City of Half Moon Bay



Non-Represented Employees Benefits & Compensation Plan July 1, 2011 – June 30, 2013

TABLE OF CONTENTS

	Section	Page No.
Purpose	1.1	3
Application	2.1	3
Compensation	3	
Compensation	3.1	4
Salary at Initial Appointment	3.2	4
Salary Advancement within Range	3.3	4
Acting Pay	3.4	4
Supplemental Benefit	4	
Vacation and Administrative Leave Payoff	4.1	4
Sick Leave Payoff	4.2	5
Mileage	5.1	5
Educational Training Incentive Program	6	
Educational Reimbursement	6.1	5
Health and Welfare	7	
Medical, Dental, & Vision Insurance	7.1	6
Eligibility	7.1.A	6
Medical Insurance Benefit	7.1.B	6
Cafeteria Plan	7.1.C	6
Life and AD & D Insurance	7.2	7
Disability Coverage	7.3	7
Deferred Compensation	7.4	7
Retirement	7.5	8
Holidays	8	
Recognized Holidays	8.1	9
Leaves	9	
Vacation Leave	9.1	9
Sick Leave	9.2	10
Industrial Accident Leave	9.3	10
Bereavement Leave	9.4	11
Jury Duty	9.6	11
Military Leave	9.7	11
Administrative Leave	9.8	11
At Will Status	10.1	12
Exhibit A – Salary Schedule		13

PURPOSE

1.1 Purpose

To establish a program and guidelines for non-represented employee compensation and benefits pursuant to the following goals and objectives:

- Establish a payment of non-represented employees that results in appropriate salary-contribution relationships and competitive salary rates.
- Recognize the distinct character of non-represented employees as opposed to grouping them with other employees for compensation purposes.
- Promote a firm commitment of non-represented employees to the goals and objectives of the City Council and City Manager.
- Establish a system where salary serves as an effective devise for promoting better job performance.
- Promote the further identification of the non-represented employees and understanding of associated roles, loyalties, and responsibilities.

SECTION 2

APPLICATION

2.1 Application

This plan shall apply to the following non-represented employees:

- Assistant to the City Manager
- Finance Manager
- Planning Director

Compensation

3.1 Compensation

Effective July 1, 2011, the base wages for non-represented employees shall be established as set forth in Exhibit A.

Effective July 1, 2012, the base wages for non-represented classifications covered by this plan shall be increased by a cost of living adjustment of one and one-half percent (1.5%).

3.2 Salary at Initial Appointment

Salary at initial appointment is at the discretion of the City Manager and shall be based upon the qualifications of the candidate.

3.3 Salary Advancement Within Range

Salary advancement within a range shall be based on merit and performance as determined by the City Manager. Salary advancement within an established range is typically considered at one-year intervals and/or at the time of a range adjustment. The date of salary review and increase may be advanced or delayed as determined by the City Manager. The decision shall be final without right to appeal.

3.4 Acting Pay

Upon approval of the City Manager, an employee may be assigned acting duties of a position having a higher salary range. The employee must be assigned acting duties for at least eleven (11) consecutive business days and will be paid up to ten percent (10%) more than his/her current salary for the entire period of the acting assignment.

SECTION 4

SUPPLEMENTAL BENEFIT

4.1 Vacation Leave Payoff

When an employee is separated from service, he/she shall be entitled to a lump sum payment for any unused vacation at the time of separation.

In addition to the payment available upon separation, with the approval of the City Manager, employees may receive an annual payment in exchange for earned vacation up to one hundred four (104) hours in any given calendar year payable during the month of November.

4.2 Sick Leave Payoff

Upon separation from the City, employees with a minimum of five (5) years of service, but less than ten (10) years of service, shall receive reimbursement for twenty-five percent (25%) of their accrued sick leave with a cap of Twenty Five Hundred Dollars (\$2,500.00). Employees with a minimum of ten (10) years of service, but less than twenty (20) years of service, shall receive reimbursement equal to twenty-five percent (25%) of accrued sick leave with no cap. Employees with a minimum of twenty (20) years of service shall receive reimbursement equal to forty percent (40%) of accrued sick leave with no cap.

SECTION 5

MILEAGE

5.1 Mileage

Employees will receive reimbursement for each mile traveled on City business in the employee's private vehicle at the current rate established by the Internal Revenue Service. Private vehicles used for City business shall comply with applicable California Vehicle Code Sections pertaining to "Insurance or Proof of Ability to Respond to Damages."

SECTION 6

EDUCATIONAL TRAINING INCENTIVE PROGRAM

6.1 Educational Reimbursement

Upon approval of the City Manager, job-related educational classes shall be reimbursed to employees by the City, up to a maximum amount of One Thousand Dollars (\$1,000) per calendar year.

HEALTH AND WELFARE

7.1 Medical, Dental and Vision Insurance

A. Eligibility

All regular employees of the City eligible for PERS medical membership shall be eligible to enroll in the health and welfare benefits provided by this Section and currently authorized for this bargaining unit. Eligible dependents of a regular employee eligible for PERS medical membership shall be permitted to participate in any health and welfare benefit provided in this Section to the extent authorized by the benefit plan.

B. Medical Insurance Benefits

The City will contract with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees and their eligible dependants with medical insurance benefits.

The City will pay the minimum employer contribution required under Public Employees Medical and Hospital Care Act (PEMHCA) for each eligible active employee towards the purchase of medical insurance.

C. Cafeteria Plan

The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits. Benefits available through the Cafeteria Plan include medical insurance, dental insurance, and vision insurance.

The City will provide a Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health and welfare benefits.

The City shall contribute up to a maximum of Eleven Hundred Twenty Five Dollars (\$1,125.00) per month.

Any and all additional sums, over and above the amounts stated above that are required to purchase the employee selected Health and Welfare benefit, shall be paid by the employee through payroll deduction. Cafeteria Plan Allowance in excess of actual premiums is to be paid to the employee. A City payroll deduction authorization form shall be completed.

For particulars of coverage, see appropriate pamphlets and contracts.

7.2 Life Insurance and AD & D Coverage

The City shall provide Life Insurance and Accidental Death and Dismemberment Coverage in the amount of Sixty-Thousand Dollars (\$60,000.00). Effective October 1, 2008, the City shall provide Life Insurance and Accidental Death and Dismemberment Coverage for employees in the amount equal to one (1) times their individual annual base salary.

7.3 Disability Coverage

The City shall provide long-term disability coverage of sixty seven percent (67%) of monthly earnings to a maximum benefit of six thousand dollars (\$6,000) after a sixty (60) day elimination period.

7.4 Deferred Compensation

Employees may participate in the City's voluntary deferred compensation program (457 Plan). The City will make payroll deductions and transmit funds to the administrator. The City makes no representation on the merit of the plan or any of the investment products or instruments, which may be offered by the plan. The individual participant is responsible for evaluating the investment options within the plan. The City currently contracts with the ICMA-RC and CalPERS to provide a 457 program.

7.5 Retirement

The City participates in the CalPERS Retirement System and provides the following retirement benefits as defined in the City's contract with CalPERS:

 a. Employer Paid Member Contribution (EPMC) – Effective July 1, 2011, the City will pay five percent (5%) of the member contribution to CalPERS. Employees will be required to pay two percent (2%) of the member contribution,

Effective July 1, 2012, the City will pay two percent (2%) of the member contribution to CalPERS. Employees will be required to pay five percent (5%) of the member contribution.

- b. 1959 Survivor Benefit 3rd level.
- c. 2% @ 55 Retirement option.
- d. One-Year final compensation.
- e. Unused Sick Leave Conversion for Retirement Service Credit Retiring employees, defined as employees who request retirement payments from PERS within 120 days from separation from service, may convert unused sick leave to service credits to the maximum allowed by CalPERS. This provision to convert sick leave to service credits is at the option of the employee and, if so selected, is in-lieu of any other options available to convert sick leave to cash upon separation that the Memorandum of Understanding may provide.
- f. Military Service Credit (Statutes of 1976) The employee, at the employee's expense, may purchase Military Service Credits.
- g. Employer Paid Member Contribution (EMPC) converted to payrate during the final compensation period.
- h. Pre-retirement Option 2W Death Benefit.

HOLIDAYS

8.1 Holidays

Employees are entitled to the following holidays with pay:

New Year's Day
One day prior to, or following New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday (Monday or Friday of that week)
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
One day prior to, or following Christmas Day
One Floating Holiday

When any day recognized as a holiday falls on a Sunday, the holiday shall be observed on the following Monday. When any day recognized as a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday.

For Christmas and New Year's Holidays the following schedule shall be used to determine the actual days off:

Actual <u>Holiday</u>	Holiday Observed	Day Before or After <u>Observed</u>
Sunday	Monday	Tuesday
Monday	Monday	Tuesday
Tuesday	Tuesday	Monday
Wednesday	Wednesday	Tuesday
Thursday	Thursday	Friday
Friday	Friday	Thursday
Saturday	Friday	Thursday

LEAVES

9.1 Vacation Leave

Employees are entitled to paid vacation time off which shall accrue at the following rate:

0 through 4 years	8	hours per month
5 through 10 years	10	hours per month
11 through 15 years	12	hours per month
16 through 20 years	14	hours per month
21+ years	15.33	hours per month

Employees may accumulate up to, but not more than, two (2) years of vacation credit at their current accrual level. When an employee reaches the maximum accrual level he/she will no longer accrue vacation. The City Manager has the discretion to include prior years of total public service when establishing vacation leave accrual for new hires.

9.2 Sick Leave

Employees shall accrue eight (8) hours of sick leave with pay for each month of service.

Sick leave may be applied to:

- a. Absence necessitated by an employee's personal illness.
- b. Medical and dental appointments.

All conditions and restrictions that govern employee use of sick leave shall also apply to the use by an employee to attend to an illness of his/her child, mother, father, mother-in-law, father-in-law, spouse, domestic partner; domestic partner's mother, father, or child; and any dependent living in the same household as the employee.

Sick Leave incentive: Two (2) days vacation leave will be awarded contingent upon non-usage of accumulated sick leave (i.e. employee authorized one additional vacation day per six (6) months provided sick leave usage does not exceed two (2) days for that same period).

9.3 Industrial Accident Leave

An employee who has suffered an illness or injury arising out of and in the course of his/her employment, as defined by the Workers' Compensation laws of the State of California and is receiving temporary disability indemnity payments shall be entitled to industrial accident leave while so disabled without loss of compensation for a period not to exceed seventy-five (75) calendar days.

During the period the employee is paid by the City, the employee shall endorse to the City any temporary disability indemnity benefit payments received as a result of Workers' Compensation insurance coverage. The City will withhold payment of all compensation and benefits provided by this section until it is determined whether the illness or injury is accepted. If the employee's disability caused by illness or injury arising out of and in the course of the employee's employment extends beyond seventy-five (75) calendar days as described above, the employee may integrate his/her unused sick leave, vacation leave, and compensatory time accruals with the Workers' Compensation payments, provided that the sum of all Workers' Compensation Temporary Disability Indemnity benefits and paid leave do not exceed the employee's regular rate of pay for said period.

Once sick leave is exhausted, the employee may request an unpaid leave of absence. Such request must be in writing and must include a medical doctor's estimated date of return to full duty.

9.4 Bereavement Leave

The maximum period of bereavement leave with pay granted to any employee for each death in his/her immediate family (immediate family includes and is limited to parents, grandparents, children, and siblings of the employee and/or spouse/domestic partner of the employee) shall be three (3) consecutive working days. Bereavement leave with pay granted to an employee for all deaths in his/her immediate family shall not exceed five (5) working days during any twelve (12) month period except by special action of the City Council for good cause shown, except that an additional day will be granted in each case where the death takes place outside the State of California.

9.5 Jury Duty

A regular employee who is summoned for attendance to any court for jury duty or is called as a witness or defendant in any matter arising out of, or in the course of, his or her City employment shall be deemed to be on duty and is entitled to full pay and shall return all jury duty pay to the City.

9.6 Military Leave

The City shall grant military leave in accordance with the California Military and Veterans Code.

9.7 Administrative Leave

In addition to vacation leave, employees shall accrue eight (8) hours of administration leave per month. The City Manager may grant up to an additional twelve (12) hours of administrative leave per fiscal year in recognition of unanticipated efforts. The City Manager has full discretion in deciding whether to grant additional leave.

Employees may accumulate up to, but not more than, two (2) years of administrative leave credit. When an employee reaches the maximum accrual level, he/she will no longer accrue administration leave. Administrative leave shall have no cash value upon separation.

9.8 City Hall Closure

City Hall will be closed between December 23, 2011 and January 2, 2012.

On December 27, 28, and 29, 2011, City Hall employees will use accrued vacation or compensatory time off during the unpaid closure days. Employees without accrued vacation or compensatory time off will take unpaid leave.

City Hall will be closed between December 24, 2012 and January 1, 2013.

On December 26, 27 and 28, 2012, City Hall employees will use accrued vacation or compensatory time off during the unpaid closure days. Employees without accrued vacation or compensatory time off will take unpaid leave.

SECTION 10

At-Will Status

10.1 At-Will Status

Non-represented employees are at-will and serve at the pleasure of the City Manager. Non-represented employees do not have a property interest in their position with the City and employment may be terminated at any time, with or without cause, by either the City or the employee.

Exhibit A City of Half Moon Bay Non-Represented Employees Benefits & Compensation Plan Salary Schedule

July 1, 2011 - June 30, 2012

	STEPS - Monthly Salary				
Position	Α	В	С	D	E
Classification					
Assistant to the City Manager	7,282	7,646	8,028	8,429	8,850
Finance Manager	9,353	9,820	10,310	10,825	11,366
Planning Director	9,353	9,820	10,310	10,825	11,366