

## **ADMINISTRATIVE ORDER NUMBER 2-9**

### **SUBJECT: Retirement Calculations for Deleted Class Titles**

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**Responsible Department: Personnel Services**

**Department Date Issued: December 1, 1998**

**Date Revised: December 15, 2015**

**Approved: *Signature on File***

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### **Purpose**

Fresno Municipal Code Section 3-205, "Deletion of Classes," requires that benchmarks be established, by Council Resolution, for retirement calculation purposes whenever a class title is deleted from the Salary Resolution. The Code section also requires that notification be provided to employees and recognized organizations in advance of presentation of a Resolution to the City Council. This is the Code-required notification process.

### **Policy**

The Department of Personnel Services shall notify recognized employee organizations and/or affected employees of the proposed retirement benchmark prior to recommending that a class be deleted from the Salary Resolution.

### **Procedures**

Whenever an amendment to the City Salary Resolution includes a recommendation to delete one or more class titles, a Resolution shall be prepared for Council adoption for the purpose of establishing a benchmark(s) and a pay comparison for the deleted class(es). Prior to presentation to the City Council, staff shall notify the recognized representative of the bargaining unit that represents employees in the class(es) recommended for deletion, or if the class is in a non-represented unit, employees in the class, of the date the Resolution will be on the Council Agenda, the benchmark class, and, if applicable, the percentage that should be added to, or subtracted from, the salary range for the benchmark class.

Sufficient time shall be provided between notification of the recognized representative or employee(s) and submission of the item on the Council Agenda to allow for consultation between the representative or employee(s) and the Personnel Services Department prior to action by the Council.

Following approval by the City Council of the Resolution establishing benchmark(s), a copy of the Resolution shall be provided to the Retirement Office for its official records.