

RESOLUTION NO. 2020-88

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, 2020.

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

**SECTION 5:** 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or S.O.U. previously established for City employees and any portion of any previous resolutions in conflict are hereby repealed.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 24, 2020.

  
\_\_\_\_\_  
Mayor

Attested to on 6/25/2020  
  
\_\_\_\_\_  
City Clerk

I, Jeffrie Madland, City Clerk of the City of Camarillo, certify Resolution No. 2020-88 was adopted by the City Council of the City of Camarillo at a regular meeting held June 24, 2020, by the following vote:

AYES: Councilmembers: Craven, Kildee, Mulchay, Santangelo, Mayor Trembley  
NOES: Councilmembers: None  
ABSENT: Councilmembers: None

  
\_\_\_\_\_  
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shall apply to Fiscal Year 2020/2021 commencing on July 1, 2020 and shall remain in effect until otherwise amended or repealed.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.

6/25/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor

**CITY OF CAMARILLO**  
**Salary Bands Per Job Class**  
**Effective July 1, 2020**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes	A	B	Salary Band	Hourly Salary			Monthly Salary			Annual Salary		
					Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	<u>City Manager</u>												
101	City Manager	E			122.8500	122.8500	122.8500	21,294	21,294	21,294	255,528	255,528	255,528
102	Assistant City Manager	E	k	263	84.7385	98.4153	114.2996	14,688	17,059	19,812	176,256	204,704	237,743
107	Assistant to the City Manager	M	a	205	47.5818	55.2616	64.1808	8,248	9,579	11,125	98,970	114,944	133,496
108	Community Relations Officer	M	a	191	41.3945	48.0755	55.8349	7,175	8,333	9,678	86,101	99,997	116,137
109	Economic Development Manager	M	a	214	52.0396	60.4388	70.1936	9,020	10,476	12,167	108,242	125,713	146,003
	<u>Administrative/Program Support</u>												
106	Senior Management Analyst	M	a	191	41.3945	48.0755	55.8349	7,175	8,333	9,678	86,101	99,997	116,137
104	* Management Analyst	M	A	181	37.4739	43.5221	50.5466	6,495	7,544	8,761	77,946	90,526	105,137
105	* Management Assistant	M	B	165	31.9585	37.1166	43.1072	5,539	6,434	7,472	66,474	77,203	89,663
206	Executive Assistant	G	b	169	33.2561	38.6237	44.8575	5,764	6,695	7,775	69,173	80,337	93,304
205	Senior Administrative Specialist	G	b	149	27.2549	31.6538	36.7627	4,724	5,487	6,372	56,690	65,840	76,466
203	Administrative Specialist II	G	b	138	24.4292	28.3721	32.9513	4,234	4,918	5,712	50,813	59,014	68,539
204	Administrative Specialist I	G	b	125	21.4650	24.9295	28.9531	3,721	4,321	5,019	44,647	51,853	60,222
201	Staff Assistant II	G	b	114	19.2396	22.3449	25.9514	3,335	3,873	4,498	40,018	46,477	53,979
202	Staff Assistant I	G	b	101	16.9051	19.6336	22.8025	2,930	3,403	3,952	35,163	40,838	47,429
	<u>Administrative Services</u>												
302	Director, Administrative Services	E	k	252	75.9531	88.2120	102.4494	13,165	15,290	17,758	157,982	183,481	213,095
305	Assistant Director, Administrative Services	M	k	229	60.4163	70.1675	81.4925	10,472	12,162	14,125	125,666	145,948	169,504
313	Information Systems Analyst	M	e	205	47.5818	55.2616	64.1808	8,248	9,579	11,125	98,970	114,944	133,496
311	* Information Systems Administrator	G	E	187	39.7793	46.1996	53.6563	6,895	8,008	9,300	82,741	96,095	111,605
315	Geographic Information Systems Specialist	G	e	187	39.7793	46.1996	53.6563	6,895	8,008	9,300	82,741	96,095	111,605
323	Human Resources Manager	M	a	214	52.0396	60.4388	70.1936	9,020	10,476	12,167	108,242	125,713	146,003
321	Human Resources Analyst	M	a	181	37.4739	43.5221	50.5466	6,495	7,544	8,761	77,946	90,526	105,137
322	Human Resources Specialist	G	a	163	31.3288	36.3853	42.2578	5,430	6,307	7,325	65,164	75,681	87,896
329	Fleet and Facilities Manager	M	f	189	40.5788	47.1282	54.7347	7,034	8,169	9,487	84,404	98,027	113,848
328	Senior Facilities Maintenance Assistant	G	t	150	27.5274	31.9704	37.1304	4,771	5,542	6,436	57,257	66,498	77,231
330	Facilities Maintenance Assistant	G	t	138	24.4292	28.3721	32.9513	4,234	4,918	5,712	50,813	59,014	68,539
332	Senior Equipment Mechanic	G	f	166	32.2781	37.4878	43.5383	5,595	6,498	7,547	67,138	77,975	90,560

**CITY OF CAMARILLO**  
**Salary Bands Per Job Class**  
**Effective July 1, 2020**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes					Hourly Salary			Monthly Salary			Annual Salary		
			A	B	Salary Band	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
333	*	Equipment Mechanic	G	F	154	28.6452	33.2685	38.6380	4,965	5,767	6,697	59,582	69,198	80,367
		<u>City Clerk</u>												
401		City Clerk	E	k	230	61.0205	70.8692	82.3075	10,577	12,284	14,267	126,923	147,408	171,200
402		Deputy City Clerk	M	b	167	32.6009	37.8626	43.9737	5,651	6,563	7,622	67,810	78,754	91,465
		<u>Finance</u>												
601		Director, Finance	E	k	249	73.7194	85.6177	99.4364	12,778	14,840	17,236	153,336	178,085	206,828
602		Assistant Director, Finance	M	k	226	58.6395	68.1039	79.0959	10,164	11,805	13,710	121,970	141,656	164,519
609		Finance/Accounting Manager	M	g	198	44.3804	51.5434	59.8625	7,693	8,934	10,376	92,311	107,210	124,514
610		Accounting Supervisor	M	g	189	40.5788	47.1282	54.7347	7,034	8,169	9,487	84,404	98,027	113,848
603		Senior Accountant	M	g	184	38.6094	44.8409	52.0782	6,692	7,772	9,027	80,308	93,269	108,323
604	*	Accountant	M	G	170	33.5887	39.0099	45.3061	5,822	6,762	7,853	69,864	81,141	94,237
605		Budget Analyst	M	g	180	37.1028	43.0912	50.0461	6,431	7,469	8,675	77,174	89,630	104,096
613		Finance Assistant	M	g	159	30.1064	34.9655	40.6090	5,218	6,061	7,039	62,621	72,728	84,467
611	*	Accounting Specialist II	G	H	133	23.2435	26.9951	31.3521	4,029	4,679	5,434	48,346	56,150	65,212
612		Accounting Specialist I	G	h	122	20.8337	24.1963	28.1016	3,611	4,194	4,871	43,334	50,328	58,451
620		Customer Service Supervisor	M	g	175	35.3021	40.9998	47.6172	6,119	7,107	8,254	73,428	85,280	99,044
623		Senior Customer Service Specialist	G	j	145	26.1914	30.4187	35.3283	4,540	5,273	6,124	54,478	63,271	73,483
621	*	Customer Service Specialist II	G	J	131	22.7855	26.4631	30.7343	3,949	4,587	5,327	47,394	55,043	63,927
622		Customer Service Specialist I	G	j	120	20.4232	23.7195	27.5478	3,540	4,111	4,775	42,480	49,337	57,299
		<u>Community Development</u>												
701	*	Director, Community Development	E	K	249	73.7194	85.6177	99.4364	12,778	14,840	17,236	153,336	178,085	206,828
702		Assistant Director, Community Development	M	k	226	58.6395	68.1039	79.0959	10,164	11,805	13,710	121,970	141,656	164,519
708		Principal Planner	M	l	198	44.3804	51.5434	59.8625	7,693	8,934	10,376	92,311	107,210	124,514
703		Senior Planner	M	l	188	40.1770	46.6616	54.1928	6,964	8,088	9,393	83,568	97,056	112,721
704	*	Associate Planner	G	L	178	36.3718	42.2422	49.0601	6,304	7,322	8,504	75,653	87,864	102,045
705		Assistant Planner	G	l	162	31.0186	36.0250	41.8394	5,377	6,244	7,252	64,519	74,932	87,026
709		Planning Technician	G	l	146	26.4533	30.7229	35.6816	4,585	5,325	6,185	55,023	63,904	74,218
711		Senior Code Compliance Officer	G	m	170	33.5887	39.0099	45.3061	5,822	6,762	7,853	69,864	81,141	94,237

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2020**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes				Hourly Salary			Monthly Salary			Annual Salary		
		A	B	Salary Band	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
707	* Code Compliance Officer	G	M	158	29.8083	34.6193	40.2069	5,167	6,001	6,969	62,001	72,008	83,630
	<b>Public Works - Engineering</b>												
801	Director, Public Works	E	k	256	79.0372	91.7938	106.6093	13,700	15,911	18,479	164,397	190,931	221,747
529	Assistant Director Public Works/City Engineer	M	k	240	67.4046	78.2837	90.9187	11,683	13,569	15,759	140,202	162,830	189,111
528	Deputy Director Public Works/Environmental	M	x	230	61.0205	70.8692	82.3075	10,577	12,284	14,267	126,923	147,408	171,200
530	Deputy Director Public Works/Transportation	M	x	230	61.0205	70.8692	82.3075	10,577	12,284	14,267	126,923	147,408	171,200
527	Public Works Administrator	M	a	214	52.0396	60.4388	70.1936	9,020	10,476	12,167	108,242	125,713	146,003
512	Principal Civil Engineer	M	n	218	54.1526	62.8928	73.0437	9,386	10,901	12,661	112,637	130,817	151,931
511	* Senior Civil Engineer	M	N	208	49.0236	56.9360	66.1255	8,497	9,869	11,462	101,969	118,427	137,541
531	Traffic Engineer	M	x	214	52.0396	60.4388	70.1936	9,020	10,476	12,167	108,242	125,713	146,003
533	Supervising Traffic Signal Technician	G	r	173	34.6065	40.1920	46.6790	5,998	6,967	8,091	71,982	83,599	97,092
532	Traffic Signal Technician	G	r	161	30.7115	35.6683	41.4252	5,323	6,183	7,180	63,880	74,190	86,164
544	Associate Civil Engineer	M	n	197	43.9410	51.0331	59.2699	7,616	8,846	10,273	91,397	106,149	123,281
542	Associate Engineer	M	n	190	40.9846	47.5995	55.2821	7,104	8,251	9,582	85,248	99,007	114,987
543	Assistant Engineer II	G	n	179	36.7355	42.6646	49.5506	6,367	7,395	8,589	76,410	88,742	103,065
545	Assistant Engineer I	G	n	171	33.9246	39.4000	45.7592	5,880	6,829	7,932	70,563	81,952	95,179
539	Engineering Technician III	G	r	166	32.2781	37.4878	43.5383	5,595	6,498	7,547	67,138	77,975	90,560
540	* Engineering Technician II	G	R	156	29.2209	33.9372	39.4147	5,065	5,882	6,832	60,779	70,589	81,983
541	Engineering Technician I	G	r	140	24.9202	28.9423	33.6136	4,320	5,017	5,826	51,834	60,200	69,916
815	Stormwater Program Manager	M	n	194	42.6487	49.5322	57.5267	7,392	8,586	9,971	88,709	103,027	119,656
817	Stormwater Assistant	G	s	168	32.9269	38.2413	44.4134	5,707	6,628	7,698	68,488	79,542	92,380
816	Stormwater Inspector	G	s	158	29.8083	34.6193	40.2069	5,167	6,001	6,969	62,001	72,008	83,630
550	Supervising Public Works Inspector	G	s	176	35.6551	41.4098	48.0934	6,180	7,178	8,336	74,163	86,132	100,034
551	* Public Works Inspector	G	S	164	31.6421	36.7491	42.6804	5,485	6,370	7,398	65,816	76,438	88,775
	<b>Public Works - Streets</b>												
820	Public Works Maintenance Superintendent	M	t	204	47.1107	54.7144	63.5453	8,166	9,484	11,015	97,990	113,806	132,174
819	Assistant Superintendent, PW Maintenance	M	t	181	37.4739	43.5221	50.5466	6,495	7,544	8,761	77,946	90,526	105,137
818	Public Works Maintenance Supervisor	G	t	169	33.2561	38.6237	44.8575	5,764	6,695	7,775	69,173	80,337	93,304
814	Landscape Inspector	G	t	164	31.6421	36.7491	42.6804	5,485	6,370	7,398	65,816	76,438	88,775

**CITY OF CAMARILLO**  
**Salary Bands Per Job Class**  
**Effective July 1, 2020**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes	A	B	Salary Band	Hourly Salary			Monthly Salary			Annual Salary		
					Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
810	Lead Public Works Maintenance Worker	G	t	150	27.5274	31.9704	37.1304	4,771	5,542	6,436	57,257	66,498	77,231
811	Public Works Maintenance Worker III	G	t	138	24.4292	28.3721	32.9513	4,234	4,918	5,712	50,813	59,014	68,539
812	* Public Works Maintenance Worker II	G	T	128	22.1154	25.6849	29.8304	3,833	4,452	5,171	46,000	53,425	62,047
813	Public Works Maintenance Worker I	G	t	117	19.8226	23.0219	26.7377	3,436	3,990	4,635	41,231	47,886	55,614
	<b><u>Public Works - Water Reclamation</u></b>												
830	* Water Reclamation Superintendent	M	U	219	54.6941	63.5217	73.7742	9,480	11,010	12,788	113,764	132,125	153,450
831	Assistant Superintendent, Water Reclamation	M	u	196	43.5060	50.5278	58.6830	7,541	8,758	10,172	90,492	105,098	122,061
837	Chemist	G	v	190	40.9846	47.5995	55.2821	7,104	8,251	9,582	85,248	99,007	114,987
844	Source Control Inspector	G	s	168	32.9269	38.2413	44.4134	5,707	6,628	7,698	68,488	79,542	92,380
840	Lead Water Reclamation Plant Operator	G	v	180	37.1028	43.0912	50.0461	6,431	7,469	8,675	77,174	89,630	104,096
841	Water Reclamation Plant Operator III	G	v	168	32.9269	38.2413	44.4134	5,707	6,628	7,698	68,488	79,542	92,380
842	* Water Reclamation Plant Operator II	G	V	158	29.8083	34.6193	40.2069	5,167	6,001	6,969	62,001	72,008	83,630
843	Water Reclamation Plant Operator I	G	v	147	26.7179	31.0301	36.0384	4,631	5,379	6,247	55,573	64,543	74,960
839	Electrician/Instrumentation Technician	G	w	162	31.0186	36.0250	41.8394	5,377	6,244	7,252	64,519	74,932	87,026
832	Water Reclamation Plant Maintenance Leadworker	G	w	174	34.9525	40.5939	47.1458	6,058	7,036	8,172	72,701	84,435	98,063
833	* Water Reclamation Plant Mechanic II	G	W	152	28.0807	32.6130	37.8767	4,867	5,653	6,565	58,408	67,835	78,784
834	Water Reclamation Plant Mechanic I	G	w	141	25.1694	29.2318	33.9498	4,363	5,067	5,885	52,352	60,802	70,616
838	Lead Collection Systems Mechanic	G	w	164	31.6421	36.7491	42.6804	5,485	6,370	7,398	65,816	76,438	88,775
835	Collection Systems Mechanic II	G	w	152	28.0807	32.6130	37.8767	4,867	5,653	6,565	58,408	67,835	78,784
836	Collection Systems Mechanic I	G	w	136	23.9478	27.8130	32.3021	4,151	4,821	5,599	49,811	57,851	67,188
	<b><u>Public Works - Water</u></b>												
850	* Water Superintendent	M	X	220	55.2410	64.1569	74.5119	9,575	11,121	12,915	114,901	133,446	154,985
851	Assistant Superintendent, Water	M	x	197	43.9410	51.0331	59.2699	7,616	8,846	10,273	91,397	106,149	123,281
852	Water Inspector	G	y	162	31.0186	36.0250	41.8394	5,377	6,244	7,252	64,519	74,932	87,026
854	Lead Water Services Technician	G	y	150	27.5274	31.9704	37.1304	4,771	5,542	6,436	57,257	66,498	77,231
864	Water Services Technician II	G	y	129	22.3366	25.9417	30.1287	3,872	4,497	5,222	46,460	53,959	62,668
855	Water Services Technician I	G	y	118	20.0208	23.2522	27.0051	3,470	4,030	4,681	41,643	48,365	56,171
859	Lead Water Distribution Operator	G	y	162	31.0186	36.0250	41.8394	5,377	6,244	7,252	64,519	74,932	87,026
856	Water Distribution Operator III	G	y	150	27.5274	31.9704	37.1304	4,771	5,542	6,436	57,257	66,498	77,231

**CITY OF CAMARILLO  
Salary Bands Per Job Class  
Effective July 1, 2020**

**EXHIBIT B**

Job Code	Occupational Job Families and Job Classes			Hourly Salary			Monthly Salary			Annual Salary				
				A	B	Salary Band	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint
857	*	Water Distribution Operator II	G	Y	140	24,9202	28,9423	33,6136	4,320	5,017	5,826	51,834	60,200	69,916
858		Water Distribution Operator I	G	y	129	22,3366	25,9417	30,1287	3,872	4,497	5,222	46,460	53,959	62,668
860		Lead Water Production Operator	G	y	162	31,0186	36,0250	41,8394	5,377	6,244	7,252	64,519	74,932	87,026
861		Water Production Operator III	G	y	150	27,5274	31,9704	37,1304	4,771	5,542	6,436	57,257	66,498	77,231
862		Water Production Operator II	G	y	140	24,9202	28,9423	33,6136	4,320	5,017	5,826	51,834	60,200	69,916
863		Water Production Operator I	G	y	129	22,3366	25,9417	30,1287	3,872	4,497	5,222	46,460	53,959	62,668

**NON-CLASSIFIED / HOURLY RATED POSITIONS**

Position Title	Hourly Rates Effective 07/01/2020
Crossing Guard	14.15
TV Camera Operator	18.85
Student Assistant I – High School Students	13.00
Student Assistant II – College Students	14.95
Intern	17.15



**SUMMARY OF 2020/2021 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 \$139.00 as of January 1, 2020, with an increase anticipated to be effective as of January 1, 2021. 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 eligible employees and eligible 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... 7% of salary for those Part-Time, Temporary and Seasonal workers that are not eligible for CalPERS membership and City Councilmembers not electing CalPERS membership
- Education Reimbursement..... 75% of expenses up to \$1,800/FY
- Cell Phone Allowance ..... \$45/month for eligible employees
- Mileage Reimbursement ..... Amount recognized by the IRS for business travel
- Holidays ..... 88 hours plus 24 hours floating holiday/year  
*(pro-rated for regular, part-time employees)*

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, Economic Development Manager, Principal Civil Engineer, and Principal Planner .....	\$200/month
	Assistant to the City Manager, Community Relations Officer, Deputy City Clerk, Senior Civil Engineer, Traffic Engineer, and Senior Planner .....	\$175/month
Physical Examination (UCLA) .....	<b>Benefit expires 07/31/2020.</b> Once every two (2) years for City Manager, Assistant City Manager, Directors, City Clerk, and City Councilmembers	