

# EXECUTIVE EMPLOYEES BENEFIT MATRIX

## ATTACHMENT "A"

### Cost of Living Adjustments

The following unadjusted base salary increases shall be provided to all Executive Employees:

- a) Retro-active to the first payroll period commencing on or after July 1, 2014 – 1%
- b) Effective the first payroll period commencing on or after January 1, 2015 – 2%
- c) Effective the first payroll period commencing on or after July 1, 2015 – 2%
- d) Effective the first payroll period commencing on or after July 1, 2016 – 2%

### Insurances/Supplemental Wage Payments

#### Benefits Plan

Effective April 6, 2016, the City will contribute a sum not to exceed \$1,700.00 per month for each Executive employee towards benefits as detailed below:

The employee is required to maintain a minimum coverage for himself/herself in a plan of his or her choice, unless the employee can show proof of adequate health insurance coverage through another source. In instances where the employee's medical insurance premium is less than the City's monthly contribution, such employee will have an option to have the excess monies placed toward an existing benefit program. These options include:

1. Placement in a City provided health insurance plan for self, two (2) party or family coverage.
2. Placement in a City provided dental insurance plan for self, two (2) party or family coverage.
3. Placement spread over a combination of the options listed above.
4. Elect to receive any excess monies in cash, which will be considered as taxable income, or
5. Elect to place the excess cash monies in a City provided deferred compensation program.

#### Vision Plan

Effective July 1, 2014\*, the City will provide a vision plan, and will contribute up to a maximum premium cost of \$34.05\* per month.

#### Life Insurance

The City will provide term life insurance in the face amount of \$100,000.

\*Correction made to Vision Plan *effective date* and *maximum premium* due to clerical error.

### Vehicle/Vehicle Allowance

Effective April 6, 2016, the City will provide an Executive employee the choice to receive a City-owned vehicle or will provide an amount of \$400.00 per month vehicle allowance for those Executive employees who choose to utilize their own personal vehicle for City business.

### Cell Phone Allowance

Effective April 6, 2016, the City will provide an Executive employee an amount of \$100.00 per month for use of a personal cell phone for City business.

### Long-Term Disability and Short Term Disability

The City will provide long-term and short-term disability insurance coverage as set forth in the plan on file in the Personnel Services Office.

### Retirement – Miscellaneous Employees

Effective July 1, 2005, the City will amend the City's contract with the Public Employees' Retirement System (PERS) to provide benefits at the 2.7% at 55 formula for the Local Miscellaneous Employees and to incorporate employee shared participation towards the contributions of said retirement benefit.

On June 30, 2007 – Employees will pay 3% and the City will pay 3.766% increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas) of their base salary. The employee's cost will be reflected after the pay period ending date of June 30, 2007.

All such employee contributions shall be deposited in the member's retirement account.

- CalPERS Member contribution- Miscellaneous Employees:
  - Effective as soon as reasonably practical and consistent with CalPERS documentary requirements, the City shall amend its contract with CalPERS consistent with unit employees agreeing to pay an additional 5% towards the 8% of the member contribution in exchange for an offset wage increase of the same amount.

### Retirement – Sworn Employees

The City will pay 100% of the employee's contribution to the CalPERS retirement program and provide retirement benefits at the 3% at 50 formula as currently specified under the City's contract with the California Public Employees' Retirement System. All such employee contributions shall be deposited in the member's retirement account.

- CalPERS Member contribution- Sworn Employee:
  - Effective as soon as reasonably practical and consistent with CalPERS documentary requirements, the City shall amend its contract with CalPERS

consistent with executive employees agreeing to pay 9% of the member contribution in exchange for an offset wage increase of the same amount.

## Attendance and Leaves

### Sick Leave

The general policy for sick leave will be as set forth, for all full-time employees, in Section 11.4 of the Personnel Rules.

Sick leave will accrue at the rate of 3.6923 hours on a biweekly basis and shall be debited on an hourly basis.

Effective September 7, 1994, each eligible employee shall elect their maximum sick leave hours accrual. Dependent upon the total number of currently accrued sick leave hours, the maximum sick leave hours accrual may be set at 300 hours, 600 hours or 900 hours. If an eligible employee wishes to elect a maximum sick leave accrual level that is at a higher level than their closest currently accrued sick leave hours, they may do so. The maximum accrual elected by the eligible employee will be irrevocable.

When an employee's service with the City is terminated for any reason, no compensation shall be paid for the unused sick leave hours accrual bank.

### Annual Sick Leave Incentive

Sick leave shall accrue on hourly basis of eight (8) hours per month and shall be debited on an hourly usage basis. Each January 1, eligible employees will commence to accrue sick leave hours above their prior elected sick leave hours bank (300, 600 or 900).

At the close of the calendar year, each eligible employee will receive 75% of the unused portion of sick leave hours as compensation, calculated at their then straight time hourly rate. Payment will be made at the next closest pay period.

### Vacation

All Executive employees shall accrue vacation leave in accordance with the following:

- a. Employees having less than five (5) years service with the City: 3.6923 hours on a biweekly basis for time actually worked.
- b. Employees having more than five (5) years service but less than ten (10) years service with the City 4.6154 hours on a biweekly basis for time actually worked.
- c. Employees having more than ten (10) years but less than fifteen (15) years service with the City: 5.5385 hours on a biweekly basis for time actually worked.
- d. Employees having more than fifteen (15) years but less than twenty (20) years service with the City: 6.4615 hours on a biweekly basis for time actually worked.

- e. Employees having over twenty (20) years service with the City: 7.3846 hours on a biweekly basis for time actually worked.

Employees will be entitled to utilize accrued vacation leave after completion of six (6) months continuous employment with the City.

#### Bereavement Leave

Each Executive employee shall receive the equivalent of three (3) working days per incident, as needed, for a death in his or her immediate family. Immediately family shall mean and include only the employee's spouse, children, step-children, parents, spouse's parents, grandparents, spouse's grandparents, brothers and sisters. Said time will not be cumulative from one twelve month period to another nor will pay in lieu of unused leave for bereavement be provided.

#### Administrative Leave

Effective July 1, 2004, each Executive employee shall receive a maximum of seventy-two (72) hours of administrative leave with pay each fiscal year. Unused time at the end of each fiscal year, June 30, will be paid during the following month of July with said time being calculated at their then straight time hourly rate.

#### Holidays

All Executive employees are currently working on an alternate work schedule of four (4) days, ten (10) hours. While assigned to such work schedule, the following days shall be observed as holidays:

January 1<sup>st</sup>, the third Monday in February; the last Monday in May; July 4<sup>th</sup>; the first Monday in September; November 11<sup>th</sup>; the fourth Thursday in November; December 24<sup>th</sup>; December 25<sup>th</sup>; and such other days as may be designated as holidays by motion of the City Council.

If any of the foregoing holidays falls on a Friday and/or Saturday, the holiday will not be observed on the preceding Wednesday or Thursday. If any of the holidays fall on a Sunday, the Monday following is the holiday in lieu thereof.

#### Floating Holidays

For each Executive employee working the 4/10 plan such employee will receive two (2) ten (10) hour days of floating leave, for a total of 20 hours.

#### Holiday Bank

At the beginning of each calendar year, the City will determine how many of the set holidays fall on a Friday and/or Saturday. An employee will be credited with an equivalent number of hours of holiday time ("Holiday Bank"). Each affected employee will also be credited with the above floating holidays. For Executive Employees working the four (4) day, ten (10) hour alternate work schedule, the holiday bank will be calculated at ten (10) hours per holiday.

Employees may accumulate up to a maximum of one hundred (100) hours of holiday bank time. Each January 1, such excess hours will be removed from the employee's holiday bank hours accrual, calculated at their then straight time hourly rate and placed in a holiday hours bank to be paid no later than June 30 of the same year.

If an employee separates employment from the City, and has used holiday bank time prior to the occurrence of the actual holiday, he/she will have his/her vacation bank, administrative leave and/or final paycheck reduced to reflect the excess holiday bank time used.

If an employee separates employment from the City, and has not used any eligible accrued holiday bank time, he/she will be paid for such eligible holiday bank time at his/her straight time rate.

#### Compensation for Accrued Leave Time

Notwithstanding the maximum accruals established for vacation, administrative leave and holiday bank, Executive employees may accrue up to a maximum of three (3) months of additional paid leave time composed of a combination of vacation, administrative leave and/or holiday bank time.

#### Deferred Compensation

Effective April 6, 2016, the City will contribute \$100.00 per month to each employee into a City sponsored 457 Plan on a pre-tax basis.

## UNCLASSIFIED MANAGERS' BENEFITS MATRIX

### ATTACHMENT B

#### Cost of Living Adjustments

The following unadjusted base salary increases shall be provided to all Executive Employees:

- e) Retro-active to the first payroll period commencing on or after July 1, 2014 – 1%
- f) Effective the first payroll period commencing on or after January 1, 2015 – 2%
- g) Effective the first payroll period commencing on or after July 1, 2015 – 2%
- h) Effective the first payroll period commencing on or after July 1, 2016 – 2%

#### Insurances/Supplemental Wage Payments

#### Benefits Plan

Effective during the payroll period commencing January 2, 2005, the City will contribute to each employee a sum not to exceed the following towards benefits as detailed in this section.

January 2, 2005 through July 2, 2005	\$750.00/month
July 3, 2005 through July 1, 2006	\$800.00/month
July 2, 2006 through June 30, 2007	\$900.00/month
July 1, 2007	\$950.00/month
April 6, 2016	\$1000.00/month

The employee is required to maintain a minimum coverage for himself/herself in a plan of their choice unless the employee can show proof they have adequate health insurance coverage through another source. In instances where the employee's medical insurance premium is less than the City's monthly contribution, such employee will have an option to have the excess monies placed toward an existing benefit program. These options include:

- 6. Placement in a City provided health insurance plan for self, two (2) party or family coverage.
- 7. Placement in a City provided dental insurance plan for self, two (2) party or family coverage.
- 8. Placement spread over a combination of the options listed above.
- 9. Elect to receive any excess monies in cash, which will be considered as taxable income, or

10. Elect to place the excess cash monies in a City provided deferred compensation program.

#### Vision Plan

The City will provide a vision plan to all affected employees, and will contribute up to a maximum premium cost of \$34.05\* per month. If the premium exceeds the amount, then the employee shall be responsible to pay the difference in excess of \$34.05.\*

#### Life Insurance

The City will provide term life insurance in the face amount of \$60,000.00.

The City will provide a supplemental life insurance program to enable employees to purchase additional life insurance at the employee's cost and no contribution from the City.

#### Dental Plan Enhancement

Effective June 1, 1993, the City will provide for the dental plan enhancement of orthodontics to the "Reimbursable Plan Choice" of the City's dual choice dental plan. Additional cost for this enhancement will be paid for by the City. Those affected individuals currently enrolled in the "Pre-paid Plan Choice" presently receive this benefit.

#### Long-Term Disability and Short Term Disability

The City will provide each employee with long-term disability insurance coverage as set forth in the plan on file in the Human Resources Office. Effective June 1, 1993, affected employees will be eligible to receive benefits commencing on the 31<sup>st</sup> day of non-work related injury or illness, and employees will be eligible to receive a maximum benefit of 66 2/3% of their current base salary up to a maximum of \$5,000 per month.

#### Retirement

The City will pay 100% of the employer's contribution to the CalPERS retirement program and provide retirement benefits as currently specified under the City's contract with the California Public Employees Retirement System.

Effective July 1, 2005, the City will amend the City's contract with the Public Employee's Retirement System (PERS) to provide benefits at the 2.7% at 55 formula for the Local Miscellaneous Employees and to incorporate employee shared participation towards the contribution of said retirement benefit. The employee shared participation of contributions shall be implemented as follows:

On June 30, 2007 – Employee's will pay 3% and the City will pay 3.766% increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas) of their base salary. The employee's cost will be reflected after the pay period ending date of June 30, 2007.

\*Corrections made to Vision Plan *effective date* and *maximum premium* due to clerical error.

All such employee contributions shall be deposited in the member's retirement account.

The City will continue to pay the current employee's contribution of seven (7%) of the employee's base salary to the Public Employees' Retirement System in addition to the allocated percentage for the increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas)

Effective as soon as reasonably practical and consistent with CalPERS documentary requirements, the City shall amend its contract with CalPERS consistent with unit employees agreeing to pay an additional 5% towards the 8% of the member contribution in exchange for an offset wage

### Bilingual Pay

Effective July 5, 2005, the City agrees to increase the bilingual pay amount from seventy-five dollars (\$75.00) to one hundred dollars (\$100.00) per month to a person who is capable of speaking, reading, writing and/or interpreting the language of Spanish, Chinese, Japanese, Vietnamese, Tagalog and Signing. Qualifying tests established by the City shall make determination of capability. Re-testing of individuals will be required to determine bilingual capability in the above stated languages. Only those individuals who score at the level of "Good" or better will be eligible for Bi-lingual pay.

### Monthly Phone Allowance

Effective April 6, 2016, the City agrees to implement a monthly cellular telephone allowance of \$50.00 per month.

### Attendance and Leaves

#### Sick Leave

The general policy for sick leave will be as set forth, for all full-time employees, in Section 11.4 of the Personnel Rules.

Sick leave will accrue at the rate of 3.6923 hours on a biweekly basis and shall be debited on an hourly basis.

Each eligible employee shall elect his/her maximum sick leave hours accrual. Dependent upon the total number of currently accrued sick leave hours, the maximum sick leave hours accrual may be set at 300 hours, 600 hours or 900 hours. If an eligible employee wishes to elect a maximum sick leave accrual level that is at a higher level than their closest currently accrued sick leave hours, they may do so. The maximum accrual elected by the eligible employee will be irrevocable. Once the election is made by the employee, such excess hours will be removed from the employee's sick leave hours accrual, calculated at their then straight time hourly rate and placed into a sick leave hours bank to be paid at 75% of the total value, with the timing and method of payment to be determined by the City.

When an employee's service with the City is terminated for any reason, no compensation shall be paid for the unused sick leave.

### Annual Sick Leave Incentive

Sick leave shall accrue on hourly basis of eight (8) hours per month and shall be debited on an hourly usage basis. Each January 1, eligible employees will commence to accrue sick leave hours above their prior elected sick leave hours bank (300, 600 or 900). At the close of the calendar year, each eligible employee will receive 75% of the unused portion of sick leave hours as compensation, calculated at their then straight time hourly rate. Payment will be made at the next closest pay period.

### Bereavement Leave

Each classification represented by the Association shall receive the equivalent of their workweek per incident, as needed, for a death in their immediate family. Immediate family shall mean and include only the employee's spouse, children, stepchildren, foster children, grandchildren, parents, grandparents, brothers, sisters, State Registered Domestic Partner and spouse's Parents and spouse's grandparents. Said time will not be cumulative from one twelve month period to another nor will pay in lieu of unused leave for bereavement is provided.

### Vacation

Employees will be entitled to utilize accrued vacation leave after completion of six (6) months continuous employment with the City. Employees may be eligible to utilize accrued vacation leave at an earlier time, upon written request to and approval of their department head.

The times during which an employee may take his/her vacation leave shall be determined by the department head with due regard for the wishes of the employee and for the needs of the service.

Employees shall, each calendar year, be required to take a minimum of forty (40) consecutive hours vacation leave. In addition, an employee may, with approval of the appointing authority, use vacation leave in lesser increments during the calendar year.

Employees may accumulate up to a maximum of two (2) vacation periods in any one calendar year for the purpose of a vacation leave. A vacation period is defined as the maximum amount of vacation leave accrued by an employee in any calendar year, in accordance with Subsections (a), (b), (c), (d) and (e), as stated below.

- a. Employees having less than five (5) years of employment (vacation accrual = 96 hours per year) the maximum amount of vacation that may be accumulated shall be 192 hours.
- b. Employees having more than five (5) years of service but less than ten (10) years of employment (vacation accrual = 120 hours per year), the maximum amount of vacation that may be accumulated shall be 240 hours.

- c. Employees having more than ten (10) years but less than fifteen (15) years of employment (vacation accrual = 144 hours per year), the maximum amount of vacation that may be accumulated shall be 288 hours.
- d. Employees having more than fifteen (15) years but less than twenty (20) years of employment (vacation accrual = 168 hours per year), the maximum amount of vacation that may be accumulated shall be 336 hours.
- e. Employees having over twenty (20) years of employment (vacation accrual – 192 hours per year). The maximum amount of vacation that may be accumulated shall be 384 hours.

If the employee, because of business necessity, is not able to utilize excess accrued vacation hours, upon written request to, and approval of the Department Head, an employee will be given an extension in order to take his/her vacation. In cases where the employee forfeits vacation leave time at the request of the City, upon approval of the Chief Executive Officer or designated representative(s), said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/her vacation or to avoid any conflicts.

Employees will be entitled to utilize accrued vacation leave after completion of (6) months continuous employment with the City. Employees may be eligible to utilize accrued vacation leave at an earlier time, upon written request to and approval of their department head.

The times during which an employee may take his/her vacation leave shall be determined by the appointing authority with due regard for the wishes of the employee and for the needs of the service.

Employees will be notified on a quarterly basis of their current and potential maximum vacation hours accrual for the calendar year to assist them in the reduction of excess accrued vacation hours.

In the event a legal holiday falls during a vacation leave, such holiday shall not be charged as vacation leave, and the vacation leave shall be extended or accredited accordingly.

Employees who separate from the service of the City shall be eligible to receive compensation for all unused, accrued vacation leave.

#### Administrative Leave

Effective July 1, 2004 each employee shall receive a maximum of fifty (50) hours of administrative leave with pay each fiscal year. The use of such leave shall be at the reasonable discretion of the employee

Unused time at the end of each fiscal year, June 30, will be paid during the following month of July with said time being calculated at their then straight time hourly rate.

### Holidays

For employees working a 4/10 plan, the following days shall be observed as holidays:

January 1<sup>st</sup>, the third Monday in February; the last Monday in May; July 4<sup>th</sup>; the first Monday in September; November 11<sup>th</sup>; the fourth Thursday in November; December 24<sup>th</sup>; December 25<sup>th</sup>; and such other days as may be designated as holidays by motion of the City Council.

If any of the foregoing holidays falls on a Friday and/or Saturday, the holiday will not be observed on the preceding Wednesday or Thursday. If any of the holidays fall on a Sunday, the Monday following is the holiday in lieu thereof.

### Floating Holidays

Employees working a 4/10 plan will receive two (2) ten (10) hour days of floating leave, for a total of twenty (20) hours.

### Holiday Bank

At the beginning of each calendar year, the City will determine how many of the set holidays fall on a Friday and/or Saturday. An employee will be credited with an equivalent number of hours of holiday time ("holiday bank"). Each affected employee will also be credited with the above floating holidays. The actual date for the use of such leave shall be subject to the approval of the Chief Executive Officer. This holiday bank leave can be used in hourly increments and combined with other leave. Employees may accumulate up to a maximum of one hundred (100) hours of holiday bank time.

If an employee, because of business necessity, is not able to utilize accrued holiday bank hours, upon written request to, and approval of the Chief Executive Officer, the employee will be paid for any excess hours over his/her maximum holiday bank hours accrual. Each January 1, such excess hours will be removed from the employee's holiday bank hours accrual, calculated at their then straight time hourly rate and placed in a holiday hours bank to be paid not later than June 30 of the same year.

If an employee separates employment from the City, and has used holiday bank time prior to the occurrence of the actual holiday, he/she will have his/her vacation bank, administrative leave and/or final paycheck reduced to reflect the excess holiday bank time used.

If an employee separates employment from the City, and has not used any eligible accrued holiday bank time, he/she will be paid for such eligible holiday bank time at his/her straight time rate.

### Deferred Compensation

Effective April 6, 2016, the City will contribute \$100.00 per month to each employee into a City sponsored 457 plan on a pre-tax basis.