

## **NON-REPRESENTED EMPLOYEES**

October 1, 2014

1. The City Administrator is hereby authorized to arrange through various department directors for the services of City personnel to be utilized, upon the requests of citizens, organizations or private companies, for specialized services (e.g., traffic control officers in connection with street construction, traffic congestion, etc.), providing the party requesting such service will agree to compensate the City any monies expended in salaries, insurance, social security payments, pension payments, bookkeeping expenses or any other related expense to the City resulting from the furnishing of such services. Providing further, that any City personnel employed in furnishing such service will do so on a voluntary basis with the consent of the Department Director upon an agreed rate of compensation or pay and that the City, if responsible or liable to such personnel for overtime pay as a result of said personnel participating in the furnishing of such services, shall charge-back such compensation and any other expenditures as a result thereof to the requesting agency.
2. Non-represented employees, assigned as Clerk to Drug Court outside of normal business hours, shall be compensated at one and one-half times the regular rate of base pay for time worked.
3. Non-represented exempt employees, who do not receive Management Incentive benefits, are eligible for eight hours of discretionary leave and may utilize up to three (3) days of sick leave as personal leave.
4. Non-represented exempt employees who are in the Management Incentive Program are not eligible for the stipends identified below. Non-represented non-exempt employees may receive a stipend of either a two and one-half percent (2½%) or five percent (5%) of the base rate of pay if they possess certain qualified professional designations or certifications. Designations that are accepted for five percent (5%) stipends include: Professional Engineer, Certified Solaris Administrator, CPA, Microsoft Certified Professional, Certified Java Developer, Oracle Master Certification, Associate in Risk Management (ARM), Senior Professional in Human Resources (SPHR), American Institute of Certified Planners (AICP), and Senior Certified Crime Scene Analyst (SCSA). Designations that are accepted for two and one-half percent (2.5%) stipends include: Certified Compensation Professional, Oracle Certified Professional, Professional in Human Resources (PHR), Certified Benefits Professional, Risk Management for Public Entities, Certified Employee Benefits Professional, Certified Safety Professional, Certified Payroll Professional, General Lines Agent (2-20 License), Certified Crime Scene Analyst (CSA), and Certified Festival and Events Executive Certification (CFEE). A maximum of five percent (5%) will be granted for two or more professional certifications. All employees hired on or after October 1, 2009 shall not be eligible for any stipends or incentives as described above. All employees who after October 1, 2009 that are receiving stipends and incentives as described above will be grandfathered and will continue to receive such stipends and incentives.

5. Non-represented non-exempt employees are eligible for eight hours of discretionary leave and may utilize up to three (3) days of sick leave as personal leave.
6. The City Administrator, the Deputy City Administrator, Assistant City Administrators, Redevelopment Manager and the City Attorney shall receive a car allowance in the amount of \$230.77 every pay period (\$6,000 annually/\$500 monthly).
7. General employees who decline participation in the City's health insurance plan must provide proof of other health insurance and shall receive \$150 per month incentive.
8. Employees in the Fire and Police Management job classifications who achieve and maintain certifications related to their area of assignment are eligible to receive the same incentive payments as members of the Collective Bargaining Unit.
9. Salary adjustments affecting non-represented employees will become effective the next pay period after the date of the adjustment/change.
10. Non-represented sworn personnel in the Police Department shall receive the same net benefit for uniform/cleaning allowance as members of the PBA bargaining unit.
11. Non-represented management staff in the Fire Department shall receive the same net benefit for uniform/cleaning allowance as members of the IAFF bargaining unit.
12. Non-represented employees in the Community Events Division that are required to be "on-call" during special events not produced by the City shall be compensated at the rate of \$22.00 per period of "on-call". A period "on call" shall be defined as a period of time outside the employee's regular work hours beginning at the end of the employee's regular work day and ending at the beginning of the following work day. On Saturdays, Sundays, and holidays, a period "on call" shall be defined as a twenty-four (24) hour day.
13. Non-represented employees whose base salary is at or above the maximum rate of pay for his/her classification will receive the balance of the merit increase that is in excess of the maximum rate of pay on a biweekly basis (twenty-six (26) times per year). Effective October 1, 2009 all merit increases for non-represented employees have been frozen.