

RESOLUTION NO. 2017-79

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMARILLO ADOPTING THE COMPENSATION, CLASSIFICATION AND BENEFITS PROGRAM; AND, APPROVING A STATEMENT OF UNDERSTANDING PERTAINING TO TERMS AND CONDITIONS OF EMPLOYMENT FOR CITY EMPLOYEES

The City Council of the City of Camarillo resolves as follows:

SECTION 1: The City Council of the City of Camarillo finds and declares as follows:

A. The City Council annually approves a compensation and classification plan and sets forth a program of benefits for City employees;

B. Subsequent to proper Meet and Discuss procedures, discussions have been held regarding salaries, benefits, and personnel rules.

SECTION 2: The Statement of Understanding (S.O.U.) pertaining to the terms and conditions of employment for City employees attached as Exhibit A is hereby approved.

SECTION 3: The Compensation and Classification Schedule is attached as Exhibit B and will be effective July 1, 2017. The hourly rates for non-classified positions are included on Exhibit B and provide for an adjustment to those hourly rates to comply with the State of California's increased minimum wage effective January 1, 2018.

SECTION 4: The various benefit programs are set forth in Exhibit C.

SECTION 5: On-Call pay shall be \$1.50 per hour effective July 1, 2017.

SECTION 6: The compensation, classification and benefits programs and S.O.U. set forth herein supersedes any programs or S.O.U. previously established for City employees and any portion of any previous resolutions in conflict are hereby repealed.

PASSED AND ADOPTED June 28, 2017.

Attested to on 6/29/17

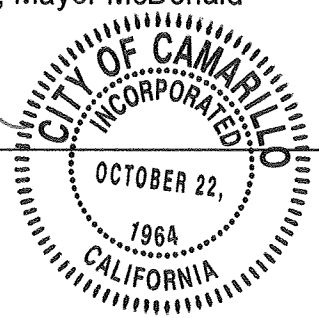
Jeanette L. McDonald  
Mayor

Jeffrie Madland  
City Clerk

I, Jeffrie Madland, City Clerk of the City of Camarillo, certify Resolution No. 2017-79 was adopted by the City Council of the City of Camarillo at a regular meeting held June 28, 2017, by the following vote:

- AYES: Councilmembers: Craven, Kildee, Morgan, Trembley, Mayor McDonald
- NOES: Councilmembers: None
- ABSENT: Councilmembers: None

Jeffrie Madland  
City Clerk



**STATEMENT OF UNDERSTANDING  
OF THE CITY OF CAMARILLO  
PERTAINING TO TERMS AND CONDITIONS  
OF EMPLOYMENT FOR CITY EMPLOYEES**

The City of Camarillo has met with the employees of the City relative to the Personnel Rules and the restatement of the City's Compensation Plan within the context of said rules. Subsequent to the completion of said Meet and Discuss process, it is now appropriate to approve this STATEMENT OF UNDERSTANDING (S.O.U.) setting forth provisions pertaining to wages, hours and other terms and conditions of employment.

1. **TERMS.** This S.O.U. shall apply to Fiscal Year 2017/2018 commencing on July 1, 2017 and shall remain in effect until otherwise amended or repealed.
2. **PURPOSE.** The purpose of this S.O.U. is to set forth wages, benefits and other terms and conditions of employment.
3. **APPLICABILITY.** This S.O.U. shall apply to all persons who are currently or hereafter employed by the City as defined in the Personnel Rules.
4. **SCOPE.** The general conditions of employment pertaining to both the rights and obligations of both the employees and the City, shall include, in addition to language set forth herein, the Personnel Rules of the City, dated March 26, 2014, and as amended, which are incorporated herein by reference.

The City reserves the right to amend such rules at any time. However, any amendment to the Personnel Rules, which are subject to Meet and Discuss between the City and employees of the City, shall not become effective until the conclusion of such process either by agreement having been reached or by unilateral adoption by the City as authorized by law.

5. **MANAGEMENT RIGHTS.** The City has the authority to manage and direct, on behalf of the public, all operations and activities of the City to the full extent authorized by law, including full authority to:
  - a. determine and modify the organization of City government and its constituent work units;
  - b. determine the nature, standards, levels and mode of delivery of services to be offered to the public;
  - c. determine methods, means and the numbers and kinds of personnel by which services are to be provided;
  - d. determine whether goods or services shall be made, purchased, or contracted for;
  - e. direct employees, including scheduling and assigning work and overtime;

- f. establish employee performance standards and require compliance therewith;
  - g. discharge, suspend, demote, reduce in pay, reprimand, withhold salary increases and benefits, or otherwise discipline employees subject to the requirements of applicable law;
  - h. relieve employees from duty because of lack of work, lack of funds or for other legitimate reasons;
  - i. implement rules, regulations and directives consistent with law and the specific provisions of this S.O.U.; and
  - j. take all necessary actions to protect the public and carry out its mission in emergencies.
6. **SALARIES.** The titles and salary bands for all classes of employment for the term of this S.O.U. shall be as set forth in Exhibit "B."
7. **BENEFITS.** Employee benefits are addressed in the Personnel Rules. A summary of the various benefit plans offered by the City is set forth in Exhibit "C."
8. **SAVINGS CLAUSE.** Should any provision of this understanding or any application thereof, be unlawful by virtue of and Federal, State or local laws and regulations, such provisions of this understanding shall be effective and implemented only to the extent permitted by such laws and regulations. But in all other respects, the provisions of this understanding shall continue in full force and effect for the life thereof.

6/28/17  
\_\_\_\_\_  
Date

*Jeanette L. McDonald*  
\_\_\_\_\_  
Mayor

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2017**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes	A	B	Salary Band	Annual Min.	Annual Max.	Monthly Min.	Monthly Max.	Hourly Min.	Hourly Max.
	<b><u>City Manager</u></b>									
101	City Manager	E			234,000	234,000	19,500	19,500	112.5000	112.5000
102	Assistant City Manager	E	k	259	169,379	228,466	14,115	19,039	81.4321	109.8396
107	Assistant to the City Manager	M	a	201	95,108	128,287	7,926	10,691	45.7252	61.6765
	<b><u>Administrative/Program Support</u></b>									
106	Senior Management Analyst	M	a	187	82,741	111,605	6,895	9,300	39.7793	53.6563
104	Management Analyst	M	A	177	74,904	101,035	6,242	8,420	36.0116	48.5743
105	Management Assistant	M	B	161	63,880	86,164	5,323	7,180	30.7115	41.4252
206	Executive Assistant	G	b	165	66,474	89,663	5,539	7,472	31.9585	43.1072
205	Senior Administrative Specialist	G	c	138	50,813	68,539	4,234	5,712	24.4292	32.9513
203	Administrative Specialist II	G	c	133	48,346	65,212	4,029	5,434	23.2435	31.3521
204	Administrative Specialist I	G	c	120	42,480	57,299	3,540	4,775	20.4232	27.5478
201	Staff Assistant II	G	D	115	40,419	54,519	3,368	4,543	19.4320	26.2109
202	Staff Assistant I	G	d	104	36,228	48,866	3,019	4,072	17.4174	23.4934
	<b><u>Administrative Services</u></b>									
302	Director, Administrative Services	E	k	248	151,818	204,780	12,652	17,065	72.9895	98.4519
305	Assistant Director, Administrative Services	M	k	225	120,763	162,890	10,064	13,574	58.0589	78.3127
313	Information Systems Analyst	M	e	200	94,167	127,017	7,847	10,585	45.2725	61.0658
311	Information Systems Administrator	G	E	182	78,725	106,188	6,560	8,849	37.8486	51.0521
315	Geographic Information Systems Specialist	G	e	182	78,725	106,188	6,560	8,849	37.8486	51.0521
321	Human Resources Analyst	M	a	187	82,741	111,605	6,895	9,300	39.7793	53.6563
329	Fleet and Facilities Manager	M	f	184	80,308	108,323	6,692	9,027	38.6094	52.0782
330	Facilities Maintenance Assistant	G	t	134	48,830	65,864	4,069	5,489	23.4760	31.6656
332	Senior Equipment Mechanic	G	f	161	63,880	86,164	5,323	7,180	30.7115	41.4252
333	Equipment Mechanic	G	F	149	56,690	76,466	4,724	6,372	27.2549	36.7627
	<b><u>City Clerk</u></b>									
401	City Clerk	E	k	226	121,970	164,519	10,164	13,710	58.6395	79.0959
402	Deputy City Clerk	M	b	163	65,164	87,896	5,430	7,325	31.3288	42.2578
	<b><u>Finance</u></b>									
601	Director, Finance	E	k	245	147,353	198,757	12,279	16,563	70.8429	95.5564
602	Assistant Director, Finance	M	k	222	117,211	158,100	9,768	13,175	56.3514	76.0096
609	Finance/Accounting Manager	M	g	194	88,709	119,656	7,392	9,971	42.6487	57.5267
610	Accounting Supervisor	M	g	185	81,110	109,406	6,759	9,117	38.9954	52.5990
603	Senior Accountant	M	g	180	77,174	104,096	6,431	8,675	37.1028	50.0461
604	Accountant	M	G	166	67,138	90,560	5,595	7,547	32.2781	43.5383
605	Budget Analyst	M	g	176	74,163	100,034	6,180	8,336	35.6551	48.0934
613	Finance Assistant	M	g	155	60,178	81,171	5,015	6,764	28.9316	39.0244
611	Accounting Specialist II	G	H	129	46,460	62,668	3,872	5,222	22.3366	30.1287
612	Accounting Specialist I	G	h	118	41,643	56,171	3,470	4,681	20.0208	27.0051
620	Customer Service Supervisor	M	g	171	70,563	95,179	5,880	7,932	33.9246	45.7592
623	Senior Customer Service Specialist	G	j	141	52,352	70,616	4,363	5,885	25.1694	33.9498
621	Customer Service Specialist II	G	J	127	45,545	61,433	3,795	5,119	21.8965	29.5350
622	Customer Service Specialist I	G	j	116	40,823	55,064	3,402	4,589	19.6263	26.4729

**CITY OF CAMARILLO**  
**Salary Bands Per Job Class**  
**Effective July 1, 2017**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes	A	B	Salary Band	Annual Min.	Annual Max.	Monthly Min.	Monthly Max.	Hourly Min.	Hourly Max.
	<b><u>Community Development</u></b>									
701	Director, Community Development	E	K	245	147,353	198,757	12,279	16,563	70.8429	95.5564
702	Assistant Director, Community Development	M	k	222	117,211	158,100	9,768	13,175	56.3514	76.0096
708	Principal Planner	M	I	194	88,709	119,656	7,392	9,971	42.6487	57.5267
703	Senior Planner	M	I	184	80,308	108,323	6,692	9,027	38.6094	52.0782
704	Associate Planner	G	L	174	72,701	98,063	6,058	8,172	34.9525	47.1458
705	Assistant Planner	G	I	158	62,001	83,630	5,167	6,969	29.8083	40.2069
709	Planning Technician	G	I	142	52,876	71,322	4,406	5,943	25.4211	34.2893
706	Code Compliance Manager	M	m	175	73,428	99,044	6,119	8,254	35.3021	47.6172
707	Code Compliance Officer	G	M	152	58,408	78,784	4,867	6,565	28.0807	37.8767
	<b><u>Public Works – Engineering</u></b>									
801	Director, Public Works	E	k	252	157,982	213,095	13,165	17,758	75.9531	102.4494
529	Assistant Director Public Works/City Engineer	M	k	236	134,731	181,732	11,228	15,144	64.7745	87.3711
528	Deputy Director Public Works/Environmental	M	o	220	114,901	154,985	9,575	12,915	55.2410	74.5119
530	Deputy Director Public Works/Transportation	M	o	220	114,901	154,985	9,575	12,915	55.2410	74.5119
527	Public Works Administrator	M	a	210	104,019	140,306	8,668	11,692	50.0090	67.4546
512	Principal Civil Engineer	M	n	214	108,242	146,003	9,020	12,167	52.0396	70.1936
511	Senior Civil Engineer	M	N	204	97,990	132,174	8,166	11,015	47.1107	63.5453
531	Traffic Engineer	M	o	210	104,019	140,306	8,668	11,692	50.0090	67.4546
533	Supervising Traffic Signal Technician	G	p	167	67,810	91,465	5,651	7,622	32.6009	43.9737
532	Traffic Signal Technician	G	P	155	60,178	81,171	5,015	6,764	28.9316	39.0244
544	Associate Civil Engineer	M	n	193	87,831	118,471	7,319	9,873	42.2265	56.9572
542	Associate Engineer	M	q	185	81,110	109,406	6,759	9,117	38.9954	52.5990
543	Assistant Engineer II	G	Q	175	73,428	99,044	6,119	8,254	35.3021	47.6172
545	Assistant Engineer I	G	q	168	68,488	92,380	5,707	7,698	32.9269	44.4134
539	Engineering Technician III	G	r	160	63,247	85,311	5,271	7,109	30.4074	41.0150
540	Engineering Technician II	G	R	150	57,257	77,231	4,771	6,436	27.5274	37.1304
541	Engineering Technician I	G	r	134	48,830	65,864	4,069	5,489	23.4760	31.6656
815	Stormwater Program Manager	M	s	177	74,904	101,035	6,242	8,420	36.0116	48.5743
817	Stormwater Assistant	G	s	163	65,164	87,896	5,430	7,325	31.3288	42.2578
816	Stormwater Inspector	G	s	153	58,992	79,571	4,916	6,631	28.3615	38.2555
550	Supervising Public Works Inspector	G	s	171	70,563	95,179	5,880	7,932	33.9246	45.7592
551	Public Works Inspector	G	S	159	62,621	84,467	5,218	7,039	30.1064	40.6090
	<b><u>Public Works – Streets</u></b>									
820	Public Works Maintenance Superintendent	M	t	200	94,167	127,017	7,847	10,585	45.2725	61.0658
819	Assistant Superintendent, PW Maintenance	M	t	177	74,904	101,035	6,242	8,420	36.0116	48.5743
818	Public Works Maintenance Supervisor	G	t	165	66,474	89,663	5,539	7,472	31.9585	43.1072
814	Landscape Inspector	G	t	160	63,247	85,311	5,271	7,109	30.4074	41.0150
810	Lead Public Works Maintenance Worker	G	t	146	55,023	74,218	4,585	6,185	26.4533	35.6816
811	Public Works Maintenance Worker III	G	t	134	48,830	65,864	4,069	5,489	23.4760	31.6656
812	Public Works Maintenance Worker II	G	T	124	44,205	59,626	3,684	4,969	21.2525	28.6664
813	Public Works Maintenance Worker I	G	t	113	39,622	53,444	3,302	4,454	19.0491	25.6944
	<b><u>Public Works – Water Reclamation</u></b>									
830	Water Reclamation Superintendent	M	U	213	107,171	144,557	8,931	12,046	51.5243	69.4986
831	Assistant Superintendent, Water Reclamation	M	u	190	85,248	114,987	7,104	9,582	40.9846	55.2821

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2017**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes	A	B	Salary Band	Annual Min.	Annual Max.	Monthly Min.	Monthly Max.	Hourly Min.	Hourly Max.
<b>Public Works – Water Reclamation (Continued)</b>										
837	Chemist	G	v	186	81,922	110,500	6,827	9,208	39.3854	53.1250
844	Source Control Inspector	G	s	163	65,164	87,896	5,430	7,325	31.3288	42.2578
840	Lead Water Reclamation Plant Operator	G	v	176	74,163	100,034	6,180	8,336	35.6551	48.0934
841	Water Reclamation Plant Operator III	G	v	164	65,816	88,775	5,485	7,398	31.6421	42.6804
842	Water Reclamation Plant Operator II	G	v	154	59,582	80,367	4,965	6,697	28.6452	38.6380
843	Water Reclamation Plant Operator I	G	v	143	53,405	72,035	4,450	6,003	25.6753	34.6322
839	Electrician/Instrumentation Technician	G	w	158	62,001	83,630	5,167	6,969	29.8083	40.2069
832	Water Recl. Plant Maintenance Leadworker	G	w	170	69,864	94,237	5,822	7,853	33.5887	45.3061
833	Water Reclamation Plant Mechanic II	G	w	148	56,129	75,710	4,677	6,309	26.9850	36.3988
834	Water Reclamation Plant Mechanic I	G	w	137	50,310	67,860	4,192	5,655	24.1873	32.6251
838	Lead Collection Systems Mechanic	G	w	160	63,247	85,311	5,271	7,109	30.4074	41.0150
835	Collection Systems Mechanic II	G	w	148	56,129	75,710	4,677	6,309	26.9850	36.3988
836	Collection Systems Mechanic I	G	w	132	47,868	64,567	3,989	5,381	23.0134	31.0416
<b>Public Works – Water</b>										
850	Water Superintendent	M	x	214	108,242	146,003	9,020	12,167	52.0396	70.1936
851	Assistant Superintendent, Water	M	x	191	86,101	116,137	7,175	9,678	41.3945	55.8349
852	Water Inspector	G	y	158	62,001	83,630	5,167	6,969	29.8083	40.2069
854	Lead Water Services Technician	G	y	146	55,023	74,218	4,585	6,185	26.4533	35.6816
864	Water Services Technician II	G	y	125	44,647	60,222	3,721	5,019	21.4650	28.9531
855	Water Services Technician I	G	y	114	40,018	53,979	3,335	4,498	19.2396	25.9514
859	Lead Water Distribution Operator	G	y	158	62,001	83,630	5,167	6,969	29.8083	40.2069
856	Water Distribution Operator III	G	y	146	55,023	74,218	4,585	6,185	26.4533	35.6816
857	Water Distribution Operator II	G	y	136	49,811	67,188	4,151	5,599	23.9478	32.3021
858	Water Distribution Operator I	G	y	125	44,647	60,222	3,721	5,019	21.4650	28.9531
860	Lead Water Production Operator	G	y	158	62,001	83,630	5,167	6,969	29.8083	40.2069
861	Water Production Operator III	G	y	146	55,023	74,218	4,585	6,185	26.4533	35.6816
862	Water Production Operator II	G	y	136	49,811	67,188	4,151	5,599	23.9478	32.3021
863	Water Production Operator I	G	y	125	44,647	60,222	3,721	5,019	21.4650	28.9531

**NON-CLASSIFIED / HOURLY RATED POSITIONS**

Position Title	Hourly Rates Effective 7/1/2017	Hourly Rates Effective 1/1/2018
Crossing Guard	13.50	14.15
TV Camera Operator	18.00	18.85
Student Assistant I – High School Students	10.50	11.00
Student Assistant II – College Students	12.55	13.15
Intern	14.90	15.60

**SUMMARY OF 2017/2018 BENEFIT PROGRAMS**

**I. MEDICAL INSURANCE**

The City contracts with the California Public Employees' Retirement System (CalPERS) for participation under the Public Employees' Medical and Hospital Care Act (PEHMCA) for the purpose of providing medical insurance benefits for eligible employees, City Councilmembers and qualifying annuitants. The City contributes towards the cost of eligible employees', City Councilmembers', and annuitants' health premiums under the equal contribution method as defined in Government Code Section 22892 (b)(1). The maximum monthly medical benefit provided to eligible employees and annuitants is \$128.00 as of January 1, 2017. The amount increases to \$133.00 per month as of January 1, 2018. Newly hired eligible employees are able to enroll in a health plan effective the 1<sup>st</sup> of the month following their date of hire.

**II. DENTAL AND VISION INSURANCE**

The City's dental and vision plans are self-funded through Delta Dental and Vision Service Plan (VSP). Regular, full-time employees and their eligible dependents are enrolled in the dental and vision plans on the 1<sup>st</sup> of the month following their date of hire, with the City paying 100% of the premium. Regular, part-time employees may enroll in the dental and vision insurance plans with the City paying a percentage of the premium equal to their employment classification (½-time = 50%; ¾-time = 75%). City Councilmembers may receive family dental and vision insurance benefits equal to regular, full-time employees.

**III. IRS SECTION 125 PLAN (CAFETERIA PLAN)**

The City shall maintain, in accordance with Section 125 of the IRS Code, a Cafeteria Plan for the purpose of providing employees with access to various health and welfare benefits on a pre-tax basis. Benefits available through the Cafeteria Plan include, but are not limited to:

- Group Health Plan Medical Premiums
- Dental and Vision Insurance Premiums
- Flexible Spending Account for Dependent Care
- Flexible Spending Account for Medical Expenses
- Voluntary Optional Benefits offered under a City-sponsored supplemental insurance program (e.g. Cancer Insurance Premiums, Accident Insurance Premiums, Critical Illness Insurance Premiums, etc.)

The City's contribution to the Cafeteria Plan ("Flex Dollars") for regular full-time employees will be equal to ninety percent (90%) of the premium for the PERS Choice PPO family health plan offered in the area, rounded to the nearest whole dollar, reduced by the City's medical benefit paid directly to CalPERS. Regular part-time employees will receive a pro-rated portion of Flex Dollars based on their employment classification (½-time = 50%; ¾-time = 75%). Eligible employees who opt out of the

City's health program or do not fully utilize the City's Medical Benefit and Flex Dollar contributions will receive 100% cash-back of the unutilized City contributions. City Councilmembers are not eligible for cash-back of unutilized Cafeteria Plan contributions. Flex Dollar contributions begin for eligible employees on the 1<sup>st</sup> of the month following their date of hire.

#### IV. RETIREMENT

The City contracts with CalPERS to provide retirement benefits to eligible employees.

**Classic Employees.** Employees hired on or before December 31, 2012; and employees hired on or after January 1, 2013 who qualify for pension system reciprocity have the following retirement contract provisions apply:

- 2% @ 55 Retirement Formula
- Final Compensation Period, Single Highest Year
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance , continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service

The City pays both the employer and employee contributions to CalPERS in accordance with the provisions of the contract between the City and CalPERS.

**New Members.** As defined by AB340 (the California Public Employees' Pension Reform Act of 2013 "PEPRA"), employees hired on or after January 1, 2013 who do not qualify for pension system reciprocity or who were CalPERS members while employed by another public agency and hired by the City after a break in service of more than six (6) months have the following retirement contract provisions apply:

- 2% @ 62 Retirement Formula
- Final Compensation Period, Average of highest paid consecutive 36 months
- 1959 Survivor Benefit Level 4
- Pre-Retirement Option 2W Death Benefit, continues after remarriage of survivor
- Post-Retirement Survivor Allowance , continues after remarriage of survivor
- 2% Annual Cost-of-Living Allowance Increase
- \$500 Retired Death Benefit
- Unused Sick Leave Credit
- Purchase of Prior Service Credit
- Military Service Credit
- Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps



## Service

The City pays only the employer contribution to CalPERS and employees pay the employee contribution in accordance with the provisions of the contract between the City and CalPERS.

### **V. LIFE INSURANCE**

The City provides group life insurance for all regular, full- and part-time employees. The amount of insurance coverage is the amount equal to the employee's annual salary, based on their employment classification as a full, ½-, or ¾-time employee, plus \$5,000, rounded to the next increment of \$5,000 (\$200,000 max.). City Councilmembers are provided coverage in the amount of \$50,000. All eligible dependents are covered by life insurance in the amount of \$2,000. NOTE: Accidental death and dismemberment coverage matches the life insurance schedule above; however, the amount payable for certain losses will differ.

### **VI. SHORT/LONG TERM DISABILITY**

The City provides short/long term disability benefits to all regular employees. Eligible employees are enrolled in the disability program effective the 1<sup>st</sup> of the month following their date of hire. In the event a regular employee becomes disabled through a non-work related illness or sudden injury, short term disability coverage provides a weekly income benefit equal to 66 2/3% of covered earnings up to a maximum benefit of \$2,192 per week (\$9,500 per month). The waiting period for short term disability benefits to begin is after 7 days for an illness or 0 days for injury or date of hospitalization. After 180 days of being disabled, the employee is eligible for long term disability which provides the same level of benefits as short term disability. Long term disability's maximum benefit period is to age 65 for those 61 or younger at the time of disablement. The maximum benefit period varies for those 62 or older at the time of disablement.

### **VII. WORKERS' COMPENSATION**

Workers' Compensation benefits are for work-related illnesses or injuries. All medical and hospital costs are covered. Temporary disability income is computed at approximately 66 2/3% of weekly wages up to the state law maximum. The City's Workers' Compensation program is administered by York Insurance Services, Inc. All work-related illnesses/injuries are required to be immediately reported to a supervisor and Human Resources.

### **VIII. EMPLOYEE ASSISTANCE PROGRAM**

The City provides an Employee Assistant Program (EAP) for all regular employees and City Councilmembers. The EAP offers 24-hour confidential services that can assist employees and members of their household to resolve personal issues and meet life's challenges. The program offers up to six face-to-face counseling sessions per issue per year.

**IX. ICMA VANTAGECARE RETIRMENT HEALTH SAVINGS (RHS) PLAN**

The City provides an RHS Plan for eligible employees. The RHS Plan allows employees to accumulate assets on a pre-tax basis to pay for medical expenses on a tax-free basis upon separation from the City.

**X. OTHER BENEFITS**

Arborist Certification Pay .....	\$150/month* for eligible employees
Backflow Proficiency Pay .....	\$100/month* for eligible employees
Bilingual Pay .....	\$50/month* for eligible employees
Class A CDL Proficiency Pay .....	\$50/month* for eligible employees, plus costs associated with obtaining and retaining Class A CDL and endorsements
Class B CDL Proficiency Pay .....	\$25/month* for eligible employees, plus costs associated with obtaining and retaining Class B CDL and endorsements
Pesticide Applicator Proficiency Pay ...	\$100/month* for eligible employees

*\*Amounts are pro-rated for regular, part-time employees*

On-Call Pay.....	\$1.50/hour
Safety Boot Allowance .....	\$180/FY for eligible employees
Defined Contribution (401a Plan) .....	7% of salary for all employees and City Councilmembers
Deferred Compensation (457 Plan).....	3% of salary for City Manager, Assistant City Manager, Directors, and City Clerk; all other employees are eligible to participate
Deferred Compensation Part-Time, Temporary, Seasonal (457 PTS) Plan ...	½% of salary for those Part-Time, Temporary and Seasonal workers that are not eligible for CalPERS membership
Education Reimbursement.....	75% of expenses up to \$1,800/FY
Mileage Reimbursement .....	Amount recognized by the IRS for business travel
Holidays .....	88 hours plus 24 hours floating holiday/year <i>(pro-rated for regular, part-time employees)</i>

Management Leave.....	City Manager.....	80 hours/year
	Assistant City Manager, Directors, and City Clerk .....	64 hours/year
	Assistant Directors, Deputy Directors, and Deputy City Clerk .....	48 hours/year
	Mid-Managers .....	32 hours/year
Auto Allowance .....	City Manager.....	\$500/month
	Assistant City Manager, Directors, and City Clerk .....	\$250/month
	Assistant Directors, Deputy Directors, Principal Civil Engineer, and Principal Planner.....	\$200/month
	Assistant to the City Manager, Senior Civil Engineer, Traffic Engineer, Senior Planner, and Deputy City Clerk .....	\$175/month
Physical Examination (UCLA) .....	Once every two (2) years for City Manager, Assistant City Manager, Directors, City Clerk, and City Councilmembers	