

MANAGEMENT EMPLOYEES
SALARY AND BENEFITS SCHEDULE
PERIOD COVERING
JUNE 26, 2016 THROUGH JUNE 22, 2019

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 June 26, 2016 through June 22, 2019.

SECTION 2. SALARY

The following shall be the salary ranges for management employees:

Effective June 26, 2016

<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$10,588- \$13,449
Assistant City Manager	\$10,980- \$13,947
Chief of Police	\$11,786- \$15,277
Fire Chief*	\$10,884- \$14,210*
Planning and Building Director	\$9,437- \$11,933
Community Services Director	\$9,437- \$11,933
Parks and Public Works Director/City Engineer	\$10,726- \$13,616
<i>GENERAL MANAGERS:</i>	
Deputy Fire Chief*	\$10,388 - \$13,193
Fire Division Chief	\$9,898- \$12,565
Public Works Division Manager	\$7,494- \$9,363
Environmental Services Manager	\$6,973- \$8,714
Police Commander	\$10,259- \$13,024
Police Captain	\$9,898- \$12,565
Police Lieutenant	\$8,759- \$11,187
Police Records Manager	\$6,052- \$8,193
City Clerk	\$7,820- \$9,540
Recreation Manager	\$7,501- \$9,352
City Librarian	\$7,501- \$9,352

*Salary Ranges for the retroactive periods are as follows:

FY 2013-14	\$10,086 - \$12,809 monthly
FY(s) 2014-15 & 2015-16	\$10,388 - \$13,193 monthly

Effective June 25, 2017 (2%)

<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$10,800- \$13,718
Assistant City Manager	\$11,200- \$14,226

Chief of Police	\$12,022- \$15,583
Fire Chief*	\$11,102- \$14,494*
Planning and Building Director	\$9,626- \$12,172
Community Services Director	\$9,626- \$12,172
Parks and Public Works Director/City Engineer	\$10,941- \$13,888
GENERAL MANAGERS:	
Deputy Fire Chief	\$10,596 - \$13,457
Fire Division Chief	\$10,096- \$12,816
Public Works Division Manager	\$7,644- \$9,550
Environmental Services Manager	\$7,112- \$8,888
Police Commander	\$10,464- \$13,284
Police Captain	\$10,096- \$12,816
Police Lieutenant	\$8,934- \$11,411
Police Records Manager	\$6,173- \$8,357
City Clerk	\$7,976- \$9,731
Recreation Manager	\$7,651- \$9,539
City Librarian	\$7,651- \$9,539

<u>Effective June 24, 2018 (2%)</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
EXECUTIVE MANAGERS:	
Finance Director	\$11,016- \$13,992
Assistant City Manager	\$11,424- \$14,511
Chief of Police	\$12,261- \$15,895
Fire Chief*	\$11,324- \$14,784
Planning and Building Director	\$9,819- \$12,415
Community Services Director	\$9,819- \$12,415
Parks and Public Works Director/City Engineer	\$11,159- \$14,166
GENERAL MANAGERS:	
Deputy Fire Chief	\$10,809 - \$13,727
Fire Division Chief	\$10,298- \$13,073
Public Works Division Manager	\$7,797- \$9,741
Environmental Services Manager	\$7,254- \$9,066
Police Commander	\$10,674- \$13,550
Police Captain	\$10,298- \$13,072
Police Lieutenant	\$9,113- \$11,639
Police Records Manager	\$6,296- \$8,524
City Clerk	\$8,136- \$9,926
Recreation Manager	\$7,804- \$9,730
City Librarian	\$7,804- \$9,730

***NOTE: The Fire Chief shall be eligible for Special Assignment Pay as a result of the Tri City Fire Command Agreement. Special Assignment Pay is at the City Manager's discretion and subject to Council approval.**

Management employees promoted to their position from within City employment shall receive at 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 approval of the City Council.

The technology allowance for management employees may be up to \$200 per month, at the City Manager's discretion.

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 may be assigned City vehicles, with the approval of the City Manager, 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 Chief
- Police Commander
- Police Captain
- Police Lieutenant
- Fire Chief
- Fire Division Chief
- Parks and Public Works Director/City Engineer
- Parks and Public Works Manager

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

Employees shall pay the full amount of the employee's seven percent (7%) contribution for non-public safety managers and nine percent (9%) for public safety managers to the California Public Employees Retirement System. Police managers hired after November 18, 2012, shall pay seven percent (7%) contribution to the California Public Employees Retirement System. Employees hired on or after January 1, 2013 shall pay 6.5% for non-public safety managers and 10.25% for Police safety managers (or half of the normal costs of the employee's contribution) to the California Public Employees Retirement System. Fire safety managers hired after October 6, 2013, the employees shall pay 10.25% of the employee's share to the California Public Employees Retirements System (or half of the normal costs of the employee's

contribution). 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.

Classic Management employees (hired prior to July 1, 2012) (not public safety) shall be eligible to retire 2% at 55 upon the single highest compensation for the retiring employee. Management employees (except for public safety employees which are subject to their established P.E.R.S. retirement benefit) hired on or after July 1, 2012, shall be eligible to retire under the 2% at 60 formula based on highest average annual pensionable compensation earned during the last three years. Pursuant to Pension Reform Act, non-public safety employees hired on or after January 1, 2013 shall be eligible to retire 2% at 62 based on highest average pensionable compensation earned during the last three years.

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.

(d) **CITY CONTRIBUTION.** The City's contribution is established at two-hundred seventy-five dollars (\$275.00) per month per annuitant and active employee. 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 current active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of nine hundred and twenty five dollars (\$925.00) per month on behalf of each currently active employee to the "FFBP".

Should the employee select a program which is less than the City's current contribution, employees hired prior to July 1, 2012, 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 \$1,200.00 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).

For employees hired on or after July 1, 2012, should the employee select a program which is less than the City's current contribution, the employee shall be eligible to cash out, or place in deferred compensation the difference of 50%; they may continue to do so with the same amounts in effect June 25, 2016. Said 50% of the cash out shall not be compensable to CalPERS as salary pursuant to the California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571). Effective June 26, 2016, those employees are eligible for 100% of the difference; however, this additional FFBP may only be placed in deferred compensation. Employees hired on or after October 12, 2016 will be required to place all FFBP in deferred compensation if not utilized.

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, 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 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

SECTION 8. SICK LEAVE

Sick leave shall be used solely for:

- Diagnosis, care or treatment of an existing health condition or preventative care for an employee or an employee's family member(s). Family member includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.
- To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking as described in Labor Code Section 230(c) and 230.1(a).

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. 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 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.

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 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 during the last pay period of each fiscal year covered by the contract. 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, , shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1st) through fifth (5th) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6th) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7th) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8th) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9th) through the nineteenth (14th) year of employment (120.0 hours annually).
- (f) 11.5 hours for each month during the fifteenth (15th) through the nineteenth (19th) year of employment (138 hours annually).
- (g) 13.5 hours for each month during the twentieth (20th) through the twenty-fifth (25th) year of employment (162.0 hours annually).
- (h) 15.0 hours for each month beginning with the twenty-sixth (26th) year of employment (180.0 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 (15th) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth

(15th) of the month vacation leave shall be accrued beginning with the first (1st) day of the following month. If termination occurs prior to the sixteenth (16th) 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 (1st) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16th) of the month the higher rate shall begin with the first (1st) 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 1st 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 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, 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 shall be provided the sum of \$200 each year for maintenance of regular fire uniforms.

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

SECTION 15. RETIREMENT HEALTH SAVINGS PLAN

The City agrees to sponsor a Retirement Health Savings Plan (RHS), pursuant to the employee group agreeing on contributions and meeting the RHS plan criteria.

At this time, mid-managers (non-public safety) have not elected to form a RHS group.

The Executive Managers portion of this group (non-public safety) has elected to consolidate for the purposes of forming a Retirement Health Savings Plan, which requires the Executive members to deposit one hundred percent (100%) of excess vacation as accrued by paycheck and one hundred percent (100%) of sick leave cash out of time above the required balance of 160 hours at the end of the fiscal year.

Fire Managers have elected to participate in RHS, requiring 100% of excess sick leave payout on annual basis (above 160 hours); 100% of excess vacation payout as accrued (by paycheck); 100% of vacation payout upon separation of service; and 100% of holiday pay on annual basis.

Police Managers have elected to participate in RHS, requiring 3% of earning for the plan (effective July 1, 2011) and 100% of sick leave cash out at the end of the fiscal year (above 160 hours).

SECTION 16. DEPUTY FIRE CHIEF POSITION

A Deputy Fire Chief position has been established pursuant to the provisions of the Cooperative Agreement Among the Cities of San Gabriel, San Marino and South Pasadena for the Sharing of Fire Department Command Staff. The Deputy Fire Chief position is distinguished from the Fire Division Chief in that it is a 40-hour administrative position with responsibility for managing major functional areas within the Department and/or the three Cities collectively such as fire prevention, public relations, training, budget, equipment, emergency management and facilities. Additionally, the Deputy Fire Chief serves as the stand-in for the shared Fire Chief for all administrative matters, and may serve as the Fire Chief in his/her absence. While the Deputy Fire Chief is a 40-hour non-shift assignment, but shall be eligible for overtime shift coverage payable at the 56-hour shift rate at the discretion of the Fire Chief.