

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY  
AMENDING THE PERSONNEL POLICIES AND PROCEDURES OF THE TOWN OF  
APPLE VALLEY**

**Summary Statement:**

I have reviewed the administrative leave policies of the Cities of Chino, Chino Hills, Fontana, Hesperia, Lancaster, Montclair, Palmdale, Rancho Cucamonga, Redlands, Rialto, Upland and Victorville. Based on my review of these policies, I have recommended a change to remove the option for a cash payout of any unused Administrative Leave time.

Most of the cities surveyed require Administrative Leave to be used during the fiscal year. Any administrative leave not used is forfeited. The exceptions to this policy are the City of Chino that allows a cash payout of unused leave, the City of Hesperia that allows unused administrative leave to be converted to vacation at the end of the fiscal year and the City of Palmdale that allows administrative leave to accumulate without limit and it is paid out at termination. The more common policy requires Administrative Leave to be used during the fiscal year and any leave that is not used by the end of the fiscal year is forfeited. The attached modification to the policy makes the change to require the use of the leave during the fiscal year or the leave is forfeited.

**Recommended Action:**

Adopt Resolution No. 2008-38, a Resolution of the Town Council of the Town of Apple Valley Amending the Personnel Policies and Procedures Manual.

**Proposed by:** James L. Cox, Consultant **Item Number** \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_ **Budgeted Item**  Yes  No  N/A

## RESOLUTION NO. 2008-38

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE PERSONNEL POLICIES AND PROCEDURES FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established Personnel Policies and Procedures for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the Personnel Policies and Procedures for the Town of Apple Valley employees;

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Apple Valley Personnel Policies and Procedures are hereby amended as follows:

#### ***Section 5.2 Exempt Benefit Levels***

Employees designated as either Professional/Supervisory, Management or Executive Management are not eligible for overtime pay or compensatory time for working hours over and above the normal daily or weekly work schedule. Employees so designated shall be entitled to all benefits provided to general employees and the following:

##### A. Professional/Supervisory

1. Administrative leave to a maximum of forty (40) hours per fiscal year at the discretion of the appropriate supervisor after successful completion of six (6) months service within this classification. Any administrative leave not used by June 30<sup>th</sup> of the fiscal year shall be forfeited.
2. Deferred compensation program contribution of two percent (2%) of salary.

##### B. Management

1. Administrative leave to a maximum of fifty six (56) hours per fiscal year at the discretion of the appropriate supervisor after successful completion of six (6) months service within this classification. Any administrative leave not used by June 30<sup>th</sup> of the fiscal year shall be forfeited.
2. Deferred compensation program contribution of three percent (3%) of salary.

C. Executive Management

1. Administrative leave to a maximum of eighty (80) hours per fiscal year at the discretion of the appropriate supervisor after successful completion of six (6) months service within this classification. Any administrative leave not used by June 30<sup>th</sup> of the fiscal year shall be forfeited.
2. Automobile allowance of \$470.00 per month if a Town vehicle is not provided, if approved by the Town Manager.
3. Deferred compensation program contribution of five percent (5%) of salary.

**The effective date of this Resolution shall be July 22, 2008.**

PASSED, APPROVED AND ADOPTED THIS 22<sup>TH</sup> DAY OF JULY 2008.

\_\_\_\_\_  
Timothy J. Jasper, Mayor

ATTEST:

\_\_\_\_\_  
La Vonda Pearson  
Town Clerk