

MANAGEMENT EMPLOYEES
SALARY AND BENEFITS SCHEDULE
PERIOD COVERING
JULY 1, 2019 THROUGH JUNE 30, 2022

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, 2019 through June 30, 2022.

SECTION 2. SALARY

The following shall be the salary ranges for management employees:

<u>Effective July 1, 2019</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$11,494- \$14,591
Assistant City Manager	\$11,767- \$14,946
Chief of Police	\$12,629- \$16,372
Fire Chief*	\$12,629- \$16,372
Planning and Building Director	\$11,494- \$14,591
Community Services Director	\$10,114- \$12,787
Parks and Public Works Director/City Engineer	\$11,494- \$14,591
Assistant to the City Manager	\$8,038- \$10,022
Human Resources Manager	\$8,038- \$10,022
<i>GENERAL MANAGERS:</i>	
Fire Division Chief	\$10,607- \$13,465
Public Works Division Manager	\$8,031- \$10,033
Code Enforcement Manager	\$7,472- \$9,338
Police Commander	\$10,994- \$13,957
Police Captain	\$10,607- \$13,464
Police Lieutenant	\$9,386- \$11,988
Accounting Manager/Controller	\$8,038- \$10,022
City Librarian	\$8,038- \$10,022
Police Records Manager	\$8,038- \$10,022
Recreation Manager	\$8,038- \$10,022

<u>Effective July 1, 2020 (2%)</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$11,724- \$14,883
Assistant City Manager	\$12,002- \$15,245
Chief of Police	\$12,881- \$16,699
Fire Chief	\$12,881- \$16,699
Planning and Building Director	\$11,724- \$14,883

Community Services Director	\$10,316- \$13,043
Parks and Public Works Director/City Engineer	\$11,724- \$14,883
Assistant to the City Manager	\$8,199- \$10,222
Human Resources Manager	\$8,199- \$10,222
GENERAL MANAGERS:	
Fire Division Chief	\$10,819- \$13,734
Public Works Division Manager	\$8,192- \$10,234
Code Enforcement Manager	\$7,621- \$9,525
Police Commander	\$11,214- \$14,236
Police Captain	\$10,819- \$13,733
Police Lieutenant	\$9,574- \$12,228
Accounting Manager/Controller	\$8,199- \$10,222
City Librarian	\$8,199- \$10,222
Police Records Manager	\$8,199- \$10,222
Recreation Manager	\$8,199- \$10,222

<u>Effective July 1, 2021 (2%)</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
EXECUTIVE MANAGERS:	
Finance Director	\$11,958- \$15,180
Assistant City Manager	\$12,242- \$15,550
Chief of Police	\$13,139- \$17,033
Fire Chief*	\$13,139- \$17,033
Planning and Building Director	\$11,958- \$15,181
Community Services Director	\$10,522- \$13,304
Parks and Public Works Director/City Engineer	\$11,958- \$15,180
Assistant to the City Manager	\$8,363- \$10,427
Human Resources Manager	\$8,363- \$10,427
GENERAL MANAGERS:	
Deputy Fire Chief	\$11,583 - \$14,710
Fire Division Chief	\$11,035- \$14,009
Public Works Division Manager	\$8,355- \$10,439
Code Enforcement Manager	\$7,773- \$9,715
Police Commander	\$11,438- \$14,520
Police Captain	\$11,035- \$14,008
Police Lieutenant	\$9,766- \$12,472
Accounting Manager/Controller	\$8,363- \$10,427
City Librarian	\$8,363- \$10,427
Police Records Manager	\$8,363- \$10,427
Recreation Manager	\$8,363- \$10,427

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 (for those who serve a probationary period), and each twelve (12) months thereafter, following an evaluation of the employee by the City Manager or his/her designee.

Employees with unsatisfactory performance shall not receive a merit increase.

SECTION 3. TUITION REIMBURSEMENT

Employees are eligible for reimbursement for costs incurred during the fiscal year related to pursuing a formal college degree. Costs for books, fees and tuition are eligible for reimbursement. Maximum annual reimbursement is \$2,500 per employee. Actual amount may vary based on available funds and the number of members submitting for reimbursement and the total amount requested by applicants. Maximum annual funds available for the program is \$5,000. Amount of funds to be dispersed will be established at the end of the fiscal year and will be based on the number of applicants and the total amount requested.

If the total amount requested exceeds \$5,000, then the \$2,500 maximum per applicant will be reduced for all applicants to an amount which will result in a cumulative maximum of \$5,000.

- Example 1 – Five members apply. One for \$2,500 and the others for \$1,000 each. The maximum benefit would be reduced to \$1,000 for each applicant.
- Example 2 - Three members apply. Two for \$2,500 and one for \$1,000. The maximum benefit would be reduced to \$2,000 for each applicant.

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. In those cases, 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, City Manager, or respective department without recourse by the employee.

SECTION 4. RETIREMENT

New Members

The Public Employees' Pension Reform Act of 2013 (PEPRA) defines a "new member" as any of the

following:

- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system.
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system.
- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

Classic Members

CalPERS refers to all members that do not fit within the definition of a new member as “classic members.”

Fire Managers:

Effective January 1, 2013, the employees’ retirement formula shall be determined by a three-tier system:

- Tier 1: For Classic Members hired by the City before July 1, 2006, the City has contracted with PERS to provide 3% at 50 Retirement Benefit with the single highest one-year salary calculated as final compensation. Employees shall pay the entire portion of the required 9% employee contribution on behalf of the employee to CalPERS.
- Tier 2: For Classic Members hired by the City on or after July 1, 2006 and before January 1, 2013 the City has contracted with PERS to provide 3% at 55 Retirement Benefit with the single highest one-year salary calculated as final compensation. Employees shall pay the entire portion of the required 9% employee contribution on behalf of the employee to CalPERS.
- Tier 3: For New Members, as defined by PEPRRA, the City has contracted with PERS to provide 2% at 57 Retirement Benefit with three years of their highest average salary calculated as final compensation. As of July 1, 2019, the required employee contribution for new members is 10.75%. This amount will be adjusted periodically by CalPERS.

Police Managers:

Effective January 1, 2013, the employees’ retirement formula shall be determined by a three-tier system:

- Tier 1: For Classic Members hired by the City before November 18, 2012, the City has contracted with PERS to provide 3% at 50 Retirement Benefit with the single highest one-year salary calculated as final compensation. Employees shall pay the entire portion of the required 9% employee contribution on behalf of the employee to CalPERS.
- Tier 2: For Classic Members hired by the City on or after November 18, 2012, the City has contracted with PERS to provide 2% at 55 Retirement Benefit with three years of their highest average salary calculated as final compensation. Employees shall pay the entire portion of the required 7% employee contribution on behalf of the employee to CalPERS.
- Tier 3: For New Members, as defined by PEPRRA, the City has contracted with PERS to provide 2% at 57 Retirement Benefit with three years of their highest average salary calculated as final compensation. As of July 1, 2019, the required employee contribution for new members is 10.75%. This amount will be adjusted periodically by CalPERS.

Miscellaneous (Non-Sworn) Managers:

Effective January 1, 2013, the employees’ retirement formula shall be determined by a three-tier system:

- Tier 1: For Classic Members hired by the City before July 1, 2012, the City has contracted with PERS to provide 2% at 55 Retirement Benefit with the single highest one-year salary calculated as final compensation. Employees shall pay the entire portion of the required 7% employee contribution

on behalf of the employee to CalPERS.

Tier 2: For Classic Members hired by the City after July 1, 2012, the City has contracted with PERS to provide 2% at 60 Retirement Benefit with three years of their highest average salary calculated as final compensation. Employees shall pay the entire portion of the required 7% employee contribution on behalf of the employee to CalPERS.

Tier 3: For New Members, as defined by PEPR, the City has contracted with PERS to provide 2% at 62 Retirement Benefit with three years of their highest average salary calculated as final compensation. As of July 1, 2019, the required employee contribution for new members is 7.25%. This amount will be adjusted periodically by CalPERS.

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, and vision 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 PERS medical program, except as provided for herein. The employee may select from the PERS plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the PERS 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 the following flat rates on behalf of each currently active employee to the "FFBP": July 1, 2019: Eleven Hundred (\$1,025.00) per month

July 1, 2020: Twelve Hundred (\$1,125.00) per month

July 1, 2021: Thirteen Hundred (\$1,225.00) per month

For employees who have or continue to exercise the cash-out option the following shall apply:

- Only employees currently exercising the cash-out option may utilize this option. The current cash-out amount is “capped” at the existing amount; it may not be increased in the future. If reduced in the future, it may not go back up.
- Current Employees not utilizing benefit may not utilize the benefit in the future.
- Additional flex dollars (7/01/2019, 07/01/2020 and 07/01/2021) may not be cashed out.
- New hires are not eligible for any cash out.

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).

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 PERS medical program. All employees electing not to participate in the City's PERS 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 PERS 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 PERS 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 PERS 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 PERS 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.

The City shall increase the contribution available to retirees by the amount required by the PERS medical program.

(f) **LONG TERM DISABILITY INSURANCE.** The City shall provide a Long Term Disability (LTD) insurance program for affected employees. The cost of the the LTD Insurance shall be split 50/50 between the City and the employee. The employee cost for said LTD insurance shall be paid by the employee from the monthly City contribution, or through payroll deduction, if necessary. All affected employees shall be required to participate in the Long Term Disability insurance program.

The Short/Long Term Disability program shall be with a thirty (30) day elimination period up to age 65.

(g) LIFE INSURANCE. The City shall provide a life insurance benefit in the amount of fifty thousand dollars (\$50,000.00) per employee. The cost of the life insurance shall be split 50/50 between the City and the employee. The employee cost for said life insurance shall be paid by the employee from the monthly City contribution.

All affected employees shall be required to participate in the life insurance program. An employee may buy additional life insurance at their own cost.

SECTION 7. NON-SWORN WORK SCHEDULES

Effective March 1, 2020, the following work schedule shall take effect:

Monday-Thursday 7:00 a.m. to 5:00 p.m.

Friday 7:00 a.m. to 11:00 a.m.

Affected Employees Include:

- City Hall:
 - Accounting Manager/Controller
 - Finance Director
 - Human Resources Manager
 - Planning and Building Director
- Community Services:
 - Community Services Director
- Police:
 - Police Records Manager
- Public Works:
 - Parks and Public Works Director
 - Public Works-Parks Division Manager;

Exceptions:

- City Librarian: Monday through Friday 9:00 a.m to 6:00 p.m.

SECTION 8. 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 9. 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. Catastrophic leave will be approved upon presentation of a "medical certification of a serious health condition."

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 of their base 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. Employees shall have no vested rights in the accrued sick leave time upon termination with the City.

SECTION 10. 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 11. 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 12. 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 City Manager.

SECTION 13. 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 14. PROBATION UPON APPOINTMENT

All management employees who are not at will, shall be subject to a twelve (12) month probationary period following their appointment to a management position, unless extended further by the City Manager.

SECTION 15. 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 \$200 each year for replacement of work boots.

SECTION 16. SEVERANCE PROVISION FOR AT-WILL DEPARTMENT HEADS

In recognition of the fact that Department Heads serve at the will and pleasure of the City Manager (with City Council concurrence), the City Manager may offer severance pay to any Department Head who is terminated involuntarily or pursuant to a negotiated separation agreement, in an amount not to exceed four months of base salary.

The amount of such severance shall be determined by the City Manager and shall be subject to the

following provisions:

- 1.) An employee must have at least 12 months of service as a Department Head with the City.
- 2.) An employee may be eligible for up to four months of base salary based on years of service as a Department Head, as follows:
 - 0-12 months - No Severance
 - Completion of 12 months - 1 month of severance pay
 - Completion of 24 months - 2 months of severance pay
 - Completion of 36 months - 3 months of severance pay
 - Completion of 48 months - 4 month of severance pay
- 3.) The above amounts are maximums; the City Manager may offer a lesser amount or no amount.
- 4.) Any severance pay is conditioned on the execution of a full release and waiver as to all employment-related issues by the Department Head.
- 5.) This provision shall not apply to any retirement (either service or disability), death, and/or any voluntary resignation by a Department Head.