

**MANAGEMENT EMPLOYEES  
SALARY AND BENEFITS SCHEDULE  
PERIOD COVERING  
JULY 1, 2010 TO JUNE 30, 2011**

**SECTION 1. INTRODUCTION**

This salary and benefit schedule shall represent the compensation program provided to management employees of the City of San Marino for the period July 1, 2010 to June 30, 2011.

**SECTION 2. SALARY**

The following shall be the salary ranges for management employees:

**EFFECTIVE JULY 1, 2010**

**CLASSIFICATION**

**RANGE**

***EXECUTIVE MANAGERS:***

Finance Director	\$9,502 - \$11,597
Assistant City Manager	\$9,502 - \$11,597
Chief of Police	\$12,086-\$15,107
Fire Chief	\$12,086-\$15,107
Police Captain/Administration	\$8,882 - \$10,836
Planning and Building Director	\$8,468 - \$10,332
Community Services Director	\$8,468 - \$10,332

***GENERAL MANAGERS:***

Fire Division Chief	\$8,882 - \$10,836
Fire Captain	\$6,331 - \$7,724
Public Works Division Manager	\$6,446 - \$7,866
Environmental Services Manager	\$6,446 - \$7,866
Police Lieutenant	\$7,860 - \$9,686
Recreation Manager	\$6,211 - \$7,578
City Librarian	\$6,211 - \$7,578

With the exception of the Police and Fire Chief, the City shall contribute an additional 4% in salary that the employee may choose to contribute towards a deferred compensation plan. This payment shall be in addition to the salary provided in Section 2.

Management employees promoted to their position from within City employment shall receive a least a five percent (5%) salary increase. Management employees appointed from

outside City employment shall receive a salary at the level approved by the City Manager.

Management employees shall be eligible for a merit increase within their appropriate salary range following their initial probationary period, and each twelve (12) months thereafter, following an evaluation of the employee by the City Manager.

Employees with unsatisfactory performance shall not receive a merit increase or any other salary increase granted by the City Council, including cost of living adjustments.

Management employees appointed to a position from outside the City may be paid at a salary range higher than those indicated in this Section upon recommendation of the City Manager and minute approval of the City Council.

### **SECTION 3. VEHICLE USE**

Management employees required to use their own vehicles for City business may be reimbursed for mileage at the rate established by the Internal Revenue Service.

The following positions will be assigned City vehicles for their use due to the unique nature of these positions and their responsibility at any and all times to be called upon to respond to emergency situations:

Police Captain  
Police Lieutenant  
Fire Division Chief

The City will provide all maintenance upkeep, fuels, and insurance on the assigned City vehicle. Personal use of the assigned City vehicle beyond commuting from home to work and work to home is prohibited, except during those times when the employee is on call during which time the employees personal use is limited to the local area. Any employee issued a City vehicle agrees to hold the City harmless to waive all rights to seek damages for injury to him/herself for personal use of the vehicle. The waiver shall be prepared by the City.

Assignment of a City vehicle may be revoked or modified by the City Council or City Manager or respective department manager without recourse by the employee.

### **SECTION 4. RETIREMENT**

The City shall pay the full amount of the employee's contribution to the California Public Employees Retirement System. The contribution shall be reported as being those of the affected employee so they will be credited to the particular employee's account with P.E.R.S. The retirement program shall be the same as for general or public safety employees of the City, as applicable.

SECTION 5. MEDICAL AND OTHER HEALTH BENEFITS

(a) FLEXIBLE MEDICAL BENEFITS. Effective February 1, 2009 the City of San Marino commenced participation in the Public Employees' Medical and Hospital Care Act, Government Code Sections 22750 et. Seq. The employer contribution for annuitants shall at all times equal employer contribution paid for active employees. Medical benefits shall be under the P.E.R.S. medical program.

(b) OTHER HEALTH BENEFITS. The City shall make available to current employees group dental, vision and life insurance and long term disability insurance programs, for as long as employee participation permits such programs to be provided. Employees may join or remove themselves or their dependents from participation in any program once annually. The City shall notify employees of the join/remove period by providing a notice with payroll at least three (3) weeks prior to the time period.

(c) EMPLOYEE PARTICIPATION. All employees shall be covered under the P.E.R.S. medical program, except as provided for herein. The employee may select from the P.E.R.S. plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the P.E.R.S. health plan as permitted by the insurance company. Should the program cost more than the City's contribution provided in this Article, the City shall deduct the additional funds from the employee's paycheck to pay the difference.

Should the employee select a program which is less than the City's current contribution, the difference may be placed in a deferred compensation plan provided by the City for each dollar remaining or receive the entire "FFBP" allotment of \$755.00 in cash, less applicable taxes. Said cash out, shall not be compensable to CalPERS as salary pursuant to California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

(d) CITY CONTRIBUTION. The City's contribution is established at two-hundred seventy-five dollars (\$275.00) per month per annuitant and active employee, except for Fire Department personnel, who shall receive two-hundred dollars (\$200.00). This monthly contribution shall only increase as required by the Board of Administration of the Public Employees' Retirement System or the State Legislature, as set forth in Government Code Section 22892.

The City of San Marino will establish a flexible floating fringe benefit pool ("FFBP") for currently active employees. This "FFBP" shall not be used by any current annuitants or future annuitants. The purpose of the "FFBP" is to provide currently active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of four hundred and eighty dollars (\$480.00) per month on behalf of each currently active employee to the "FFBP", except for Fire Department personnel, who shall receive a flat rate of five hundred and fifty-five (\$555.00) dollars.

In the event that the "FFBP" fails to cover the actual costs of the additional health insurance, life insurance, vision insurance, and dental insurance, the individual employee shall pay the difference.

If an employee is able to provide proof of coverage under a spouse's or other health insurance plan, the employee need not obtain health insurance under the City's provided P.E.R.S. medical program. All employees electing not to participate in the City's P.E.R.S. medical program shall be required to:

1. Submit adequate written proof of medical coverage;
2. Provide the City with no less than thirty (30) days written notice before any such medical coverage is canceled; and
3. Execute a liability and hold harmless release form removing the City from all liability resulting from medical coverage or the lack thereof.

(e) RETIREE PARTICIPATION. Retirees, who have retired under a P.E.R.S. retirement program after a minimum of five (5) years of full-time employment with the City or who have been authorized by the City Manager, shall be eligible to participate in the P.E.R.S. medical program, the dental program and the vision plan provided by the City for current employees as provided in this Article.

Retirees and their dependents shall be eligible to remain in the P.E.R.S. medical program for as long as they shall meet the requirements of said program. Retirees shall be eligible to participate in the other health programs provided for herein until they reach the age of sixty-five (65). Retirees may carry dependent coverage under the health programs (other than P.E.R.S. medical) provided for herein until the dependent reaches the age of sixty-five (65).

Retirees shall be provided \$275 per month except Fire Department Personnel who shall receive \$200.00, to be used for payment toward the medical and health benefits contained herein. If a retiree selects a program(s) in excess of the amount provided by the City, the Retiree shall be responsible for paying the balance due. Should the retiree select a program(s) costing less than the amount provided by the City or elect not to have any coverage, the employee shall have no rights to the balance available.

Each August 1st thereafter, the City shall increase the contribution available to retirees by the amount required by the P.E.R.S. medical program.

**SECTION 7. HOLIDAYS**

All management employees, except Fire Captains, shall be entitled to the following eleven (11) holidays as days off with pay:

New Year's Day  
President's Day  
Memorial Day  
Fourth of July  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

Fire Captains shall have the following legal holidays, or one hundred forty-four (144) hours (six [6] shifts) in accordance with this Article:

New Year's Day  
President's Day  
Memorial Day  
Fourth of July  
Thanksgiving Day  
Christmas Day

Fire Captains working on holidays shall receive holiday pay, or time off, plus the Fire Captain's regular straight time hourly pay for all hours worked, at the Fire Captain's discretion, equivalent to the number of hours worked on the holiday. Fire Captain shall receive no other compensation for working on a holiday.

Should one of the holidays listed above fall during a Fire Captains vacation period, or while a Fire Captain is lawfully absent with pay, the Fire Captain shall be credited for the holiday and no charge shall be made against the Fire Captain's accumulated vacation.

**SECTION 8. SICK LEAVE**

Sick leave shall be utilized solely for illness or medical appointment of an affected employee or his/her immediate family, meaning spouse, natural or adopted child, step-child, brother, sister,

parent, step-parent, step-brother or step-sister.

In the event an employee experiences a catastrophic illness, the employee may be credited donated sick leave hours from other employees' sick leave accruals upon prior approval of the City Manager. The employee must first exhaust all their sick and vacation leave prior to receiving any sick leave donation.

Each employee shall accrue five (5) hours of sick leave time at the end of each pay period not to exceed ten (10) hours per month, up to a maximum of two-hundred and forty (240) hours. Fire Captains shall accrue six (6) hours of sick leave time at the end of each pay period, not to exceed 12 hours per month, up to a maximum of two-hundred and forty (240) hours. Upon reaching the maximum accrual allowed, accrued hours received above the maximum shall be placed in a "bank," only to be used in the event of a catastrophic illness with the approval of the City Manager.

An employee shall submit a "Leave Request" form to the City Manager no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments. An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

Newly hired employees, other than Fire Captains, shall receive sixty (60) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment. Newly hired employees in the position of Fire Captains, shall receive seventy-two (72) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment.

Employees leaving employment with the City for any reason within the first six (6) months of employment, having received an advance for accruals of sick leave time and having used said sick leave time at a rate greater than ten (10) or twelve (12) hours as applicable, of sick leave time off for each month of actual employment during the six (6) month period of the advance, shall have the amount of sick leave time off in excess of ten (10) or twelve (12) hours as applicable, hours per month deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

No portion of this Section shall be deemed to prevent an employee from utilizing other accrued leave time for the purpose of medical or sick leave.

Management employees may elect to cash out sick leave balances in excess of 160 hours at a rate of .50 on the dollar at their regular hourly rate of pay. Employees must maintain a minimum of 160 hours of sick leave in order to be compensated. Accruals will be based on balances as of June 30th of each year and paid out at the June 30<sup>th</sup> rate. Employees shall have no vested rights in the accrued sick leave time upon termination with the City.

**SECTION 9. BEREAVEMENT LEAVE**

On the death of a member of an employee's immediate family; meaning spouse, natural or adopted child, step-child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother-in-law or sister-in-law, step-parent, step-brother, step-sister, or other relative living in the same household, the employee shall be granted bereavement leave as follows:

- (a) If the death occurred within a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to three (3) days bereavement leave.
- (b) If the death occurred outside a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to five (5) days bereavement leave.

Upon request, the City Manager may grant paid bereavement leave in excess of the leave provided herein.

**SECTION 10. VACATION LEAVE**

All management employees, except Fire Captains, shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6<sup>th</sup>) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7<sup>th</sup>) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8<sup>th</sup>) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (120.0 hours annually).
- (f) 13.5 hours for each month during the twentieth (20<sup>th</sup>) through the twenty-fifth (25<sup>th</sup>) year of employment (162.0 hours annually).
- (g) 15.0 hours for each month beginning with the twenty-sixth (26<sup>th</sup>) year of employment (180.0 hours annually).

Fire Captains shall accrue vacation leave in accordance with the following formula:

- (a) 14.0 hours for each month during the first (1<sup>st</sup>) through fifth (5<sup>th</sup>) year of employment (168.0 hours annually).
- (b) 16.0 hours for each month during the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) years of employment (192.0 hours annually).
- (c) 18.0 hours for each month during the eighth (8<sup>th</sup>) and ninth (9<sup>th</sup>) years of employment (216.0 hours annually).
- (d) 20.0 hours for each month during the tenth (10<sup>th</sup>) through the fifteenth (15<sup>th</sup>) year of employment (240.0 hours annually).
- (e) 22.0 hours for each month during the sixteenth (16<sup>th</sup>) through the nineteenth (19<sup>th</sup>) year of employment (264.0 hours annually).
- (f) 24.0 hours for each month during the twentieth (20<sup>th</sup>) through the twenty-fifth (25<sup>th</sup>) year of employment (288.0 hours annually).
- (g) 26.0 hours for each month beginning with the twenty-sixth (26<sup>th</sup>) year of employment (312.0 hours annually).

Vacation leave shall be deemed as having been accrued by the employee only at the end of the pay period in which the employee was in the service of the City. If employment begins prior to the fifteenth (15<sup>th</sup>) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth (15<sup>th</sup>) of the month vacation leave shall be accrued beginning with the first (1<sup>st</sup>) day of the following month. If termination occurs prior to the sixteenth (16<sup>th</sup>) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin at the end of the first pay period ending after the employee's anniversary date of original employment with the City, regardless of any promotions or demotions. If the anniversary date is the first (1<sup>st</sup>) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16<sup>th</sup>) of the month the higher rate shall begin with the first (1<sup>st</sup>) day of the following month.

Management employees shall be eligible to accrue a maximum of two (2) times the annual vacation leave for which the employee is eligible pursuant to this Section. Vacation leave in excess of the maximum accrual shall be compensated on the regular payroll following the month in which the maximum accrual was attained at the hourly rate pay in effect in the month of accrual. Accrual in excess of the maximum permitted herein may be granted by the City manager if special

circumstances so warrant.

#### **SECTION 11. ADMINISTRATIVE LEAVE**

Management employees shall be eligible for administrative leave in recognition of the additional hours required in performance of their duties. Administrative leave shall be taken only upon the approval of the City Manager. Administrative leave shall be accrued at the end of the first pay period beginning after July 1<sup>st</sup> of each year and shall not be carried beyond the fiscal year in which it is accrued, and remaining administrative leave time shall not be compensated.

Management employees, except Fire Captains, may accrue up to eighty 80 hours of administrative leave annually at the discretion of the department head or City Manager.

#### **SECTION 12. OTHER LEAVES OF ABSENCE**

Management employees may be eligible for absence without pay for periods of up to thirty (30) days upon approval of the City Manager.

Management employees may be eligible for absence with or without pay for a period of not more than one (1) year upon approval of the City manager and the City Council.

#### **SECTION 13. PROBATION UPON APPOINTMENT**

All management employees shall be subject to a six (6) month probationary period following their appointment to a management position, except for Fire Captains who shall be subject to a twelve (12) month probationary period, unless extended further by the City Manager.

#### **SECTION 14. UNIFORMS**

Management employees required to wear a uniform regularly as part of their duties for the City shall have the uniforms provided by the City. Fire Division Chiefs and Fire Captains shall be provided the sum of \$200 each year for maintenance of regular fire wear.

Parks & Public Works Division Managers shall be provided the sum of \$100 each year for replacement of work boots.

#### **SECTION 15. COORDINATOR PAY**

Fire Captains responsible for the administration of a major program area may be eligible for coordinator pay of up to \$280 per month, at the discretion of the Fire Chief and with the approval of the City Manager.