

City of Mission Viejo Personnel Policy

Subject: CalPERS Special Compensation

Statement of Intent:

The California Public Employee's Retirement System (CalPERS) requires that certain compensation listed in the California Code of Regulations (CCR) Section 571 (a) be included as reportable compensation to CalPERS. CCR Section 571 (b) was amended to ensure greater transparency and disclosure of special compensation items in written labor policies.

This policy is intended to satisfy the requirements set forth under CCR Section 571 (b) and shall apply only to employees designated by CalPERS as "classic" members.

Policy:

The City has identified three of the CCR Section 571 (a) listed items to be applicable to certain designated job classifications within the City of Mission Viejo. They are Holiday Pay, Uniform Allowance, and Temporary Upgrade Pay/Acting Appointments.

1. Holiday Pay –

This type of compensation applies to job classifications that are normally required to work on approved City holidays because they are assigned to specific positions that require scheduled staffing without regard to designated holidays.

Each year the City establishes a payroll and holiday calendar. Actual approved City holidays may vary depending on a specific position's assigned work location, but are published every year. Job classifications identified as required to be scheduled without regard to holiday are as follows:

1. Payroll and Accounting Technician
2. Senior Payroll & Accounting Technician
3. Animal Services Officer
4. Animal Services Officer Trainee
5. Animal Care Technician
6. Senior Animal Care Technician
7. Senior Animal Services Officer
8. Animal Services Supervisor
9. Animal Services Representative

When an employee in one of the identified job classifications is scheduled to work on a City approved holiday, as identified by the assigned work location and the City approved holiday schedule, the employee will be compensated with holiday pay and the actual number of hours

worked on the holiday at 1.5 times their base hourly pay rate. The sum total of this compensation will be reported to CalPERS in the applicable reporting period.

2. Uniform Allowance –

This type of compensation applies to the monetary value of the purchase, rental, and/or maintenance of required clothing which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health and safety. Job classifications identified as qualified for this compensation are:

1. Animal Services Supervisor
2. Animal Services Officer
3. Animal Services Officer Trainee
4. Senior Animal Services Officer

The monetary value of the required clothing will be based on the most recent invoice for purchase of these items. The compensation will be reported to CalPERS on an annual basis. The maximum annual compensation shall not exceed \$875. The required uniform items are as follows:

1. Midnight Navy short sleeve shirt
2. Midnight Navy pants
3. Lightweight Midnight Navy jacket
4. Nylon belt

3. Temporary Upgrade Pay/Acting Appointments –

This type of compensation applies to classic members who are required by their employer or governing board or body to work in an upgraded position/classification of limited duration. The City shall report to CalPERS the compensation of a classic member serving in an acting appointment as follows: (1) the employee's compensation shall be reported at the pay rate associated with his or her regular or permanent assignment; and (2) any additional compensation earned as a result of the acting appointment shall be reported as special compensation.

However, when a classic member maintains his/her current duties and takes on additional duties of an upgraded position in an Acting Appointment, the additional duties meet the definition of overtime as set forth in Government Code section 20635 and are not reportable to CalPERS.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Implemented: Resolution No. 15-04, January 19, 2015.
Revised: Resolution No. 15-25, July 6, 2015.
Revised: Resolution No. 16-19, May 10, 2016.
Revised: Resolution No. 18-09, February 13, 2018.
Revised: By City Council on June 22, 2021 – Effective July 1, 2021; Resolution No. 21-19.
Revised: By City Council on June 27, 2023 – Effective July 1, 2023; Resolution No.

