

RESOLUTION NO. 3470-2011

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ESTABLISHING A COMPENSATION PLAN AND TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT MID-MANAGEMENT CLASSIFICATIONS

WHEREAS, it is the desire of the City Council to provide an adequate level of compensation and to enumerate benefits and conditions of employment for exempt mid-management classifications; and

WHEREAS, exempt mid-management classifications covered by this resolution include: Senior Government Accountant, Senior Planner, Police Lieutenant, Public Works Superintendent; and

WHEREAS, mid-management classifications covered by this resolution are exempt from overtime but are part of the Personnel Merit System; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby rescind the compensation and terms and conditions of employment for exempt mid-management classifications as set forth in Resolution 3094-2007, as amended by Resolutions 3180-2008 and 3347-2010; and

BE IT FURTHER RESOLVED that the City Council of the City of Fort Bragg does hereby establish a compensation plan and terms and conditions of employment for exempt mid-management classifications as follows:

SECTION 1.0 SALARY COMPENSATION

1.1 SALARY SCHEDULE FOR EXEMPT MID-MANAGEMENT CLASSIFICATIONS

The following salary ranges are established for exempt mid-management classifications:

	<u>Position</u>	<u>Range/Month</u> _Effective July 31, 2011	<u>Range/Month</u> Effective First Full Pay-Period in July 2012
1.	Senior Government Accountant	\$5,031 - \$6,115	\$5,131 - \$6,237
2.	Senior Planner	\$4,915 - \$5,974	\$5,013 - \$6,093
3.	Police Lieutenant	\$6,518 - \$7,923	\$6,649 - \$8,082
4.	Public Works Superintendent	\$5,055 - \$6,144	\$5,156 - \$6,267

1.2 INITIATIVE MEASURE D, ORDINANCE 672

- A. The salary provisions of Initiative Measure D. Ordinance 672 as adopted by the voters on November 4, 1986, are hereby recognized as the basic policy document governing the salary of the Police Chief covered in this resolution.
- B. The salary adjustments as provided for in Ordinance 672 shall be implemented as soon as possible after January 1 of each year, and before January 31, unless there is a discrepancy. In these instances, the discrepancy shall be resolved, and the salary adjustments shall be implemented no later than February 28.

1.3 MARKET EQUITY STUDY

The City will undertake a market compensation and benefits study for the classifications covered by this resolution to be completed by January 31, 2013. The study will be used in the Council's consideration of potential salary "equity" adjustments which will be discussed in conjunction with the FY 2013-14 budget process. The Council's objective is to establish a competitive and equitable total compensation plan that provides for the recruitment and retention of mid-management employees within the context of the City's budgetary constraints.

SECTION 2.0 LEAVES OF ABSENCE (PAID AND UNPAID)

2.1 EXECUTIVE LEAVE

Each exempt mid-management employee shall receive 10 days (80 hours) of Executive Leave annually accrued in total as of January 1. Executive leave for exempt mid-management employees hired after January 1 will be prorated. An additional 5 days (40 hours) of supplemental leave may be awarded at the discretion of the City Manager based on extended hours of work time and job performance as verified by the City Manager.

If the leave is not used by December 31 of each year, the unused balance will not carry forward unless approval by the City Manager is received before December 31. The City Manager may authorize a carry over of unused balance for up to 90 days past December 31. Any unused leave not taken within the 90-day extension period will be lost. Executive Leave must be taken as time off and is not compensable upon termination.

2.2 VACATION LEAVE

- A. Accrual: All full-time exempt mid-management employees covered by this resolution shall accrue vacation as follows:

- 88 hours annually for 1 to 3 years of service;
- 120 " " " 4 to 9 years of service;
- 160 " " " 10 to 14 years of service;
- 200 " " " 15 or more years of service.

- B. Accumulation: Vacation time can be accrued as follows:

- A maximum of 240 hours for 1 to 9 years of service;
- " " 320 hours for 10 to 14 years of service;

“ “ 360 hours for 15 or more years of service.

The City Manager may authorize additional accrual of vacation hours in situations where vacation time cannot be authorized due to work demands.

- C. Use: Vacation leave may be taken as it accrues. Accrued vacation time may be used, at a minimum, in blocks of one (1) hour or more. The date of vacation may be selected by the employee, but shall be approved by the department head, who shall consider the wishes of the employee and the needs of the department.
- D. Vacation Buy-Back: Once during each fiscal year, and subject to the approval of the City Manager, a maximum of 40 hours of vacation leave may be bought out. At the time the buy-back option is exercised, a minimum of 40 hours of vacation leave must be retained. Buy out requests must be made in writing to the City Manager.
- E. Pay for Vacation Time: Upon termination of employment the employee shall receive all earned vacation on record based on the pay level of the employee at the time of the separation of employment. Such payment shall be received in his/her final paycheck from the City.

2.3 HOLIDAYS

- A. All exempt mid-management employees shall receive 12 designated paid holidays per year to be observed during each fiscal year (July 1-June 30). Specified holidays are as follows:
 - January 1 (New Year's Day)
 - 3rd Monday in January (Martin Luther King Jr. Day)
 - 3rd Monday in February (Presidents Day)
 - Last Monday in May (Memorial Day)
 - July 4 (Independence Day)
 - 1st Monday in September (Labor Day)
 - 2nd Monday in October (Columbus Day)
 - November 11 (Veteran's Day)
 - 4th Thursday in November (Thanksgiving)
 - Friday after Thanksgiving
 - December 24 (Christmas Eve)
 - December 25 (Christmas Day)In addition, any day proclaimed by the Governor and recognized by the City Council as a public holiday, day of mourning or day of thanksgiving shall be provided as a holiday.
- B. Holiday Leave shall be administered as provided for in Section 15.2.8 of the City of Fort Bragg Personnel Rules and Regulations.

2.4 SICK LEAVE AND FAMILY AND MEDICAL LEAVE

- A. Accrual: All exempt mid-management employees shall accrue sick leave at a rate of eight (8) hours per month beginning at the end of the first thirty-one (31) days of employment and sick leave may be accrued with no maximum limit.
- B. Personal Use: Sick leave may be used as it is accrued. It is to be used for illness or injury and may not be used to supplement days off.
- C. Family Care Use: Accrued sick leave may be used for care of children, siblings and parents, (be they natural, adoptive, step or foster of the employee or their current spouse

or domestic partner), or spouse or domestic partner, to a maximum of eighty (80) hours in the calendar year of January 1 through December 31. It is further provided that an additional forty (40) hours of accrued sick leave per calendar year may be used for such care in unusual or emergency cases with the approval of the City Manager.

- D. Documentation: Employees must follow departmental policies for requesting/documenting use of sick leave and a physician's certification may be required at the discretion of the City Manager for absences of three consecutive work days or more.
- E. Conversion:
 - 1. Sick leave accrued in excess of eight hundred (800) hours may be converted to vacation on the basis of three (3) hours of vacation time for each ten (10) hours of sick leave accrued and converted.
 - 2. Up to 25% of sick leave accrued in excess of one thousand (1,000) hours may be converted to vacation on the basis of one (1) hour of vacation time for each one (1) hour of sick leave accrued and converted.
 - 3. Conversions may be made once in each calendar year, and must be approved by the City Manager before December 31.
 - 4. No conversion of sick leave shall be allowed for any employee who is discharged for cause.
- F. Transfer: An employee may transfer accrued sick leave to another employee in cases of emergency, subject to review and approval by the City Manager pursuant to Section 18 of the Personnel Rules and Regulations.
- G. Compensation on Separation: Upon separation after two or more years of service, an employee shall be paid for 30% of unused, accrued sick leave. Such compensation is not applicable if an employee is discharged for cause.
- H. "Family and Medical Leave": Mid-management employees shall be entitled to leave as provided for in the Family and Medical Leave Act (FMLA) of 1993 and the California Family Rights Act (CFRA) as per Section 16 of the Personnel Rules and Regulations.
- I. Fitness for Duty Examinations: City will pay mileage for personal car use to and from the out-of-town location of the city requested examination based on the same criteria as for other travel reimbursements.

2.5 BEREAVEMENT LEAVE

When a death occurs in an employee's immediate family (see Section 15.2.6 of the Personnel Rules and Regulations for definition of "immediate family"), the employee shall be granted necessary time off of up to three consecutive work days, with compensation, for the purpose of attending the funeral and/or to personal affairs. In the event of unusual travel time requirements, the City Manager may approve up to a total of five workdays. Proof of relationship and/or death may be required.

2.6 JURY DUTY

Any employee summoned to serve on jury duty during an on-duty day shall be entitled to leave of absence with full pay for such period of time as he/she may be required to attend the court in response to such summons. The employee may retain such payment as may be allowed for travel, lodging and meal expenses. The employee shall not be required to submit to the

City compensation received from the court for jury duty in order to receive full pay and expenses referenced above.

2.7 MILITARY LEAVE

Military leave shall be granted in accordance with the Military and Veteran's Code of the State of California as amended. All employees entitled to military leave shall be given such leave within such limits as the appropriate military regulations may determine when leave is requested. Every permanent classified officer or employee of the City who is actually inducted into, or enters, any branch of military, Army, Navy, Air Force, Marines, National Guard, or Coast Guard Service of the United States of America, pursuant to and under the terms and conditions set forth in Section 395, et seq., as amended, of the Military and Veteran's Code shall be entitled to a military leave of absence from his City position and shall be entitled to receive regular compensation and benefits in accordance with state law and any current City resolution.

2.8 LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant leaves of absence for a maximum of ninety (90) working days without pay to any employee if the circumstances of the particular case warrant.

2.9 INDUSTRIAL ACCIDENT LEAVE

The City agrees to comply with all State and Federal statutes, regulations and rulings with respect to compensation of employees who suffer industrial injury or illness.

2.10 SPECIAL ADMINISTRATIVE LEAVE

The exempt mid-management classification of Police Lieutenant shall be eligible for "special administrative leave" as outlined in the Fort Bragg Police Association (FBPA) MOU in effect at the time such leave is required.

2.11 TEMPORARY ASSIGNMENT PAY FOR WORKING IN A HIGHER CLASSIFICATION

When a mid-management employee is assigned to perform the duties of a department head for a period in excess of three (3) working days, said employee shall receive compensation equal to step A of the so assigned department head classification compensation schedule for the entire period of such assignment. Such assignment must be documented in writing prior to the actual absence of the department head and shall be approved by the City Manager prior to the absence of the department head, unless the absence is due to an unanticipated or unexpected absence.

Assignment pay shall not apply to any paid leave time (sick leave, vacation, holiday, management leave) taken during the temporary assignment. In the event that the employee is required to be available over the weekend or during a holiday to respond to work related issues (for example the Police Lieutenant may be temporarily assigned when the Chief is out

of town for four days including a weekend) assignment pay will apply to holiday or weekend days.

SECTION 3.0 HEALTH, DENTAL, VISION, LONG TERM DISABILITY, LIFE INSURANCE, DEFERRED COMPENSATION, RETIREMENT, COBRA AND CAFETERIA PLAN

3.1 HEALTH, DENTAL AND VISION INSURANCE

- A. For purposes of this Section, the following definitions shall apply:
 - a. Legally Separated - A court action separating an employee from his/her spouse. This definition shall be used for the sole purpose of City covered health insurance purposes. The insurance Provider shall determine if the separated spouse is eligible for coverage under the City Health Plan(s)
 - b. Domestic Partner – A domestic partner as defined under California Family Code section 297.

B. Health and Dental Insurance

- a. City shall provide health and dental insurance plans for employees and shall make such plan available for any dependents. The Insurance Provider shall determine if a legally separated spouse is eligible for coverage under the City’s group health and dental plans.
- b. Effective July 1, 2011, the City agrees to the following payment plans for coverage of the health and dental insurance for employees covered under this Agreement:

Traditional Blue Cross Plan Plus Dental	Employee Only	Employee + 1	Employee + Family
City Paid Premium Contribution	\$529.16	\$984.55	\$1306.48
Blue Cross High Deductible Plan with Health Savings Account plus Dental			
City Paid Premium Contribution	\$466.70	\$958.87	\$1375.06
Contribution to Health Savings Account	\$62.46	\$25.68	\$48.84

- c. Effective July 1, 2012, the City shall pay 80% and the employee shall pay 20% of the premiums required for the health and dental plans.
- d. Employees enrolled in the High Deductible Health Plan will receive a total benefit allowance equal to 80% of the premium for the “traditional” health plan for payment of the High Deductible Health Plan premium with the balance, if any, to be paid into a Health Savings Account. Employees may choose to contribute additional funds to a Health Savings Account on a pre-tax basis via payroll deductions in accordance with IRS guidelines.
- e. Employees may elect to opt out of the medical plan completely, in which case the employee will receive a contribution of \$250 towards optional dental or other insurance premiums. The unused portion of the \$250 contribution will be paid to the employee as taxable income.

C. Vision Plan

- a. The City shall provide a self-funded vision care program for both employee and dependents as defined under the medical plan. The self-funded premium cost of said plan is paid entirely by the City. The Schedule of Service and Fees shall be based on the common scheduled service fees from within Fort Bragg. The City agrees to reevaluate the Schedule during the fourth quarter of each calendar year and for that schedule to be effective from July 1 to June 30 of the following year.
- b. Where and when the wearing of safety glasses is mandatory, the City shall provide reimbursement of the actual cost of required prescription safety glasses up to a maximum of \$225 per fiscal year per employee, or \$450 every other fiscal year.

D. Health and Dental Insurance on Retirement

For purposes of this section, the term "retiree" is defined as:

An employee who has a minimum of ten (10) years employment with the City, whose last day of employment preceding retirement through the California Public Employee Retirement System (CalPERS) was with the City, who immediately begins receiving CalPERS benefits upon retirement from the City, and who continuously maintains retiree status with CalPERS.

a. For employees hired on or before December 31, 1991:

- i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement.
- ii) The City will make available health and dental insurance in the City-approved plan(s) for the spouse or domestic partner only of a retiree if retiree was married or in a domestic partnership at the time of retirement.
- iii) The City will pay the cost of spousal/partner health coverage based on the following schedule. Retirees must be at least sixty (60) years of age at retirement in order to receive this benefit. If an employee retires earlier than age 60 as allowed under the CalPERS retirement plan, the employee/retiree is responsible for 100% of the cost of spousal/partner health insurance coverage until the retiree reaches the age of sixty (60).

Retiree Completed Years of Service	City-Paid Portion of Dependent Health Premiums
10 Years	10%
11 Years	20%
12 Years	30%
13 Years	40%
14 Years	50%
15 Years	60%
16 Years	70%
17 Years	80%
18 Years	90%
19 Years	100%

- iv) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.

- v) The retiree is responsible for 100% of the cost of spousal/partner coverage in the City's dental plan.
- b. For employees hired on or after January 1, 1992 but before July 1, 2003:
 - i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement.
 - ii) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.
- c. For employees hired on or after July 1, 2003 but before July 1, 2007:
 - i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement until the retiree reaches the minimum required age for Medicare eligibility, at which time the City will only provide a supplemental prescription drug plan for the retiree.
 - ii) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.
- d. For employees hired on or after July 1, 2007 but before July 1, 2011:
 - i) The City agrees that employees/retirees only may remain on the City's health and dental insurance plans until retiree reaches minimum Medicare eligibility age. The retiree is responsible for the full cost of insurance premiums for retiree only coverage which shall be paid to the City in a timely manner.
- e. For employees hired on or after July 1, 2011:
 - i) Retirees are not eligible to participate in the City's post-employment health and dental insurance benefit plans.

3.2 LONG TERM DISABILITY INSURANCE

- A. Exempt mid-management employees covered under this resolution may participate in the group long-term disability insurance program. For an overview of the plan see the certificate of insurance on file in the City Finance Department.
- B. The City shall pay half the cost of the program with the balance to be paid by employees, through payroll deduction.

3.3 LIFE INSURANCE

The City agrees to provide a life insurance policy in the amount of \$150,000 for each exempt mid-management employee covered under this resolution. The City agrees to pay all costs of such policies.

3.4 DEFERRED COMPENSATION

The City agrees to continue in effect the deferred compensation plans approved by resolution of the City Council.

3.5 RETIREMENT

- A. The City offers the 2% @ 55 CalPERS Retirement Plan for all Miscellaneous employees covered by this resolution and the 2% @ 50 CalPERS Retirement Plan for all Safety employees covered by this resolution.
- B. For employees hired after March 13, 2006, the City agrees to pay the cost of the employer share and to pay Employer Paid Member Contributions (EPMC) pursuant to Government Code Section 20691 according to the following time-in-grade schedule (pursuant to Government Code Section 20626(e)(1)):
 - Years 1 through 5 at 0%
- C. Once a newly-hired employee accrues five (5) years of total service to the City of Fort Bragg (either on a continuous or cumulative basis), s/he shall be entitled to payment of EPMC on the same terms that apply to all other employees covered by this resolution.
- D. Effective July 31, 2011, for employees covered by this resolution who are not subject to the time-in-grade exception, the City agrees to pay the full cost of the employer contribution; and 5% of the employee contribution to the Miscellaneous CalPERS premiums or 7% of the employee contribution to the Safety CalPERS premiums as EPMC pursuant to Government Code Section 20691.
- E. Effective the first full pay period in July 2012, for employees covered by this resolution who are not subject to the time-in-grade exception, the City agrees to pay the full cost of the employer contribution; and 3% of the employee contribution to the Miscellaneous CalPERS premiums or 5% of the employee contribution to the Safety CalPERS premiums as EPMC pursuant to Government Code Section 20691.

3.6 COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 requires the City to offer employees and their families an opportunity for a temporary extension of health coverage upon separation of employment. The separated employee must pay premiums in advance. The specific provisions and restrictions of the Act are available through the City Clerk's Office.

3.7 CAFETERIA PLAN ADMINISTRATIVE FEES

The City shall pay \$5.00 per month toward administrative costs for employees enrolled in the plan.

SECTION 4.0 PHYSICAL EXAMINATIONS

Mid-management employees covered by this resolution, may undergo annual physical examinations. The City will reimburse any costs associated with deductible and co-pays. The employee must submit a copy of the health insurance explanation of benefits to the Human Resources Office for reimbursement of co-pays and deductibles.

SECTION 5.0 AUTOMOBILE USE AND TRAVEL REIMBURSEMENT

- A. In those instances where a City vehicle is not available for use and the employee is required to use his/her private vehicle on City business, travel expense reimbursement

shall be at the rate allowed by the Internal Revenue Service for mileage driven on City business.

- B. Prior to the use of their private vehicle, employees must provide the City with a certificate of insurance, on the form provided by the City, which evidences that employee has comprehensive automobile liability insurance or business automobile liability insurance in an amount at least equal to the minimum requirements established by the City's liability insurance provider.
- C. Employees shall be reimbursed for expenses incurred while on assignment outside the Fort Bragg area as follows:
 - 1. Lodging: Maximum of \$89.00 per night, which shall include local taxes, but exclude tips, porter's fees, telephone (except for City business calls only), room service, movies, valet, etc.
 - a. When traveling to a high cost area, the City Manager may approve a higher maximum than shown above.
 - b. When an employee lodges at a hotel/motel at which the training program/meeting/seminar is being conducted, the employee shall be reimbursed for actual lodging costs if higher than the amount above. Approval of the Department Head or City Manager is required.
 - c. Receipts are required for all lodging costs.
 - d. When shared by others, only a pro rata share of the cost will be reimbursed. When furnished by a government agency or other source, or otherwise obtained without cost, (i.e. lodging with friends or relatives) there shall be no reimbursement.
 - 2. Meals: Per diem allowances for meals shall be provided and employees shall be eligible to claim for breakfast per diem (\$10.00) if they are in travel status as of 6:00 a.m.; employees shall be eligible to claim for lunch per diem (\$15.00) if they are in travel status between the hours of 11:00 a.m. and 2:00 p.m.; employees shall be eligible to claim for dinner per diem (\$25.00) if they are in travel status as of 6:00 p.m.
 - a. If some meals are furnished when traveling on a per diem, they may not be claimed and/or they will be deducted at the basic rate as provided above.
 - 3. Rental Cars: Size of rental cars must be justified if larger than compact. When using a rental vehicle, employee must keep log of daily mileage and pay for any mileage charge when car is used for personal business.
 - 4. First Class Travel: First class travel cannot be used, unless the additional cost is paid by the employee.
 - 5. Tickets: Copy of tickets used for travel must always be furnished with claim.
 - 6. Employees in travel status solely within the County shall be eligible to claim meal per diem allowances as follows: 0 to 3 hours travel = no allowance; 3+ to 6 hours travel = one meal; 6+ to 10 hours travel = two meals; 10+ hours travel = three meals. Employee shall be reimbursed at the rate listed in Paragraph 2 above for the pertinent time of day.

SECTION 6.0 EDUCATION INCENTIVE

- A. No mid-management employee covered by this resolution shall receive any additional pay as an educational bonus or "certificate pay."
- B. The City shall make available \$750 annually for each employee covered by this resolution for purpose of continuing education and/or professional training. The annual training allowance may be accumulated to a maximum of \$1,500 and should be included in the departmental budget during the budget process when planning for training and professional development. The training allowance may be used for training and expenses incurred in obtaining training. Requests must be approved by the City Manager upon recommendation of the Department Head prior to incurring expenses.

SECTION 7.0 HOURS OF WORK

- A. Salaries approved for mid-management employees recognize the advanced level of skills possessed by these employees, the high level of responsibility delegated to these employees and the potential for longer working hours necessitated by meeting attendance, response to emergency situations, attendance at court and/or the necessity for meeting project deadlines.
- B. There is no specific compensation for hours worked beyond the minimum workweek of forty hours. The following shall serve as basic guidelines to be used in the management of mid-management employee work hours:
 - 1. Mid-management employees shall be expected to attend evening and weekend meetings and activities as may be required for the performance of their job duties. Mid-management employees shall not receive compensatory time off or additional compensation in any other form for attendance at such meetings/activities.
 - 2. All employees covered under this resolution are mid-management employees and are, therefore, exempt from overtime payment under the Fair Labor Standards Act.
 - 3. All employees covered under this resolution shall be eligible to use Management Leave during the calendar year as provided in Section 2.1 of this resolution.

SECTION 8.0 UNIFORM AND BOOT ALLOWANCE

The Associate City Engineer, Treatment Plant Superintendent and the Public Works Superintendent positions are eligible for the following:

- A. A boot allowance of \$ 200.00 per year for boots that are OSHA/ASTM approved
- B. The wearing of the uniform provided by the City may be required.
- C. Pursuant to City Council Resolution 2764-2004, the Police Lieutenant will receive the uniform allowance as provided to police officers.

SECTION 9.0 CERTIFICATION AND DUES

The City agrees to pay for any certifications required in the performance of job duties for all mid-management positions.

To support each employee covered by this resolution in performing the necessary functions of their job duties, the City will pay for dues and subscriptions for professional/technical licensing

and association membership as recommended by the Department Head and approved by the City Manager.

SECTION 10.0 EQUIPMENT PURCHASE LOAN PLAN

All mid-management employees covered by this resolution shall have the option of entering into an equipment purchasing loan plan with the City, which may be utilized to assist the employee to purchase equipment that may be used, both on or off duty, to improve the employee's job performance. This plan has the following limitations:

- A. The loan total shall not exceed \$3,000.00.
- B. Employee cannot add to an existing loan without the recommendation and express permission of the City Manager.
- C. Employee agrees to pay an interest rate equal to the Local Agency Investment Fund (LAIF) rate paid to the City, as of the date of the loan, plus .25 percent.
- D. Loans shall be repaid via payroll deductions. Loans of less than \$1,000.00 shall be repaid in twenty-six equal installments. Loans of \$1,000.00 or more but less than \$2,000.00 shall be repaid in fifty-two equal installments. Loans of \$2,000.00 or more shall be repaid in seventy-eight equal installments. In no case shall deductions be more than \$50.00 per paycheck, except in the event of separation when the balance of the loan will be deducted from the final paycheck.
- E. The employee shall provide documentation, such as an invoice or receipt, prior to issuance of the loan, to serve as proof of purchase.
- F. Employee shall sign a payroll deduction authorization form for the amount calculated by the Finance Department.
- G. Employee shall receive approval prior to the purchase of any equipment for which this program is anticipated.
- H. Once all necessary documentation has been supplied and the employee signs all equipment loan documents, issuance of the loan will be processed within fourteen (14) days of final approval of all approved paperwork.

SECTION 11.0 RELATIONSHIP TO PERSONNEL REGULATIONS

The "Personnel Rules and Regulations of the City of Fort Bragg, as amended from time to time" and as presently adopted by Resolution 2873-2005 provide policies and regulations governing aspects of employee compensation. In any conflict between this Resolution and Resolution 2873-2005, the provisions in this resolution, or its successor, shall prevail.

The above and foregoing Resolution was introduced by Councilmember Melo, seconded by Councilmember Hammerstrom, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 25th day of July, 2011, by the following vote:

- AYES: Councilmembers Courtney, Gjerde, Hammerstrom, Melo, and Mayor Turner.**
- NOES: None.**

ABSENT: None.
ABSTAIN: None.

A handwritten signature in black ink, appearing to read 'Dave Turner', written over a horizontal line.

DAVE TURNER,
Mayor

ATTEST:



Cynthia M. VanWormer, CMC
City Clerk