  
Public Safety Communications Supervisor  
Public Works Superintendent  
Recreation Services Supervisor  
Senior Accountant  
Senior Human Resources Analyst  
Senior Information Technology Coordinator  
Senior Planner  
Senior Services Supervisor  
Street Maintenance Supervisor  
Water Maintenance Supervisor  
Water Services Supervisor

Confidential and Technical

Administrative Technician  
Business License Technician  
Deputy City Clerk  
Executive Assistant to the City Manager  
Executive Assistant to the Police Chief

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Finance Technician  
Payroll Technician  
Senior Administrative Technician  
Senior Finance Technician

This policy states the full and complete policy in respect to the at-will status, employment rights, retention rights, and severance rights of agency at-will personnel. No other statement, written or oral, can modify the terms of this policy, except for a later formal resolution by the City Council enacted in open session. Apart from the City Council, no one employed by the agency has the authority to modify the at-will status of any such employees.

### SECTION 3. AUTHORIZED SALARY RANGES & ADVANCEMENT

A. Base Salary Ranges Refer to Exhibit A for the salary tables.

B. Placement

1. New Hire

A newly hired person into a position classification covered by these rules shall be hired at Step A, unless otherwise authorized by the City Manager.

2. Promotion

A current full-time regular employee of the City of Covina promoting from a Closed Promotional Certification List into a position classification covered by these rules shall receive placement within the pay steps range at the "A" step, unless such placement will not result in a base pay to base pay increase of at least five percent (5%). In such a case the employee will be placed in a pay step so as to allow for a five percent (5%) increase, except that the pay step placement limit of the "E" step is the maximum allowed and supersedes the five percent (5%) increase guidelines.

A current full-time regular employee of the City of Covina promoting into a position classification covered by these rules from an Open and Competitive certification list shall receive placement within the pay steps range at the "A" step, unless placement will not result in a base pay to base pay increase of at least five percent (5%) increase. Also, with City Manager approval, a higher placement within pay range is allowable under extraordinary circumstance. However, the pay step placement limit of the "E" step is the maximum allowed and supersedes the above increase guidelines.

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3. Demotion

If a person already subject to these rules is demoted to a different position classification of a lesser paid base monthly pay range, then that employee may be placed in any pay step of the newly assigned position classification as may be approved by the City Manager.

- C. Salary Advancement Unless otherwise authorized by the City Manager in writing, all employees covered by these provisions may advance through the base monthly pay steps, "A" through "E," subject to the following:

Pay Step	
A	Upon initial employment
B	Upon twelve (12) months of successful completion of paid service at Step "A"
C	Upon twelve (12) months of successful completion of paid service at Step "B"
D	Upon twelve (12) months of successful completion of paid service at Step "C"
E	Upon twelve (12) months of successful completion of paid service at Step "D"

- D. Accelerated Advancement The City Manager may authorize accelerated movement through the pay steps for exceptional performance.

- E. Bilingual Pay Employee classifications appropriate to this unit will receive \$100.00 a month lump sum for possessing the ability to speak and understand a second language. The City in conjunction with a local high school, community college or other mutually agreed upon source(s) will develop and certify such employee(s) language abilities.

The City reserves the right, as the needs of the City dictate, to certify employees and also reserves the right to determine from what departments and classifications these employees are selected as best suits the City's service need.

- F. Acting Pay When a full-time budgeted position becomes vacant as a result of either a permanent separation or the extended absence of an employee, an employee may be assigned to work in a higher position on an acting basis upon approval by the City Manager. When an employee has served in the acting

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position beyond ten (10) consecutive working days, the employee shall be paid at a minimum of five percent (5%) above his/her regular pay or at "A" step of the acting position, whichever is greater, retroactively to the first day served in the acting position.

The City reserves the right, as the needs of the City dictate, to certify employees and also reserves the right to determine from what departments and classifications these employees are selected as best suits the City's service need.

- G. Longevity and Performance Step Increases Refer to Exhibit A for Longevity and Performance Step Increases (Steps F, G, and H).

Longevity Pay Step	F	Upon twenty-four (24) months of successful completion of paid service at Step "E" and a "Meets Expectations," "Exceeds Expectations," or "Outstanding" rating on their current evaluation.
	G	Upon twenty-four (24) months of successful completion of paid service at Step "F" and an "Exceeds Expectations" or "Outstanding" rating on their current evaluation.
	H	Upon twenty-four (24) months of successful completion of paid service at Step "G" and an "Outstanding" rating on their current evaluation.

If an employee who has already achieved a Longevity and Performance Step Increase receives a "Needs Improvement" or "Unsatisfactory" rating on an evaluation they are automatically returned to the next lower pay step and are not eligible to return to their former step until successful completion of twelve (12) months of paid service and the required rating level for the appropriate step on their current evaluation.

- H. Longevity Pay Effective July 1, 2001, the City of Covina implemented a longevity bonus for unaffiliated employees. Bonuses are paid to the employee on their anniversary date as service benchmarks are met.

10 years of service	\$1000
15 years of service	\$1500
20 years of service	\$2000
25 years of service	\$2500
30 years of service	\$3000
35 years of service	\$3500

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- I. Uniform Allowance and Maintenance Effective with the first full pay period following August 1, the Public Safety Communications Supervisor and the Police Records Supervisor shall receive an annual clothing and maintenance allowance of six hundred dollars (\$600).

### **SECTION 4. HOURS OF WORK**

Mid-Management, Supervisory and Professional, and Confidential and Technical employees covered by this document are expected to work or to be on an approved leave of absence for a combined total of no less than 2080 hours per year.

It is understood that the average workweek must be forty (40) hours with a significant majority of the time worked being done Monday through Friday. Unless otherwise approved by the City Manager for operational reasons, Mid-Management, Supervisory and Professional, and Confidential and Technical employees will work the same 9/80 schedule as City Hall staff. The City Manager or his/her designee has the option to set schedules and approve all leaves of absence.

#### **A. Work Schedules**

1. **5/40 Plan** The work period for employees appropriate to this group assigned to a five-forty plan shall consist of five (5) eight (8) hour days within seven (7) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.
2. **9/80 Plan** The work period for employees appropriate to this group assigned to a nine-eighty plan shall consist of eight (8) nine hour days and one (1) eight (8) hour day within fourteen (14) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.

In accordance with the Fair Labor Standards Act as amended, this work period shall consist of two (2) distinct forty (40) hour work weeks for the purpose of establishing overtime eligibility.

3. **4/40 Plan** The work week for employees appropriate to this group assigned to a four-ten plan shall consist of four (4) ten (10) hour days within seven (7) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.

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### **SECTION 5. ADMINISTRATIVE LEAVE**

Effective July 1, 2006, administrative leave is hereby provided to non-exempt (non-FLSA) employees in lieu of compensatory time for hours worked. All employees of this group will be advanced fifty-four (54) hours of paid administrative leave as of January 1 of each calendar year. The earning of this administrative leave will be at the rate of four and one-half (4.5) hours per month. An employee terminating prior to a complete calendar year and having utilized leave not yet earned will be subject to a dollar value deduction from his or her final paycheck. Employees may use compensatory time already earned.

The scheduling and use of administrative leave for this group is subject to approval of the Department Director.

In partial recognition of prolonged, uncommon, or exceptional hours of work beyond the standard work expectations for exempt staff, the Department Director may, at his/her discretion, adjust employees work hours and allow exempt employees to take time off without using administrative leave.

### **SECTION 6. FLSA COVERED EMPLOYEES**

Those Confidential and Technical position classifications covered by this document are subject to the Fair Labor Standards Act. Employees will be paid overtime at the rate of 1.5 (premium rate) for every hour they are directed to work over forty (40) hours in a work week, unless the employee requests and is allowed to accrue compensatory time in-lieu.

Compensatory time will be accrued at the same premium rate of 1.5 for every hour worked over the 40-hour work week. Employees may be allowed to accumulate compensatory time up to sixty (60) hours. Said accumulation shall be within the limit by each month's end and will be reported with regular payroll information. When this maximum level of accumulation is reached, overtime will thereon be paid at the premium rate. The employee may request compensatory time off subject to the approval of the City Manager or his or her designee.

### **SECTION 7. HOLIDAYS**

#### **A. Fixed Holidays**

The following schedule of holidays shall be observed and the employees shall receive the following days off with pay:

1. New Years Day
6. Labor Day

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- |    |                        |     |                           |
|----|------------------------|-----|---------------------------|
| 2. | Martin Luther King Day | 7.  | Veterans Day              |
| 3. | Presidents Day         | 8.  | Thanksgiving              |
| 4. | Memorial Day           | 9.  | Friday after Thanksgiving |
| 5. | Independence Day       | 10. | Christmas Day             |

**B. Fixed Holidays Falling On A Weekend**

1. When a holiday falls on a scheduled workday, the holiday will be observed on that day.
2. When a holiday falls on a Friday, when City Hall is regularly closed, or on a Saturday following a Friday closure, then a floating holiday will be granted the employee.
3. When a holiday falls on a Saturday, following a Friday that is a scheduled workday, the holiday will be observed on that Friday.
4. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**C. Floating Holidays Mid-Management, Supervisory and Professional, and Confidential and Professional employees working alternate schedules will be granted floating holiday leave dependent upon work schedule. Employees shall receive 24 hours on a 5/40 schedule, 27 hours on a 9/80 schedule and 30 hours on a 4/40 schedule. There will be no carryover or payoff of floating holidays. Use of floating holidays is subject to approval of the City Manager or his/her designee.**

New employees: shall accrue floating holidays prorated to such employees only upon successful completion of six (6) months of continuous employment.

New employees successfully completing six months employment between January 1 and January 31 of a given calendar year shall enjoy the full number of floating holidays enumerated herein for said calendar year.

New employees successfully completing six months employment between February 1 and August 31 of a given calendar year shall enjoy one half the number of floating holidays enumerated herein for said calendar year.

New employees successfully completing six months employment between September 1 and December 31 of a given calendar year shall not enjoy any floating holidays in the given calendar year. These employees, however, will enjoy the full number of floating holidays beginning January 1 of the following year.

**D. Holiday Furlough The City reserves the right to close non-essential, non-safety facilities between the Christmas and New Years holidays. Employees may use vacation, floating holidays, compensatory time, or administrative leave during this furlough period.**

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- E. Public Safety Communications Supervisor – Compensation in Lieu of Fixed Holidays The Public Safety Communications Supervisor is provided with the option of taking time off for the 13 fixed and floating holidays or being compensated for 13 hours of holiday pay every month. The Public Safety Communications Supervisor is required to inform the Finance Department by June 15 of each year, which option they select. If compensation in lieu of fixed holidays is chosen, the money will be paid with the second paycheck of each month.

If the Public Safety Communications Supervisor works on a designated holiday, they shall be compensated at their regular rate of pay.

If the Public Safety Communications Supervisor chooses to be compensated for 13 hours of holiday pay every month, and they leave City Service or a new Public Safety Communications Supervisor is hired, this money will be prorated by the number of hours worked in a month.

### SECTION 8. SICK LEAVE

- A. Earning and Accumulation Mid-management and confidential employees shall receive ten hours of paid sick leave per month subject to the following conditions:

1. Employees of record as of February 29, 1988 shall have unlimited accumulation. This section shall also apply to employees originally hired prior to February 29, 1988, and promoted from bargaining units with no sick leave accumulation cap.
2. Employees hired or promoted from bargaining units with a sick leave accumulation cap as of or after March 1, 1988, shall be subject to an accumulation limit of 960 hours. Thereafter, all accrual shall cease until the employee's usage causes the balance to fall below 960 hours.

- B. Use of Sick Leave Sick Leave shall be deducted from an employee's accrued leave balance on an hour for hour basis for the following purposes:

1. In the case of the employee's injury, illness or disability.
2. In the case of the employee's need to receive medical or dental examination, treatment or preventative care from a licensed health care practitioner.
3. In the case where an employee needs to be absent to provide temporary assistance, due to illness or injury, or the need for medical or dental

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examination, treatment or preventative care from a licensed health care practitioner, for members of the employee's immediate family. Immediate family shall include an employee's spouse, domestic partner, children, grandchildren, sons-in-law, brothers-in-law, and sisters-in-law. "Children" shall include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive parent, a stepparent, or a legal guardian requiring the care and attention of the employee.

4. From accrued sick leave available, an employee may be granted (on each separate occasion) up to three (3) days bereavement leave with pay in the event of death to a member of the employee's immediate family. For purposes of this section an employee's immediate family shall include: an employee's spouse, domestic partner, children, grandchildren, sons-in-law, daughters-in-law, parents, grandparents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law. "Children" shall also include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive parent, a stepparent, or a legal guardian and significant others. An additional two (2) days leave may be granted by the department head if the funeral location is five hundred (500) miles or more (one way) away from the City of Covina.
5. A physician's certificate attesting to the nature of the illness, injury and/or treatment may be required prior to granting paid sick leave.
6. An employee who is granted sick leave for personal illness/disability or family illness/disability shall be required to be available at his/her residence or that of an immediate family member for telephone or personal contact from the City during the employee's normal working hours. Exceptions to this requirement shall be authorized for seeking and receiving medical treatment.

### **C. Payoff of Accumulated Sick Leave Upon Termination**

Employees shall be compensated for 55% of his/her accumulated sick leave up to the maximums outlined below. Computation shall be at base rate of pay. Payment shall be for non-disciplinary termination only.

1. Employees of record as of February 29, 1988, upon termination shall be compensated for up to 1600 hours of accumulated sick. Any unused balance of paid sick leave may be applied to the calculation of retirement credit as applicable.

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This section shall also apply to those employees originally hired prior to March 1, 1988 and promoted from bargaining units with no sick leave accumulation limits.

- 2. Employees hired or promoted from bargaining units with a sick leave cap on or after March 1, 1988, upon termination shall be compensated for up to 960 hours of accumulated sick. Any unused balance of paid sick leave may be applied to the calculation of retirement credit as applicable.

D. Payoff of Accumulated Sick Leave Prior to Termination

With written approval of the City Manager, an employee may sell back to the City, accrued sick leave in excess of 200 hours at the rate of fifty percent (50%) of straight time rate of base pay for reimbursement of the cost of tuition for job related coursework, computer purchase or computer training. The City Manager may approve requests subject to the availability of funds and documentation of uses/purchases.

**SECTION 9. VACATION LEAVE**

- A. Vacation Earning Rate Upon completion of the specified year of service employees shall accrue vacation as follows:

<u>Years of Service</u>	<u>Monthly Accrual</u>	<u>Annual Total</u>
Up to completion of 5 years	Accrued at 9 hours per month	108 hours
Beginning of the 6 year through 10 years	Accrued at 13.67 hours per month	164 hours
Beginning of the 11 <sup>th</sup> year through 15 years	Accrued at 16.00 hours per month	192 hours
Beginning of the 16 <sup>th</sup> year through 20 years	Accrued at 17.33 hours per month	208 hours
Beginning of the 21 <sup>st</sup> year	Accrued 18.67 hours per month	224 hours

Vacation usage shall be charged hour for regularly scheduled hour.

- B. Accumulation Limitation Accumulation of earned vacation shall be allowed up to an amount equal to twice (2x) the current annual earning allowance of vacation for that particular employee.

The determination of status as regards an employee staying within the accumulation limit will be made each July 1<sup>st</sup>. The employee will have until the following October 1<sup>st</sup> to bring his or her accumulated leave to be within the specified accumulation limit. Each individual employee covered by these rules will be responsible for tracking his or her accumulations and taking appropriate action in the event of an overage.

If the employee fails to utilize earned vacation over this limitation amount, then the result will be as follows:

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1. If the failure to use the vacation over the maximum allowed for accumulation was due to the City canceling or refusing (in writing), the employee a reasonable opportunity to schedule and utilize the vacation time necessary to stay within the accumulation limitation, then the City will compensate the employee for all of said time at the straight time (1x) value of the time to bring the accumulation level to the specified maximum.
  2. If written consent of the City Manager is received prior to July 31<sup>st</sup> of each year, the City will compensate the employee for all or portion of said accumulation overage at the straight time (1x) value of the time to bring the accumulation level to the specified maximum. The City Manager may approve payment of all, a portion of or none of said overage depending upon available funds and anticipated workload of the individual employee as determined by the City.
  3. If the first two conditions above have not been satisfied, the accrual of excess vacation time may be suspended until the leave balance is brought within the cap amount.
- C. Pay-Off Prior to Termination With written consent of the City Manager, an employee may sell back to the City any of his or her accumulated vacation at the employee's straight time (1x) rate of base pay. The City Manager may approve payment of all, a portion of or none of said request depending upon available funds and anticipated workload of the individual employee as determined by the City.
- D. Pay-Off Accumulated Vacation Upon Termination of Employment For those employees who leave City service and have an accumulation of earned vacation leave credit within the accumulation maximum, they will be compensated in straight time base pay equal to the employee's then current pay level.

### **SECTION 10. INDUSTRIAL LEAVE/WORKERS' COMPENSATION**

The City shall provide Workers' Compensation benefits in accordance with State Law and these provisions.

The City has the right to require the employee to go to a City selected physician or physicians initially or to verify that the disability restricts the employee from performing his or her regular job assignment. It is also understood that the employee receiving this benefit will not be employed elsewhere for paid compensation.

If an employee not subject to California Labor Code Section 4850 sustains a work-related injury or illness on-the-job and such injury or illness is recognized as qualifying for coverage by the self-insurance administrators, the employee shall be eligible to receive

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full base salary continuation for the initial period up to forty-five (45) calendar days or until the employee returns to work, whichever is earlier. In addition, the City will maintain its contribution to benefits as provided for herein (retirement, health, dental, life and LTD insurance). This provision shall apply only up through the first forty-five (45) calendar days of absence from work for each separate injury or illness, including aggravations thereof.

During this initial forty-five period, vacation, sick, and other leaves shall not be deducted from the absent employee's accruals. Vacation and sick leave shall also continue to accrue during this time. In order for the employee to receive the above pay and benefit continuation, he or she must remit all Workers' Compensation temporary disability checks to the City of Covina.

At the end of the aforementioned forty-five-day period, and provided that it is available, sick leave shall be used to augment Workers' Compensation so that the employee may receive up to full base salary during the disability. Sick leave shall be charged at a rate proportionate to the percentage of said employee's salary not covered by Workers' Compensation. As long as an employee is utilizing sick leave to insure full base salary, his or her City paid benefit contributions (as provided for herein) shall be continued. At no time shall an employee receive merit salary increases nor accrue additional vacation, sick leave, floating holidays or any other leaves after the initial forty-five (45) calendar day period until he or she returns to regular duty.

Upon depletion of accumulated sick leave, the City shall discontinue all non-health City paid benefits and supplement to Workers' Compensation payments. At this time, the employee is subject to Long Term Disability insurance benefits (claims shall be submitted to the carrier in accordance with said policy).

With regards to the payment of health insurance benefits after depletion of sick leave, the City and employee will continue to contribute the amounts enumerated by this resolution towards the available plans. Said contribution shall continue until the earlier of: 1) the date that the employee returns to regular work; 2) the date that the employee is declared permanent and stationary; 3) the date that employee retires; or 4) 365 calendar days from the date of original injury (intermittent periods of disability from work relating to aggravations of the same injury or illness shall be cumulative for the purposes of calculating this 365 day period).

Subject employees may maintain dental insurance at their own cost in accordance with Federal or State Law (COBRA continuation coverage). The subject employee is responsible for coordinating said coverage with the Human Resources Department.

## **SECTION 11. MATERNITY LEAVE AND FAMILY CARE AND MEDICAL LEAVE**

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Employees shall be granted unpaid maternity, family care and medical leave in accordance with federal and state law and City policy.

### **SECTION 12. LEAVE OF ABSENCE WITHOUT PAY**

Employees covered by this resolution may apply in writing to the City Manager for a leave of absence without pay. If the City Manager determines there is adequate justification to grant such a leave of absence and that the work of the department will not be significantly impacted by a temporary absence of the employee, the leave without pay may be authorized. The City Manager's decision is final. The City Manager may also terminate or cancel early any authorized leave by giving the employee notice of 10 calendar days. Notice will be given via certified mail sent to the employee's last known address and commencing from the postmarked date.

During the period of authorized leave of absence without pay, the employee will not be entitled to any City paid fringe benefits nor will they accrue leave.

### **SECTION 13. JURY DUTY AND JOB RELATED REQUIRED COURT APPEARANCE**

- A. Routine Jury Service Every employee who is called or required to serve as a juror shall be entitled to absent him/herself from his/her duties during the period of such service while necessarily being present in court as a result of such a call. Employees shall be granted leave with pay for fifteen days of jury duty service annually. Leave without pay will be granted to any employee who is required to serve over 15 days on jury duty. The employee may also seek approval of use of his or her earned vacation, administrative leave, or floating holiday time to covered the required time off.
- B. Non-Job Related Court Appearances In the case where an action does not pertain to a job-related matter, leave without pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling his or her attendance under penalty described by law. The employee may also seeks approval of use of his or her earned vacation, administrative leave, or floating holiday time to cover the required time off.
- C. Job Related Court Appearance In the case where an action is job-related, upon review and approval of the appropriate authority the time required will not be subject to any need for leave, and the employee will be considered on-duty.

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**SECTION 14. OTHER EMPLOYEE BENEFITS**

A. Health, Dental, and Life Insurance

1. *Health* The City shall contribute the required minimum contribution, per employee, under PEHMCA, for so long as the City is enrolled in the PERS Health Plan. Every full-time active employee must be covered by health care plan approved by the City.
2. *Optional Benefits* Effective January 1, 2011, the City shall contribute \$840.00 per month per eligible employee toward optional benefits plan. The employee may elect to use it for coverage for him/herself or his/her dependents for City approved benefit options, including but not limited to, dental insurance, supplemental life insurance, optical insurance, or deferred compensation plan. Any monies received in cash will be considered as taxable income. Employees opting out of the Optional Benefits will receive no more than \$750.00, which can be used for deferred compensation or as taxable income.

Any employee hired on or after January 1, 2012 who opts out of the City's health insurance plan will be provided a cash-out amount of \$400.00 per month.

3. *Life Insurance* Effective January 1, 2011, the City shall provide a \$100,000 Term Life Insurance policy for all mid-management and confidential personnel.

B. Long Term Disability Insurance Employees covered by this resolution are provided with a long term disability insurance program consisting of two-thirds compensation of base pay up to 9,000 per month, after a thirty (30) day waiting period or whenever the employee's accumulated sick leave has expired, whichever comes last. The City pays all the cost.

C. Public Officials Errors and Omissions Insurance Employees covered by these compensation rules shall be covered by a Public Officials Errors and Omissions insurance policy. The City will pay for the premium for the policy.

D. Retirement

*Miscellaneous Employees*

Effective March 16, 2010, the present contract with Public Employees' Retirement System, 2.5% per year at age 55 (§21354) with the following additions:

One-half pay continuance (§21628)

1959 Survivors Benefit (§21573)

- Employee Contributes \$2.00 per month
- Level IV Survivor Benefits

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One year final compensation (§20042)

Employees covered by these Rules shall receive the opportunity to buy military service credit for retirement purposes (§21024)

Unused sick leave credit (§20965).

Retired Employee Death Benefit of \$600. (§21622)

Effective October 5, 2010, the City will contribute 5% towards the payment of the employee's contribution to P.E.R.S. with such portion to be deposited in the employee member's account. The balance of 3% is being paid by the employee.

- E. Supplemental Retiree Benefits Effective December 31, 1996, the City shall contribute \$472.00 per month per *eligible retiree* toward optional benefit plan until the beginning of the month the retiree reaches Medicare eligibility age. Each *eligible retiree* may receive this amount in cash or may elect to use it for coverage for him/herself for city-approved benefit options. Upon reaching Medicare eligibility age, an eligible retiree shall receive \$34.00 per month toward optional benefits. Any monies received in cash will be considered as taxable income.

*Eligible retiree* means any person who meets the retirement eligibility standards of the Public Employee's Retirement System and either was a current full time employee on December 31, 1996, or is a person who has ten (10) years of uninterrupted service as a full time employee with the City of Covina subsequent to December 31, 1996. An employee retiring due to job-related disabilities shall be entitled to supplemental retiree benefits.

- F. Auto Mileage Reimbursement An employee who occasionally uses his/her private vehicle to perform official City business will be compensated at the current IRS rate per mile.

Employees desiring to use their personal vehicles on authorized City business must provide the City's risk management office with evidence of personal automobile insurance coverage in such minimum limits as required by the State of California. Such evidence could include a letter from an employee's insurance agent or company, or copy of such insurance policy face sheets identifying names, coverage dates, limits and vehicle's coverage.

- G. Education Incentive Personnel who have earned a job related advanced degree (MA, MS, MPA) from an accredited college or university may receive an additional 2% of base salary with the approval of the City Manager and a current satisfactory evaluation on file. Approval of the City Manager should be secured in advance of starting a program to ensure eligibility upon completion of degree program.

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Personnel who are not required to have a degree as a condition of employment and who have earned a job related undergraduate degree (AA, AS, BA, BS) from an accredited college or university may receive an additional one percent (1%) of base salary with the approval of the City Manager and a current satisfactory evaluation on file. Approval of the City Manager should be secured in advance of starting a program to ensure eligibility upon completion of degree program.

### SECTION 15. OTHER RELATED PROVISIONS

#### A. Layoff of Personnel Hired or Promoted Prior to September 1, 2004

1. *Lay-off procedure* Lay-off within a classification of regular permanent status employee shall be accomplished on a last appointed, first laid-off order basis. Temporary, provisional, part-time and limited term employees have no lay-off protection. Only employees on promotional probation and who have attained permanent regular status are provided with lay-off procedural rights.
2. *Seniority* Seniority for the purpose of lay-off and the establishment of reemployment lists shall be defined as total cumulative time served in regular permanent status within the classification and are in active status upon the effective date of the lay-off. Seniority shall be lost in event of resignation, discharge, retirement, or lay-off for a period of more than two (2) years.
3. Lay-off of a regular permanent employee who has not completed a promotional probationary period Such employee in the affected classification shall be returned to the position such person held prior to promotion in a regular permanent status. As between two or more probationary employees, the employee promoted last shall be returned to the position previously held.
4. A regular permanent employee who has completed the probationary period in the affected classification All such employees shall be listed in the order of their seniority. The most junior employee shall be given the opportunity to transfer to any comparable vacant position for which the employee is qualified. If such a vacancy does not exist, such employee shall be given the opportunity to exercise his seniority to be placed in the most junior position in any lower classification for which he is qualified and has seniority, or to accept the lay-off. Employees at the lower level who have less seniority will then be transferred or demoted in the same manner until the lowest levels of classification and the most junior

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employees with the least amount of seniority are reached. At such time, such employees shall be laid off.

In the event that the position to be eliminated is not held by the most junior person in that classification, the employee that holds such affected position shall be given the opportunity to replace the most junior employee or to exercise his transfer or seniority rights as set forth above.

5. *Reinstatement to former classification* All regular permanent status employees demoted or transferred in lieu of lay-off shall be reinstated to their former classification once vacancies occur, or if the positions are restored with priority for reinstatement given to demoted employees.
6. *Reemployment list* All laid-off regular permanent status employees shall be placed in order of seniority on a reemployment list for two (2) years, and shall retain existing seniority rights for such period.
  - a. When a vacancy occurs for which a reemployment list exists, the City Manager shall certify from the top of such list the number of names equal to the number of vacancies to be filled, and the department head shall appoint such persons to fill the vacancies.
  - b. Anyone on a reemployment list may be reemployed in a position with lower maximum rate of pay, provided the person possesses the skills and qualifications for the position as identified by the position classification specification.
  - c. Notice of vacancy to an employee on a reemployment list shall be by the most expeditious means in order to fill the vacancy as soon as possible. As a last resort, notice shall be given by Certified Mail to the employee's last known address, and if the employee does not respond within three (3) days from the date of receipt, or if the notice is undeliverable due to address unknown, the employee's name shall be passed over and the next employee on the list shall be notified of the vacancy. After an employee has been passed over twice in such manner, the employee's name shall be removed from the reemployment list after notification of the Recognized Employee Organization. An eligible employee shall have ten (10) working days from receipt of notice to report to work.

- B. Employees Hired or Promoted After September 1, 2004 This lay-off information does not apply to at-will employees hired or promoted after September 1, 2004.

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- C. Outside Employment Outside employment shall be permitted only with the express prior written approval of the City Manager. An employee with existing outside employment on the effective date of this agreement shall notify the City thereof within thirty (30) days thereafter.

To deny outside employment the City must find that it violates one of the following criterion: 1) that such employment is in conflict with the interest of City employment; 2) that such employment detracts from the efficiency of the employee in his City work; 3) that such employment is a discredit to City employment; 4) that such employment takes preference over the requirements of the City. No outside employment activities shall occur during regular City hours of operation applicable to the affected employee unless the employee is on authorized vacation or holiday leave.

### **SECTION 16. EXCLUSIONS**

Employees in the positions listed herein, hired prior to September 1, 2004, are part of the competitive service of the City and will be subject to the provisions of the Personnel System in the Covina Municipal Code and the City of Covina Personnel Rules and Regulations. Employees in the positions listed herein, hired on or after September 1, 2004 are at-will employees and are not part of the competitive service of the City and are not subject to the provisions of the Personnel System in the Covina Municipal Code and the City of Covina Personnel Rules and Regulations. As "at-will" employees, these individuals are excluded from probationary periods and the ability to obtain regular status. Employees in these classifications are excluded from the agency's civil service rules. These employees serve "at-will," i.e., at the pleasure of the appointing authority. The employment relationship between the City of Covina and its at-will employees is at the mutual consent of both parties. Either the employee or the City of Covina can terminate the employment relationship at-will, at any time, with or without cause or advance notice. The employer need not state reasons for release of such employees, and such employees have no right or expectation to receive any pre-release or post-release proceeding, hearing or appeal, not are they eligible for severance pay. Employees hired or promoted after January 1, 2002, in the classifications covered under the Mid-Management and Confidential Employees Compensation Rules have no right to return to employment in a former position or right to employment in any other position within the agency.

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<b>6010 ACCOUNTANT</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	22.24385	23.35846	24.52760	25.75125	27.04154	27.71758	28.41052	29.12078
	MONTHLY	3,855.60	4,048.80	4,251.45	4,463.55	4,687.20	4,804.38	4,924.49	5,047.60
	ANNUAL	46,267.20	48,585.60	51,017.40	53,562.60	56,246.40	57,652.56	59,093.87	60,571.22
<b>6020 ACCOUNTING SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	31.51817	33.09317	34.74692	36.48548	38.30885	39.26657	40.24823	41.25444
	MONTHLY	5,463.15	5,736.15	6,022.80	6,324.15	6,640.20	6,806.21	6,976.36	7,150.77
	ANNUAL	65,557.80	68,833.80	72,273.60	75,889.80	79,682.40	81,674.46	83,716.32	85,809.23
<b>7020 ADMINISTRATIVE TECHNICIAN</b> <b>9043</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	18.05192	18.95452	19.89952	20.89298	21.94096	22.48949	23.05172	23.62802
	MONTHLY	3,129.00	3,285.45	3,449.25	3,621.45	3,803.10	3,898.18	3,995.63	4,095.52
	ANNUAL	37,548.00	39,425.40	41,391.00	43,457.40	45,637.20	46,778.13	47,947.58	49,146.27
<b>6040 ASSISTANT CITY LIBRARIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	27.09000	28.44087	29.86442	31.36067	32.92962	33.75286	34.59668	35.46159
	MONTHLY	4,695.60	4,929.75	5,176.50	5,435.85	5,707.80	5,850.50	5,996.76	6,146.68
	ANNUAL	56,347.20	59,157.00	62,118.00	65,230.20	68,493.60	70,205.94	71,961.09	73,760.12
<b>6060 BUILDING OFFICIAL</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	33.73338	35.42192	37.19146	39.04823	41.00469	42.02981	43.08055	44.15757
	MONTHLY	5,847.12	6,139.80	6,446.52	6,768.36	7,107.48	7,285.17	7,467.30	7,653.98
	ANNUAL	70,165.44	73,677.60	77,358.24	81,220.32	85,289.76	87,422.00	89,607.55	91,847.74
<b>7022 BUSINESS LICENSE</b> <b>TECHNICIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	18.56769	19.49608	20.46808	21.48992	22.56785	23.13204	23.71034	24.30310
	MONTHLY	3,218.40	3,379.32	3,547.80	3,724.92	3,911.76	4,009.55	4,109.79	4,212.54
	ANNUAL	38,620.80	40,551.84	42,573.60	44,699.04	46,941.12	48,114.65	49,317.51	50,550.45
<b>6070 CITY ENGINEER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	39.33260	41.29529	43.36096	45.52962	47.80731	49.00249	50.22755	51.48324
	MONTHLY	6,817.65	7,157.85	7,515.90	7,891.80	8,286.60	8,493.77	8,706.11	8,923.76
	ANNUAL	81,811.80	85,894.20	90,190.80	94,701.60	99,439.20	101,925.18	104,473.31	107,085.14
<b>6080 CITY PLANNER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	34.76146	36.49985	38.31923	40.23831	42.25085	43.30712	44.38980	45.49954
	MONTHLY	6,025.32	6,326.64	6,642.00	6,974.64	7,323.48	7,506.57	7,694.23	7,886.59
	ANNUAL	72,303.84	75,919.68	79,704.00	83,695.68	87,881.76	90,078.80	92,330.77	94,639.04

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<b>6092 COMMUNITY RELATIONS SUPERVISOR</b> <b>(eff. 07-01-2011)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
<b>6100 COMMUNITY SERVICES SUPERVISOR</b> <b>(eff. 07-01-2011)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
<b>7040 DEPUTY CITY CLERK</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	22.08185	23.18469	24.34362	25.55862	26.83592	27.50682	28.19449	28.89935
	MONTHLY	3,827.52	4,018.68	4,219.56	4,430.16	4,651.56	4,767.85	4,887.05	5,009.22
	ANNUAL	45,930.24	48,224.16	50,634.72	53,161.92	55,818.72	57,214.19	58,644.54	60,110.66
<b>6132 ENVIRONMENTAL SERVICES MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
<b>6140 EQUIPMENT MAINTENANCE SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	25.13337	26.39337	27.71394	29.09510	30.55500	31.31888	32.10185	32.90439
	MONTHLY	4,356.45	4,574.85	4,803.75	5,043.15	5,296.20	5,428.61	5,564.32	5,703.43
	ANNUAL	52,277.40	54,898.20	57,645.00	60,517.80	63,554.40	65,143.26	66,771.84	68,441.14
<b>6272 EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	22.03183	23.13433	24.29135	25.50288	26.78106	27.45058	28.13685	28.84027
	MONTHLY	3,818.85	4,009.95	4,210.50	4,420.50	4,642.05	4,758.10	4,877.05	4,998.98
	ANNUAL	45,826.20	48,119.40	50,526.00	53,046.00	55,704.60	57,097.22	58,524.65	59,987.76
<b>6270 EXECUTIVE ASSISTANT TO THE CITY MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	22.03183	23.13433	24.29135	25.50288	26.78106	27.45058	28.13685	28.84027
	MONTHLY	3,818.85	4,009.95	4,210.50	4,420.50	4,642.05	4,758.10	4,877.05	4,998.98
	ANNUAL	45,826.20	48,119.40	50,526.00	53,046.00	55,704.60	57,097.22	58,524.65	59,987.76
<b>7050 FINANCE TECHNICIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	18.05192	18.95452	19.89952	20.89298	21.94096	22.48949	23.05172	23.62802
	MONTHLY	3,129.00	3,285.45	3,449.25	3,621.45	3,803.10	3,898.18	3,995.63	4,095.52
	ANNUAL	37,548.00	39,425.40	41,391.00	43,457.40	45,637.20	46,778.13	47,947.58	49,146.27

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<b>6315 HUMAN RESOURCES ANALYST</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	24.50562	25.73308	27.01662	28.36869	29.78931	30.53404	31.29739	32.07983
	MONTHLY	4,247.64	4,460.40	4,682.88	4,917.24	5,163.48	5,292.57	5,424.88	5,560.50
	ANNUAL	50,971.68	53,524.80	56,194.56	59,006.88	61,961.76	63,510.80	65,098.57	66,726.04
<b>8075 HUMAN RESOURCES MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	40.81021	42.84733	44.98938	47.24256	49.60067	50.84069	52.11171	53.41450
	MONTHLY	7,073.77	7,426.87	7,798.16	8,188.71	8,597.45	8,812.39	9,032.70	9,258.51
	ANNUAL	84,885.24	89,122.44	93,577.92	98,264.52	103,169.40	105,748.64	108,392.35	111,102.16
<b>6185 INFORMATION TECHNOLOGY SERVICES MANAGER (eff.11-16-10)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	37.26087	39.12058	41.07721	43.13077	45.28731	46.41949	47.57998	48.76948
	MONTHLY	6,458.55	6,780.90	7,120.05	7,476.00	7,849.80	8,046.05	8,247.20	8,453.38
	ANNUAL	77,502.60	81,370.80	85,440.60	89,712.00	94,197.60	96,552.54	98,966.35	101,440.51
<b>6125 INFORMATION TECHNOLOGY COORDINATOR (eff.11-16-10)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	24.74862	25.98854	27.28454	28.64908	30.08215	30.83421	31.60506	32.39519
	MONTHLY	4,289.00	4,524.68	4,729.32	4,965.84	5,214.24	5,344.60	5,478.21	5,615.17
	ANNUAL	51,477.12	54,056.16	56,751.84	59,590.08	62,570.88	64,135.15	65,738.53	67,381.99
<b>6145 LIBRARY CIRCULATION SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	22.00708	23.10992	24.26885	25.47762	26.75492	27.42380	28.10939	28.81213
	MONTHLY	3,814.56	4,005.72	4,206.60	4,416.12	4,637.52	4,753.46	4,872.29	4,994.10
	ANNUAL	45,774.72	48,068.64	50,479.20	52,993.44	55,650.24	57,041.50	58,467.53	59,929.22
<b>6141 LITERACY PROGRAM COORDINATOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	25.11623	26.36862	27.68954	29.07277	30.53077	31.29404	32.07639	32.87830
	MONTHLY	4,353.48	4,570.56	4,799.52	5,039.28	5,292.00	5,424.30	5,559.91	5,698.91
	ANNUAL	52,241.76	54,846.72	57,594.24	60,471.36	63,504.00	65,091.60	66,718.89	68,386.86
<b>6150 MANAGEMENT ANALYST</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	24.50562	25.73308	27.01662	28.36869	29.78931	30.53404	31.29739	32.07983
	MONTHLY	4,247.64	4,460.40	4,682.88	4,917.24	5,163.48	5,292.57	5,424.88	5,560.50
	ANNUAL	50,971.68	53,524.80	56,194.56	59,006.88	61,961.76	63,510.80	65,098.57	66,726.04

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<b>6160 MANAGEMENT ANALYST TRAINEE</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	20.34779	21.36548	22.43163	23.55231	24.72750	25.34569	25.97933	26.62881
	MONTHLY	3,526.95	3,703.35	3,888.15	4,082.40	4,286.10	4,393.25	4,503.08	4,615.66
	ANNUAL	42,323.40	44,440.20	46,657.80	48,988.80	51,433.20	52,719.03	54,037.01	55,387.93
<b>6170 MARKETING MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	29.98558	31.48788	33.06288	34.71663	36.44913	37.36036	38.29437	39.25173
	MONTHLY	5,197.50	5,457.90	5,730.90	6,017.55	6,317.85	6,475.80	6,637.69	6,803.63
	ANNUAL	62,370.00	65,494.80	68,770.80	72,210.60	75,814.20	77,709.56	79,652.29	81,643.60
<b>6032 PARKS AND RECREATION MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	36.52997	38.35647	40.27430	42.28801	44.40241	45.51247	46.65028	47.81654
	MONTHLY	6,331.86	6,648.46	6,980.88	7,329.92	7,696.42	7,888.83	8,086.05	8,288.20
	ANNUAL	75,982.34	79,781.46	83,770.53	87,959.06	92,357.01	94,665.94	97,032.59	99,458.40
<b>6190 PARK MAINTENANCE SUPERVISOR (eff. 07-01-2011)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
<b>7055 PAYROLL TECHNICIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	20.93902	21.98596	23.08523	24.23954	25.45148	26.08777	26.73998	27.40846
	MONTHLY	3,629.43	3,810.90	4,001.44	4,201.52	4,411.59	4,521.88	4,634.93	4,750.80
	ANNUAL	43553.16	45730.8	48017.28	50418.24	52939.08	54262.56	55619.16	57009.6
<b>7120 POLICE RECORDS SUPERVISOR (eff. 11-01-2011)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	26.03596	27.33837	28.70740	30.14308	31.65144	32.44273	33.25380	34.08514
	MONTHLY	4,512.90	4,738.65	4,975.95	5,224.80	5,486.25	5,623.41	5,763.99	5,908.09
	ANNUAL	54,154.80	56,863.80	59,711.40	62,697.60	65,835.00	67,480.88	69,167.90	70,897.09
<b>6205 POOL MANAGER 9310</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	14.58087	15.30779	16.07106	16.87673	17.71875	18.16172	18.61576	19.08116
	MONTHLY	2,527.35	2,653.35	2,785.65	2,925.30	3,071.25	3,148.03	3,226.73	3,307.40
	ANNUAL	30,328.20	31,840.20	33,427.80	35,103.60	36,855.00	37,776.38	38,720.78	39,688.80
<b>6202 PRINCIPAL LIBRARIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.06529	29.46462	30.94269	32.48740	34.11087	34.96364	35.83773	36.73367
	MONTHLY	4,864.65	5,107.20	5,363.40	5,631.15	5,912.55	6,060.36	6,211.87	6,367.17
	ANNUAL	58,375.80	61,286.40	64,360.80	67,573.80	70,950.60	72,724.37	74,542.47	76,406.04

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<b>6130 PUBLIC SAFETY COMMUNICATIONS SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	26.03596	27.33837	28.70740	30.14308	31.65144	32.44273	33.25380	34.08514
	MONTHLY	4,512.90	4,738.65	4,975.95	5,224.80	5,486.25	5,623.41	5,763.99	5,908.09
	ANNUAL	54,154.80	56,863.80	59,711.40	62,697.60	65,835.00	67,480.88	69,167.90	70,897.09
<b>6232 PUBLIC WORKS SUPERINTENDENT</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	34.85492	36.59954	38.43138	40.35046	42.36923	43.42846	44.51417	45.62703
	MONTHLY	6,041.52	6,343.92	6,661.44	6,994.08	7,344.00	7,527.60	7,715.79	7,908.68
	ANNUAL	72,498.24	76,127.04	79,937.28	83,928.96	88,128.00	90,331.20	92,589.48	94,904.22
<b>6240 RECREATION SERVICES SUPERVISOR (eff. 07-01-2011)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
<b>6250 REDEVELOPMENT MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	31.83317	33.42029	35.09221	36.84894	38.69048	39.65774	40.64919	41.66542
	MONTHLY	5,517.75	5,792.85	6,082.65	6,387.15	6,706.35	6,874.01	7,045.86	7,222.01
	ANNUAL	66,213.00	69,514.20	72,991.80	76,645.80	80,476.20	82,488.11	84,550.31	86,664.07
<b>6260 RISK MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	32.36262	33.97638	35.67738	37.45938	39.33485	40.31822	41.32617	42.35933
	MONTHLY	5,609.52	5,889.24	6,184.08	6,492.96	6,818.04	6,988.49	7,163.20	7,342.28
	ANNUAL	67,314.24	70,670.88	74,208.96	77,915.52	81,816.48	83,861.89	85,958.44	88,107.40
<b>6280 SENIOR ACCOUNTANT</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	25.27200	26.53558	27.86238	29.25548	30.71827	31.48621	32.27337	33.08025
	MONTHLY	4,380.48	4,260.08	4,829.76	5,071.68	5,324.40	5,457.51	5,593.95	5,733.80
	ANNUAL	52,565.76	55,194.00	57,953.76	60,851.40	63,894.00	65,491.32	67,128.60	68,806.92
<b>7090 SENIOR ADMINISTRATIVE 9045 TECHNICIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	19.94192	20.94144	21.98942	23.08587	24.24288	24.84896	25.47018	26.10694
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	41,479.20	43,558.20	45,738.00	48,018.60	50,425.20	51,685.83	52,977.98	54,302.43
<b>7100 SENIOR FINANCE TECHNICIAN</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	19.94192	20.94144	21.98942	23.08587	24.24288	24.84896	25.47018	26.10694
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	41,479.20	43,558.20	45,738.00	48,018.60	50,425.20	51,685.83	52,977.98	54,302.43

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<b>6144 SENIOR IT COORDINATOR</b> <b>(eff. 11-16-10)</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	33.55962	35.23760	37.00038	38.85404	40.79250	41.81231	42.85762	43.92906
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	69,804.00	73,294.20	76,960.80	80,816.40	84,848.40	86,969.61	89,143.85	91,372.45
<b>6325 SENIOR HUMAN RESOURCES</b> <b>ANALYST</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
<b>6300 SENIOR MANAGEMENT</b> <b>9035 ANALYST</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
<b>6305 SENIOR PLANNER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	29.85837	31.35462	32.92356	34.56519	36.29769	37.20513	38.13526	39.08864
	MONTHLY	5,175.45	5,434.80	5,706.75	5,991.30	6,291.60	6,448.89	6,610.11	6,775.37
	ANNUAL	62,105.40	65,217.60	68,481.00	71,895.60	75,499.20	77,386.68	79,321.35	81,304.38
<b>6251 SENIOR REDEVELOPMENT</b> <b>MANAGER</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	37.26087	39.12058	41.07721	43.13077	45.28731	46.41949	47.57998	48.76948
	MONTHLY	6,458.55	6,780.90	7,120.05	7,476.00	7,849.80	8,046.05	8,247.20	8,453.38
	ANNUAL	77,502.60	81,370.80	85,440.60	89,712.00	94,197.60	96,552.54	98,966.35	101,440.51
<b>6330 STREET MAINTENANCE</b> <b>SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	25.37273	26.64473	27.97788	29.37219	30.84600	31.61715	32.40758	33.21777
	MONTHLY	4,397.94	4,618.42	4,849.50	5,091.18	5,346.64	5,480.31	5,617.31	5,757.75
	ANNUAL	52,775.28	55,421.04	58,194.00	61,094.16	64,159.68	65,763.67	67,407.76	69,092.96
<b>6348 WATER MAINTENANCE</b> <b>SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	25.13337	26.39337	27.71394	29.09510	30.55500	31.31888	32.10185	32.90439
	MONTHLY	4,356.45	4,574.85	4,803.75	5,043.15	5,296.20	5,428.61	5,564.32	5,703.43
	ANNUAL	52,277.40	54,898.20	57,645.00	60,517.80	63,554.40	65,143.26	66,771.84	68,441.14
<b>6350 WATER SERVICES</b> <b>SUPERVISOR</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	HOURLY	28.81038	30.25212	31.76048	33.34760	35.01952	35.89501	36.79238	37.71219
	MONTHLY	4,993.80	5,243.70	5,505.15	5,780.25	6,070.05	6,221.80	6,377.35	6,536.78
	ANNUAL	59,925.60	62,924.40	66,061.80	69,363.00	72,840.60	74,661.62	76,528.16	78,441.36