

**CITY OF OJAI**

**RESOLUTION NO. 16-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OJAI  
UPDATING AND AMENDING THE SALARY SCHEDULE FOR MANAGEMENT AND  
NON-MANAGEMENT EMPLOYEES AND UPDATING THE EMPLOYEE  
HANDBOOK**

**WHEREAS**, the City Manager has prepared and presented to the City Council of the City of Ojai the final revised budget for Fiscal Year 2015-2016, and the budget for Fiscal Year 2016-2017; and

**WHEREAS**, the City Manager has reviewed the current budget, and analyzed the personnel needs of the City and the compensation for City personnel, and recommended an increase in wages of two percent (2.0%) for management ranges and non-management employees (as defined in the City’s adopted Employee Handbook) to keep current with estimated annual inflation; and

**WHEREAS**, it is necessary to amend the Employee Handbook of the City of Ojai, California, effective as of July 12, 1994, revised and adopted January 25, 2011, revised and adopted June 26, 2012 and effective as of July 1, 2012, and most recently revised June 30, 2015 and effective as of July 1, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ojai that:

SECTION 1. The City Council hereby approves establishment of a minimum and maximum salary range for each management position as follows:

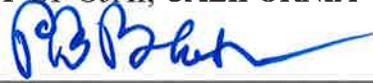
POSITION	Monthly Salary	
	Minimum	Maximum
<b>40 Hour Workweek:</b>		
Public Works Director	10,508.10	12,772.64
Finance Director	10,007.71	12,164.42
Community Dev	10,007.71	12,164.42
HR/Risk Manager	5,792.80	7,039.07
Recreation Manager	6,227.86	7,569.96

- SECTION 2. The City Manager is authorized to set the annual salary for each management employee within the ranges established in Section 1 of this resolution.
- SECTION 3. The City of Ojai Range Placement Table, showing the salary ranges and steps for non-management employees, attached hereto as Exhibit A and made a part hereof, is hereby adopted and shall be effective on the date of the first pay period following the effective date of the resolution.
- SECTION 3. The Employee Handbook of the City of Ojai, California, attached hereto as Exhibit C and made a part hereof, effective as of July 12, 1994, revised and adopted January 25, 2011, revised and adopted June 26, 2012 and effective as of July 1, 2012, and most recently revised and adopted June 30, 2015 and effective July 1, 2015, is hereby amended as follows, effective as of July 12, 2016:
- A. Amends Section 4.1.1 and 4.1.2 to redefine the City's management employees and management working schedule.
  - B. Amends Section 4.5 to establish the 36-hour and 40-hour standard work periods.
  - C. Amends Section 4.9 to clarify hours worked for overtime.
  - D. Adds Section 4.9.1 and 4.9.2 to define the City's comp time and overtime policies.
  - E. Amends Section 7.4 to define accumulated vacation in units of hours rather than days.
  - F. Amends Section 7.5 to remove extraneous reference to accrued vacation amount (the amount is stipulated in Section 7.4).
  - G. Amends Section 7.6.1 to provide for an accrual rate for employees on the 40-hour workweek.
  - H. Amends Section 9.3.4 to update positions that are considered exempt from Article IX.

**PASSED, APPROVED AND ADOPTED** this 20th day of September 2016 by the following vote:

AYES: BLATZ, CLAPP, HANEY, LARA, WEIRICK  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

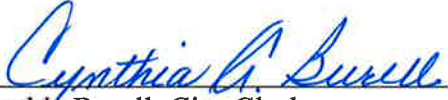
CITY OF OJAI, CALIFORNIA



---

Paul Blatz, Mayor

ATTEST:



---

Cynthia Burell, City Clerk

APPROVED AS TO FORM:



---

Matthew Summers, City Attorney