

RESOLUTION NO. 2026-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR CERTAIN FULL-TIME SALARIED AND HOURLY EMPLOYEES BEGINNING FEBRUARY 21, 2026 AND REPEALING RESOLUTION NO. 2026-21

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2026-21 and all previous Resolutions are hereby repealed in their entirety.

SECTION II

This Resolution provides compensation procedures for employees who are in job titles not currently represented by a designated employee organization and is hereby approved in its entirety to read as follows:

CERTAIN FULL-TIME SALARIED AND HOURLY EMPLOYEES

ARTICLE 1 – COMPENSATION

SECTION 1.1 PAY RANGES AND CLASS TITLES

- A. The pay grades described below are hereby assigned to the classifications of the following Certain Full-Time Salaried and Hourly Employees.
- B. For Area G Executive Director: The annual salary raise for the position of Area G Executive Director is determined by SBCCOG (South Bay City Managers' Association) in June of each year.

Effective February 21, 2026

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Ambulance Operator	Hourly	\$21.24	\$22.31	\$23.43							
Area G Executive Director	Hourly	\$66.57	\$69.90	\$73.40	\$77.07	\$80.93					
Booking Manager	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Booking Manager, Asst	Hourly	\$20.28	\$21.30	\$22.37	\$23.49	\$24.67					
Bookkeeper	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Box Office Manager	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Business Manager	Hourly	\$44.62	\$46.86	\$49.21	\$51.68						

Capital Projects Construction Superintendent	Hourly	\$49.73	\$52.22	\$54.84	\$57.59	\$60.47	\$63.50	\$66.68			
Cable TV Operations Assistant	Hourly	\$26.47	\$27.80	\$29.19	\$30.65	\$32.19					
Customer Service Rep	Hourly	\$19.54	\$20.52	\$21.55							
Emergency Medical Services Coordinator	Hourly	\$48.78	\$51.22	\$53.79	\$56.48	\$59.31	\$62.28	\$65.40	\$68.67	\$72.11	
Facility Operations Chief	Hourly	\$26.60	\$27.93	\$29.33	\$30.80	\$32.34	\$33.96				
Home Impr. Prog. Coordinator	Hourly	\$25.29	\$26.56	\$27.89	\$29.29	\$30.76	\$32.30	\$33.92	\$35.62		
Home Impr. Prog. Sup.	Hourly	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33	\$49.70			
Human Resources Analyst	Hourly	\$41.08	\$43.14	\$45.30	\$47.57	\$49.95	\$52.45	\$55.08	\$57.84	\$60.74	\$63.78
Nature Center Mgr/Naturalist	Hourly	\$40.83	\$42.88	\$45.03	\$47.29	\$49.66					
Media Production Supervisor	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Program Coordinator	Hourly	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30					
Senior Business Manager	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Sr Business Manager-Transit PI	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Staff Assistant	Hourly	\$30.99	\$32.54	\$34.17	\$35.88	\$37.68	\$39.57	\$41.55	\$43.63		
Theatre Technical Coord	Hourly	\$23.99	\$25.19	\$26.45	\$27.78	\$29.17					
Theatre Technical Director	Hourly	\$29.13	\$30.59	\$32.12	\$33.73	\$35.42	\$37.20				
Transit Marketing Specialist	Hourly	\$32.84	\$34.49	\$36.22	\$38.04	\$39.95					
Workers' Comp Claims Examiner	Hourly	\$39.09	\$41.05	\$43.11	\$45.27	\$47.54					

Effective April 5, 2026

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Ambulance Operator	Hourly	\$21.24	\$22.31	\$23.43							
Area G Executive Director	Hourly	\$66.57	\$69.90	\$73.40	\$77.07	\$80.93					
Booking Manager	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Booking Manager, Asst	Hourly	\$20.28	\$21.30	\$22.37	\$23.49	\$24.67					
Bookkeeper	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Box Office Manager	Hourly	\$24.14	\$25.35	\$26.62	\$27.96	\$29.36					
Business Manager	Hourly	\$44.62	\$46.86	\$49.21	\$51.68						
Capital Projects Construction Superintendent	Hourly	\$49.73	\$52.22	\$54.84	\$57.59	\$60.47	\$63.50	\$66.68			
Content Creator	Hourly	\$21.21	\$22.28	\$23.40	\$24.57	\$25.80	\$27.09	\$28.45			

Customer Service Rep	Hourly	\$19.54	\$20.52	\$21.55							
Emergency Medical Services Coordinator	Hourly	\$48.78	\$51.22	\$53.79	\$56.48	\$59.31	\$62.28	\$65.40	\$68.67	\$72.11	
Facility Operations Chief	Hourly	\$26.60	\$27.93	\$29.33	\$30.80	\$32.34	\$33.96				
Home Impr. Prog. Coordinator	Hourly	\$25.29	\$26.56	\$27.89	\$29.29	\$30.76	\$32.30	\$33.92	\$35.62		
Home Impr. Prog. Sup.	Hourly	\$37.06	\$38.92	\$40.87	\$42.92	\$45.07	\$47.33	\$49.70			
Human Resources Analyst	Hourly	\$41.08	\$43.14	\$45.30	\$47.57	\$49.95	\$52.45	\$55.08	\$57.84	\$60.74	\$63.78
Nature Center Mgr/Naturalist	Hourly	\$40.83	\$42.88	\$45.03	\$47.29	\$49.66					
Media Production Coordinator	Hourly	\$26.47	\$27.80	\$29.19	\$30.65	\$32.19					
Media Production Supervisor	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Production Assistant II	Hourly	\$21.60	\$22.68	\$23.82	\$25.02						
Program Coordinator	Hourly	\$28.20	\$29.61	\$31.10	\$32.66	\$34.30					
Project Manager	Hourly	\$49.83	\$52.33	\$54.95	\$57.70	60.59	\$63.62	\$66.81			
Senior Business Manager	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Sr Business Manager-Transit PI	Hourly	\$51.88	\$54.48	\$57.21	\$60.08	\$63.09					
Staff Assistant	Hourly	\$30.99	\$32.54	\$34.17	\$35.88	\$37.68	\$39.57	\$41.55	\$43.63		
Theatre Technical Coord	Hourly	\$23.99	\$25.19	\$26.45	\$27.78	\$29.17					
Theatre Technical Director	Hourly	\$29.13	\$30.59	\$32.12	\$33.73	\$35.42	\$37.20				
Transit Marketing Specialist	Hourly	\$32.84	\$34.49	\$36.22	\$38.04	\$39.95					
Workers' Comp Claims Examiner	Hourly	\$39.09	\$41.05	\$43.11	\$45.27	\$47.54					

Effective July 12, 2026

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Ambulance Operator	Hourly	\$21.94	\$23.04	\$24.20							
Area G Executive Director	Hourly	\$68.74	\$72.18	\$75.79	\$79.58	\$83.56					
Booking Manager	Hourly	\$24.93	\$26.18	\$27.49	\$28.87	\$30.32					
Booking Manager, Asst	Hourly	\$20.94	\$21.99	\$23.09	\$24.25	\$25.47					
Bookkeeper	Hourly	\$24.93	\$26.18	\$27.49	\$28.87	\$30.32					
Box Office Manager	Hourly	\$24.93	\$26.18	\$27.49	\$28.87	\$30.32					
Business Manager	Hourly	\$46.08	\$48.39	\$50.81	\$53.36						
Capital Projects Construction Superintendent	Hourly	\$51.35	\$53.92	\$56.62	\$59.46	\$62.44	\$65.57	\$68.85			
Content Creator	Hourly	\$21.85	\$22.95	\$24.10	\$25.31	\$26.58	\$27.91	\$29.31			
Customer Service Rep	Hourly	\$20.18	\$21.19	\$22.25							

Emergency Medical Services Coordinator	Hourly	\$50.37	\$52.89	\$55.54	\$58.32	\$61.24	\$64.31	\$67.53	\$70.91	\$74.46	
Facility Operations Chief	Hourly	\$27.47	\$28.85	\$30.30	\$31.82	\$33.42	\$35.10				
Home Impr. Prog. Coordinator	Hourly	\$26.12	\$27.43	\$28.81	\$30.26	\$31.78	\$33.37	\$35.04	\$36.80		
Home Impr. Prog. Sup.	Hourly	\$38.27	\$40.19	\$42.20	\$44.31	\$46.53	\$48.86	\$51.31			
Human Resources Analyst	Hourly	\$42.42	\$44.55	\$46.78	\$49.12	\$51.58	\$54.16	\$56.87	\$59.72	\$62.71	\$65.85
Nature Center Mgr/Naturalist	Hourly	\$42.16	\$44.27	\$46.49	\$48.82	\$51.27					
Media Production Coordinator	Hourly	\$26.47	\$27.80	\$29.19	\$30.65	\$32.19					
Media Production Supervisor	Hourly	\$53.57	\$56.25	\$59.07	\$62.03	\$65.14					
Production Assistant II	Hourly	\$22.46	\$23.59	\$24.77	\$26.01						
Program Coordinator	Hourly	\$29.12	\$30.58	\$32.11	\$33.72	\$35.41					
Project Manager	Hourly	\$50.83	\$53.38	\$56.05	\$58.86	\$61.81	\$64.91	\$68.16			
Senior Business Manager	Hourly	\$53.57	\$56.25	\$59.07	\$62.03	\$65.14					
Sr Business Manager-Transit PI	Hourly	\$53.57	\$56.25	\$59.07	\$62.03	\$65.14					
Staff Assistant	Hourly	\$32.00	\$33.60	\$35.28	\$37.05	\$38.91	\$40.86	\$42.91	\$45.06		
Theatre Technical Coord	Hourly	\$24.77	\$26.01	\$27.32	\$28.69	\$30.13					
Theatre Technical Director	Hourly	\$30.08	\$31.59	\$33.17	\$34.83	\$36.58	\$38.41				
Transit Marketing Specialist	Hourly	\$33.91	\$35.61	\$37.40	\$39.27	\$41.24					
Workers' Comp Claims Examiner	Hourly	\$40.37	\$42.39	\$44.51	\$46.74	\$49.08					

Effective July 11, 2027

Pay Ranges	Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Ambulance Operator	Hourly	\$22.66	\$23.80	\$24.99							
Area G Executive Director	Hourly	\$70.98	\$74.53	\$78.26	\$82.18	\$86.29					
Booking Manager	Hourly	\$25.75	\$27.04	\$28.40	\$29.82	\$31.32					
Booking Manager, Asst	Hourly	\$21.63	\$22.72	\$23.86	\$25.06	\$26.32					
Bookkeeper	Hourly	\$25.75	\$27.04	\$28.40	\$29.82	\$31.32					
Box Office Manager	Hourly	\$25.75	\$27.04	\$28.40	\$29.82	\$31.32					
Business Manager	Hourly	\$47.58	\$49.96	\$52.46	\$55.09						
Capital Projects Construction Superintendent	Hourly	\$53.02	\$55.68	\$58.47	\$61.40	\$64.47	\$67.70	\$71.09			
Content Creator	Hourly	\$22.51	\$23.64	\$24.83	\$26.08	\$27.39	\$28.76	\$30.20			
Customer Service Rep	Hourly	\$20.84	\$21.89	\$22.99							
Emergency Medical Services Coordinator	Hourly	\$52.01	\$54.62	\$57.36	\$60.23	\$63.25	\$66.42	\$69.75	\$73.24	\$76.91	
Facility Operations Chief	Hourly	\$28.37	\$29.79	\$31.28	\$32.85	\$34.50	\$36.23				
Home Impr. Prog. Coordinator	Hourly	\$26.97	\$28.32	\$29.74	\$31.23	\$32.80	\$34.44	\$36.17	\$37.98		
Home Impr. Prog. Sup.	Hourly	\$39.52	\$41.50	\$43.58	\$45.76	\$48.05	\$50.46	\$52.99			
Human Resources Analyst	Hourly	\$43.80	\$45.99	\$48.29	\$50.71	\$53.25	\$55.92	\$58.72	\$61.66	\$64.75	\$67.99
Media Production Coordinator	Hourly	\$26.47	\$27.80	\$29.19	\$30.65	\$32.19					
Media Production Supervisor	Hourly	\$55.32	\$58.09	\$61.00	\$64.05	\$67.26					
Production Assistant II	Hourly	\$23.37	\$24.54	\$25.77	\$27.06						
Nature Center Mgr/Naturalist	Hourly	\$43.54	\$45.72	\$48.01	\$50.42	\$52.95					
Project Manager	Hourly	\$51.34	\$53.91	\$56.61	\$59.45	\$62.43	\$65.56	\$68.84			
Program Coordinator	Hourly	\$30.07	\$31.58	\$33.16	\$34.82	\$36.57					
Senior Business Manager	Hourly	\$55.32	\$58.09	\$61.00	\$64.05	\$67.26					
Sr Business Manager-Transit PI	Hourly	\$55.32	\$58.09	\$61.00	\$64.05	\$67.26					
Staff Assistant	Hourly	\$33.04	\$34.70	\$36.44	\$38.27	\$40.19	\$42.20	\$44.31	\$46.53		
Theatre Technical Coord	Hourly	\$25.58	\$26.86	\$28.21	\$29.63	\$31.12					
Theatre Technical Director	Hourly	\$31.06	\$32.62	\$34.26	\$35.98	\$37.78	\$39.67				
Transit Marketing Specialist	Hourly	\$35.02	\$36.78	\$38.62	\$40.56	\$42.59					
Workers' Comp Claims Examiner	Hourly	\$41.69	\$43.78	\$45.97	\$48.27	\$50.69					

ARTICLE 2 - COMPENSATION PROVISIONS

SECTION 2.1 BASE PAY AND STEP ADVANCEMENT

A. Starting Pay Rates

Original appointment to a position shall normally be made at the first step. Upon recommendation of the Department Head, and approval by the City Manager, initial compensation may be at a higher step within the range for the class.

B. Step Advancement

Salary step advancement within a pay range shall normally be on the first day of the nearest pay period to the anniversary of each year of service, to the maximum step of the base pay range. Step advancement shall be subject to a recommendation of the Department Head and concurrence of the City Manager based on satisfactory performance, and may be accelerated where outstanding performance may justify. (Advancement to the next step following such accelerated advancement shall normally be after 1 year in the case of base steps, and 2 years for extended steps.)

C. Accelerated Step Advancement

A Department Head may recommend to the City Manager early advancement of part or all of a basic pay or extended step based on outstanding performance.

D. Rate of Pay on Promotion

Upon promotion, any employee covered by this Resolution shall receive the lowest step in the new range which provides a minimum of 5% increase in base pay.

SECTION 2.2 EXTENDED STEPS

Pay steps in Section 1.1 marked as Extended Steps shall be implemented as outlined below:

- **Staff Assistant:** progressing to Steps 7 and 8 is reserved for Staff Assistants that independently manage programs which exceed the typical duties of the Staff Assistant classification at the discretion of the Department Head with approval by the City Manager.

SECTION 2.3 METHODS OF COMPENSATION

Compensation shall be earned on an hourly basis and shall be paid on a biweekly basis.

SECTION 2.4 REQUIREMENTS AS TO CONTINUITY OF SERVICE

- #### A.
- Service requirements for advancement within the pay range, industrial accident leave, long term disability, extended steps, holidays, and vacation shall be based on continuous and total service as an employee.

- B. Leaves of absence without pay for ten working days or less, and leaves with pay, shall not interrupt continuous service nor be deducted in computing total service and shall not interrupt continuous service.
- C. All unauthorized absences shall be grounds for disciplinary action except where it can be shown that the employee could not respond due to a bona fide emergency (the employee shall still be docked for any time not worked). Any unauthorized leave in excess of three consecutive workdays shall be grounds for discharge.
- D. The Area G Executive Director position shall remain in service as long as the participating Area G cities continue to participate in the funding of this position.

The Area G Executive Director shall serve at the will of the Area G Board of Directors.

SECTION 2.5 PREMIUM PAY

Employees assigned to work requiring specified duties which require skills and abilities not contemplated in the employee's normal assignment in the areas described in this Section shall receive premium pay only while so assigned. Such premium pay shall be for the hours actually worked in the assignment. All premium pay, and whether it is reported to CalPERS and included in an employee's PERSable compensation, shall be determined by CalPERS as prescribed under Title 2 CCR Section 571. Assignments and reassignments shall be made by the Department Head subject to the approval of the City Manager according to workload and skills required, and subject to any special provisions specified in this Section for any particular assignment.

- A. The Human Resources Director may designate one (1) Senior Human Resources Analyst to provide training to junior Human Resources Division staff, and for serving as trainer in Torrance University. The employee designated as "Trainer" will receive 5% training pay while so assigned at the discretion of the Human Resources Director with concurrence from the City Manager or his/her designee.
- B. Workers Compensation Claims Examiners who have received a State of California Self Insurance Administrators certificate shall receive a premium of 5%.
- C. Employee assigned to night shifts shall be paid a 5% premium of their base hourly pay. A night shift shall be defined as a shift in which ½ or more of the shift is scheduled to work after 4:00 p.m. or before 8:00 a.m. Such premium shall not be paid on top of overtime pay. Ambulance Operators are excluded from night shift differential pay.
- D. Ambulance Operators assigned as Field Training Officers (FTO) shall receive a premium of 10%. The selection process for the FTO shall be outlined by the department. Assignments shall be based on the decision of the department head. The Fire Chief or designee's decision shall be final and not grievable.

ARTICLE 3 - WAGE SUPPLEMENTAL BENEFITS

SECTION 3.1 EMPLOYEE INSURANCE

A. Cost of Medical Insurance for Active Employees

In compliance with the provisions of the Affordable Care Act, an employee who works more than thirty (30) hours per week on a regular basis over twelve (12) months will receive City paid health insurance. The City shall pay the applicable monthly PERS minimum employer contribution per employee for active employee health insurance. In addition to the PERS minimum employer contribution, the City shall provide active employees with an additional contribution. The aggregate amount shall be referred to as the "City Contribution".

Effective July 1, 2024

Medical Insurance for full-time employees:

	1 Party	2 Party	Family
City Contribution	\$597.68 per month	\$1,140.36 per month	\$1,595.96 per month

On the pay period including October 1, 2024 the City shall issue a one-time payment, for those currently eligible and receiving health insurance benefits as of July 1, 2024, in the following amounts based on enrollment tier: 1 party: \$484.08; 2 party: \$1,008.90; Family: \$1,196.28.

Medical Insurance for part-time employees:

	1 Party	2 Party	Family
City Contribution	\$345.12 per month	\$620.72 per month	\$781.08 per month

On the pay period including October 1, 2024 the City shall issue a one-time payment, for those currently eligible and receiving health insurance benefits as of July 1, 2024, in the following amounts based on enrollment tier: 1 party: \$242.04; 2 party: \$504.48; Family: \$598.14.

Effective January 1, 2025

Medical Insurance for all eligible employees:

	1 Party	2 Party	Family
City Contribution	\$678.36 per month	\$1,308.51 per month	\$1,795.34 per month

B. Cash In-Lieu Payment

1. Employees covered under this Resolution, that are eligible for health insurance benefits, who meet the following requirements will receive a cash-in-lieu payment of \$400 per month for as long as the employee opts-out of coverage:
 - a. The employee provides proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year for which the employee opts-out of City-offered coverage ("alternative required coverage").
 - b. The proof of coverage must show that the employee and all individuals in the employee's expected tax family have (or will have) the required MEC for the applicable period by signing and submitting an attestation to the City.
 - c. The employee must provide such reasonable evidence and attestation of alternative required coverage every plan year during open enrollment
 - d. The City will not provide the cash-in-lieu payment if it knows or has reason to know that the employee or tax family member does not have the alternative required coverage.

C. Retiree Insurance

The City shall pay the PERS mandated minimum employer health contribution per month per retiree who elects to participate in the PERS health insurance program towards medical insurance. The employer contribution will apply only toward the health insurance premium of one of the authorized PERS health insurance plans and has no cash value if not used in this manner. The PERS mandated minimum employer health contribution amount changes annually as directed by CalPERS.

D. Life Insurance

The City shall provide a \$50,000 group life insurance policy for all employees covered under this agreement.

E. Short/Long Term Disability

1. Employees shall be covered by the commercial short-term disability (STD) / long-term disability (LTD) program as follows:
 - a. An employee must request a medical leave of absence in connection with a request for such benefits.
 - b. After an elimination period, employees may be eligible to receive $\frac{2}{3}$ of their base pay under either STD or LTD as applicable under the guidelines of the commercial insurance policy.
 - c. All provisions of the plan are in accordance with the commercial insurance policy.
 - d. The City intends to maintain a commercial disability policy which covers the employees to a maximum of $\frac{2}{3}$ pay, to be coordinated with other benefits the employee may receive. If this coverage is no longer available, due to costs or

premiums or other market fluctuations, the parties will meet and confer to arrive at a means of maintaining the level of benefit.

F. Dental Insurance:

All employees covered by this agreement will receive two-party dental insurance. This benefit has no cash value if not used. If employees want to cover additional family members, additional insurance may be purchased.

G. Vision Insurance

All employees covered by this agreement will receive one-party vision insurance. This benefit has no cash value if not used. If employees want to cover additional family members, additional insurance may be purchased.

SECTION 3.2 RETIREMENT

A. Employees covered by this Resolution who work or are anticipated to work 1,000 hours of more in a fiscal year shall be covered by the California Public Employees Retirement System (PERS) 2% at 55 Plan. The benefits of that plan are covered by the current contract between the City of Torrance and PERS.

B. The City shall pay 7% of the employee's 7% contribution to PERS for employees covered by this Resolution. Such payments shall be reported simply as normal contributions, and shall be credited to member accounts. These contributions shall, at time of termination, belong to the employee. These contributions shall be reported to PERS as compensation as provided by SB 53.

C. Employees covered by this Resolution shall be covered by the highest single year retirement option.

D. The seven percent (7%) paid by the City shall be considered as employer-paid member contributions (EPMC) and the same percent (7%) will be reported to PERS as compensation earnable.

E. Effective August 29, 2010, all new hires shall be responsible for the employee's contribution to PERS, currently 7% of pay.

1. Section 3.2(B and D) would no longer be applicable.

F. In accordance with the provisions of the Public Employees Pension Reform Act (PEPRA), employees covered by this agreement hired on or after January 1, 2013 who do not qualify as "classic members" of PERS, shall be considered "new members" and shall be enrolled in the 2% at age 62 defined benefit formula with final compensation calculation period of three (3) consecutive years. Employees shall be responsible for fifty percent (50%) of the normal cost attributable to the applicable retirement formula.

Note: The definition of "classic member" or "new member" is established per the California Public Employees Retirement System (CALPERS).

SECTION 3.3 DEFERRED COMPENSATION

- A. Employees covered by this agreement shall be eligible to participate in a 457 plan.
- B. Upon retirement or termination, the employee shall have the option to defer the sick leave and vacation payoff into the 457 up to the annual limit of deferred savings allowable for that year under federal law.
- C. For active employees, the deferral program shall apply to the following:
 - 1. Cash out of vacation
 - 2. Cash out of sick leave

This deferral is up to the limits set by Federal Law and is exclusive of the PERS statutory minimum per month contributed by the City toward employee or eligible annuitant's medical insurance.

SECTION 3.4 INDUSTRIAL INJURY OR ILLNESS

The purpose of workers' compensation benefits is for the employee injured on duty to receive his/her usual salary while on authorized IOD leave. It is not the intent that, by virtue of the state mandated workers' compensation rate and the quirks of the tax system, injured workers' receive more than their normal take-home pay. Thus, it is the intent of the City to work towards an equitable manner of paying workers' compensation benefits that do not exceed the injured workers' base pay.

- A. An employee who sustains an injury or illness arising out of and occurring in the course of their employment with the City, shall be entitled to the following industrial accident leave for industrial injury at 85% of the regular salary rate:
 - 1. Up to three (3) months during the first two (2) years of employment.
 - 2. Up to six (6) months during the third (3rd) and fourth (4th) year of employment.
 - 3. Up to eight (8) months after four (4) years of employment.
 - 4. Said leave shall terminate upon return to work or when the injury is deemed permanent or stationary.
- B. Employees who are on industrial accident leave with pay as a result of an industrial accident shall continue to accrue seniority, receive holidays, and accrue vacation and sick leave benefits the same as if they had been present for duty.
- C. An employee on industrial leave shall be under the direction of the City subject to medical advice and shall be available at all times unless they receive specific permission from the City.

SECTION 3.5 SICK LEAVE

A. Sick Leave Use

An employee may use sick leave to care for themselves or family members in compliance with the City's Policy on Leaves of Absence in accordance with State and Federal Law. Such time shall be deducted from the existing sick leave accruals of the employee. In addition, employees may use sick leave for the following reasons:

1. Retirement Early Notification Incentive Program

An employee may use sick leave in accordance with the Retirement Early Notification Incentive Program requirements.

B. Accrual Rate:

Employees shall be granted six (6) hours each month of service (pro-rated on an hourly basis) to a maximum of 500 hours accrued sick leave.

C. Any hours of sick leave which would have been granted over 500 hours accrued sick leave shall be converted into cash payable in December of each year on the basis of one hour pay for each hour of unused sick leave. An employee who wishes to defer this amount must submit a written request to the Finance Department's Payroll Division no later than December 1.

1. An employee may convert any accrued sick leave in excess of 300 hours into cash or deferred income at the rate of one hour of pay for each hour of unused sick leave. Election must be made by completing the appropriate form prior to December 1. Such payments shall be made by the last paycheck issued in December.

D. Effect of Separation:

1. At the time of termination, except for disciplinary reasons involving public funds, after the appropriate years of service an employee shall have any accumulated sick leave converted by the City into cash or deferred income on the following basis:
 - a. After one year of service, each hour of accumulated sick leave shall equal $\frac{1}{4}$ the employee's hourly rate of pay;
 - b. After seven years of service, each hour of accumulated sick leave shall equal $\frac{1}{2}$ the employee's hourly rate of pay;
 - c. At retirement, each hour of accumulated sick leave shall be paid at the employee's hourly rate of pay.
2. Accumulated sick leave shall be paid at the hourly rate upon the death of an employee covered by this resolution regardless of years of service, to be paid to the employee's beneficiary.

3. Upon retirement or separation, the employee shall have the option to defer sick leave cash out into the City's 457 plan up to the annual limit of deferred savings allowable for that year under Federal law.

E. Employees covered by this agreement may participate in the Catastrophic Leave Program as a donor or recipient.

SECTION 3.6 HOLIDAYS

A. The following days shall be considered holidays with pay:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday, Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve.

B. Employees who are scheduled to work on a holiday shall be compensated at the rate of one-and-one-half times the regular hourly rate. This is in addition to the regular eight hours of holiday pay.

C. Holidays for 9/80 Participants

1. A holiday shall be a regular work shift (8-hour day = 8-hour holiday; 9-hour day = 9-hour holiday; 10-hour day = 10-hour holiday).
2. If a holiday falls on an eight-, nine- or ten-hour workday, the City will close and the employee will be off work and receive eight, nine or ten hours of holiday pay depending on their regular work schedule.
3. If a holiday falls on a 9/80 scheduled day off, the City will close and the employee will accrue eight hours of holiday leave which will be added to the employees vacation leave balance.
4. For those employees with weekends which consist of a Saturday and Sunday, the following shall apply:
 - a. If a holiday falls on a Saturday and the prior Friday is an eight-hour workday in which the employee is scheduled to work, the City will close and the employee will be off work and will receive 8 hours holiday pay.

If the holiday falls on a Saturday and the Friday before is the employee's 9/80 scheduled day off, the City will close on Friday and the employee will accrue eight hours holiday leave which will be added to the employee's vacation leave balance.

b. If a holiday falls on a Sunday, the Monday following will be observed, the City will close, and the employee will be off work and receive their regularly-scheduled hours for that day as holiday pay.

5. For those employees whose regularly-scheduled weekends are other than Saturday and Sunday, the following shall apply:

If the holiday falls on any scheduled day off, the employee shall receive eight (8) hours vacation leave.

6. If an employee is required to work a holiday specified in the Resolution, the language governing holiday worked will be used for computation of pay.

7. If an employee is scheduled to work on an actual calendar holiday which is not a City-observed holiday date, they will be paid at time-and-one-half for hours worked on the actual holiday. Employee will receive holiday pay on the City-observed holiday date. In addition, employee will be paid for hours worked on the observed holiday date (at straight time if they worked on **both** calendar and observed holidays and at 1½ times if they worked only on the observed holiday).

SECTION 3.7 VACATION LEAVE

A. Vacation:

Employees covered by this Resolution shall earn vacation as follows:

1. Commencing with employment at the rate of 8.67 working hours per month of service
2. With the 3rd year of service at the rate of 10 working hours per month of service
3. With the 5th year of service at the rate of 12.67 working hours per month of service
4. With the 10th year of service at the rate of 16.02 working hours per month of service
5. With the 21st year of service at the rate of 17.34 working hours per month of service
7. With the 25th year of service at the rate of 18 working hours per month of service

B. Use of Accruals

All paid time off for vacation is allocated on an hour-by-hour basis. Therefore, if an employee is off on a nine-hour day, the employee will be charged nine hours. If an employee is off on an eight-hour day, the employee will be charged eight hours.

C. Eligibility

Employees shall earn vacation only while receiving compensation from or through the City, and shall be prorated on an hourly-earned basis.

D. Scheduling

The time of taking vacation shall be determined by the employee with the approval of the Department Head, subject to review by the City Manager.

E. Maximum Accrual

Any hours of vacation leave which would have been granted but unused over 500 hours shall be automatically cashed down in December. Hours are converted into cash or 457 plan deferred income on the basis of one hour pay for each hour of unused vacation leave. An employee who wishes to defer this amount must submit a written request to the Finance Department's Payroll Division no later than December 1st

F. Effect of Separation

Any borrowed vacation or annual leave owed by a terminating employee shall be deducted from the employee's final pay, while any vacation owed to a terminating employee shall be added to the employee's final pay.

G. Pay for Vacation

An employee, subject to Department Head approval, may select either to receive pay or to defer into the 457 plan vacation leave up to a maximum of 80 hours per fiscal year (28 days prior notice must be given for such a request) if at least 40 hours remains on the books.

H. Effect of Holiday

When an authorized holiday occurs during a vacation leave period, such days shall not be deducted from earned vacation.

SECTION 3.8 BEREAVEMENT LEAVE

An employee may utilize Bereavement Leave in compliance with the City's Policy on Leaves of Absence in accordance with State Law.

SECTION 3.9 COMPASSIONATE LEAVE

An employee may utilize Compassionate Leave in compliance with the City's Policy on Leaves of Absence.

SECTION 3.10 JURY DUTY

An employee who is summoned for jury service shall be covered in compliance with the City's Policy on Leaves of Absence.

SECTION 3.11 FAMILY-SCHOOL PARTNERSHIP LEAVE

An employee may utilize Family-School Partnership Leave in compliance with the City's Policy on Leaves of Absence and in accordance with State Law.

SECTION 3.12 UNIFORM PROVISIONS

Where uniforms are required by the Department, such uniforms shall be provided for by the City. A failure to wear the required uniform shall be grounds for disciplinary action.

A. Ambulance Operators

Each Ambulance Operator at time of appointment will be sized for the following:

- 3 uniform shirts with Torrance Fire Department (TFD) patches and Ambulance Operator rockers
- 3 uniform pants
- 1 pair of work boots (only issued once)
- Jacket
- Brush jacket and work gloves
- Blue color fire helmet

SECTION 3.13 EDUCATIONAL MATERIALS ALLOWANCE

Effective September 8, 2024 the value of this educational materials allowance was included in the base salary grids in Section 1.1.

SECTION 3.14 VEHICLE ALLOWANCE

Employees in the classification of Area G Executive Director shall receive a monthly car allowance of \$370.00.

ARTICLE 4 - SPECIAL COMPENSATION PROVISIONS

SECTION 4.1 OVERTIME COMPENSATION

- A. Employees shall be compensated by pay at the rate of 1½ times the regular hourly rate of the employee for hours worked in excess of a regularly scheduled shift or work week. Employees who are regularly scheduled less than 80 hours per pay period shall be paid at the rate of 1½ times the regular hourly rate for hours worked in excess of 80 hours per pay period.
- B. Computation
- Overtime shall be computed for actual time worked except that an employee called-out after regular working hours for emergency work shall be compensated at the regular overtime rate for a minimum of two hours. (The minimum shall be increased to three hours if the employee is called out after 12:00 midnight and before 5:00 a.m.)
- C. Reporting Overtime

Employees are required to report overtime worked when they report their regular time for the pay period. An employee who fails to do so can be subject to discipline as the City is required to pay overtime on the payday following the end of the pay period when the overtime is performed.

D. Compensatory Time

An employee, subject to Department Head approval, may select to accrue compensatory time off at time and one-half of overtime worked. Such compensatory time can be accrued to a maximum of 80 hours.

SECTION 4.2 MOVE-UP ASSIGNMENT

A. Objective

The objective of this Section is to provide an equitable manner of paying employees for work done and responsibility assumed when that employee is moved up to a higher classification during a temporary absence of another employee.

B. Assignment

1. When an employee is temporarily absent from his job, another employee may be assigned by the Department Head or his designee to do the work of the absent employee.
2. The assigned employee need not possess the minimum qualifications for the positions of the absent employee.
3. An employee with a performance improvement plan and/or a "Below Standard" or "Unsatisfactory" performance evaluation in the preceding 12 months will not be considered. For purposes of this section, the employee's performance shall be considered Standard if they have not received an evaluation for more than a year.
4. The Department Head may permit the position to remain temporarily vacant, if, in their opinion, the public health, welfare, and safety are not jeopardized.
5. An employee may decline a move-up assignment.

C. Duration of Assignment

1. Any employee moved-up pursuant to this Section shall remain in the higher class until the incumbent returns to duty, subject to the following conditions:
 - a. Each such assignment shall not exceed 90 days duration.
 - b. If the work is not performed in a satisfactory manner, the Department Head may remove the employee who has moved-up and replace them with another employee or leave the position unfilled.

D. Priority for Move-Up

Priority for move-up assignments shall first be given to employees in the same Department and Division regularly-employed in a job title whom the Department Head or designee certifies is capable of performing the work of the absent employee.

E. Absence of Move-Up Employees

If a moved-up employee is absent, another employee may be assigned during such absence, subject to all provisions of this Section.

F. Move-Up Pay for Vacant Position

1. An employee moved-up pursuant to this Section shall be paid for all days worked in the higher class at a salary rate of the lowest step for such assigned position which will give the employee 5% or more than the current base salary of that employee.
2. For the purpose of this Section, four or more consecutive hours shall constitute a day.

SECTION 4.3 SUPERVISORY PAY POLICY

A supervisor shall receive no less than 5% over the base pay of any employee supervised.

SECTION 4.4 INACTIVE STATUS

Civil Service classifications are eligible to apply for inactive status:

Subject to the approval of the employee's Department Head, the City Manager and the Civil Service Commission, an employee may request inactive status.

- A. Such a request must be made before the termination of an employee or within thirty (30) days of such termination.
- B. The inactive status shall continue for no more than one (1) year.
- C. Inactive status shall qualify a past employee to be certified as a name in addition to the three (3) open eligibles for a vacant position in the classification from which they were separated.
- D. All employee benefits shall not accrue during such inactive status and the employee shall have a break in continuous employment.

ARTICLE 5 - WORKING CONDITIONS

SECTION 5.1 HOURS OF WORK

- A. Torrance City Hall operates on a 9/80 closed schedule.
- B. Other City Divisions not located in the City Hall complex may modify schedules for work groups to operate on either a 9/80 "Open" or 9/80 "Closed" schedule.

- C. Employees, not on a modified or 9/80 schedule, shall work a 40-hour work week. Employees may be assigned a fix schedule, including full-time and part-time schedules where needed. Additionally, employees may be placed on an as-needed schedule where they will fill open schedule assignments as needed by the City.
- D. Ambulance Operator Personnel:
 - 1. The Ambulance Operator Program is designed as an hourly position. Some of the Ambulance Operators will work a fixed 48/96 schedule and average 48 to 56 hours per week. Other Ambulance Operators will be assigned to a peak staffing day car and work a 40-hour work week. The 48-hour shifts are assigned based on a written request through the proper chain of command. Finally, Ambulance Operators can also be placed on an as-needed schedule where they are on-call and will fill open schedule assignments as needed.
 - 2. There will be occasions where a shift may end later than the specified time due to an EMS response of patient transfer issues.
 - 3. The Torrance Fire Department (TFD) shall focus upon developing Ambulance Operators toward the successful attainment of a full-time career in the fire service. Therefore, the length of employment for Ambulance Operator is limited to a time period not to exceed twelve (12) months. The Fire Chief is authorized to extend the 12-month period up to four times, for a maximum total service time of five (5) years in the Ambulance Operator position.

SECTION 5.2 LUNCH PERIODS

- A. Employees shall be entitled to a lunch period not to exceed one hour per regular workday or regular work shift.
 - 1. Such lunch period shall be without pay, as specified under Hours of Work, and may not be accumulated.
 - 2. The amount of time for lunch period and the procedure for taking lunch period shall be determined by Departmental rules and regulations.

SECTION 5.3 LEAVES OF ABSENCE

An employee may file a Request for Leave in compliance with the City's Policy on Leaves of Absence in accordance with State and Federal Laws.

ARTICLE 6 - GRIEVANCES

SECTION 6.1 DEFINITION OF GRIEVANCE.

A grievance is a complaint by one or more employees concerning the application or interpretation of ordinances, rules, policies, practices or procedures within the scope of this Agreement affecting employee's wages, hours and working conditions.

SECTION 6.2 SCOPE OF GRIEVANCE PROCEDURE

This procedure shall be used to resolve every grievance for which no other methods of solution are provided by law; provided, however, that it shall not include a complaint arising from disciplinary action.

A. Procedure:

1. First Step: Supervisory Level

The grievance must be presented in writing on a form provided by the City. The first section of the form must be completed fully by the employee or representative. If the grievant fails to set forth with specificity the rule, policy, practice or procedure violated, the facts which support the alleged violation, the time the alleged violation occurred and the remedy sought, the grievance will be rejected and cannot be processed further. The employee(s) and/or the representative(s) must notify the supervisor when an issue is to be processed in accordance with this grievance procedure.

2. The aggrieved employee(s) and/or a representative shall meet and consult with the employee's immediate supervisor.
3. The immediate supervisor may ask for a superior to participate.
4. If a grievance is not resolved by the end of the third full working day, after being received by the immediate supervisor, the employee may within 10 working days appeal in writing to the Department Head on a form provided by the City.
5. If a grievance is against a Department Head, the employee shall appeal in writing to the City Manager.

B. Second Step: Department Head Level

1. The aggrieved employee(s) and/or a representative(s) shall meet and consult with the employee's Department Head, or City Manager if grievance is against Department Head.
2. The Department Head may require the employee's superiors to be present at such conference.
3. If the grievance is not resolved by the end of the fifth full working day after being received by the Department Head, the employee may within 10 working days appeal in writing to the City Manager.

C. Third Step: City Manager Level

1. The aggrieved employee(s) and/or a representative(s) shall meet and consult with the City Manager or a designee.
2. The City Manager may require the Department Head to be present at such conference.

3. If the grievance is not resolved satisfactorily by the end of the fifth full working day after being received by the City Manager, the employee may within 10 working days appeal in writing through the City Manager for binding arbitration.

D. Fourth Step: Arbitration

1. As soon as is possible, and in no case later than ten (10) working days after receipt of an appeal, the City Manager or a designee shall request a list of seven (7) names from the American Arbitration Association.
2. Representatives of Management and of Certain Full Time Salaried and Hourly Employees will select an arbitrator within three working days from receipt of the list. If agreement cannot be reached from among these names, each of the parties shall strike names from the list in rotation until only one name remains. Priority in striking shall be decided by the flip of a coin.
3. The decision of the arbitrator shall be final. Such decision shall not add to or otherwise modify the language of this Agreement.

SECTION 6.3 GENERAL GRIEVANCE PROVISIONS

- A. All time periods specified in this Section may be extended by mutual consent of the aggrieved employee(s) or his representative(s) and the Management representative involved. This extension shall be done in writing.
- B. The aggrieved employee(s) and representative(s) shall be allowed reasonable time to participate in the grievance proceedings without loss of pay for the time so spent. (For the purpose of Workers' Compensation and retirement, any City employee involved shall be considered on duty during any grievance procedure.)
- C. Cost of arbitration shall be equally shared by the parties.
- D. A grievance shall be considered untimely if not presented by the employee within 30 calendar days of the alleged grievance or within 30 days of its effect upon the employee in those instances where it is shown that the employee could not reasonably have known of the grievable action.
- E. All grievances must be on a form provided by the City.
- F. The grievant is entitled to competent representation of his choice.
- G. Employees are assured freedom from reprisal for using this grievance procedure.
- H. An employee who has initiated a grievance, or assisted another employee in initiating and/or processing a grievance shall not in any way be coerced, intimidated or discriminated against.
- I. All parties participating in the grievance process shall be required to produce truthful information.

- J. Failure on the part of the grievant or his/her representative to participate in good faith at any point during the grievance process shall render the grievance abandoned.
- K. If the City fails to respond within the time lines as set forth above, or in good faith the grievant may proceed automatically to the next step.
- L. At each level of the grievance, the Management representative shall indicate whether the grievance is being denied, rejected as not being grievable, or that it is not within the scope of that person to remedy, or that there was no violation.

SECTION III SEVERABILITY


If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.


INTRODUCED, APPROVED, and ADOPTED this 7th day of April 2026.



 Mayor George K. Chen

APPROVED AS TO FORM:
 PATRICK Q. SULLIVAN, City Attorney

by: 
 Tatia Y. Strader, Assistant City Attorney

ATTEST: 

 Rebecca Poirier, MMC, City Clerk

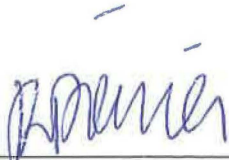
TORRANCE CITY COUNCIL RESOLUTION NO. 2026-31

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF TORRANCE)

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 7th day of April 2026 by the following roll call vote:

AYES:	COUNCILMEMBERS	Gerson, Kaji, Kalani, Lewis, Mattucci, Sheikh, and Mayor Chen.
NOES:	COUNCILMEMBERS	None.
ABSTAIN:	COUNCILMEMBERS	None.
ABSENT:	COUNCILMEMBERS	None.

Date: 4/14/26



Rebecca Poirier, MMC
City Clerk of the City of Torrance