



**SALARY AND BENEFIT PLAN**

**FOR THE**

**CITY OF POWAY**

**MANAGEMENT/CONFIDENTIAL GROUP**

**July 1, 2015 – June 30, 2017  
Amended May 1, 2016**

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**Article 1. Salary Schedule**

Wages shall increase by two percent (2%) effective the beginning of the pay period which includes July 1, 2015.

Wages shall increase by two and one half percent (2.5%) effective the beginning of the pay period which includes July 1, 2016.

Wages shall be paid in accordance with the salary schedule attached as Exhibit A.

**Article 2. Leaves**

**Section 1. Vacation**

A. Groups 1-3 – Management

1. Computing Vacation Leave

All employees in the management group, who have served for a minimum of six (6) months of continuous service, shall be entitled to vacation leave with pay.

Annual vacation leave shall be computed in accordance with the following schedule:

<u>Years of Continuous Employment</u>	<u>Vacation Leave Credits</u>
1 through 5	4.615 hours per pay period.
After 5	5.538 hours per pay period.
After 10	6.923 hours per pay period.
After 15	7.662 hours per pay period.

Annual vacation leave for Fire Battalion Chiefs working a 112-hour biweekly schedule shall be computed in accordance with the following schedule (using a multiplier of 1.4 times the rate for an employee working an 80 hour biweekly schedule):

<u>Years of Continuous Employment</u>	<u>Vacation Leave Credits</u>
1 through 5	6.461 hours per pay period.
After 5	7.753 hours per pay period.
After 10	9.692 hours per pay period.
After 15	10.727 hours per pay period.

2. Vacation Leave Accrual

Vacation time can be accumulated to a maximum of 200% of one year's eligibility. When an employee's vacation leave accrual reaches the maximum level, the employee will stop accruing additional vacation leave until such time as the employee uses vacation leave below the maximum level. At that time, the employee will begin accruing additional leave from that point forward.

Employees who have reached maximum accrual can request a review by their department Director in the event a vacation request is denied.

3. Use of Vacation Time

The times at which an employee may take vacation shall be determined by the immediate supervisor with due regard for the wishes of the employee and particular regard for the needs of the City. Vacation leave in excess of thirty calendar days shall be granted or not granted at the sole discretion of the City Manager.

In the event one or more holidays fall within a vacation leave period, such holidays shall not be charged as vacation leave, except for Fire Battalion Chiefs working a 112-hour biweekly schedule.

For Fire Battalion Chiefs, in the event one or more holidays fall within a vacation leave period, vacation leave will be charged for the holiday(s) and the normal holiday pay set forth in Section 4 of this Article shall be paid.

An employee may elect to use accrued vacation leave for scheduled dental and medical appointments, treatments, procedures or other related activities.

4. Conversion of Accrued Vacation Leave

Annual conversion of a portion of accrued vacation to cash for Groups 1-3 is permitted subject to the following guidelines:

- a. A maximum of 40 hours per year may be converted on an hour-for-hour basis, at the current rate of pay. Fire Battalion Chiefs working a 112-hour biweekly schedule may convert a maximum of 56 hours on an hour-for-hour basis, at the current rate of pay.
- b. After conversion, the employee must have at least 80 hours remaining to his/her credit. Fire Battalion Chiefs must have 112 hours remaining after conversion.
- e. Requests for conversion by Group 1 employees shall be approved by the City Manager. Requests for conversion by Groups 2 and 3 employees shall be approved by the Director of Administrative Services.

5. Payout of Vacation Leave

Employees who terminate employment shall be paid in a lump sum for all accrued vacation leave as required by law.

B. Group 4 – Confidential

1. Computing Vacation Leave

All employees in this group shall be entitled to vacation leave with pay except those employees who have served less than six continuous months in the service of the City.

Annual vacation leave shall be computed in accordance with the following schedule:

<u>Years of Continuous Employment</u>	<u>Vacation Leave Credits</u>
1 through 5 years	3.692 hours per pay period.
After 5 years	4.615 hours per pay period.
After 10 years	5.538 hours per pay period.
After 15 years	6.462 hours per pay period.

2. Vacation Leave Accrual

Vacation time can be accumulated to a maximum of 200% of one year's eligibility. When an employee's vacation leave accrual reaches the maximum level, the employee will stop accruing additional vacation leave until such time as the employee uses vacation leave below the maximum level. At that time, the employee will begin accruing additional leave from that point forward.

Employees who have reached maximum accrual can request a review by their department Director in the event a vacation request is denied.

3. Use of Vacation Leave

The times at which an employee may take vacation shall be determined by the department Director with due regard for the wishes of the employee and particular regard for the needs of the City.

In the event one or more holidays fall within a vacation leave period, such holidays shall not be charged as vacation leave, and the vacation leave shall be extended accordingly.

An employee may elect to use accrued vacation leave for scheduled dental and medical appointments, treatments, procedures or other related activities.

4. Conversion of Accrued Vacation Leave

Annual conversion of a portion of accrued vacation to cash for Group 4 is permitted subject to the following guidelines:

- a. A maximum of 40 hours per year may be converted on an hour-for-hour basis, at the current rate of pay.

- b. After conversion, the employee must have at least 80 hours remaining to his/her credit.
  - e. Requests for conversion by Group 4 employees shall be approved by the Director of Administrative Services.
5. Payout of Vacation Leave

Employees who terminate employment shall be paid in a lump sum for all accrued vacation leave earned prior to the effective date of termination.

## **Section 2. Executive Leave**

### A. Group 1 - Management

Employees designated in this group shall be entitled to sixty-four (64) hours executive leave each fiscal year. Executive leave hours will be prorated based on a new employee's start date. If not taken during the fiscal year, any remaining executive leave will be exchanged for compensation in the last full pay period of the fiscal year at the then current rate of pay. Executive leave may not be carried over into the next fiscal year. Employees who terminate employment shall be paid in a lump sum for the value of unused executive leave.

### B. Groups 2A and 2B - Management

Employees designated in these groups, except for Fire Battalion Chiefs, shall be entitled to thirty-two (32) hours executive leave each fiscal year. Executive leave hours will be prorated based on a new employee's start date. If not taken during the fiscal year, any remaining executive leave will be exchanged for compensation in the last full pay period of the fiscal year at the then current rate of pay. Executive leave may not be carried over into the next fiscal year. Employees who terminate employment shall be paid in a lump sum for the value of unused executive leave.

### C. Executive leave shall be granted upon hire or promotion on a prorated basis, based upon hire or promotion date.

## **Section 3. Sick Leave**

### A. Sick Leave Use

Sick leave shall be allowed for the following qualifying reasons:

- For the employee's own illness or injury.
- For the employee's own diagnosis, care, or treatment of an existing health condition; or preventative care, including medical and dental appointments.
- For the diagnosis, care, or treatment of an existing health condition or preventative care for an employee's family member, including: parent, parent-in-law, child, spouse, domestic partner, grandparent, grandchild, or sibling.
  - In accordance with California Kin Care Law, regular full-time employees may use available Family Sick Leave (FSL) to care for a family member. If FSL is

exhausted, employees must use other available accrued leave (e.g., vacation).

- To obtain relief or services related to being the victim of domestic violence, sexual assault, or stalking, including the following, with appropriate certification of the need for such services:
  - A temporary restraining order or restraining order.
  - Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
  - To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
  - To obtain services from a domestic violence shelter, program, or rape crisis center as the result of an act of domestic violence, sexual assault, or stalking.
  - To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
  - To participate in safety planning and other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

If an employee's sick leave balance is exhausted, another paid leave (e.g. vacation, comp. time) will be used.

Employees must use available sick leave for the first thirty days of a long-term personal illness, injury or disability.

#### B. Sick Leave Accrual

All probationary and regular employees within the unit who are employed in regular full-time positions shall accrue sick leave at a rate of 3.69 hours per pay period. Fire Battalion Chiefs working a 112-hour biweekly schedule shall accrue 5.538 hours of sick leave per pay period. Employees will not accrue sick leave while on leave-without-pay status. Accumulation of sick leave shall be unlimited.

#### C. Notification

In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or the department Director in the manner established by the department prior to or within two hours after the time set for the beginning of duties.

Absent extenuating circumstances, failure to fulfill notification requirements will cause such time off to be considered leave of absence without pay.

Certification by the employee's physician may be required in order to receive compensation for sick leave over three (3) working days at one time if an abuse of sick leave is suspected or if an unusual pattern of use has been documented and the employee has been counseled. This requirement is at the discretion of the department Director.



#### D. Family Sick Leave

An employee may use accrued sick leave up to forty-eight (48) hours in each fiscal year to care for a parent, parent-in-law, child, spouse, domestic partner, grandparent, grandchild, or sibling. Fire Battalion Chiefs working a 112-hour biweekly schedule may use up to seventy-two (72) hours of accrued sick leave in each fiscal year as described herein. Employee must notify his/her supervisor in advance, if possible, when such leave is being taken and so note in the comments section of his/her time card, as well as on a Leave Request, if done in advance. An employee cannot use personal sick leave in place of Family Sick Leave and must use other available accrued leave when Family Sick Leave is exhausted.

#### E. Annual Conversion of Sick Leave

In the last full pay period of the fiscal year, an employee must convert sick leave to cash under the following conditions:

1. After conversion, employee must have a minimum balance of 168 hours of sick leave. Fire Battalion Chiefs working a 112-hour biweekly schedule must have a minimum balance of 235 hours after conversion.
2. Employee has used 32 hours (45 hours for Fire Battalion Chiefs) or less of sick leave in the immediately preceding 12 months.
3. Employee must convert 50% of the annual sick leave accrual, less sick leave used in the immediately preceding 12 months, up to a maximum of 40 hours (a maximum of 56 hours for Fire Battalion Chiefs). Sick leave use includes use of family sick leave.

Example: employee used 16 hours in preceding 12 months  
96 hours of annual accrual x 50% = 48 hours  
48 hours - 16 used = 32 hours converted to cash

##### Fire Battalion Chiefs Only

Example: employee used 24 hours in preceding 12 months  
144 hours of annual accrual x 50% = 72 hours  
72 hours - 24 used = 48 hours converted to cash

F. Retirement Health Savings Plan (RHSP)

1. Employees in Group 1 that satisfy the provisions contained in Article 2, Section 3.E.(1-3) of the Management/Confidential Group Salary and Benefit Plan must contribute 100% of their annual sick leave conversion to a Retirement Health Savings Plan account as a cash deposit.
2. Employees in Group 2-4 that satisfy the provisions contained in Article 2, Section 3.E.(1-3) of the Management/Confidential Group Salary and Benefit Plan must contribute 50% of their annual sick leave conversion to a Retirement Health Savings Plan account as a cash deposit (e.g., an employee that is eligible to convert 40 hours of sick leave would receive the equivalent of 20 hours in cash and the equivalent of 20 hours would be contributed to their RHSP account as a cash deposit).
3. Any fees related to the RHSP will be paid by employees.
4. The annual RHSP contribution shall take place in the last full pay period of the Fiscal Year.
5. In the event of an employee's death, if the employee is a participant in the RHSP and does not have a surviving spouse or surviving IRS qualified dependent/s, the employee's Retirement Health Savings Plan account balance shall remain in the trust (i.e., RHSP) to be allocated among all RHSP Management/Confidential employee participants. The allocation will be on a pro-rata share, based upon RHSP Management/Confidential employee participant account balances.

G. Payout of Sick Leave

After five (5) years of continuous employment with the City, and upon termination or retirement, an employee will receive compensation for unused sick leave.

1. Upon retirement, employee will receive 50% of all sick leave hours accrued in the form of a deposit to their Retirement Health Savings Plan account. Effective the pay period that includes May 1, 2015, payout of sick leave shall be provided on a graduated scale for employees who retire, based on years of service as follows:
  - a. An employee who retires after 5-9 years of service will receive 50% cash-out, with a cap of \$6,000.
  - b. An employee who retires after 10-14 years of service will receive 50% cash-out, with a cap of \$8,000.
  - c. An employee who retires after 15, or more, years of service will receive 50% cash-out with a cap of \$10,000.
  - d. Each cap will increase by the same percentage as across-the-board wage increases, beginning with the July 1, 2016 wage increase (e.g., \$6,000 cap will increase by 2.5% to \$6,150 effective July 1, 2016).

2. Upon leaving City employment for reasons other than retirement, employee will receive 50% of all sick leave hours accrued. Calculations will be at the employee's rate of pay at the time of termination and will not exceed \$2,000.
3. Upon the death of an employee, compensation for unused sick leave shall be at the same rate as the retirement benefit. Payment shall be made to the employee's designated beneficiary.

**Section 4. Holidays**

A. Designated Holidays

The holidays for employees in the management/confidential group are as follows:

New Year's Day	January 1
Martin Luther King Day	3rd Monday - January
President's Day	3rd Monday - February
Memorial Day	Last Monday - May
Independence Day	July 4
Labor Day	1st Monday - September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday - November
Day after Thanksgiving	4th Friday - November
Christmas Day	December 25

Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday and shall be considered as the legal holiday.

To be eligible for holiday pay, an employee must be in a paid status in the pay period that includes the holiday.

B. Holiday Pay

The City will pay nine hours for each Designated Holiday for those employees whose regular work schedule is a nine hour workday. For holidays falling on a Friday, Holiday pay shall be eight hours. Holiday pay will remain at eight hours for any employee whose regular work schedule is an eight hour workday. Employees in this unit shall be paid holiday pay, whether on or off duty on a Designated Holiday. This does not apply to Fire Battalion Chiefs.

Holiday pay for Fire Battalion Chiefs shall be 12 hours pay at their regular rate of pay. In addition to regular pay for hours worked, Fire Battalion Chiefs shall be paid holiday pay whether on or off duty on the holidays above. In the event a Fire Battalion Chief is scheduled to work on a Designated Holiday and is out on sick leave, the normal holiday pay will be paid.

If a Group 3 or 4 employee works on a holiday, he/she will also be compensated for the hours worked at the rate of two (2) times the employee's regular rate of pay.

If a Designated Holiday falls on an employee's regular day off, or on a day that City Hall is

closed (i.e. dark Friday), the employee will receive eight (8) flex day accrual hours, which can be used in one hour increments following the pay period in which it is received. Effective the pay period that includes July 1, 2015, employees in the unit will be allowed to accumulate flex day accrual hours up to a cap of 24 hours. Once the cap is reached, an employee will not receive additional flex day accrual hours until such time as the employee uses flex day accrual hours below the cap.

### C. Holiday Closures

1. City Hall and other non-essential City facilities will be closed on:
  - Thursday, December 24, 2015, 7:30 a.m. to 5:30 p.m.; and
  - Thursday, December 31, 2015, 7:30 a.m. to 5:30 p.m.; and
  - Tuesday, December 27, 2016, 7:30 a.m. to 5:30 p.m.; and
  - Wednesday, December 28, 2016, 7:30 a.m. to 5:30 p.m.; and
  - Thursday, December 29, 2016, 7:30 a.m. to 5:30 p.m.;
2. The New Year's Day holiday that would typically be observed on Monday, January 2, 2017 will be moved to Tuesday, December 27, 2016. Monday, January 2, 2017 will be a normal work day and all facilities will be open.
3. Actual times may vary, depending upon specific work schedules and normal facility hours.
4. These closures will not be observed as paid holidays.
5. Employees' available leave hours (e.g., vacation, compensatory time, or benefit day) will be charged for this time.
6. If an employee has been employed with the City for less than six months, they will be given access to, and required to use, their benefit day hours and/or accrued vacation hours.
7. If an employee has insufficient vacation, compensatory time, or benefit day hours, the time will automatically be charged as leave without pay after they have exhausted all available paid leave (other than sick leave).
8. If an employee is called to work during any of the closure times, and during what would have been their regularly scheduled work hours, they will not be charged leave for the hours worked.

*Example: If an employee works for four hours during what would have been their regularly scheduled work hours, they will be paid for the hours worked and will not be charged leave hours for that time. However, they will be charged leave for the remaining hours.*
9. At the discretion of the department director, some employees may have to work due to operational demands.

## **Section 5. Bereavement Leave**

In the event of a death in the family, regular and probationary employees shall be eligible for up to forty (40) hours of paid bereavement leave to attend the funeral or make funeral arrangements. Safety employees working a 112-hour biweekly schedule shall be eligible for up to forty-eight (48) hours off with pay. Bereavement leave is subject to the following provisions:

- A. The relatives designated shall include child, parent, sibling, grandparent, grandchild, and domestic partner. It also includes "in-law" relatives and those relationships generally called "step".
- B. Bereavement leave is not compensable when the employee is on leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.
- C. All requests for paid bereavement leave shall be made in writing as soon as practical but in no event later than the first day back to work, and shall be subject to approval of the Human Resources Manager or designee.

## **Section 6. Benefit Day Hours**

In addition to provisions for vacation, sick leave, and holidays set forth elsewhere herein, each employee who has completed an initial probationary period of no less than six months shall have available 16 benefit day hours each fiscal year. Eight of the 16 benefit day hours is for Cesar Chavez Day which will remain as an unscheduled benefit day until 10 other cities in San Diego County close their offices in observance of this day, at which time it shall be observed as a fixed holiday on the day so designated. If Cesar Chavez Day becomes a fixed holiday as described herein, the number of benefit day hours shall be reduced to eight (8). The times at which an employee may use benefit day hours shall be determined by the department Director with due regard for the wishes of the employee and particular regard for the needs of the City. Benefit day hours may be taken in one-hour increments. If not taken by the end of the last full pay period of the fiscal year, any remaining benefit day hours shall be forfeited. Employees who terminate employment shall be paid in a lump sum for the value of any remaining benefit day hours.

Fire Battalion Chiefs are not entitled to benefit day hours.

## **Section 7. Jury Duty**

Employees shall be compensated at the regular rate of pay for serving jury duty during the employee's scheduled work hours. The duration of jury duty and hours to be compensated shall be in accordance with City policy and the Personnel Rules.

### **Article 3. Payroll and Workweek**

Regular paydays are designated as every other Friday for the two-week period ending the previous Sunday. In no event will the City advance pay, including pay for earned vacation, without the prior written approval of the City Manager.

#### **A. Groups 1, 2A and 2B – Management**

1. Except for Fire Battalion Chiefs, it is recognized that employees in these groups may be required to work hours in excess of 40 hours in a workweek, and it is agreed that employees in this group shall not be remunerated for such work beyond the current monthly salary rate of the individual employee, but for the purposes of computing benefits, the regular number of working or duty hours in a workweek from Monday through Sunday is established at 40 hours for all full-time employees in the group.
2. The Director of Safety Services and Deputy Fire Chief will be provided supplemental compensation at their respective straight time hourly rate, for hours worked outside of scheduled work hours when assigned to a mutual aid incident and reimbursement funding is received by the City. At no time shall payment exceed the reimbursement amount received by the City. The City Manager must approve the supplemental compensation.
3. Fire Battalion Chiefs shall be assigned to a 112-hour biweekly work schedule. The Director of Safety Services may assign Fire Battalion Chiefs to an 80-hour biweekly schedule at which time compensation and benefits shall be adjusted to reflect the biweekly work schedule typical of employees in the Group. Fire Battalion Chiefs shall be compensated at a straight time rate for all hours worked in excess of the employee's regular scheduled time, subject to approval of the Director of Safety Services.

Overtime compensation shall be at one-and-one-half (1-1/2) times for all hours worked beyond scheduled duty when assigned to a mutual aid incident and reimbursement funding is expected. Fire Battalion Chiefs providing coverage during these deployments shall receive overtime compensation at one-and-one-half (1-1/2) times their normal rate for hours worked outside of the employee's regular scheduled time.

Fire Battalion Chiefs assigned to a 112-hour biweekly work schedule are permitted to trade shifts as approved by the Director of Safety Services. Shift trade requests are made voluntarily by the employees involved and shall not cause overtime compensation.

#### **B. Groups 3 and 4 - Professional/Confidential**

##### **1. Work Hours**

The City agrees to make available a flexible work schedule when possible. Work schedule and operating conditions will be determined by the City to insure all necessary service can be maintained without adverse impacts. Continuation of the program will be at the discretion of the City Manager. It is understood that it may not be possible to extend this schedule to all operations of the City due to service needs.

The 9/80 work schedule shall be defined as working eight, nine-hour, days and one, eight-hour day in a two week pay period, plus an unpaid lunch break during each work shift, totaling forty hours in each FLSA workweek. For all employees working a 9/80 work schedule, their designated FLSA workweek (40 hours in length) shall begin exactly four hours after the start time of the employee's eight hour shift on the day of the week that corresponds with the employee's alternating regular day off.

## 2. Overtime

No employee may work overtime without advance approval. Employees who do not secure prior approval may be subject to disciplinary action pursuant to established guidelines for discipline.

For full-time employees, unscheduled hours worked on Sundays and holidays shall be paid at double the employee's rate of pay.

Employees in this group shall be paid one and one-half (1-1/2) times their hourly rate of pay for all hours worked in excess of an 8-hour day (or 9-hour day, depending on the employee's work schedule) or a 40-hour workweek.

A minimum of two hours pay at the rate of time and one-half shall be paid for each incident of callback overtime. Callback overtime is unscheduled overtime as opposed to scheduled overtime or an early start or extended shift.

If an employee responds to a trouble call via telephone outside normal work hours, the employee will be compensated for telephone time in 15-minute increments on an overtime basis.

## 3. Compensatory Time Off (CTO)

The times at which an employee may take compensatory time off shall be determined by the department Director with due regard for the wishes of the employee and particular regard for the needs of the City. Compensatory time off, in lieu of overtime, shall be taken as one and one-half (1-1/2) hours off for each overtime hour worked.

The maximum accumulation of compensatory time off shall be 80 hours.

- a. In the event an employee accrues 80 hours of compensatory time in any one fiscal year, the employee will be ineligible to work overtime for compensatory time off for the remainder of that fiscal year and will only be eligible for cash compensation for overtime worked unless the employee uses CTO and brings the accrued balance below 80 hours.
- b. Once an employee uses CTO and brings the balance below 80 hours, the employee may again accrue CTO hours up to 80 hours.
- c. The department Director or designee shall determine the times at which an employee may take CTO with due regard for the wishes of the employee and particular regard for the needs of the City.

An employee's CTO balance will be cashed out to zero in the final pay period of the fiscal year at the employee's then rate of pay. Said cash payment may only occur as part of the final pay period of the fiscal year in which the compensatory time off was accrued.

## **Article 4. Benefits**

### **Section 1. Hospital and Medical**

The first day of the month following date of hire, an employee, upon proper application and acceptance, shall be covered by health and dental benefits with coverage as set forth from time to time in the agreement between the City and the carrier(s).

Health benefit premiums for each employee shall be paid in full by the City.

Dependents of each employee may also be covered by health benefit coverage, upon proper application and acceptance. The cost of dependent coverage of the medical and dental plan will be shared equally between the City and the employee. The employee's share of the cost will be made through payroll deduction. The parties to this Agreement agree to work with the City Insurance Committee to keep the overall cost future premium increases to a minimum.

### **Section 2. Eye Care**

The City will provide an eye care plan. The City shall pay 100% of the premium for the employee and dependent coverage.

### **Section 3. Life Insurance**

The first day of the month following date of hire, an employee, upon proper application and acceptance by the insurance carrier, shall be covered under a group life insurance plan for the amount of one and one-half (1-1/2) times base annual salary (\$15,000 minimum).

The City pays 100% of the premium.

### **Section 4. Deferred Compensation - All Groups**

In addition to the City's existing 457 deferred compensation plan, the City will provide a 401(a) Deferred Compensation Plan. The City shall contribute to the 401(a) Deferred Compensation Plan on behalf of the employees as follows: \$129.31 per Group 1 employee per full biweekly pay period, \$106.23 per Group 2A employee per full biweekly pay period, \$87.77 per Group 2B employee per full biweekly pay period, and \$69.21 per Group 3 and Group 4 employees per full biweekly pay period.. Only full-time employees shall be eligible for this benefit and shall have the following vesting rights to the contributions made to the plan. Employees hired on or before June 30, 2004, shall be fully vested after the completion of one year of City service. Employees hired on or after July 1, 2004, shall be vested as follows:

From date of hire until second anniversary – 0% of accumulated value  
Second anniversary of employment – 20% of the accumulated value  
Third anniversary of employment – 40% of the accumulated value  
Fourth anniversary of employment – 60% of the accumulated value  
Fifth anniversary of employment – 80% of the accumulated value  
Sixth anniversary of employment – 100% of the accumulated value



A. Group 1 - Management

All employees in this group are required to contribute \$200 per biweekly pay period to the 401(a) Deferred Compensation Plan.

Employees may make other contributions to the plan as provided for in the plan and in accordance with applicable federal and state laws.

**Section 5. Employee Benefits Review**

The City will establish a joint labor/management committee to evaluate employee benefits, including the proposed elimination of the Anthem Blue Cross Point of Service (POS) Plan. The committee will hold at least two meetings prior to the start of the 2016 and 2017 Plan Years as follows:

1. The 2016 Plan Year review will review and confirm the healthcare conditions facing the City (e.g., rising costs, ACA provisions); review Plan alternatives available to reduce both City and employee healthcare costs; and identify near-term Plan modifications for possible implementation with the 2016 Plan Year. It is not anticipated the POS Plan would be eliminated at this time.
  - a. August 2015 – Review Strategic Planning Report (State of the Market, ACA, Benchmarking)
  - b. September 2015 – Review Marketing Analysis (Renewal Rates, Plan Alternatives)
2. The 2017 Plan Year review will review and re-confirm the healthcare conditions facing the City; review Plan alternatives available to further reduce both City and employee healthcare costs; and identify a long-term Plan alternative for implementation with the 2017 Plan Year. Although it is anticipated the POS Plan would be eliminated at this time, changes in market conditions and/or ACA requirements may allow for possible continuation.
  - a. August 2016 – Review Strategic Planning Report
  - b. September 2016 – Review Marketing Analysis

**Section 6. Computer Loan Program (Employee Computer Purchase Program Policy & Procedures)**

Any regular City employee who has completed his/her initial probationary period is eligible to apply for a loan under the City's Computer Program. Participants must agree to comply with the requirements and provisions of the Program. Participants will be eligible to make an initial computer purchase or upgrade their existing computer system through this program.

Maximum loan amounts are established based upon the type of computer system being purchased, per the City's policy.

## **Section 7. Long Term Disability Income Insurance**

This employee benefit provides for the payment of a monthly income benefit payment for those covered employees totally disabled by injury or sickness as determined by the insurer.

### **A. Group 1 - Management**

The benefit provided under this coverage will be 66<sup>2/3</sup> percent of the employee's base salary to a maximum of \$10,900 per month. The insurance carrier is responsible for acceptance of the claim and calculating the exact benefit amount, based on each individual's income status.

The insurance carrier for this coverage requires a 30-day waiting period from the first day of the disability to the beginning of the monthly benefit payment period.

Monthly benefits are paid, with certain exceptions, as explained in the Group certificate of insurance, until the recovery from the injury or sickness or until the employee reaches age 65.

The City pays 100% of the premium.

An employee may first use sick leave then other accrued leave to supplement coverage under this benefit up to, but not in excess of, 100% of his/her regular rate of pay.

### **B. Groups 2- 4 – Management/Confidential**

The benefit provided under this coverage will be 66<sup>2/3</sup> percent of the employee's base salary to a maximum of \$9,500 per month. The insurance carrier is responsible for acceptance of the claim and calculating the exact benefit amount, based on each individual's income status.

The insurance carrier for this coverage requires a 30-day waiting period from the first day of the disability to the beginning of the monthly benefit payment period.

Monthly benefits are paid, with certain exceptions, as explained in the Group certificate of insurance, until the recovery from the injury or sickness or until the employee reaches age 65.

The City pays 100% of the premium.

An employee may first use sick leave then other accrued leave to supplement coverage under this benefit up to, but not in excess of, 100% of his/her regular rate of pay.

## **Section 8. Workers' Compensation Insurance**

All employees in the group (regular, temporary and part-time) are covered by Workers' Compensation Insurance from the date of employment. Premiums will be paid by the City. Any employee shall, upon receiving a work-sustained injury, report the incident immediately to his/her department Director.

The filing of the accident report as required by the Workers' Compensation Insurance Fund shall be the responsibility of the employee's supervisor.

An employee of the City who is or may be entitled to temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code shall receive any accrued sick leave or vacation for such absence. The City shall decrease the charge of sick leave or vacation in the amount of temporary disability payment received so that the employee shall not receive payment in excess of full salary or wage.

If the employee does not wish to use accrued sick leave or vacation, the employee shall notify the City within five (5) days after the injury is reported to the City. After the five (5) days, the employee's accrued sick leave or vacation shall be used until the date the employee notifies the City in writing that he/she no longer wishes to use the accrued leaves. When computing sick leave or vacation under this policy, the employee shall be given credit for any holidays that occur during the period of absence hereunder.

The employee is, nevertheless, entitled to medical, surgical, and hospital treatment as provided in the Labor Code. When the employee's accrued sick leave or vacation, or both, are exhausted, the employee will still receive disability indemnity for which he/she is otherwise entitled.

If an employee is receiving Workers' Compensation and not actively on the payroll, the City shall collect from the employee the employee's costs of insurance for dependent coverage, and the City shall pay the employer's costs of insurance. During such leave, no contributions shall be made to the retirement plan.

#### **Section 9. Unemployment Insurance/State Disability Insurance**

The City does not participate in the State Disability Insurance program.

#### **Section 10. Flexible Spending Benefits Program**

The City will maintain a Flexible Spending Benefits Program in accordance with applicable IRS statutes and the Affordable Health Care for America Act (AHCAA) in order to provide employees the greatest possible tax benefit.

#### **Section 11. Part-Time Employee Benefits**

Employees working less than full time will have their benefits prorated to the ratio of the hours they work to 2,080 hours.

### **Article 5. Special Pay**

#### **Section 1. Tuition Reimbursement**

- A. The actual cost paid for tuition, books and required technical supplies and equipment, to a maximum of \$1,500 per fiscal year per employee, will be refunded to all regular City employees for professional and technical courses in accredited educational institutions provided that:
1. The employee has received at least a satisfactory rating on his/her last performance report;
  2. The subject matter of the course relates directly to and contributes toward the performance of the employee's position with the City;
  3. The employee submits a Request for Tuition Reimbursement form to the department

- Director and Human Resources within three (3) weeks after the beginning of the course. The form shall be accompanied by a description of the course provided by the education institution (e.g., course catalog description), which describes the course content; and
4. Before receiving reimbursement the employee shall furnish proof of payment and evidence that he/she has completed the course with:
    - a. A grade of "C" or better in undergraduate work or a grade of "B" in graduate work. A grade of "C" or better will be accepted for graduate work from institutions where an average grade of "C" is acceptable for graduation, or
    - b. A "pass" or "credit" for those classes where a pass/fail or credit/no credit grading system is used.
- B. Regular City employees may also request reimbursement for actual cost paid for tuition, books and required technical supplies and equipment, to a maximum of \$1,500 per fiscal year per employee, for courses that result in the issuance of Continuing Education Units (CEUs) or Continuing Education contact hours required for certification renewal, so long as:
1. The employee has received at least a satisfactory rating on his/her last performance report;
  2. The subject matter of the course relates directly to and contributes toward the performance of the employee's position with the City;
  3. The employee submits the Request for Tuition Reimbursement to the department Director and Human Resources prior to the course. The employee shall include with the Request a description of the course from the provider offering the course, demonstrating that the course is acceptable for continuing education contact hours. Failure to obtain preapproval risks that the course is deemed ineligible and the employee cannot be reimbursed; and
  4. Prior to receiving reimbursement, the employee shall furnish proof of payment, evidence that he/she has completed the course and verification or proof that all eligible CEUs or contact hours were earned and awarded for the course.

## **Section 2. Uniforms and Equipment**

The City will provide and maintain all uniforms that are required by the City for management employees in Public Works, Safety Services, and Community Services. Employees of Public Works, Development Services, and Community Services, who are required to wear safety shoes, will be reimbursed a maximum of \$200 per fiscal year.

Uniform allowance as defined by the California Public Employees Retirement System (CalPERS) is a form of "compensation" for "classic members" of CalPERS for CalPERS purposes only. As such, any uniform allowance or the value of uniforms provided by the City will be reported to CalPERS as part of the employee's annual gross income for purposes of computing the employee's and City's CalPERS contribution. Under the California Public Employees' Pension Reform Act (PEPRA), a uniform allowance or the value of uniforms is not considered pensionable compensation for "new members" of CalPERS.

### **Section 3. Acting Pay**

#### **A. Groups 1-3 - Management**

##### **1. Out-of-Class Assignment**

An employee acting for an uninterrupted period of eighty (80) or more consecutive working hours in a higher classification or rank will be compensated at the rate of pay for that higher classification or rank that is at least five percent (5%) above the employee's current rate of pay. Payment shall be retroactive to the first day of such services. This provision does not apply to bona fide education, training and development, job enlargement, or job enrichment.

##### **2. Partial Responsibility**

An employee specifically assigned to perform a portion of the duties of the higher level position for 80 or more consecutive working hours, shall receive additional compensation of five percent above the employee's current rate of pay. Payment shall be retroactive to the first day of such services. The assignment shall be specifically assigned in writing via the Out-of-Class Assignment form and signed by the department Director or his/her designee.

#### **B. Group 4 - Confidential**

##### **1. Out-of-Class Assignment**

An out-of-class assignment is a temporary assignment of a regular employee to an authorized classification at a higher level of pay that requires the employee to perform the full range of duties of the higher classification. Employees who perform the full range of duties of a higher level position for eighty (80) or more consecutive working hours, in which there is no appointed incumbent or in which the incumbent is on paid or unpaid leave, shall be compensated at the rate of pay for that higher classification or rank that is at least five percent (5%) above the employee's current rate of pay. Payment shall be retroactive to the first day of such services. The full range of duties of the higher-level position shall be specifically assigned in writing via the Out-of-Class Assignment form and signed by the department Director or his/her designee.

Once the initial out-of-class terminates, the eighty (80) hour consecutive work hour elimination period will be waived for any additional out-of-class assignments that occur within the calendar year, provided that the employee is working in the same out-of-class classification regardless of work area assignment.

Service in an out-of-class assignment shall not alter an employee's performance evaluation date.

##### **2. Partial Responsibility**

An employee specifically assigned to perform a portion of the duties of the higher level position for 80 or more consecutive working hours, shall receive additional compensation of five percent above the employee's current rate of pay. The assignment shall be specifically assigned in writing via the Out-of-Class Assignment form and signed by the department Director or his/her designee.

C. Consecutive Hours Worked

For purposes of determining the period of eighty (80) consecutive work hours, paid holidays, vacation, and sick leave will apply toward hours worked.

D. Nature of Assignment

At the conclusion of such an assignment, the employee shall be restored to his/her former classification regardless of the time involved. This provision shall not apply to bona fide education, training and development, job enlargement or enrichment. The employee will be notified in advance as to the nature of this assignment.

**Section 4. Physical Examinations**

Physical examinations required by the City as a condition of employment or continued employment shall be paid for by the City.

**Section 5. Travel Expenses**

A. Group 1-2A - Management

An automobile allowance in lieu of mileage shall be allocated in the amount of \$300 and \$160 per month for personnel in Groups 1 and 2A, respectively. The automobile allowance is not applicable to Fire Battalion Chiefs or employees who have been assigned a City vehicle. The City Manager may grant a \$160 per month automobile allowance to employees outside Groups 1 and 2A when, in his/her best judgment, it serves the City. The City Manager may at his/her discretion increase the \$160 per month automobile allowance by a maximum of \$100 based upon excessive driving requirements for an individual position.

B. Groups 2B, 3 and 4 - Management/Confidential

1. Prior approval of the department Director and final approval of the City Manager shall be required prior to reimbursement for travel expenses.
2. Employees using their own vehicle on approved City business travel will be reimbursed at the approved IRS reimbursement rate.
3. Employees on approved official business away from the City will be reimbursed for actual and necessary expenses incurred, in accordance with the City's Travel and Meeting Reimbursement policy.
4. In order to be reimbursed, employees must include original receipts for all expenses with the reimbursement claim form.
5. Advances of travel expenses may be allowed at the sole discretion of the City Manager.

## **Article 6. Service**

### **Section 1. Transfers**

An employee transferring from this group to a recognized employee unit shall maintain all pay and benefits accrued in this group, and upon the effective date of transfer thereafter are governed by the provisions of any policy and/or agreement in effect for such other recognized employee unit.

### **Section 2. Layoff and Reemployment**

Groups 1 – 4 - Management/Confidential

The City may abolish any position or employment and the employee may be laid off without taking disciplinary action and without the right of appeal.

Whenever it becomes necessary to reduce the number of employees in any classification, the order of the layoff shall be as follows:

In order of seniority, the employee with the shortest service in total City service in the affected classification shall be laid off first.

- A. In the event of two (2) or more employees having identical total City service seniority, the order of the layoff will be determined by length of continuous service in the affected classification.
- B. Whenever two (2) or more employees have identical service in the affected classification, the order of the layoff shall be determined by the City Manager on the basis of performance.
- C. Employees to be laid off in a particular classification have the right to demote to a lower classification to a position previously held with the City for which the employee meets the minimum qualifications, is capable of performing the essential functions of the position, and has City seniority over other employees in the lower classification. This will also apply to employees to be laid off in a particular classification who have demoted from a higher classification due to non-disciplinary reasons. Such employees shall be placed on the seniority list for the higher classification provided they still meet the minimum qualifications, are capable of performing the essential functions of the position, and have City seniority over other employees in the higher classification.
- D. The name of each laid-off employee shall be placed on a reemployment list for a period of 12 months in reverse order of the layoff. Employees who are laid off who have received two out of three consecutive annual performance evaluations which are rated below standards or needs improvement will be placed at the bottom of the reemployment list in reverse order of the layoff.

### **Section 3. Resignations**

An employee in this group wishing to resign in good standing shall file with their immediate supervisor a written resignation stating the effective date and reasons for resignation at least fourteen (14) calendar days prior to the effective date of resignation.

The City will pay an employee for all hours worked on the next regular payday after resignation, and thereafter will pay all accumulated reimbursable benefits as early as feasible.

An employee who has resigned with a good record will be given preferential consideration for rehire if a position is available and he/she participates in the recruitment process for the position. Decision to rehire is at the discretion of the City, and the employee will not reestablish rights and/or benefits lost at the time of resignation.

An employee with five (5) years' service, who resigns in good standing and is reemployed within a two (2) year period to the same or equal position previously held, shall be eligible to earn and use vacation, sick leave, and other benefits to which they are otherwise entitled as if there had been no break in service.

## **Article 7. Retirement and Social Security**

### **Section 1. CalPERS**

The City will provide retirement benefits through the California Public Employees' Retirement System (CalPERS). The City does not participate in the Social Security System, except as required by law.

The use of the terms "classic member" and "new member" shall be as defined in the California Public Employees' Pension Reform Act of 2013 (PEPRA) and those rules and regulations adopted by CalPERS to implement PEPRA.

"Classic members" are those members who entered into membership with a retirement system on or before December 31, 2012 who do not meet the definition of "new member" in Government Code section 7522.04(f).

A "new member" is defined in Government Code section 7522.04(f) as any of the following:

1. An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date; or
2. An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under subdivision (c) of Govt. Code 7522.02; or
3. An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer.



A. Miscellaneous Employees:

**For employees hired on or before December 31, 2011 and considered “classic members” as defined above:**

Effective pay period beginning July 11, 2011, each employee in this unit will contribute seven percent (7%) of his/her PERSable salary (excluding overtime) on a pre-tax basis towards the “member contribution” portion of their CalPERS retirement account.

The City will provide under its contract with CalPERS the following provisions:

1. The Indexed Level 1959 Survivors Benefits;
2. The retirement benefit of 2%-at-55 formula; and
3. The One Year Final Compensation option.

**For employees hired after December 31, 2011 and considered “classic members” as defined above:**

The City amended its contract with CalPERS to create a second-tier retirement plan effective January 1, 2012. The second-tier will apply to those employees hired after December 31, 2011 and considered “classic members.” The second-tier provides:

1. The retirement benefit of 2%-at-60 formula;
2. The Indexed Level 1959 Survivors Benefits; and
3. Average of three highest years’ compensation.

An employee in the second-tier will contribute seven percent (7%) of his/her PERSable salary (excluding overtime) on a pretax basis towards the “member contribution” portion of their CalPERS retirement account.

**For employees hired on or after January 1, 2013 and considered “new members” as defined above:**

City will provide under its contract with CalPERS:

1. The retirement benefit of 2%-at-62 formula;
2. Average of three highest years’ compensation; and
3. No employer-paid member contribution (EPMC).

Employees considered “new members” shall pay 50% of the “normal cost” (as determined by CalPERS annually) on a pre-tax basis.

B. Safety Employees:

**For employees hired on or before December 31, 2011 and considered “classic members” as defined above:**

Effective pay period beginning July 11, 2011, each employee in this Bargaining Unit will contribute nine percent (9%) of his/her PERSable salary (excluding overtime) on a pre-tax basis towards the “member contribution” portion of their CalPERS retirement account.

The City currently contracts with the California Public Employees' Retirement System (CalPERS) to provide the following system features:

1. The retirement option known as 3%-at-50 formula;
2. Average of three highest years' compensation;
3. The Index Level of 1959 Survivors Benefit; and
4. Pre-Retirement Optional Settlement 2 Death Benefit.

A "classic" employee will contribute nine percent (9%) of his/her PERSable salary (excluding overtime) on a pretax basis towards the "member contribution" portion of their CalPERS retirement account.

**For employees hired after December 31, 2011 and considered "classic members" as defined above:**

The City amended its contract with CalPERS to create a second-tier retirement plan effective January 1, 2012. The second-tier will apply to employees hired after December 31, 2011 and considered "classic members". The second-tier shall provide:

1. The retirement option known as 3%-at-55 formula;
2. The Index Level 1959 Survivors Benefits;
3. Average of three highest years' compensation; and
4. Pre-Retirement Optional Settlement 2 Death Benefit.

An employee in the second-tier will contribute nine percent (9%) of his/her PERSable salary (excluding overtime) on a pretax basis towards the "member contribution" portion of their CalPERS retirement account.

**For employees hired on or after January 1, 2013 and considered "new members" as defined above:**

Employees in this group shall receive:

1. The retirement formula known as 2.7%-at-57 formula; and
2. Average of three highest years' compensation; and
3. No Employer Paid Member Contribution (EPMC).

Effective with the pay period including July 1, 2013, employees considered "new members" shall pay 50% of the "normal cost" (as determined by CalPERS annually). Currently, 50% of the "normal cost" is eleven and one-half percent (11.5%), which the "new member" employee will contribute on a pre-tax basis.

**Section 2. PARS**

- A. Upon retirement from the City concurrent with retirement under CalPERS, the City also provides a supplemental retirement benefit through the Public Agency Retirement System (PARS) to non-safety members of Groups 1-4 hired on or before January 9, 2012. When combined with CalPERS, this is equivalent to the 2.7%-at-55 formula retirement benefit. For employees hired on or after March 28, 2008, this benefit shall only apply to years of service with the City of Poway. For employees hired before March 28, 2008, this benefit

applies to Poway and all prior CalPERS or reciprocal service with previous public agencies.

- B. The PARS supplemental benefit applies as follows:
1. Group 1 - Tier VI:
    - a. was an employee of the City before March 28, 2008; and
    - b. is at least 55 years of age; and
    - c. has completed at least 5 years of continuous service with the City.
  2. Group 1 - Tier VII:
    - a. was an employee of the City on or after March 28, 2008 but hired on or before January 9, 2012; and
    - b. is at least 55 years of age; and
    - c. has completed at least 5 years of continuous service with the City.
  3. Groups 2-3 - Tier III:
    - a. was an employee of the City on or after March 28, 2008 but hired on or before January 9, 2012; and
    - b. is at least 55 years of age; and
    - c. has completed at least 10 years of continuous service with the City.
  4. Group 2-4 - Tier II:
    - a. was an employee of the City before March 28, 2008; and
    - b. is at least 55 years of age; and
    - c. has completed at least 10 years of continuous service with the City.
  5. Group 4 - Tier IV:
    - a. was an employee of the City on or after March 28, 2008 but hired on or before January 9, 2012; and
    - b. is at least 55 years of age; and
    - c. has completed at least 20 years of continuous service with the City.
- C. The PARS supplemental benefit is not available to employees hired after January 9, 2012.

### **Article 8. Personnel Rules**

All other employee rights, privileges, and benefits are included in the Personnel Rules of the City of Poway.

### **Article 9. Classification and Compensation Study**

1. The City will include funding for a comprehensive classification & compensation study in the FY 2015-16/2016-17 budget;
2. The City will issue an RFP in FY 2015-16, to include professional services that will identify and *recommend* the appropriate:
  - a. Benchmark classification(s);
  - b. Internal alignments for remaining classifications; and

- c. Comparator agencies, reflecting those cities and special districts that perform similar functions.
- 3. The City will seek Council support to consider special districts, in some circumstances, when the City initiates the Classification and Compensation study.
- 4. The City will endeavor to complete the classification and compensation study by Winter 2016/2017, in time for the next biennium budget cycle (FY 2017-18/2018-19).

**Article 10. Bilingual Pay**

The City agrees to study bilingual pay (organization need, eligibility, compensation, certification, etc.) and develop a recommendation by June 2016.

## Salary Schedule for Classifications within the Management/Confidential Group

Effective beginning the first pay period that includes July 1, 2015							
Classification Title	Range Number	Approx. Monthly Salary Range	Step A	Step B	Step C	Step D	Step E
City Manager		19,210					
<b>Group 1 Exempt At-Will</b>							
Assistant City Manager	92.5	12,921 - 15,705	74.5429	78.2701	82.1834	86.2927	90.6041
Director of Administrative Services	88.5	11,705 - 14,225	67.5260	70.9023	74.4475	78.1698	82.0684
Director of Community Services	87.5	10,732 - 13,044	61.9126	65.0082	68.2586	71.6716	75.2552
Director of Development Services	88.5	11,705 - 14,225	67.5260	70.9023	74.4475	78.1698	82.0684
Director of Public Works	88.5	11,705 - 14,225	67.5260	70.9023	74.4475	78.1698	82.0684
Director of Safety Services	88.5	11,705 - 14,225	67.5260	70.9023	74.4475	78.1698	82.0684
<b>Group 2A Exempt At-Will</b>							
Assist. Director of Administrative Services	82.5	9,183 - 11,163	52.9785	55.6273	58.4088	61.3292	64.4038
Assistant Director of Public Works	82.5	9,183 - 11,163	52.9785	55.6273	58.4088	61.3292	64.4038
City Clerk	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
City Engineer	84.5	9,645 - 11,724	55.6419	58.4240	61.3452	64.4124	67.6391
City Planner	82.5	9,183 - 11,163	52.9785	55.6273	58.4088	61.3292	64.4038
Deputy Director of Public Works	81.5	8,403 - 10,214	48.4808	50.9074	53.4506	56.1214	58.9291
Deputy Fire Chief	84.5	9,645 - 11,724	55.6419	58.4240	61.3452	64.4124	67.6391
Community Services Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Economic Development Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Finance Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Fire Battalion Chief (not at-will/2912 hrs/yr)	78.5	8,112 - 9,861	33.4280	35.0994	36.8545	38.6971	40.6344
Fire Division Chief (not at-will)	82.5	9,183 - 11,163	52.9785	55.6273	58.4088	61.3292	64.4038
Human Resources Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Information Technology Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Principal Civil Engineer	84	8,938 - 10,864	51.5641	54.1408	56.8491	59.6927	62.6749
Public Works Operations Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
Public Works Utilities Manager	78.5	8,112 - 9,861	46.7992	49.1392	51.5963	54.1760	56.8881
<b>Group 2B Exempt</b>							
Associate Civil Engineer	71.5	6,710 - 8,156	38.7113	40.6469	42.6791	44.8132	47.0537
Associate Planner	64	5,454 - 6,630	31.4680	33.0405	34.6933	36.4287	38.2487
Conservation Administrator	69	6,171 - 7,501	35.6032	37.3823	39.2522	41.2157	43.2748
Information Technology Analyst	65	5,591 - 6,796	32.2547	33.8665	35.5606	37.3394	39.2049
Legislative Services Administrator	75	7,157 - 8,699	41.2887	43.3521	45.5206	47.7977	50.1855
Management Analyst	65	5,591 - 6,796	32.2547	33.8665	35.5606	37.3394	39.2049
Network Administrator	69	6,171 - 7,501	35.6032	37.3823	39.2522	41.2157	43.2748
Public Works Administrator	75	7,157 - 8,699	41.2887	43.3521	45.5206	47.7977	50.1855
Senior Accountant	68	6,021 - 7,318	34.7348	36.4705	38.2948	40.2104	42.2193
Senior Civil Engineer	78.7	8,198 - 9,964	47.2947	49.6594	52.1425	54.7496	57.4870
Senior Code Compliance Officer	62	5,192 - 6,310	29.9517	31.4484	33.0216	34.6734	36.4057
Senior Fire Safety Inspector	66	5,731 - 6,965	33.0611	34.7132	36.4496	38.2729	40.1850
Senior Management Analyst	69	6,171 - 7,501	35.6032	37.3823	39.2522	41.2157	43.2748
Senior Planner	70	6,326 - 7,688	36.4933	38.3169	40.2335	42.2461	44.3567
Special Projects Engineer	69	6,171 - 7,501	35.6032	37.3823	39.2522	41.2157	43.2748
Senior Recreation Supervisor	62	5,192 - 6,310	29.9517	31.4484	33.0216	34.6734	36.4057
Senior Traffic Engineer	78.7	8,198 - 9,964	47.2947	49.6594	52.1425	54.7496	57.4870
Water Treatment Plant Supervisor	72	6,646 - 8,078	38.3407	40.2567	42.2703	44.3849	46.6022
Water Utilities Distribution Supervisor	72	6,646 - 8,078	38.3407	40.2567	42.2703	44.3849	46.6022

**Effective beginning the first pay period that includes July 1, 2015**

Classification Title	Range Number	Approx. Monthly Salary Range	Step A	Step B	Step C	Step D	Step E
<b>Group 3 Non-Exempt</b>							
Accountant	58.5	4,922 - 5,984	28.3944	29.8140	31.3048	32.8700	34.5209
Assessment District Specialist	58	4,703 - 5,717	27.1348	28.4907	29.9159	31.4124	32.9818
Assistant Engineer	65	5,591 - 6,796	32.2547	33.8665	35.5606	37.3394	39.2049
Assistant Planner	61	5,065 - 6,156	29.2212	30.6814	32.2162	33.8277	35.5178
Code Compliance Officer	58	4,703 - 5,717	27.1348	28.4907	29.9159	31.4124	32.9818
Construction Maintenance Supervisor	62	5,192 - 6,310	29.9517	31.4484	33.0216	34.6734	36.4057
Customer Services Supervisor	56	4,477 - 5,441	25.8273	27.1179	28.4743	29.8987	31.3926
Fire Safety Inspector	58	4,703 - 5,717	27.1348	28.4907	29.9159	31.4124	32.9818
Fleet Maintenance Supervisor	64	5,454 - 6,630	31.4680	33.0405	34.6933	36.4287	38.2487
Management Assistant	61	5,065 - 6,156	29.2212	30.6814	32.2162	33.8277	35.5178
Parks Maintenance Supervisor	64	5,454 - 6,630	31.4680	33.0405	34.6933	36.4287	38.2487
Public Works Supervisor	62	5,192 - 6,310	29.9517	31.4484	33.0216	34.6734	36.4057
Recreation Supervisor	56	4,477 - 5,441	25.8273	27.1179	28.4743	29.8987	31.3926
Utility Systems Supervisor	70	6,326 - 7,688	36.4933	38.3169	40.2335	42.2461	44.3567
Wastewater Utilities Supervisor	64	5,454 - 6,630	31.4680	33.0405	34.6933	36.4287	38.2487
<b>Group 4 Non-Exempt</b>							
Accounting Technician II	44.5	3,415 - 4,151	19.7027	20.6878	21.7222	22.8084	23.9487
Administrative Assistant III	45	3,412 - 4,147	19.6841	20.6678	21.7015	22.7871	23.9258
Deputy City Clerk	57	4,589 - 5,577	26.4730	27.7958	29.1862	30.6462	32.1774
Executive Assistant to the City Manager	57	4,589 - 5,577	26.4730	27.7958	29.1862	30.6462	32.1774
Human Resources Technician I	53	4,157 - 5,053	23.9832	25.1817	26.4412	27.7639	29.1511
Human Resources Technician II	57	4,589 - 5,577	26.4730	27.7958	29.1862	30.6462	32.1774
Senior Administrative Assistant	49	3,766 - 4,578	21.7275	22.8134	23.9544	25.1527	26.4095

**Salary Schedule for Classifications within the Management/Confidential Group**

Effective beginning the first pay period that includes July 1, 2016							
Classification Title	Range Number	Approx. Monthly Salary Range	Step A	Step B	Step C	Step D	Step E
City Manager		19,690					
<b>Group 1 Exempt At-Will</b>							
Assistant City Manager	92.5	13,244 - 16,097	76.4065	80.2269	84.2380	88.4500	92.8692
Director of Administrative Services	88.5	11,997 - 14,581	69.2142	72.6749	76.3087	80.1240	84.1201
Director of Community Services	87.5	11,000 - 13,370	63.4604	66.6334	69.9651	73.4634	77.1366
Director of Development Services	88.5	11,997 - 14,581	69.2142	72.6749	76.3087	80.1240	84.1201
Director of Finance	87.5	11,000 - 13,370	63.4604	66.6334	69.9651	73.4634	77.1366
Director of Human Resources/Risk Mgmt	85.5	10,476 - 12,734	60.4385	63.4604	66.6334	69.9651	73.4634
Director of Public Works	88.5	11,997 - 14,581	69.2142	72.6749	76.3087	80.1240	84.1201
Director of Safety Services	88.5	11,997 - 14,581	69.2142	72.6749	76.3087	80.1240	84.1201
<b>Group 2A Exempt At-Will</b>							
Assist. Director of Administrative Services	82.5	9,413 - 11,442	54.3030	57.0180	59.8690	62.8624	66.0139
Assistant Director of Public Works	82.5	9,413 - 11,442	54.3030	57.0180	59.8690	62.8624	66.0139
City Clerk	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
City Engineer	84.5	9,886 - 12,017	57.0329	59.8846	62.8788	66.0227	69.3301
City Planner	82.5	9,413 - 11,442	54.3030	57.0180	59.8690	62.8624	66.0139
Community Services Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Deputy Director of Public Works	81.5	8,613 - 10,470	49.6928	52.1801	54.7869	57.5244	60.4023
Deputy Fire Chief	84.5	9,886 - 12,017	57.0329	59.8846	62.8788	66.0227	69.3301
Economic Development Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Finance Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Fire Battalion Chief (not at-will/2912 hrs/yr)	78.5	8,315 - 10,107	34.2637	35.9769	37.7759	39.6646	41.6502
Human Resources Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Information Technology Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Principal Civil Engineer	84	9,161 - 11,135	52.8532	55.4943	58.2680	61.1850	64.2418
Public Works Operations Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
Public Works Utilities Manager	78.5	8,315 - 10,107	47.9692	50.3677	52.8862	55.5304	58.3103
<b>Group 2B Exempt</b>							
Associate Civil Engineer	71.5	6,878 - 8,360	39.6791	41.6631	43.7461	45.9335	48.2300
Associate Planner	64	5,591 - 6,796	32.2547	33.8665	35.5593	37.3394	39.2049
Conservation Administrator	69	6,326 - 7,688	36.4933	38.3169	40.2321	42.2461	44.3567
Information Technology Analyst	65	5,731 - 6,965	33.0611	34.7132	36.4483	38.2729	40.1850
Legislative Services Administrator	75	7,336 - 8,916	42.3209	44.4359	46.6568	48.9926	51.4401
Management Analyst	65	5,731 - 6,965	33.0611	34.7132	36.4483	38.2729	40.1850
Network Administrator	69	6,326 - 7,688	36.4933	38.3169	40.2321	42.2461	44.3567
Public Works Administrator	75	7,336 - 8,916	42.3209	44.4359	46.6568	48.9926	51.4401
Senior Accountant	68	6,171 - 7,501	35.6032	37.3823	39.2508	41.2157	43.2748
Senior Civil Engineer	78.7	8,403 - 10,214	48.4771	50.9009	53.4461	56.1183	58.9242
Senior Code Compliance Officer	62	5,321 - 6,468	30.7005	32.2346	33.8459	35.5402	37.3158
Senior Fire Safety Inspector	66	5,874 - 7,140	33.8876	35.5810	37.3595	39.2297	41.1896
Senior Management Analyst	69	6,326 - 7,688	36.4933	38.3169	40.2321	42.2461	44.3567
Senior Planner	70	6,484 - 7,881	37.4056	39.2748	41.2379	43.3023	45.4656
Special Projects Engineer	69	6,326 - 7,688	36.4933	38.3169	40.2321	42.2461	44.3567
Senior Recreation Supervisor	62	5,321 - 6,468	30.7005	32.2346	33.8459	35.5402	37.3158
Senior Traffic Engineer	78.7	8,403 - 10,214	48.4771	50.9009	53.4461	56.1183	58.9242
Water Treatment Plant Supervisor	72	6,812 - 8,280	39.2992	41.2631	43.3255	45.4945	47.7673
Water Utilities Distribution Supervisor	72	6,812 - 8,280	39.2992	41.2631	43.3255	45.4945	47.7673

**Effective beginning the first pay period that includes July 1, 2016**

Classification Title	Range Number	Approx. Monthly Salary Range	Step A	Step B	Step C	Step D	Step E
<b>Group 3 Non-Exempt</b>							
Accountant	58.5	5,045 - 6,133	29.1043	30.5594	32.0874	33.6918	35.3839
Assistant Engineer	65	5,731 - 6,965	33.0611	34.7132	36.4483	38.2729	40.1850
Assistant Planner	61	5,192 - 6,310	29.9517	31.4484	33.0204	34.6734	36.4057
Code Compliance Officer	58	4,821 - 5,860	27.8132	29.2030	30.6627	32.1977	33.8063
Construction Maintenance Supervisor	62	5,321 - 6,468	30.7005	32.2346	33.8459	35.5402	37.3158
Customer Services Supervisor	56	4,589 - 5,577	26.4730	27.7958	29.1852	30.6462	32.1774
Fire Safety Inspector	58	4,821 - 5,860	27.8132	29.2030	30.6627	32.1977	33.8063
Fleet Maintenance Supervisor	64	5,591 - 6,796	32.2547	33.8665	35.5593	37.3394	39.2049
Management Assistant	61	5,192 - 6,310	29.9517	31.4484	33.0204	34.6734	36.4057
Parks Maintenance Supervisor	64	5,591 - 6,796	32.2547	33.8665	35.5593	37.3394	39.2049
Public Works Supervisor	62	5,321 - 6,468	30.7005	32.2346	33.8459	35.5402	37.3158
Recreation Supervisor	56	4,589 - 5,577	26.4730	27.7958	29.1852	30.6462	32.1774
Utility Systems Supervisor	70	6,484 - 7,881	37.4056	39.2748	41.2379	43.3023	45.4656
Wastewater Utilities Supervisor	64	5,591 - 6,796	32.2547	33.8665	35.5593	37.3394	39.2049
<b>Group 4 Non-Exempt</b>							
Accounting Technician II	44.5	3,501 - 4,255	20.1953	21.2050	22.2653	23.3786	24.5474
Administrative Assistant III	45	3,497 - 4,251	20.1762	21.1845	22.2434	23.3568	24.5239
Deputy City Clerk	57	4,703 - 5,717	27.1348	28.4907	29.9148	31.4124	32.9818
Executive Assistant to the City Manager	57	4,703 - 5,717	27.1348	28.4907	29.9148	31.4124	32.9818
Human Resources Technician I	53	4,261 - 5,179	24.5828	25.8112	27.1014	28.4580	29.8799
Human Resources Technician II	57	4,703 - 5,717	27.1348	28.4907	29.9148	31.4124	32.9818
Senior Administrative Assistant	49	3,860 - 4,692	22.2707	23.3837	24.5525	25.7815	27.0697