

APPENDIX B

ALLOWANCES AND DIFFERENTIALS

1.0 Pay Allowances

1.1 Civic Center and Special Meeting Assignments: Meeting Attendants who perform duties at Civic Center and special school meetings shall be compensated at the employee's regular rate of pay in fifteen (15) minute units for the time actually served. Within the District boundaries, priority for assignment as Meeting Attendant shall be given to Building and Grounds Worker, Plant Security Aide and, when use of buildings are not required except lavatories, Gardener classes.

1.2 Uniforms and Special Equipment

a. The District agrees to provide each Officer the following items to be paid for by the District: two long-sleeve shirts and three short-sleeve shirts; three pairs of trousers; one tie and tie bar; one dress belt; one light-weight jacket and one heavy jacket; one complete "Sam Brown" together with appropriate attachments for standard equipment issue; and suitable rain gear. Shoulder patches shall be attached to all uniform shirts and jackets. The items described above shall be replaced when deemed necessary by the District due to normal wear and tear.

b. All sworn personnel shall be issued one standard I.D. badge; in addition, such employees may purchase at their own expense through the District a flat I.D. badge in wallet-type holder. The cost of repair or refinishing of the flat badges shall be borne by the employee. Flat badges become the property of the District and shall be returned to the District upon separation from the service or termination of the assignment; issuance of the employee's final paycheck shall be contingent upon return of the flat I.D. badge.

1.3 Uniform Allowance: Employees will be reimbursed in each fiscal year for costs incurred for approved repair of uniform items and/or necessary dry cleaning expenses as follows:

Sworn officers regularly required to wear a uniform	\$700/yr.
Police Detectives	\$450/yr.
Plant Security Aides	\$250/yr.
Plant Security Aides (Saturday, Sunday and Holiday)	\$150/yr.

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The allowance shall be paid in December each year as a lump sum, and shall be prorated upon termination of employment or the end of a uniform assignment.

Notwithstanding the foregoing, upon appropriate verification, uniform items for any Officer which are damaged in the performance of assigned duties will be replaced or repaired at District expense.

2.0 Pay Differentials -- General

2.1 An earned salary differential in addition to the regular rate of pay specified in Appendix A shall be paid to affected employees under the conditions and in the amount specified in this Appendix.

2.2 Long-Term Salary Differentials as designated in this Appendix shall be based on the special requirements of a particular position or the authorized use of special skills by a particular incumbent for twenty (20) consecutive days or more and for which payment shall be continued during paid absences of the employee. An employee receiving a long-term salary differential shall not lose such compensation if temporarily assigned, for twenty (20) working days or less, to duties not entitled to such compensation.

2.3 Short-Term Salary Differentials as designated in this Appendix shall be for the performance for fewer than twenty (20) consecutive days of a specific task that is not assigned to a particular position or incumbent on a continuing basis and for which payment shall not be continued during paid absences of the employee.

2.4 A differential authorized under this Appendix shall not affect salary allocation upon change of assignment.

2.5 Differentials for which certification by an administrator is required shall be withdrawn upon certification by the administrator.

2.6 Bilingual Differential: A regular employee shall be paid a long-term salary differential for using bilingual skills upon certification from the appropriate superintendent or division or branch head that in addition to regular duties of the class, the employee is frequently called upon to speak, interpret, and write a non-English language or to converse fluently in a non-English language. In order to qualify for a bilingual differential, the employee must meet English and non-English language proficiency standards prescribed by the Personnel Commission. Such English and non-English language proficiency standards shall include required reading, writing, and/or oral communication abilities which must be satisfactorily demonstrated pursuant to District examination procedures.

a. Eligible full-time employees shall be paid at the rate of forty-six dollars (\$46) per pay period (which is equivalent to \$.2875 per hour) if required to speak, read, write a non-English language, or twenty-eight dollars (\$28) per pay period

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(which is equivalent to \$.174 per hour) if only required to converse in a non-English language.

b. The differential for eligible part-time employees shall be prorated at the same rate that the number of hours of their regular assignment bears to a regular eight (8) hours per day assignment.

c. An approved differential shall become effective on the first day of the pay period following completion of the provisions of Section 2.6, above, and shall continue during paid absences. The differential shall not affect salary allocation upon change of assignment.

2.7 Shift Differential for Plant Security Aides: The District agrees to continue its practice of paying shift differentials as described in a - d below.

a. Flat-rated employees who work one-half ($\frac{1}{2}$) or more of their assigned time between 5:00 p.m. and midnight shall receive a long-term differential of five and one-half (5½%) percent above the regular rate of pay. Flat-rated employees who work one-half ($\frac{1}{2}$) or more of their assigned time between midnight and 7:00 a.m. shall receive a long-term differential of eleven (11%) percent above the regular rate of pay.

b. Except as provided in 2.7c below, non-flat-rated employees who work one-half ($\frac{1}{2}$) or more of their assigned time between 5:00 p.m. and midnight shall receive a long-term salary differential of one step on the salary schedule for their class. Non-flat-rated employees who work one-half ($\frac{1}{2}$) or more of their assigned time between midnight and 7:00 a.m. shall receive long-term salary differential of two steps on the salary schedule for their class.

c. Non-flat-rated employees who work one-half or more of their assigned time between 5:00 p.m. and midnight and who are on the fifth step of the salary schedule of their class, shall receive a shift differential of five and one-half (5½%) percent. Such employees who work one-half or more of their assigned time between midnight and 7:00 a.m. and who are on the fourth or fifth step of the salary schedule for their class, shall receive a shift differential of eleven (11%) percent.

d. If such shifts are worked less frequently than five (5) days a week, such differential shall be paid only for those days on which such shifts are worked.

2.8 Peace Officer Standards and Training (P.O.S.T.) Certificate Increments:

a. All full time unit members in sworn peace officer positions who have satisfied all requirements for a Basic Certificate issued by the Commission on Peace Officer Standards and Training of the State of California (P.O.S.T.) shall receive \$60 per pay period. All full time unit members in sworn peace officer

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positions who have obtained a P.O.S.T. Intermediate Certificate shall receive \$135 per pay period. All full time unit members in sworn peace officer positions who have obtained a P.O.S.T. Advanced Certificate shall receive \$185 per pay period.

b. P.O.S.T. Certificate increments shall be paid as of the first day of the pay period following satisfactory demonstration to the Chief of Police or his/her designee that the unit member qualifies for the Basic, Intermediate or Advanced P.O.S.T. Certificate increment.

c. A unit member may receive only one of the P.O.S.T. Certificate increment.

d. The P.O.S.T. increment is to be paid as a flat amount and shall be a part of the unit member's basic wage for the purpose of computing overtime.

2.9 Non-sworn Safety Differential:

a. All unit members in permanent, regular, non-sworn positions who have satisfactorily completed the department's basic safety training, and its periodic in-service training shall receive a long-term differential of \$30 per pay period. The non-sworn safety differential shall be part of the employee's basic wage for the purpose of computing overtime. Employees paid less than eight (8) hours per day or forty (40) hours per week shall receive a proportionate amount of the applicable increment.

3.0 Salary Placement: Ordinarily, entry level placement on the salary schedule shall be at the lowest step of the schedule authorized by the District for the classification or at the hourly rate established for the classification. Notwithstanding the foregoing, the District may, at its sole discretion, develop procedures and criteria for its use for "rating in" new hires in bargaining unit classes at the appropriate level on the salary schedule. Any such rating in procedures and criteria shall not require any change in pay rates for the then employed unit members.

4.0 Step Advancement on the Salary Schedule: A probationary or permanent regular employee, including a flat hourly rate employee who changes to a rate on the salary schedule, shall be advanced to the next highest step as of the pay period following completion of 130 days in paid status in regular assignment(s) in the class, and to higher steps in subsequent years as to the numbered pay period corresponding to the pay period of the last advancement providing the employee completed 130 days in paid status in the interim period.

4.1 A day in paid status for purposes of this section shall be defined as the employee's average number of assigned hours per day, including:

a. Limited-term assignments in the same, equal, or higher class.

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b. In the event of demotion following promotion to a regular position, time spent in a higher class.

c. Time spent on leave resulting from an industrial injury/illness.

5.0 Salary Placement upon Promotion or Reclassification: Upon promotion or reclassification to a higher class, an employee shall advance to that step of the new salary schedule which is at least 2.75 percent above his/her rate of pay, but not to exceed the maximum rate of pay established for the higher class. Such employee shall then receive a step advancement, if applicable, effective as of the first day of the pay period after completion of 130 days in paid status in regular assignments in the higher class, exclusive of overtime. A new cycle for subsequent step advancements will thus be established.

6.0 Mileage Reimbursement: Employees who are required to use their personal vehicles for District business shall be reimbursed for such usage at the rate of 32.5 cents per mile for all miles.

7.0 Senior Officer: No persons shall be appointed regularly to a Senior Officer position unless they qualify by competitive examination. The District reserves the right to determine the number of Senior Officer positions to be established and filled.

8.0 Longevity Increment

8.1 A longevity increment of seven and one-half percent (7 1/2%) percent above the base rate of pay shall be paid to each unit member in a sworn peace officer position after the unit member serves 8.5 years in a sworn peace officer classification with the District. The longevity increment shall be a part of the unit member's basic wage for the purpose of computing overtime.

8.2 Plant Security Aides and School Safety Officers who have completed the required years of District service, as defined below, shall be eligible to receive a longevity increment effective with the next general salary increase for Plant Security Aides and School Safety Officers.

a. For Plant Security Aides and School Safety Officers who subsequently attain the required number of years to qualify or to advance to the next increment, the following procedures shall apply:

(1) Plant Security Aides and School Safety Officers should apply for their longevity increment to the Classified Assignments Office on a form provided by the District immediately prior to completion of the qualifying number of years of District service. However, failure to do so will not constitute a waiver of the employee's right to receive benefits provided for in Section 8.2, up to a three (3) year right of recovery.

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- (2) The Classified Personnel Assignments Office will verify eligibility for the requested increment and notify Payroll of the effective date of such increment.
- (3) The longevity increment shall become effective on the first day of the pay period following completion of the qualifying number of years of service.

b. For purposes of computing years of District service, only time paid in regular status in the classified service shall be counted. Employees must have been paid for at least 75% of assigned time in order to be credited with a year of service. (For example, and without limiting the application of the previous sentence, in a year where A Basis employees are assigned for 260 days, a year of service shall be 195 days in paid status; for a C Basis employee assigned for 204 days, a year of service shall be 153 days in paid status.) Prior service in regular status shall be counted following any break in service in the event of reinstatement or reemployment from layoff.

c. The longevity increment shall be part of the employee's basic wage for the purpose of computing overtime but shall not affect salary allocation upon promotion or reclassification to a higher class. Employees paid less than eight (8) hours per day or forty (40) hours per week shall receive a proportionate amount of the applicable increment.

d. The longevity increment schedule for years of qualifying District service for School Safety Officers shall be:

\$64 per pay period (equivalent to \$.402625 per hour) after 10 years
\$69 per pay period (equivalent to \$.433875 per hour) after 15 years
\$74 per pay period (equivalent to \$.465125 per hour) after 20 years
\$79 per pay period (equivalent to \$.496375 per hour) after 25 years
\$84 per pay period (equivalent to \$.527625 per hour) after 30 years

e. The longevity increment schedule for years of qualifying District service for Plant Security Aides shall be :

\$63 per pay period (equivalent to \$.394375 per hour) after 10 years
\$68 per pay period (equivalent to \$.425625 per hour) after 15 years
\$73 per pay period (equivalent to \$.456875 per hour) after 20 years
\$78 per pay period (equivalent to \$.488125 per hour) after 25 years
\$83 per pay period (equivalent to \$.519375 per hour) after 30 years