



Staff Report

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**File #:** 23-0279

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 04/05/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Human Resources Department

**SUBJECT:**

SIDE LETTER BETWEEN THE CITY OF CORONA AND CORONA PUBLIC SERVICE EMPLOYEES ASSOCIATION TO CHANGE PROVISIONS FOR THE ANIMAL CARE TECHNICIAN CLASSIFICATION

**EXECUTIVE SUMMARY:**

The staff report asks the City Council to approve the Side Letter with Corona Public Service Employees Association to add the classification of Animal Care Technician to receive Animal Control Trainer pay as the position was inadvertently left out of the Corona Public Service Employees Association Memorandum of Understanding. Additionally, the Side Letter of Agreement will also correct the classification titles receiving a uniform allowance.

**RECOMMENDED ACTION:**

**That the City Council** authorize the City Manager, or his designee, to approve the attached Side Letter of Agreement modifying the 2021-2024 Memorandum of Understanding between the Corona Public Service Employees Association.

**BACKGROUND & HISTORY:**

In the current 2021-2024 Memorandum of Understanding (MOU) between the City of Corona and Corona Public Service Employees Association (CPSEA), Article 5 - Additional Compensation, Section 5.2.2 - Police Department Animal Control Trainer states the following: "Animal Control Officers assigned as trainers will be compensated \$50.00 for each thirty (30) days of training provided on a cumulative basis."

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation (2 CCR §571), the monetary value of this pay to Animal Control Officers shall be reported to CalPERS as Special Compensation. The parties agree that this pay is described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as "Training Premium," a type of reportable special compensation. However, it is ultimately CalPERS who determines whether any form of pay is

reportable special compensation.

**ANALYSIS:**

When Human Resources implemented the new Compensation and Classification Plan in March 2022, the following changes were made to the job titles in the Animal Shelter within the Police Department:

<b>Prior Title</b>	<b>New Title</b>
Animal Care Officer I	Animal Care Technician
Animal Care Officer II	Animal Control Officer

Section 5.2.2 of the current CPSEA MOU does not specify which level of Animal Control Officer is eligible to receive the Training Assignment Pay, which was not a problem until the title of Animal Control Officer I changed to Animal Care Technician. The purpose of the proposed CPSEA Side Letter is to add the classification of Animal Care Technician to Section 5.2.2 of the CPSEA MOU and reinstate Animal Control Trainer pay to the correct classifications.

In addition to the above, the Side Letter will also correct the classifications eligible to receive a uniform allowance. The classifications stated under Section 5.9.2 of the CPSEA MOU to receive uniform allowance include the Animal Care Attendants. The correct classification is Animal Care Technician. The Animal Care Attendant is a part-time position, not represented by CPSEA, and does not receive a uniform allowance as it is a part-time position.

Human Resources is in support of these non-substantive changes.

**FINANCIAL IMPACT:**

The training assignment pay is \$50 for each thirty (30) days. An employee working in this role is assigned for approximately three to four months, with costs of approximately \$172-\$229 per assignment. Fiscal Year 2023 costs will be absorbed within the current Police Department's operating budget. Future costs will be included in the annual budget process.

The correction for classifications receiving uniform allowance will not have a budgetary impact. The Animal Care Technician positions are budgeted appropriately for uniform allowance, as this was an inadvertent oversight in finalization of the MOU.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. This action will reinstate Training Assignment Pay to create equity among both the Animal Control Officer and Animal Care Technician. This activity is not subject to CEQA and there is no possibility that the acceptance of this report will have a significant effect on the environment.

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**PREPARED BY:** REBECCA CHRISTOPHER, HUMAN RESOURCES SUPERVISOR

**REVIEWED BY:** ANGELA RIVERA, CHIEF TALENT OFFICER

**Attachment:**

1. Exhibit 1 - Side Letter to the 2021-2024 CPSEA MOU