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DATE: June 20, 2023

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Travis Sanborn, Finance Director

SUBJECT: Authorize the City Manager to Execute a Special Salary Adjustment

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IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to Execute a Special Salary Adjustment for Police Corporal Landry per the *Rio Dell Employee Handbook Section 3.34 Special Salary Adjustment*.

BACKGROUND AND DISCUSSION:

The Rio Dell Employee Handbook states that no one other than the City Manager has the authority to enter into any employment or other agreement that modifies City policy. Section 3: *Employment Classification, Practices, and Procedures* subsection 34: *Special Salary Adjustments* expounds the policy for Special Salary Adjustments.

Special Salary Adjustments may be made by the City Manager to “obtain persons with markedly superior qualifications.”

The City has an urgent need to retain staff in the police department to ensure public safety continuity. It is the staff’s recommendation that the City Council approve the City Manager to execute a Special Salary Adjustment for Corporal Landry pursuant to Section 3.34 of the Rio Dell Employee Handbook.

ATTACHMENTS:

Section 3.34 (page 24) of the Rio Dell Employee Handbook

This section, including, but not limited to, the probationary period, does not alter the at-will relationship between the City and its employees. Specifically, any employee may be terminated and any employee may terminate their employment with the City with or without cause as described elsewhere in this manual.

### **3.32 RESIDENCY**

Persons accepting full-time employment in the service of the City in an on-call or emergency service position may be required to establish residency within ninety (90) days of the date of employment within thirty (30) minutes driving time of place of work when in the determination of the Department Head or City Manager such response time is warranted by the employee's duties. "Driving Time" assumes conformance with traffic laws and regulations.

### **3.33 RETURN OF PROPERTY**

The City may loan employees property, materials or written information to help employees do their job. Employees are responsible for protecting and controlling any property the City loans employees.

Upon termination of employment with the City, an employee must return all City property immediately.

City property must be returned by the employee prior to the final paycheck being released, except where the law otherwise requires. The City may also take legal action to get back its property.

### **3.34 SPECIAL SALARY ADJUSTMENTS**

The City Manager may approve salary adjustments of employees to obtain persons with markedly superior qualifications. City Council approval is required to correct salary inequities and recognize outstanding performance.

This action must be documented by filing a Personnel Action Form with the payroll clerk.

### **3.35 SKILLS RETENTION**

Each employee shall be responsible for maintaining the knowledge, skills, abilities, and physical condition necessary to perform the duties and responsibilities for which he or she is employed.

### **3.36 TERMINATION, DISCIPLINE AND RULES OF CONDUCT**

1. Termination
  - a. Voluntary Termination

The City will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following: