



Full Time Employee Benefits Effective January 2016

Holidays

Paid annual holidays

- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving
- Winter Holiday Break (Work Days between December 24 – January 1)
- Floating Holiday (1) / as designated by the City Manager

In the event that July 4th falls on a Saturday or Sunday the day before or day after is observed as the holiday.

Note:

Employees are scheduled to work on the following days: Martin Luther King Day, Presidents' Day, Admissions Day, Columbus Day, and Veterans Day. They may take any of these days off by using vacation or administrative leave.

Vacation

<u>Years of Service</u>	<u>Annual Hours</u>
0 – 2 years	80 hours (6.67 hours per month) per year up to a maximum accumulation of 160 hours
3 – 5 years	96 hours (8 hours per month) per year up to a maximum of accumulation of 192 hours
6 – 15 years	120 hours (10 hours per month) per year up to a maximum accumulation of 240 hours
16 years and more	8 additional hours per year for each year of service up to a maximum of 160 hours per year.

An employee may not accumulate more than two times the annual accrual hours stated above. Once the 320 hour limit is reached, vacation time no longer accrues. Once the maximum limit of accumulation per category is reached, employees shall cease to accrue any further vacation time until the amount accumulated falls below the maximum.

Effective January 1, 2016, under Rule V, Section 1-Leaves, length of employment may include years of service for time served in the public/government sector.

Sell Back of Accumulated Vacation by management employees only of up to 50% of their accrual balance, only if workload exceeds the ability of the employee to take vacation time – at the determination of the City Manager.

Administrative Leave

Exempt management employees may receive annual management leave of up to sixty-two (62) hours per fiscal year at sole discretion of the City Manager. Employees holding the job title of Director or Deputy Director may be granted up to eighty (80) hours of administrative leave. Unused hours cannot be rolled over into the next fiscal year.

Sick Leave

Sick leave accrues at the rate of eight (8) hours with pay for each full calendar month of service. An employee may use up to 48 hours as "family sick leave" for immediate family members each calendar year, per Labor Code section 233.

Maximum accumulation of 720 hours.

Sick leave shall NOT be sold or cashed out at any time including at termination. However, up to 720 hours may be reported to CalPERS as "service time" only at the time of the employee's retirement from the City. The cost of this benefit is included in the retirement rate.

Wellness Leave of four and one-half hours (4.5) can be earned for not using any sick leave time for ten consecutive week periods. Maximum accrual of nine hours. Cannot be sold or cashed out, even at termination.

Health Plans

For 2016, the City has three (3) health plans available to employees. Health Maintenance Organization (HMO); Preferred Provider Option (PPO) and Health Savings Plan (HSA). HSA plan: city annually contributes \$3,000 for single coverage or \$6,000 for employee & dependent coverage to HSA deductibles.

Employees who show proof of insurance else where and do NOT enroll in the City's health plan can receive up to 50% of the premium cost of the least expensive health plan. (\$319 month)

Dental, Vision and Mental Health Plans

The City has two dental plans available to employees: Point of Service (POS) and Health Maintenance Organization Dental plan. There is one vision plan and one Mental Health Plan available to employees. See the below chart regarding City contributions.

Effective January 1, 2016, the City will contribute a 401(a) defined contribution plan a 1% match for those Management/Confidential employees not in the [2.5%@55](#) retirement tier.

Benefit Plan - Premium Contribution

The city will pay the cost of the employees' medical, dental, vision and mental health benefits and up to 50% of the cost of medical, dental, vision and mental health benefits for eligible dependents subject to the specific amounts listed below.

2016 Monthly Benefit Allowance	
Employee only (HMO)	\$ 710.92
Employee plus One (HMO)	\$1,060.58
Family (HMO)	\$1,285.01
Employee only (HSA)	\$ 754.83
Employee plus one (HSA)	\$1,117.34
Family (HSA)	\$1,364.01
Employee only (PPO)	\$1,145.62
Employee plus one (PPO)	\$1,698.33
Family (PPO)	\$2,067.40

Long and Short Term Disability Plans

The City provides employees with Long Term Disability insurance and participates in the State Short Term Disability Insurance.

Long Term Disability - after being off work due to a debilitating illness or accident for 90 consecutive days, employee receives 66-2/3% of monthly base salary up to a maximum benefit of \$10,000 per month (maximum benefit period is determined by your age as listed in the Social Security Retirement Date Table I will not be less than your age 65). (Monthly City cost is: \$0.50 per \$100 of monthly salary)

Short Term Disability – employees are enrolled in the State of California's Disability Insurance Plan. (SDI) after being off work 8 consecutive days, employee receives approximately 55% of weekly earnings up to a maximum benefit of \$1,011 a week (maximum benefit period of 52 weeks). (No Employer cost: Employee cost is 1% of salary)

Flexible Reimbursement Plans (Health Care or Dependent Care)

An employee may deduct from their salary on a pre-tax basis into a medical reimbursement account (\$2,500 annual maximum) and/or a child care account (\$5,000 annual maximum) in accordance with IRS regulations.

Deferred Compensation

An employee may deposit up to \$18,000 per year on a pre-tax basis, per IRS regulations, into a deferred compensation plan. There is no City contribution to this plan. Employees may also increase their contributions per the IRS regulations on catch-up provisions.

Life Insurance

City carries a plan for all employees that covers employee for up to 2X their annual salary up to \$350,000. (Monthly City cost is: \$0.191: per \$1,000 of annual salary)

Employee Payroll Deductions

All employee deductions for medical, dental, vision and IRS allowed benefits are done on a pre-tax basis.

Retirement

First Tier

Employees enrolled in PERS before October 2, 2012 are covered by the "2.5% at 55" formula of the Public Employees' Retirement System (PERS) plan, with final compensation determined by the single highest year average option. Employees pay all of the employee contribution of 8.0%. Employee contributions are deducted on a pre-tax basis. The City also contributes a percentage of salary (13.914%) into a general retirement account. The plan includes the benefit options of 1959 Survivor Benefit (4th Level), and \$500 death benefit.

Second Tier (Classic Members)

Employees hired (or eligible to participate) **on or after October 5, 2012** are covered by the "2% at 60" formula of the Public Employees' Retirement System (PERS) plan, with final compensation determined by the three year average option. Employees pay all of the employee contribution of 7.0%. Employee contributions are deducted on a pre-tax basis. The City also contributes a percentage of salary (7.846%) into a general retirement account. The plan includes the benefit options of the 1959 Survivor Benefit (4th Level), and \$500 death benefit.

Third Tier (New Members)

Employees hired (or eligible to participate) **on or after January 1, 2013** are covered by the "2% at 62" formula of the Public Employees' Retirement System (PERS) plan, with final compensation determined by the three year average option. Employees pay 50% of the normal cost of the plan (6.25%). Employee contributions are deducted on a pre-tax

basis. The City also contributes a percentage of salary (6.25%) into a general retirement account. The plan includes the benefit options of the 1959 Survivor Benefit (4th Level), and \$500 death benefit.

Post-Retirement Health Care Saving Account

Employees contribute 1% of salary into mandatory retirement health care savings account. City contributes (\$55.64) per pay period into this account. The City's contribution changes in accordance with the March Consumer Price Index (CPI) and is adjusted every fiscal year.

Auto Allowance

Management Team members (i.e. Department Heads and Deputy City Manager) receive monthly auto allowance of \$150. The City Manager shall receive a monthly auto allowance of \$700. Employees that use their personal vehicle on city business are reimbursed at the current IRS allowable reimbursement rate (currently \$.575 per mile).

Tuition Reimbursement Program

Upon completion of the initial probationary period (or one year), an employee is eligible for reimbursement of tuition and text/materials for up to \$500 per fiscal year for approved completed coursework toward a college degree. The completion date of the class is used to determine the fiscal year in which the benefit will apply.

Bereavement Leave

An employee may receive up to three (3) working days off with pay upon death of a member of the employee's immediate family. See personnel rules for listing of eligible family members. An employee may receive up to two (2) additional working days if they are required to travel out of state.

On-the-Job Injury Leave

An employee may supplement the difference between California's Workers' Compensation Benefits and their full salary by using a prorated share of their accumulated sick leave or vacation.

Jury Duty

City will pay for all the days an employee is scheduled for jury duty service.

Note: This is only a summary of fringe benefits available to full time employees. Complete plan descriptions and eligibility criteria may be obtained from Human Resources.