



CITY OF HEMET
HEMET, CALIFORNIA
RESOLUTION NO. 2024-132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEMET, CALIFORNIA, RELATING TO SALARY RANGES AND BENEFITS FOR THE MANAGEMENT/CONFIDENTIAL GROUP ESTABLISHING POLICY WITH RESPECT TO THE REQUIREMENTS, RESPONSIBILITIES, DESIGNATION AND EMPLOYMENT OF "MANAGEMENT/CONFIDENTIAL GROUP" OF THE CITY OF HEMET AND REPEALING RESOLUTION NO. 2023-168

The City Council of the City of Hemet, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, in the organizational structure of any organization involving the chain of responsibility and authority, it is desirable to establish and define the limits of the Management/Confidential Group; and

WHEREAS, it is agreeable and desirable to define the Management/Confidential Group and the responsibilities of such group as well as the benefits to be derived by the personnel designated as "Management/Confidential"; and

WHEREAS, this Resolution shall remain in effect until superseded by a subsequent resolution concerning this matter; and

WHEREAS, it is the intent of this Resolution to set forth and clarify certain practices and procedures with regard to administration, and nothing contained herein shall be deemed to supersede the City's Merit Personnel System, including personnel ordinances and resolutions, unless otherwise specifically addressed herein; and

1 **WHEREAS**, the City desires to amend this Resolution in order to periodically
2 revise the language within to ensure that the requirements, responsibilities, and
3 conditions of this Resolution remain clear and up-to-date.
4

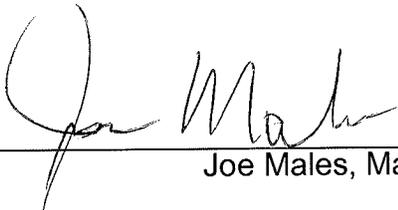
5 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HEMET FINDS,**
6 **DETERMINES, ORDERS, AND RESOLVES AS FOLLOWS:**

7 That the City Council of the City of Hemet, California, affirms the terms and
8 conditions for Management/Confidential employees attached hereto as Exhibit A.
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PASSED, APPROVED AND ADOPTED this 9th day of July, 2024.



Joe Males, Mayor

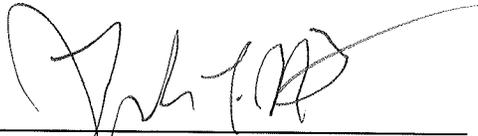
ATTEST:


John Paul Maier, City Clerk

1 State of California)
2 County of Riverside)
3 City of Hemet)

4 I, John Paul Maier, City Clerk of the City of Hemet, do hereby certify that the
5 foregoing resolution was adopted by the Hemet City Council on the 9th day of July,
6 2024, and was passed by the following vote:
7

8 AYES: Council Members: Krupa, Lilienthal, Mayor Pro Tem Peterson,
9 Mayor Males.
10 NOES: Council Members: None.
11 ABSTAIN: Council Members: None.
12 ABSENT: Council Members: Kendrick.

13 

14 _____
15 John Paul Maier, City Clerk

1 **Exhibit A**

2 **Terms and Conditions for Management/Confidential Employees**

3
4 **SECTION 1. Designated Classifications.**

5 The following positions are designated as classifications subject to the conditions set forth
6 in this Resolution.
7

8 **Management/Confidential Positions**

- 9
- 10 • Accounting Manager
 - 11 • Accounting Supervisor
 - 12 • Assistant to the City Manager
 - 13 • Communications and Events Coordinator
 - 14 • Community Solutions Coordinator
 - 15 • Deputy City Clerk*
 - 16 • Economic Development Analyst
 - 17 • Economic Development Manager
 - 18 • Executive Analyst in the City Mgr. Office
 - 19 • Executive Assistant in the City Mgr. Office*
 - 20 • Human Resources Analyst
 - 21 • Human Resources Manager
 - 22 • Human Resources Coordinator*
 - 23 • Human Resources Technician*
 - 24 • Management Analyst
 - 25 • Payroll/Human Resources Specialist*
 - 26 • Police Personnel & Training Coordinator*
 - 27 • Principal Accountant
 - 28 • Program Coordinator*
 - Sr. Human Resources Technician*

Note: Employees with an asterisk (*) are not exempt and are entitled to overtime.

24 **SECTION 2. Periodic Review of Management Resolution.**

25 The City Council reserves the right and discretion to review and amend this Resolution
26 as it deems necessary.
27
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1 **SECTION 3. Repeal of Resolution**

2 Resolution No. 2023-168 is hereby repealed.
3

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5 **SECTION 4. Purpose.**

6 The purposes of establishing a Management/Confidential Group are as follows:

- 7 A. To create a Group under the direction of the City Manager to promote the goals
8 and objectives of the City Council.
9
- 10 B. To establish a system of compensation for Management/Confidential personnel
11 with competitive salary and benefit levels in the labor market.
12
- 13 C. To distinguish Management/Confidential positions and responsibility
14 from classified employees.
15
- 16 D. To promote harmony through identification of a Management/Confidential group
17 with common goals and responsibilities.
18
- 19 E. To offer the highest possible caliber of public servants.
20
- 21 F. To maintain an appropriate separation between the administration and political
22 body of the City.
23
- 24 G. To promote harmony and confidentiality in bargaining with labor groups.

25 **SECTION 5. Participative Team Concept.**

- 26 A. Open communication among Management/Confidential personnel members.
27
- 28 B. Responsibility to participate in the ongoing decision-making process.

1 C. Employees shall have a responsibility to promote a harmonious approach to
2 problem solving and implementation of City Council goals and share in the
3 responsibility of the decision-making process.

4
5 D. Employees are expected to fulfill their responsibilities in administrative decisions
6 and assignments and to respond to emergency situations.

7 E. Employees are expected to devote as much time as is necessary to perform their
8 particular duties regardless of emergencies, work stoppage, or the normal work
9 demands of the City.
10

11
12 **SECTION 6. Philosophy of Compensation.**

13 The City of Hemet recognizes that it competes in a marketplace to obtain qualified
14 personnel to perform and provide municipal services. It further recognizes that
15 compensation and conditions of employment must be sufficiently attractive to draw and
16 retain qualified employees. Therefore, the City will compensate its
17 Management/Confidential group employees with wages and benefits competitive within
18 the labor market and commensurate with satisfactory performance of the employee.
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22 **SECTION 7. Salary Ranges, Salary Increases, Referral Bonus, Longevity,
23 Educational Incentive Program and Merit/Performance Reviews.**

24 **A. Salary Ranges.**

- 25 1. Each budgeted job classification covered by this Resolution shall have a salary
26 range as approved by the City Council in the annual operating budget.
27
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1 2. Each such classification salary range shall have seven (7) steps consisting of
2 five percent (5%) increments, unless otherwise specified.
3

4 **B. Salary Increases.**

5 1. Market Equity Adjustment- Effective the first full pay period after July 1, 2024,
6 all classifications in the Management/Confidential Group will be adjusted by
7 the amounts listed in Appendix "A".

8 2. Effective the first full pay period after July 1, 2025 all employees in the
9 Management/Confidential Group will receive a 3% Cost of Living Adjustment
10 (COLA)
11

12 **C. Referral Bonus for Referrals of Lateral Police Officers and Lateral Public Safety**
13 **Dispatchers.**

14 1 The City wishes to attract experienced job applicants for the positions of
15 Lateral Police Officers and Lateral Public Safety Dispatchers.
16

17 a. The Management/Confidential employee recommends a job applicant
18 for the classification of Lateral Police Officer or Lateral Public Safety
19 Dispatchers to the City on or after the effective date of this resolution.
20

21 b. The recommended applicant actually applies for, and is hired into the
22 classification of Lateral Police Officer or Lateral Public Safety
23 Dispatcher.
24

25 c. The recommended applicant lists the name of the
26 Management/Confidential member who made the recommendation on
27 the applicant's City job application.
28

- 1 d. The recommended applicant completes the applicable training program
2 for the applicant's position (Field Training Program for Lateral Police
3 Officers and Communications Training Officer Program for Lateral
4 Public Safety Dispatchers.
5
- 6 e. The Management/Confidential employee and the recommended
7 applicant must remain employees of the City until other requirements
8 are met, in order for the Management/Confidential employee to be
9 eligible to receive the referral bonus.
10
- 11 f. The referral bonus shall be \$2,500 (two thousand, five hundred dollars)
12 and shall become payable on the first pay period after all of the above
13 requirements have been met.
14
- 15 g. Payments will be subject to all regular deductions, including state and
16 federal tax withholdings, and as required by law.

17 **D. Longevity.**

- 18 1. Effective the second full pay period after City Council approval of this MOU, all
19 unit members with fifteen (15) years of City service shall be paid a stipend of
20 one hundred fifty dollars (\$150) per month.
21
- 22 2. Effective the second full pay period after City Council approval of this MOU, all
23 unit members with twenty (20) years of City service shall be paid an additional
24 stipend of one hundred fifty dollars (\$150) per month.
25

26 **E. Educational Incentive Program:**

- 27 1. The City will pay a maximum of two hundred dollars (\$200) per month to those
28 employees presently holding or hereafter obtaining a Bachelor's degree in a

1 subject related to their current position, provided that it exceeds the minimum
2 requirement for the position held. Degrees must be earned from institutions of
3 higher education fully accredited by the Western Association of Schools and
4 Colleges ("WASC")
5

6 **F. Merit/Performance Review.**

- 7 1. Upon hire, the employee shall be paid a salary for six (6) months from the date
8 of hire, based upon the established range for that position. At the end of the six
9 (6) months the employee may become eligible for a merit increase. Thereafter,
10 all future merit increases shall occur twelve (12) months from the date of the
11 first merit increase.
12
- 13 2. The City Manager, upon recommendation of the Department/Division Head,
14 shall have the authority to advance an individual within a range a maximum of
15 five percent (5%) for merit purposes. This advancement may occur at the end
16 of the initial six (6) months after the date of hire, or anytime thereafter.
17
- 18 3. Salary appointment should be made at the first step of the salary range for the
19 particular classification in which the appointment is made. The City Manager,
20 upon recommendation of the Department/Division Head, shall have the
21 authority to appoint to a higher step of the salary range if recruitment
22 circumstances warrant.
23
- 24 4. Advancement within a salary range shall be authorized only after the affirmative
25 action of the City Manager. Such action shall be based only on satisfactory job
26 performance.
27
- 28 5. All performance evaluations shall be confidential.

1 6. As directed by the City Manager, sufficient instruction will be made available to
2 pertinent personnel on the subject of performance evaluation.
3

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5 **SECTION 8. Management/Confidential Personnel Compensation Review**
6 **Procedures.**

7 **A. Policy Concerning Compensation Review Procedures.** Compensation and
8 increases thereof, if any, are a matter within the sole discretion of the City Council.
9 The City Council, in keeping with its purpose and philosophy as stated in Sections
10 4 and 6, to provide competitive salaries to meritorious employees, hereby
11 establishes the following procedures. The City Council reserves the right to
12 amend these procedures from time to time as may be necessary to accomplish
13 the purposes set forth herein.
14

15 **B. Compensation.** As established in Hemet Municipal Code, Chapter 54, the City
16 Manager is responsible for administering the City's personnel system. They are
17 further responsible for evaluating its personnel to assure competency in all
18 positions, except their own and that of the City Attorney. It is, therefore, the
19 responsibility of the City Manager to administer the system set forth hereinabove
20 in Subsection 7.B in a manner consistent with this objective.
21

22
23 **C. Overtime.**

24 1. The City Manager has determined that some employees in positions subject to
25 this Resolution are exempt for purposes of state and federal wage and hour
26 laws and are not entitled to overtime compensation. Benefits and salary are
27
28

1 considered adequate compensation for overtime demands placed on these
2 individuals.

3
4 2. Non-Exempt Employees and Compensatory Time.

5 (a) Employees identified with an asterisk (*) in the list of classifications for
6 this Resolution are not exempt for purposes of state and federal wage
7 and hour laws regarding overtime compensation and will be entitled to
8 overtime pay at the rate of one and one-half (1 ½) their regular hourly
9 rate of pay for each hour worked in excess of forty (40) hours in any one
10 workweek.

11
12 (b) Compensatory Time (CT)

13 (i) Employees eligible for overtime may elect to convert earned overtime
14 to CT at the rate of one and one-half (1 ½) hours for each hour
15 actually worked. CT may be accrued up to eighty (80) hours. An
16 employee who has accrued eighty (80) hours of compensatory time
17 may not elect to convert overtime to compensatory time and will be
18 compensated for one and one-half (1 ½) hours for each additional
19 hour of overtime actually worked.

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22 (ii) An employee who has requested the use of earned CT shall be
23 permitted to use such time within a reasonable period after making
24 the request if the use of the CT does not unduly disrupt the
25 operations of the department.
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1 (iii) An employee at any time may request and receive compensation for
2 any CT. Such compensation shall be paid at the regular rate earned
3 by the employee at the time the employee receives such payment.
4

5 **D. Disaster/Emergency Response.** Employees not eligible for overtime will receive
6 compensation for time worked outside their regularly-scheduled duty, paid at the
7 rate of one and one-half (1 ½) times their hourly rate, for services rendered for
8 participating in a disaster/ emergency response, requested by the Office of
9 Emergency Services and assigned by the City Manager, outside the city limits.
10 State or federal reimbursement for these services will revert to the City.
11

12 **SECTION 9. Management/Confidential Personnel Benefits.**

13 **A. Part-time Benefits.** Part-time employees, who work less than half-time, shall not
14 receive any Management/Confidential personnel benefits. Part-time employees,
15 who work at least half-time, shall receive Management/Confidential personnel
16 benefits as follows:
17

18 1. The following Management/Confidential personnel benefits are provided on the
19 same basis as is given to a full-time employee:
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- 21 (a) Retirement;
- 22 (b) Leave of Absence Without Pay;
- 23 (c) Non-Occupational Disability Leave;
- 24 (d) Professional Organizations;
- 25 (e) Grievance and Disciplinary Appeals Procedure;
- 26 (f) Deferred Compensation; and
- 27 (g) Optional Work Schedule.
28

1 2. The following Management/Confidential personnel benefits are prorated on the
2 basis of the percentage of hours that the employee works compared to a full-
3 time employee:
4

5 (a) Personal Time Off;

6 (b) Sick Leave;

7 (c) Health Insurance. The City will pay the prorated percentage of the cost
8 of the medical plan selected by the employee. The City will pay the
9 prorated percentage of the cost of the City's self-funded dental and
10 vision plans;
11

12 (d) One time, Lump Sum, Non-Recurring, Non-Pensionable Payments;

13 (e) Jury Duty;

14 (f) Holiday Policy;

15 (g) Retiree Health Insurance Benefits, pursuant to the Retiree Health Policy;

16 (h) Bereavement Leave.
17

18 3. The following Management/Confidential personnel benefits are provided as
19 indicated under the specific benefit:
20

21 (a) Medical Examination.

22 4. The following Management/Confidential personnel benefits are not provided to
23 any part-time employee:
24

25 (a) Administrative Leave;

26 (b) Disability Insurance;

27 (c) Life Insurance;

28 (d) City Vehicles;

1 (e) Educational Reimbursement.

2 **B. Deferred Compensation.**

- 3 1. The City will provide a City-paid deferred compensation program which shall
4 be included as "salary" in any compensation review as set forth hereinabove in
5 Section 8. The rate for City-paid deferred compensation for all employees is
6 set at 2% of monthly salary.
7
8 2. The City will match dollar for dollar into the employee deferred compensation
9 plan through a deferred compensation company selected by the City, up to a
10 maximum of one hundred fifty dollars (\$150.00) per month.
11
12 3. 401(a) For employees not eligible for the City paid retiree medical insurance,
13 the City will contribute one hundred twenty five dollars (\$125) per month.

14 **C. Medical Examination.** The City will reimburse all Management/Confidential
15 personnel for a medical examination by the physician of their choice which could
16 include EKG, X-rays, and any such other tests that the employee might elect to
17 have. The reimbursement amount for direct costs incurred shall not exceed two
18 hundred fifty dollars (\$250) per calendar year (one hundred twenty five dollars,
19 \$125 for part-time). Subject to review for eligibility.

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21
22 **D. Personal Time Off.** The City shall administer a Personal Time Off (PTO) program
23 which will provide for vacations, family sick leave, and management leave. The
24 PTO program combines earned vacation, management/supervisory leave, and a
25 portion of sick leave benefits.

- 26
27 1. Management/Confidential Personnel employees will accrue Personal Time Off
28 according to the following tables:

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Exempt Employees

Length of Service	Vacation Hours	Management/ Supervisory Leave (Hours)	Sick Leave Hours	Total Personal Time Off (Hours)
1-12 years	160	40	48	248
12+ years	168	40	48	256

Overtime Eligible Employees

Length of Service	Vacation Hours	Sick Leave Hours	Total Personal Time Off (Hours)
1-3 years	96	48	144
4- 6 years	120	48	168
7-9 years	144	48	192
10-12 years	160	48	208
12+ years	168	48	216

2. Guidelines for Use of Personal Time Off:

- (a) Accumulation of Personal Time Off (PTO) shall be limited to an amount equal to the earnings for a twenty four (24) month period at the employee's current PTO earning rate;
- (b) PTO may be used as soon as indicated on the employee's pay stub (but may not be used in advance) and must be approved by the employee's supervisor and/or department head;
- (c) In the event one or more holidays fall during a period when an employee is on PTO, ten (10) hours of such holiday shall not be charged as PTO;
- (d) PTO (and compensatory time) must be exhausted before a leave of absence without pay will be granted;

- 1 (e) When an employee is using PTO and becomes ill or injured, they may
2 use sick leave when eligible;
- 3 (f) The policy of the City Council regarding PTO sellback is that an
4 employee:
5
6 (i) Can sell accumulated PTO not more than once each quarter.
7
8 (ii) Must obtain approval of the City Manager for the sellback.
9
10 (iii) May not sell more than one hundred seventy six (176) hours per
11 calendar year.
12
13 (iv) Shall be prohibited from selling any PTO if, during the past six (6)
14 months, the employee has received discipline in the form of a
15 suspension without pay, a reduction in salary, or a demotion;
16
17 (v) There shall be no sale of vacation time from July 1, 2024 through
18 December 31, 2024. The sale of vacation time from January 1, 2025
19 through June 30, 2026, shall be limited to to eighty (80) hours,
20
21 (g) Upon termination of employment, an employee will be paid for the
22 balance of their PTO at the rate of one hundred percent (100%) of
23 current salary.
24
25 (h) Existing vacation leave balance of a City employee promoted to an
26 administrative position will be transferred to PTO; accrual of additional
27 PTO will begin upon the effective date of the promotion at the rate
28 indicated in Subsection 9.D.1.

E. **Administrative Leave.** Administrative leave must be used by December 31 of each year, cannot be carried forward to the following year, and cannot be

1 converted to cash compensation or PTO. Administrative leave may be taken off,
2 with Department Head or City Manager approval as appropriate, subject to the
3 City and department needs and scheduling. Administrative leave is provided to
4 employees as follows:
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6 1. Employees designated by the City Manager will receive up to six (6) days of
7 administrative leave per year for:

8 (a) Required attendance at most regularly scheduled City Council meetings
9 as recommended by the Department Head to the City Manager.
10

11 (b) Required attendance at most regularly scheduled Planning Commission
12 meetings as recommended by the Department Head to the City
13 Manager.
14

15 2. Employees designated by the City Manager will receive six (6) days of
16 administrative leave per year for required standby (on the scene within thirty
17 (30) minutes) on a regularly scheduled basis directing the employee to maintain
18 telephone or radio contact with the City.
19

20 **F. Sick Leave.**

21 1. Sick leave shall be earned at the rate of eight (8) hours per month and will have
22 no accumulation limitation.

23 2. Newly-hired Management/Confidential personnel shall be given a credit of two
24 hundred forty (240) hours of sick leave to their Sick Leave account for the first
25 two and one-half (2½) years of service. Accrual of additional sick leave will
26 commence at the beginning of the 31st month of service.
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- 1 3. Existing sick leave balance of a City employee promoted to a
2 Management/Confidential personnel position will be transferred; accrual of
3 additional sick leave time will begin upon the effective date of the promotion at
4 the rate indicated in Subsection 9.F.1.
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- 6 4. Sick leave shall be used for illness or injury which causes the employee to be
7 absent from their duties.
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- 9 5. Sick leave may be used for absences from duty when the employee's presence
10 is needed to attend to the illness of a member of their family. The use of sick
11 leave under this subsection shall be limited to one half (1/2) of annual potential
12 accrual, which is 48 hours for full-time employees.
- 13
- 14 6. Reasonable proof of illness may be requested.
- 15
- 16 7. Personal Time Off shall be applied when all sick leave has been exhausted.
- 17 8. The following payoff provision for accumulated Sick Leave upon retirement or
18 disability, death or resignation, shall apply:
 - 19 (a) Twenty-five percent (25%) of all accumulated sick leave after five (5)
20 years of service with the City; payoff shall be prorated upon last five (5)
21 years of service.
 - 22 (b) Fifty percent (50%) of all accumulated sick leave after ten (10) years of
23 service with the City; payoff shall be prorated upon last five (5) years of
24 service.
 - 25 (c) Seventy-five (75%) of all accumulated sick leave after twenty (20) years
26 of service with the City; payoff shall be prorated upon last five (5) years
27 of service.
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2 **G. Holiday Policy**

3 The City currently observes the following holidays:

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Designated Date	Designated Holiday
January 1	New Year's Day
Third Monday in January	Martin Luther King Jr. Day
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day After Thanksgiving Day
December 24 (1/2 holiday)	Christmas Eve
December 25	Christmas Day
December 31 (1/2 holiday)	New Year's Eve
Three Floating Holidays (One is in lieu of Columbus Day)	At Employee's Discretion with Supervisor's Approval

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1. Hour Value. The hour value for each holiday shall be equivalent to the employee's scheduled work period.
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1 2. Procedure if Holiday Falls on Saturday or Sunday. For those employees whose
2 normal work week is Monday through Friday, when a holiday falls on Saturday,
3 the preceding Friday shall be observed as a holiday. When a holiday falls on a
4 Sunday, the following Monday shall be observed as a holiday.
5

6 3. Procedure if Holiday Falls on Regular Day Off. If a holiday occurs on a day
7 which is the employee's regular day off, they shall be entitled to ten (10) hours
8 of holiday pay or five (5) hours of pay for a half (1/2) day holiday.
9

10 **H. Bereavement Leave.**

11 1. Use of Bereavement Leave. Paid Bereavement Leave may be granted to an
12 employee upon the request of the employee, upon the death of any of the
13 following relatives of the requesting employee: spouse; domestic partner, child,
14 including biological, step, adopted and foster children; parent, including
15 biological, step, adoptive and foster parents; parent-in-law; grandparent;
16 sibling; grandchild, including biological, step, adopted and foster grandchildren.
17

18 2. Amount of Bereavement Leave: Employees may receive up to five (5) days of
19 paid Bereavement Leave based upon the employee's usual work schedule.
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21 **I. Health Insurance.**

22 1. The City shall make available to all full time employees and their dependents,
23 pro-rated for part time employees, medical plans through commercial carriers.
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2. The City shall contribute the monthly amounts as follows:

KAISER LOW	Plan Year 2024/2025	Plan Year 2025/2026
Employee Only	\$650*	Dollar Amount Equivalent to 100% Employer-Paid
Employee +1	\$1,115.00	\$1,150.00
Employee +2 or more	\$1,595.00	\$1,645.00
KAISER HIGH	Plan Year 2024/2025	Plan Year 2025/2026
Employee Only	\$650*	Dollar Amount Equivalent to 100% Employer-Paid
Employee +1	\$1,115.00	\$1,150.00
Employee +2 or more	\$1,670.00	\$1,720.00

3. The City will contribute one hundred percent (100%) of the cost per month, per employee in a paid status for the cost of dental and vision plans for such employee and their dependents.

J. **Retirement.** The City will provide retirement plans with the California Public Employees Retirement System ('CalPERS') as follows:

1. For employees hired prior to July 1, 2011, such plan shall be 2.7% at 55 with 1959 Survivor Benefits, Level 4, Post-Retirement Survivor Allowance, One-Year Highest Compensation, and Military Service Credit.
2. For employees hired from July 1, 2011 through December 31, 2012, or those hired thereafter who are CalPERS 'Classic' members, such plan shall be 2.5% at 55 with 1959 Survivor Benefits, Level 4, Post-Retirement Survivor Allowance, One-Year Highest Compensation, and Military Service Credit.

1 3. For employees hired on or after January 1, 2013, who are not CalPERS
2 'Classic' members and are not eligible for reciprocity, such plan shall be 2% at
3 sixty-two (62) and final compensation based on 'highest consecutive three year
4 average'.

5
6 4. Management/Confidential Personnel employees in retirement Tiers I and II
7 shall pay the full employee share of contribution (EPMC), but not to exceed
8 eight percent (8%), to their respective retirement plans.
9 Management/Confidential Personnel employees in retirement Tier III shall pay
10 the full employee share of contribution (EPMC), but not to exceed sharing fifty
11 percent (50%) of normal costs, to their retirement plan.

12
13 5. Management/Confidential Personnel employees shall receive retiree health
14 insurance benefits pursuant to Resolution Numbers 4198, 4190, 3349, 3317,
15 and 3209. The Tier Two deferred compensation contribution for management
16 employees covered by this Resolution shall be one hundred dollars (\$100.00)
17 per month.
18

19 **K. Disability Insurance.** On behalf of each employee, the City shall contribute an
20 amount equal to the premium on a long-term disability plan. The plan shall provide
21 coverage equal to sixty percent (60%) of total salary, with a maximum monthly
22 benefit of thirteen thousand dollars (\$ 13,000), after a thirty (30) day waiting period.
23 In no case shall the policy require sick leave to be drawn beyond the initial thirty
24 (30) day period.
25

26 **L. Life Insurance.** For employees hired on or before December 3, 1996, the City will
27 provide a term life insurance policy in the amount of one hundred thousand dollars
28

1 (\$100,000.00) for all employees covered by this Resolution. For employees hired
2 after December 3, 1996, the City will provide a term life insurance policy in the
3 amount of fifty thousand dollars (\$50,000.00).
4

5 **M. City Vehicles.** Authorization for use of City-owned vehicles shall be pursuant to
6 Resolution Number 3348. The auto allowance amount for all managers receiving
7 an auto allowance shall be equal to five hundred dollars (\$500) monthly.
8

9 **N. Jury Duty.** An employee on jury duty will receive full pay and benefits. Any
10 compensation for such jury duty (except travel pay) shall be returned to the City.
11

12 **O. Bilingual Pay.** Employees regularly required by their supervisor to provide foreign
13 language translation services in the course and scope of their employment shall
14 receive one hundred dollars (\$100.00) per month. In order to qualify for bilingual
15 pay, the employee must pass a test established by the City.
16

17 **P. Leave of Absence Without Pay.**

18 1. After all Personal Time Off (PTO) and compensatory time has been used, the
19 City Manager, upon recommendation of the Department/Division Head, may
20 grant a leave of absence without pay for any employee up to a maximum of
21 sixty (60) calendar days. Extensions of time beyond the initial sixty (60)
22 calendar days up to one (1) year may also be granted by the City Manager.
23 One (1) extension, for a total of two (2) years from the beginning of the initial
24 sixty (60) days, may be granted. A leave without pay may be granted for any of
25 the following reasons:
26

- 27 (a) To take a course of study which will increase the employee's usefulness
28 on return to their position in the City's service; and

1 (b) For personal reasons acceptable to the Department Head and City
2 Manager.

3 2. During an approved leave of absence without pay all employee benefits shall
4 cease to be paid by the City. An employee may continue their health and life
5 insurance benefits at the employee's expense.
6

7 **Q. Non-Occupational Disability Leave.**

8 1. Upon submission of an appropriate certificate from a licensed medical provider,
9 an employee may be granted non-occupational disability leave. The employee
10 utilizing non-occupational disability leave shall utilize all sick leave accredited
11 to them and upon the expiration of sick leave shall utilize any accrued annual
12 vacation leave and compensatory time. When all sick leave, annual vacation
13 leave and compensatory time are exhausted, the remainder of the absence
14 required will be on the basis of leave without pay. The leave without pay will
15 constitute a break in continuous service with the City.
16

17 2. Non-occupational disability leave shall not extend beyond a maximum period
18 of six (6) months. If additional leave is desired, the employee may request
19 additional leave in accordance with Leave of Absence Without Pay, Subsection
20 9.P. An employee shall not be entitled to more than one (1) such leave pursuant
21 to this Subsection 9.P. per twelve (12) month period.
22

23
24 **R. Professional Organizations.** Management/Confidential personnel are
25 encouraged to participate in professional organizations that directly relate to their
26 career objectives and the performance of their responsibilities. City-sponsored
27
28

1 membership in professional organizations and activities shall be subject to the
2 constraints of the adopted budget for that department/division.

3
4 **S. Educational Reimbursement.** Full-time, regular Management/Confidential
5 personnel employees shall qualify for participation in the tuition-reimbursement
6 program. Employee must be enrolled in an institution of higher education fully
7 accredited by Western Association of Schools and Colleges (WASC). Any
8 employee who is currently enrolled in a non-WASC accredited institution shall be
9 deemed a legacy beneficiary of this section so long as they were enrolled in such
10 college or university prior to July 31, 2024. Reimbursement will be subject to the
11 following:
12

- 13 1. The course elected must be of benefit to the City and directly related to the
14 employee's current duties or future employment with the City. Courses taken
15 to satisfy a degree requirement may be approved, provided that the degree
16 goal is in the field of current employment of the employee or future employment
17 with the City.
18
- 19 2. Each employee must attend on their own time and complete the course
20 satisfactorily with a passing grade of "C" or its numerical equivalent, or a "pass"
21 or "credit" for the class.
22
- 23 3. Employees planning on taking classes or entering a specific program that is
24 reimbursable will obtain approval for the reimbursement prior to enrollment.
25
- 26 4. Such reimbursement shall include tuition, books, text materials used to
27 complete course requirements and parking fees, but shall not include travel
28 time, mileage, or other miscellaneous costs.

1 5. Upon completion of the course, the employee shall attach the grade report
2 along with receipts for eligible reimbursements to their approved application for
3 educational assistance and present it to their Department Head. The
4 Department Head will forward the records of completion to the Human
5 Resources Division.
6

7 6. Reimbursement is limited to two thousand five hundred dollars (\$2,500.00) per
8 calendar year.
9

10 7. Should the employee leave City service within one year after completion of a
11 course paid for by the City, the costs of such course will be deducted from the
12 employee's last paycheck. If the employee's last paycheck is insufficient to
13 repay the costs of such course(s), the employee will be required to make
14 appropriate arrangements, including a promissory note, to repay the balance
15 within one (1) year of leaving City service. The City Manager may alter the
16 above requirement in unusual circumstances.
17

18 8. Employees covered under this resolution may request prepayment or
19 reimbursement of costs required for the course. Failure to present proper proof
20 of completion will cause the amount of prepayment to be deducted from
21 successive paychecks, not to exceed \$50 per pay period, except in the case of
22 an employee who terminates, in which case the total amount shall be deducted
23 from monies due and owed by the employee.
24

25 **T. Work Schedule.** All employees shall work a "4/10" alternative work schedule
26 comprising of eight (8), ten (10) hour days in the pay period. City may adjust
27
28

1 employee work days to provide coverage for all days of the week based on
2 business need, while maintaining a 4/10 work schedule.

3
4 **U. Optional Work Schedule.** Alternate work schedules will only occur with the
5 Department Director recommendation, with appropriate coverage to provide
6 adequate service to the public, and final approval by the City Manager.

7 **V. Layoff & Grievance Procedures.** Will be followed in accordance with the
8 Personnel Rules adopted by the City Council on April 12, 2011.

9
10 1. Separation Pay. A regular status employee who is subject to layoff shall receive
11 separation pay in the amount of two (2) weeks salary at the employee's then
12 current salary.