

## COMPENSATION COMMISSION

Vacant, Chair  
Howard Posner, Vice-Chair  
David Bach  
David Kawada  
Evelyn Chin

## COMMITTEE STAFF

Howard Chan, Assistant City Manager  
Wendy Klock-Johnson, Assistant City Clerk  
Gustavo Martinez, Supervising Deputy City Attorney

City of  
SACRAMENTO

# Special Meeting

## Agenda

### Compensation Commission

City Hall-Council Chamber  
915 I Street, 1<sup>st</sup> Floor  
Published by the Office of the City Clerk  
(916) 808-7200

**Monday, August 29, 2016**  
**6:30 p.m.**

### **NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the legislative bodies you must identify yourself as a lobbyist and announce the client/business/organization you are representing (*City Code 2.15.160*).

**Speaker slips are available on the City's Website and located in racks inside the chamber and should be completed and submitted to the Assistant City Clerk.**

*Government Code 54950 (The Brown Act)* requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Office of the City Clerk and all written material received is available at the meeting for public review.

Meetings are broadcast live on Metrocable, Channel 14, AT&T Broadband Cable System and rebroadcast on the Saturday following the date of the meeting. (Check Listings)

Live videostreams and indexed archives of meetings are available via the internet. Visit the City's official website at [http://sacramento.granicus.com/ViewPublisher.php?view\\_id=21](http://sacramento.granicus.com/ViewPublisher.php?view_id=21).

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Office of the City Clerk at (916) 808-7200 at least 48 hours prior to the meeting.

### **General Conduct for the Public Attending Commission Meetings**

- Members of the public attending the Compensation Commission meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

### **Members of the Public Addressing the Compensation Commission**

Purpose of Public Comment. The City provides opportunities for the public to address the Committee as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the Personnel and Public Employees Committee as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the **Commission**.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the **Commission** and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person or the **Committee** Member whose district is identified on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

**Speaker Time Limits.** In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda.** Two (2) minutes per speaker.
- **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a Committee member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting In addition to the above time limits per item, the total amount of time any one individual may address the **Committee** at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
- The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied.

# SPECIAL MEETING AGENDA

**Monday, August 29, 2016**

**6:30 p.m.**

***City Hall – 915 I Street- First Floor Council Chamber***

All items listed are heard and acted upon by the Sacramento Personnel and Public Employees Committee unless otherwise noted.

## **Open Session - 6:30 p.m.**

### **Roll Call**

### **Consent Calendar Estimated Time: 5 minutes**

All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

**None.**

### **Discussion Calendar**

Discussion calendar items include an oral presentation including those recommending “receive and file”.

#### **1. 2017 Regular Meeting Schedule**

**Estimated Time: 10 minutes**

**Location:** Citywide

**Recommendation:** Pass a motion approving the regular meeting schedule for 2017.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Howard Chan Assistance City Manager, (916) 808-7488, City Manager’s Office.

#### **2. Review and Consider Adjustments to the Compensation of the Mayor and City Councilmembers**

**Estimated Time: 30 minutes**

**Location:** Citywide

**Recommendation:** Review and consider passing a Resolution establishing compensation of the Mayor and City Council, for Fiscal Year 2016/17.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

#### **3. Review and Consider Adjustments to the Compensation of the City Boards and Commissions**

**Estimated Time: 30 minutes**

**Location:** Citywide

**Recommendation:** Review and consider passing a Resolution establishing compensation of the City Boards and Commissions for Fiscal Year 2016/17.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

**Public Comments-Matters Not on the Agenda** (2 minutes per speaker)

**Committee Comments-Ideas, Questions and Meeting/Conference Reports**

**Adjournment**

**Meeting Date:** 08/29/2016

**Report Type:** Discussion

**Title:** 2017 Regular Meeting Schedule

**Location:** Citywide

**Recommendation:** Pass a motion approving the regular meeting schedule for 2017.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk

**Presenter:** Wendy Klock-Johnson

**Department:** City Clerk

**Division:** City Clerk

**Dept ID:** 04001011

**Attachments:**  
**01-2017 Calendar**

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Submitted By:	Phoebe Schueler
Adobe Signature:	
Approved By:	Wendy Klock-Johnson
Adobe Signature:	



## 2017 Compensation Commission Meeting Calendar

HOLIDAY  
 MEETING DATE

### JANUARY

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY

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### MARCH

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### APRIL

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### MAY

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### JUNE

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### JULY

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### AUGUST

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### SEPTEMBER

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### OCTOBER

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### NOVEMBER

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### DECEMBER

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*Meeting Frequency: Annually 6:30 p.m.*  
*Meeting Location: New City Hall Council Chambers 1st Floor*  
*915 I Street Sacramento, CA. 95814*

**Meeting Date:** 08/29/2016

**Report Type:** Discussion

**Compensation  
Commission**

915 I Street, 1<sup>st</sup> Floor

[www.cityofsacramento.org](http://www.cityofsacramento.org)

**Title:** Review and Consider Adjustments to the Compensation of the Mayor and City Councilmembers

**Location:** Citywide

**Recommendation:** Review and consider passing a Resolution establishing compensation of the Mayor and City Council for Fiscal Year 2016/17.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Phoebe Schueler, Senior Deputy City Clerk, (916) 808-7605, Office of the City Clerk.

**Presenter:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Howard Chan Assistant City Manager, (916) 808-7488, City Manager's Office.

**Attachments:**

- 1 **Description/Analysis**
- 2 **Background**
- 3 **Council Member Comparison Survey 2016**
- 4 **Mayor Compensation Survey 2016**
- 5 **Exhibit A Draft Resolution Establishing Compensation for Fiscal Year 2016-17**
- 6 **Exhibit B Personnel Resolution Covering Unrepresented Officers and Employees**

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Submitted By: Adobe Signature:	Phoebe Schueler
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Approved By: Adobe Signature:	Shirley Concolino
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## Attachment 1 – Description Analysis

**Issue Detail:** Section 29 of the Sacramento City Charter requires the Compensation Commission to establish compensation for the Mayor, members of the City Council and public members of City Boards and Commissions. Compensation for the Mayor and City Council should be reasonable and consistent with other cities similar in size and structure.

**Policy Considerations:** The City provided the following contractually-obligated base wage increases to the City's bargaining units in fiscal year 2016/17 as follows:

Employee Unit	FY 2016/17 Base Wage Adjustment
Executive Management (Unrepresented)	2%
Mid-Managers Union (SCXEA)	2%
Police Union (SPOA)	3%
Fire Union (Local 522)	2-3% by position
Plumbers Union	3%
Building Trades Union	3%
Machinists Union	3%
Engineers Union	2%
Painters Union	2%
Local 39	2.5%

**Environmental Considerations:** Not applicable

**Sustainability:** Not applicable

**Commission/Committee Action:** The Compensation Commission is required to meet at least once annually to establish compensation for the Mayor, members of the City Council and public members of City Boards and Commissions.

**Rationale for Recommendation:** The City Charter requires the Charter meet at least annually to establish compensation for the Mayor.

**Financial Considerations:** Compensation figures established by the Compensation Commission will be incorporated into the City's Fiscal Year 2016/17 budget.

**Local Business Enterprise (LBE):** Not applicable.

## Attachment 2 – Background

In June 2004, the Commission established a formal process to guide the compensation-setting process noting:

- The Commission will conduct annual review of the Mayor and Council Member pay for possible adjustment.
- Adjustments should be considered annually to avoid a large ‘catch-up’ adjustment every few years.
- Salary adjustments provided to city charter officers, exempt management and represented employees shall be communicated to Commission members.
- Eight cities were selected as “benchmark cities” and reaffirmed by the Compensation Commission in 2012 because of their similar size and governmental structure including:
  - Aurora, Colorado
  - Austin, Texas
  - Cincinnati, Ohio
  - Kansas City, Missouri
  - Long Beach, California
  - Riverside, California
  - San Jose, California
  - Stockton, California
- Benchmark cities’ compensation data shall be provided to the Commission annually.
- Adjustments to the Mayor and Councilmember compensation shall align with the City’s July 1 through June 30 fiscal year.
- Mayor and Council Member benefits were to be aligned with city charter officers.

In 2012, the Compensation Commission requested a comprehensive compensation survey of the benchmark cities including all forms of compensation. The Commission also required the Mayor and Council Members to begin paying the 7% employee share required by the California Public Employee Retirement System.

The Commission met on January 21, 2016 to review expense allowances for City Council (\$2,500) and the Mayor (\$5,000). The Commission adopted Resolution 2016-0001 rolling the expense allowances into City Council and Mayor salaries. No modifications were made to the transportation or technology allowances.

### Attachment 3 - Council Member Compensation Survey 2016

Council Member	2015	2016	Auto Allowance	Tech Allowance	Expense Allowance	Total	Difference
Aurora, CO	\$13,451.00	unavailable	\$9,126.00		\$4,320.00	\$26,897.00	unavailable
Austin, TX	\$70,075.20	\$ 72,176.00	\$5,400.00	\$900.12		\$78,476.12	\$2,100.80
Cincinnati, OH	\$60,646.00	\$ 65,699.56				\$65,699.56	\$5,053.56
Kansas City, MO	\$61,569.00	\$ 61,569.00				\$61,569.00	\$0.00
Long Beach, CA	\$34,327.00	\$ 34,174.00	\$5,400.00			\$39,574.00	-\$153.00
Riverside, CA	\$41,376.00	\$ 41,376.00	\$4,200.00			\$45,576.00	\$0.00
San Jose, CA	\$81,000.00	\$ 81,000.00	\$4,200.00	\$1,000.00		\$86,200.00	\$0.00
Stockton, CA	\$16,529.00	\$ 16,529.00				\$16,529.00	\$0.00
Sacramento, CA	\$68,772.00		\$4,800.00	\$1,200.00	\$2,500 rolled into salary BR2016-0001	\$74,772.00	

Benchmark Cities	Full Time or Part Time?
Aurora, CO	Part
Austin, TX	Full
Cincinnati, OH	Part
Kansas City, MO	Part
Long Beach, CA	Part
Riverside, CA	Full
San Jose, CA	Full
Stockton, CA	Part
<b>Sacramento, CA</b>	<b>Part</b>

## Attachment 4 – Mayor Compensation Survey 2016

Mayor	2015	2016	Auto Allowance	Tech Allowance	Expense Allowance	Total	Difference
Aurora, CO	\$55,845.00	unavailable	\$9,126.00		\$4,320.00	\$13,446.00	unavailable
Austin, TX		\$84,864.00				\$84,864.00	\$84,864.00
Cincinnati, OH	\$121,291.00	\$131,399.11				\$131,399.11	\$10,108.11
Kansas City, MO	\$123,156.00	\$123,156.00	\$800.00			\$123,956.00	\$0.00
Long Beach, CA	\$137,208.00	\$136,656.00	\$5,400.00			\$142,056.00	-\$552.00
Riverside, CA	\$82,764.00	\$82,764.00	\$6,000.00			\$88,764.00	\$0.00
San Jose, CA	\$114,000.00	\$114,000.00	\$4,200.00	\$1,000.00		\$119,200.00	\$0.00
Stockton, CA	\$72,384.00	\$72,384.00				\$72,384.00	\$0.00
Sacramento, CA	\$125,218.00	\$125,218.00	\$7,200.00	\$2,000.00	\$5,000 rolled into 2016 salary R2016-0001	\$134,418.00	\$0.00

Benchmark Cities	Full-Time or Part-Time?
Aurora, CO	Full
Austin, TX	Full
Cincinnati, OH	Full
Kansas City, MO	Full
Long Beach, CA	Full
Riverside, CA	Full
San Jose, CA	Full
Stockton, CA	Full
<b>Sacramento</b>	<b>Full</b>

## RESOLUTION 2016-XXXX

Adopted by the Compensation Commission

August 29, 2016

### RESOLUTION OF THE COMPENSATION COMMISSION OF THE CITY OF SACRAMENTO ESTABLISHING THE COMPENSATION OF THE MAYOR AND CITY COUNCIL AND PUBLIC MEMBERS OF CITY BOARDS AND COMMISSIONS FOR FISCAL YEAR 2016/17

#### BACKGROUND

- A. Charter Section 29 provides for a Compensation Commission whose function shall be to establish the compensation for the Mayor, members of the City Council and public members of City Boards and Commissions.
- B. The Compensation Commission shall set compensation for the Mayor and members of the City Council that is reasonable and consistent with other cities similar in size and structure.
- C. Eight cities were selected as “benchmark cities” in 2004 and reaffirmed in 2012 by the Compensation Commission because of their similar size and governmental structure.
- D. The Compensation Commission has reviewed current Mayor and City Council compensation data provided by the benchmark cities, employee salary adjustments in the prior fiscal year and current compensation levels of public members of City Boards and Commissions.
- E. The Resolution Covering Mayor and Councilmember Compensation sets forth general administrative provisions, salaries, fringe benefits, and other terms and conditions affecting the Mayor and Councilmembers.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE COMPENSATION COMMISSION RESOLVES AS FOLLOWS:**

- Section 1. The Resolution Covering Mayor and Councilmember Compensation, attached to this Resolution as Exhibit A, is adopted effective August 29, 2016 and will supersede all prior Resolutions Covering Mayor and Councilmember Compensation.
- Section 2. The Resolution Covering the Compensation of Public Members of City Boards and Commissions, attached to this Resolution as Exhibit B, is adopted effective August 29, 2016, and will supersede all prior Resolutions Covering the Compensation of Public Members of City Boards and Commissions.

Section 3. The City Manager is authorized to make minor changes or adjustments to exhibits in order to correct omissions and errors.

Section 4. Exhibits A through B are part of this resolution.

Table of Contents

Exhibit A: Compensation of Mayor and Councilmembers

Exhibit B: Compensation of City Boards and Commissions



**Resolution Covering Mayor and  
Councilmember Compensation**

August 29, 2016

## ARTICLE 1 – GENERAL PROVISIONS

### 1.1. APPLICABILITY

- a. The terms of this Resolution shall apply to the Mayor and Councilmembers. For purposes of this Resolution, the Mayor and Councilmembers may be collectively referred to as “members,” except as otherwise specified.
- b. The term “compensation” as used in this Resolution shall refer to and include all forms of compensation including, but not limited to, salaries, retirement benefits, City provided health and welfare insurance, and fringe benefits.

## ARTICLE 2 – MAYOR AND COUNCILMEMBER SALARIES AND ALLOWANCES

### 2.1 SALARIES (Effective July 1, 2016)

- a. The annual salary of the Mayor shall be \$125,218.
- b. The annual salary of Council Members shall be \$65,772.

### 2.2 ALLOWANCES

- a. The City will pay to the Mayor and Councilmembers the following for which no vouchers need be furnished:

(1)	<u>Mayor</u>	
	Transportation	\$7,200 annually
	Technology	\$2,000 annually

(2)	<u>Councilmembers</u>	
	Transportation	\$4,800 annually
	Technology	\$1,200 annually

- b. The Mayor and Councilmembers shall receive City-provided parking.

## ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE

### 3.1 HEALTH AND WELFARE CONTRIBUTION (CITY DOLLARS)

- a. The City shall administer a Cafeteria Plan benefits program for members consistent with the Internal Revenue Code Section 125.

- b. Members may enroll in the City- sponsored Account Based Health Plan. For members enrolled in an Account-Based Health Plan (ABHP), as defined by the City, the contributions shall be as specified in this Article 3. To the extent that the premium for the ABHP is less than the monthly City contribution, any excess City contribution shall be credited to the member's Health Savings Account (HSA), to the extent allowed by law. If the excess contribution exceeds the annual HSA limit allowed by law, the member will receive a cash payment for the excess contribution.
- c. The City contribution for a member enrolled in a City- sponsored health plan for member only shall be \$721 per month.
- d. The City contribution for a member enrolled in a City-sponsored health plan for member plus one (1) dependent shall be \$883 per month.
- e. The City contribution for a member enrolled in a City-sponsored health plan for member plus two (2) or more dependents shall be \$1,243 per month.
- f. In addition to the City contribution received above, the members shall receive three percent (3%) of base salary to apply to optional benefits offered by the City, including dental and vision plans.

### 3.2 COVERED DEPENDENTS

- a. Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.
- b. A member who has a domestic partner, and has a notarized City provided "Declaration & Understanding of Partnership Status" form, may cover the domestic partner under the member's City-sponsored health plan. The member will pay for the premium cost for the domestic partner coverage after tax.
- c. A member who has a domestic partner and is registered with the Secretary of State of the State of California may cover the domestic partner and/or the domestic partner's children, under the member's City-sponsored health plan. The City shall contribute \$883 for a member enrolled with one (1) dependent; and \$1,243 for a member enrolled with two (2) or more dependents.
- d. The definition of dependent child for purposes of health insurance shall be as determined under the Patient Protection and Affordable Care Act. The definition of dependent child for purposes of dental and vision insurance shall be outlined in certificates of coverage and related insurance contracts. As of the date of this Resolution, that definition includes an adult child up to age 26, grandchildren

living in the member grandparent's home, disabled children, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

### 3.3 CASH-BACK LIMITS

- a. The cash-back of City dollars from the IRS Section 125 Plan of \$200 per month shall be eliminated for members who waive enrollment in City-sponsored group health plans effective January 1, 2015.

### 3.4 LIFE INSURANCE

- a. City-paid basic life insurance shall be:

Group

Mayor	\$150,000
Council Members	\$100,000

- b. Insurance Over \$50,000

Members may purchase, at their expense, supplemental life insurance in the amount of up to three (3) times annual salary subject to limitations specified by the insurance carrier.

### 3.5 LONG TERM DISABILITY

Members shall receive City-paid long-term disability insurance.

### 3.6 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account (FSA) program to members as permitted by Internal Revenue Service Regulations.

### 3.7 DEFERRED COMPENSATION PLAN

Members may participate in the City's Deferred Compensation 457 Plan to the extent allowed by law and the 457 plan document.

### 3.8 SECTION 401(A) MONEY PURCHASE PLAN

- a. The City's established IRS Section 401(a) Plan contributions are as follows:

- (1) For members the City shall contribute four percent (4%) of salary and the member shall contribute five percent (5%) of salary.
- (2) The 401(a) Plan shall conform to all IRS requirements. Vesting of City funds occurs with enrollment consistent with IRS and 401(a) provider rules and regulations.

## **ARTICLE 4 – RETIREMENT**

### **4.1 RETIREES OR SURVIVOR DEPENDENTS**

Eligible member retirees or eligible survivor dependents shall receive City retiree insurance contributions for health, dental, and vision insurance benefits from the City as follows:

- a. The maximum City contribution towards the purchase of health insurance for retirees is \$300 per month for the retiree or \$365 for a retiree with dependent(s).
- b. Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992
  - (1) Members retiring with thirty (30) or more years of service shall be eligible for up to the City's maximum retiree health insurance contribution identified in subsection (a) above on the date of retirement without regard to age.
  - (2) Members retiring with a minimum of twenty (20) full years of service but less than thirty (30) full years of service who are at least fifty (50) years of age shall receive up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (3) Members retiring with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service who are at least fifty (50) years of age shall receive up to seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (4) Members retiring with a minimum of ten (10) full years of service but less than fifteen (15) full years of service who are at least fifty (50) years of age shall receive up to fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (5) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.
  - (6) There shall be no eligibility for the City's retiree insurance contribution if the member elects to take a deferred retirement.

- c. Retiree Insurance Contribution for Persons in Deferred Retirement Status as of January 1, 1991
- 1) Members who elected a deferred retirement prior to January 1, 1991, who retired on or after July 1, 1992, and before June 28, 2013, shall be eligible for the City's retiree insurance contribution as follows:
    - i. A retiree with at least ten (10) full years of City service, and who is at least 50 years of age, shall be eligible for up to fifty percent (50%) of the City's maximum retiree insurance contribution as identified in subsection (a) above.
    - ii. A retiree with twenty (20) full years or more of City service, and who is at least fifty (50) years of age, shall be eligible for up to one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection (a) above.
  - d. Members who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.
  - e. Pre-Medicare Eligible Retirees  
Retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored health plan or purchase an individual plan. A retiree who elects to purchase a health plan not sponsored by the City shall be eligible to reenroll in a City-sponsored health plan within two (2) years waiving City coverage.
  - f. Medicare Eligible Retirees  
Upon achieving eligibility for Medicare benefits, retirees and their dependent(s) shall not be allowed to participate in any City-sponsored health plan.
  - g. Retiree Insurance Contribution Exclusion  
Retirees who participate in another group health plan as an elected official, employee or dependent spouse shall not be eligible for the City contribution outlined above.
  - h. Industrial Disability or Death in Line of Duty Survivors  
Retirees who receive industrial disability pensions or death in-line-of-duty survivor's benefits will be entitled for up to one hundred percent (100%) of the City's - applicable maximum retiree insurance contribution regardless of years of service.

- i. Survivor Dependents Benefits  
Survivor dependents of eligible members or retirees shall be entitled to the same benefit amount as the member was eligible for at the time of death.
- j. Limitation Clause  
No member or retiree shall have any rights provided by this Section 4.1 after June 30, 2016.
- k. Elimination of Retirees or Survivor Dependents Benefits  
No member that takes office on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1.

#### 4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. Member Contribution to PERS Retirement Plan – Classic Members  
Members shall pay eight percent (8%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall from the date of the amendment pay the seven percent (7%) member contribution and one percentage point (1%) of the employer contribution through PERS cost-share. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.
- b. Member Contribution to PERS Retirement Plan – New Members  
Members that take office after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

### **Article 5 – MISCELLANEOUS**

#### 5.1 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of a member's salary, the City shall, for purposes of future

compensation, adjust such compensation to the correct amount, and give written notice to the member.

- b. In the event a member received an overpayment, reimbursement to the City shall be accomplished by:
  - (1) Lump sum payment by the member;
  - (2) A repayment schedule through payroll deduction; and/or
  - (3) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the member does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the member in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

## 5.2 RETIREE COURT APPEARANCE FEES

A retired member who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former member shall receive a court appearance fee if the member reports at the time specified for his or her particular testimony regardless of whether the member is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

## 5.3 EXTENT AND TERM OF COMPENSATION

The salary and fringe benefits provided here shall be the full extent of member compensation and shall remain in effect unless modified or repealed by resolution of the Compensation Commission. Notwithstanding these limits on

member compensation this Resolution does not prohibit the members from participating, at their own expense, in all other City sponsored health and fringe benefit plans that are offered to City employees.

#### 5.4 CONFLICT

All prior resolutions concerning member compensation which are in conflict with this Resolution are hereby repealed. In the event this Resolution conflicts with any City of Sacramento policy, procedure, ordinance or resolution this Resolution controls.

## Exhibit B Compensation of City Boards and Commissions

### COMPENSATION OF CITY BOARDS AND COMMISSIONS

Boards / Commissions	Meeting Frequency	Members	Current Cost (Individual)	Members Cost Per Meeting		Members Annual Cost	
				Current Per Meeting Total	FY2016/17	Current (Annual) Total	FY2016/17
Administration, Investment & Fiscal Management Board	Monthly	5	\$50	\$ 250	\$ 250	\$ 3,000	\$ 3,000
Animal Care Services Citizens Advisory Committee	Monthly	7	\$50	\$ 350	\$ 350	\$ 4,200	\$ 4,200
Ann Land/Bertha Henschel Memorial Fund Commission	Quarterly	9	\$50	\$ 450	\$ 450	\$ 1,800	\$ 1,800
Board of Plumbing Examiners	Quarterly	5	\$50	\$ 250	\$ 250	\$ 1,000	\$ 1,000
Compensation Commission	Yearly	5	None	-		-	-
Construction Code Board of Appeals	Yearly	5	\$50	\$ 250	\$ 250	\$ 250	\$ 250
Civil Service Board	Monthly	5	\$50	\$ 250	\$ 250	\$ 3,000	\$ 3,000
Ethel Macleod Hart Advisory Committee	Quarterly	7	None	-		-	-
Housing Code Advisory and Appeals Board	Monthly	5	\$50	\$ 250	\$ 250	\$ 3,000	\$ 3,000
Measure U Citizens Oversight Committee	Yearly	5	None	-		-	-
Parks and Recreation Commission	Monthly	11	\$50	\$ 550	\$ 550	\$ 6,600	\$ 6,600
Planning and Design Commission	2 x Month	13	\$100	\$ 2,600	\$ 2,600	\$ 31,200	\$ 31,200
Preservation Commission	Monthly	7	\$50	\$ 350	\$ 350	\$ 4,200	\$ 4,200
Retirement Hearing Commission	Yearly	5	\$50	\$ 250	\$ 250	\$ 250	\$ 250
Sacramento Community Police Commission	As Needed	11	\$50	\$ 2,200	\$ 3,000	\$ 8,800	\$ 12,000
Sacramento Disabilities Advisory Commission	2 x Month	9	\$50	\$ 900	\$ 900	\$ 10,800	\$ 10,800
Sacramento Heritage, Inc. Board Of Director	Monthly	9	None	-		-	-
Sacramento Relocation Appeals Board	As Needed	5	Expenses	NA		NA	NA
Sacramento Youth Commission	Monthly	22	\$50	\$ 1,100	\$ 1,100	\$ 13,200	\$ 13,200
Utilities Rate Advisory Commission	2x Month	7	\$50	\$ 700	\$ 700	\$ 8,400	\$ 8,400



**Personnel Resolution Covering  
Unrepresented Officers and employees**

July 1, 2016

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## **ARTICLE 1 – GENERAL ADMINISTRATIVE PROVISIONS**

### **1.1 APPOINTING AUTHORITY**

- a. For the City of Sacramento, appointing authority is vested with the Mayor, City Council members, and Charter Officers. Subject to applicable Rules and Regulations of the Civil Service Board, Council-adopted resolutions, and administrative policy instructions, appointing authority provides for the ability to hire City employees.
- b. The Appointing Authority has the authority, subject to the approved Budget Resolution and administrative policy, to:
  - (1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications;
  - (2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase;
  - (3) Adjust the salary of individual exempt positions, so long as the total exempt salary budget for each department does not increase; and
  - (4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures.

### **1.2 APPLICABILITY**

The terms of this Resolution shall apply to all unrepresented employees of the City unless superseded by an employment contract with Charter Officers.

### **1.3 TYPE OF APPOINTMENTS**

- a. Nothing in this Resolution shall create an express or implied covenant or contract, or create a property right or tenure for any person appointed to unrepresented classifications covered by this Resolution. All unrepresented employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.
- b. This Personnel Resolution covers all unrepresented officers and employees of the City of Sacramento appointed or incumbent to any position in the Executive Management, Executive Management Support, Mayor/Council Support, and Non-Career units as defined by the Employer-Employee Relations Policy. This Personnel Resolution applies

to these positions whether the employee is considered full-time, part-time, seasonal, or appointed on a limited-term basis.

#### 1.4 STAFF AIDE POSITIONS

The classification of Staff Aide, may be used when a classification is needed either pending establishment of a new classification or a position is funded for a limited time and no appropriate classification exists. An employee may be appointed to the Staff Aide classification for a maximum of twelve (12) months. The salary range for any Staff Aide position shall be established by the Director of Human Resources.

#### 1.5 CITY SERVICE

City service for purposes of calculating benefits shall be calculated using each employee's cumulative employment with the City. For a part-time employee, City service shall be prorated. The City shall update City service dates in the payroll system no later than December 31, 2016. This use of prior employment for calculating the City service for rehired employees shall not create a right to retroactive benefits.

### **ARTICLE 2 – HOURS OF EMPLOYMENT AND OVERTIME**

#### 2.1 HOURS OF EMPLOYMENT

- a. The normal work period for employees shall begin at 12:01 a.m. Saturday and end at 12:00 midnight the following Friday.
- b. The normal work week for full-time employees, who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA), shall consist of forty (40) hours of work during the normal work period.
- c. The normal work week shall not apply to employees exempt from the overtime provisions of FLSA. These employees are expected to work any amount of time required to perform the duties of their positions.
- d. The workweek for part-time employees shall be determined by the Appointing Authority.

#### 2.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

The City's Voluntary Work Furlough/Reduced Workweek Program shall be applicable to unrepresented full-time employees on the same terms as apply to represented employees. The benefit plan for eligible employees shall not be reduced or prorated by participation in such work reductions.

## 2.3 OVERTIME FOR ELIGIBLE CAREER EMPLOYEES

- a. All overtime shall be calculated and paid consistent with FLSA requirements. Overtime compensation shall be paid by cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. Employees may accrue up to one hundred and twenty (120) hours of CTO. The City may cash out those CTO hours accumulated in excess of eighty (80) hours at any time provided that the use of such time off has not been previously approved.
- c. The use of accrued CTO shall be at the discretion of the Appointing Authority. Employees who request use of accrued CTO shall be permitted to use such time within a reasonable period after making the request if the use of CTO does not unduly disrupt the operations of the work unit.
- d. Upon termination from City service, employees shall be paid for any unused CTO hours at the rate of pay at the time of separation.

## 2.4 OVERTIME FOR ELIGIBLE NON-CAREER EMPLOYEES

- a. All overtime for non-career employees shall be calculated and paid consistent with FLSA requirements. Non-career employees shall be compensated for overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment.
- b. The Appointing Authority may establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour work week.

## 2.5 TELECOMMUTING PROGRAM

Executive Management Support employees may participate, at the discretion of the Appointing Authority, in the City's Telecommuting Program.

## 2.6 ALTERNATIVE WORK SCHEDULE PROGRAM

Employees may participate, at the sole discretion of the Appointing Authority, in Alternative Work Schedule Program such as 9/80 or 4/10 schedules. Employee participation in Alternative Work Schedule Program shall be dependent on employee performance and shall not disrupt department operations.

## **ARTICLE 3 – FRINGE BENEFIT PLAN/HEALTH AND WELFARE**

The fringe benefit plan described below shall be available to full-time Executive Management, Mayor/Council Support, and Executive Management Support employees. The Appointing Authority, on a case-by-case basis, shall establish the fringe benefit

plan for employees who are less than full-time, not to exceed the fringe benefit plan for comparable full-time employees.

### 3.1 HEALTH AND WELFARE CONTRIBUTION (CITY DOLLARS)

- a. The City shall administer a Cafeteria Plan benefits program for employees consistent with the Internal Revenue Code Section 125.
- b. The City contribution for a full-time employee enrolled in a City-sponsored health plan for employee only shall be \$721 per month.
- c. The City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus one (1) dependent shall be \$883 per month.
- d. The City contribution for a full-time employee enrolled in a City-sponsored health plan for employee plus two (2) or more dependents shall be \$1,243 per month.
- e. For employees enrolled in an Account-Based Health Plan (ABHP), as defined by the City, the contributions shall be as specified above. To the extent that the premium for the ABHP is less than the monthly City contribution, any excess City contribution shall be credited to the employee's Health Savings Account (HSA), to the extent allowed by law. If the excess contribution exceeds the annual HSA limit allowed by law, the employee will receive a cash payment for the excess contribution.
- f. Eligible part-time employees shall be prorated consistent with represented employees.
- g. In addition to the City contribution received above, the City Manager, City Attorney, City Clerk, and City Treasurer shall receive three percent (3%) of base salary to apply to optional benefits.

### 3.2 COVERED DEPENDENTS

- a. Funds used to pay the health insurance premium cost for the domestic partner and/or the domestic partner's dependent children shall be in accordance with Federal and State tax laws.
- b. An employee who has a domestic partner, and has a notarized City provided "Declaration & Understanding of Partnership Status" form, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium cost for the domestic partner coverage after tax.
- c. An employee who has a domestic partner and is registered with the Secretary of State of the State of California may cover the domestic

partner and/or the domestic partner's children, under the employee's City-sponsored health plan. The City shall contribute \$883 for an employee enrolled with one (1) dependent; and \$1,243 for an employee enrolled with two (2) or more dependents.

- d. The definition of dependent child for purposes of health insurance shall be as determined under the Patient Protection and Affordable Care Act (PPACA). The definition of dependent child for purposes of dental and vision insurance shall be as outlined in certificates of coverage and related insurance contracts. As of the date of this Resolution, that definition includes an adult child up to age 26, grandchildren living in the employee grandparent's home, disabled children, step-children, adopted children, wards and foster children provided they qualify as the subscriber's or subscriber's lawful spouse's dependent under IRS rules and regulations.

3.3 CASH-BACK LIMITS

The cash-back of City dollars from the IRS Section 125 Plan of \$200 per month shall be eliminated for employees who waive enrollment in City-sponsored group health plans effective January 1, 2015.

3.4 LIFE INSURANCE

- a. City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Executive Management, Executive Management Support and Mayor Council Support	\$ 50,000
City Attorney, City Clerk and City Treasurer	\$100,000
City Manager	\$150,000

- b. Insurance Over \$50,000

Executive Management, Mayor/Council Support, and Executive Management Support employees may purchase, at their expense, supplemental life insurance in the amount of up to three (3) times annual salary subject to limitations specified by the insurance carrier.

3.5 LONG TERM DISABILITY

Executive Management and Mayor/Council Support employees shall receive City-paid long-term disability insurance.

### 3.6 FLEXIBLE SPENDING ACCOUNTS

The City offers a Flexible Spending Account (FSA) program to employees as permitted by Internal Revenue Service Regulations.

### 3.7 DEFERRED COMPENSATION PLAN

Executive Management, Mayor/Council Support, and Executive Management Support employees may participate in the City's Deferred Compensation 457 Plan to the extent allowed by law and the 457 plan document.

### 3.8 SECTION 401(A) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plan contributions are as follows:

- a. For Executive Management and Mayor/Council Support employees the City shall contribute four percent (4%) of salary and the employee shall contribute five percent (5%) of salary.
- b. For Executive Management Support employees, the City shall contribute two percent (2%) of salary and the employee shall contribute two percent (2%) of salary.
- c. The 401(a) Plan shall conform to all IRS requirements. Vesting of City funds occurs with enrollment consistent with IRS and 401(a) provider rules and regulations.

### 3.9 LONGEVITY PAY

Employee eligibility for longevity pay shall be determined as provided under Section 108 of the City Charter. The amount to be paid annually on the second check in July after twenty (20) years of City service shall be one hundred dollars (\$100), and after twenty-five (25) years of City service, an additional two hundred dollars (\$200), for a total of three hundred dollars (\$300). Longevity pay is provided for in the City Charter and not through this Resolution. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution.

## **ARTICLE 4 – RETIREMENT**

### 4.1 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or eligible survivor dependents shall receive City retiree insurance contributions for health, dental, and vision insurance benefits from the City as follows:

- a. The maximum City contribution towards the purchase of health insurance for retirees is \$300 per month for the retiree or \$365 for a retiree with dependent(s).
- b. Retiree Insurance Contributions for Employees Retiring on or after July 1, 1992
  - (1) Employees retiring with thirty (30) or more years of service shall be eligible for up to the City's maximum retiree health insurance contribution identified in subsection (a) above on the date of retirement without regard to age.
  - (2) Employees retiring with a minimum of twenty (20) full years of service but less than thirty (30) full years of service who are at least fifty (50) years of age shall receive up to one hundred percent (100%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (3) Employees retiring with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service who are at least fifty (50) years of age shall receive up to seventy-five percent (75%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (4) Employees retiring with a minimum of ten (10) full years of service but less than fifteen(15) full years of service who are at least fifty (50) years of age shall receive up to fifty percent (50%) of the City's maximum retiree insurance contribution identified in subsection (a) above.
  - (5) There shall be no City retiree insurance contribution for retirees with less than ten (10) full years of City service.
  - (6) There shall be no eligibility for the City's retiree insurance contribution if the employee elects to take a deferred retirement.
- c. Retiree Insurance Contribution for Persons in Deferred Retirement Status as of January 1, 1991
  - (1) Employees who elected a deferred retirement prior to January 1, 1991, and who retired on or after July 1, 1992, and before June 28, 2013, shall be eligible for the City's retiree insurance contribution as follows:
    - i. A retiree with at least ten (10) full years of City service, and who is at least 50 years of age, shall be eligible for up to fifty percent (50%) of the City's maximum retiree insurance contribution as identified in subsection (a) above.

- ii. A retiree with twenty (20) full years or more of City service, and who is at least fifty (50) years of age, shall be eligible for up to one hundred percent (100%) of the City's retiree insurance contribution as identified in subsection (a) above.
- d. Employees who elected a deferred retirement prior to January 1, 1991, and did not retire on or before June 28, 2013, shall not be eligible for the City's retiree insurance contribution.
- e. Pre-Medicare Eligible Retirees

Retirees who are not eligible for Medicare benefits may elect to participate in a City-sponsored health plan or purchase an individual plan. A retiree who elects to purchase a health plan not sponsored by the City shall be eligible to reenroll in a City-sponsored health plan within two (2) of years waiving City coverage.
- f. Medicare Eligible Retirees

Upon achieving eligibility for Medicare benefits, retirees and their dependent(s) shall not be allowed to participate in any City-sponsored health plan.
- g. Retiree Insurance Contribution Exclusion

Retirees who participate in another group health plan as an employee or dependent spouse shall not be eligible for the City contribution outlined above.
- h. Industrial Disability or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors benefits will be entitled for up to one hundred percent (100%) of the City's applicable maximum retiree insurance contribution regardless of years of service.
- i. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount as the employee was eligible for at the time of death.
- j. Limitation Clause

No employee or retiree shall have any rights provided by this Section 4.1 after June 30, 2017.

k. Elimination of Retirees or Survivor Dependents Benefits

No employee hired on or after July 20, 2012, shall be eligible for any benefits provided by this Section 4.1. Employees transferring to unrepresented classifications after July 20, 2012, shall be ineligible for any benefits by this section, unless the transferring employee was eligible for retiree or survivor dependent benefits at the time of transfer.

4.2 PERS RETIREMENT PLAN AND CONTRIBUTION

a. Member Contribution to PERS Retirement Plan – Classic Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers shall pay eight percent (8%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which miscellaneous classic members shall, from the date of the amendment, pay the seven percent (7%) employee contribution and one percentage point (1%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented unit miscellaneous employees, the one percent (1%) cost-share will remain in the City's account. Classic members in miscellaneous classifications shall qualify for the 2% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(2) Police Safety

Executive Management Police Safety employees shall pay twelve percent (12%) of salary to the PERS retirement plan. The City will seek to amend the PERS contract to reflect a new cost-share agreement in which Executive Management Police Safety classic members shall, from the date of the amendment, pay the nine percent (9%) employee contribution and three percentage points (3%) of the employer contribution through PERS cost-share. If this PERS cost-share is not approved by a vote of the unrepresented Executive Management Police Safety unit employees, the three percent (3%) cost-share will remain in the City's account. Classic members in Executive Management Police Safety classifications shall qualify for the 3% at 50 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

(3) Fire Safety

Executive Management Fire Safety employees shall pay twelve percent (12%) of the employer's contribution to the PERS retirement plan. If necessary, the contract with PERS shall be amended to reflect the proper allocation of funds. Classic members of Executive Management Fire Safety classifications shall qualify for the 3% at 55 benefit formula and retirement shall be based upon the highest twelve (12) consecutive months of compensation.

b. Member Contribution to PERS Retirement Plan – New Members

(1) Miscellaneous

Executive Management, Mayor/Council Support, Executive Management Support, and Charter Officers hired after December 31, 2012, shall be members in the PERS on terms consistent with Public Employees' Pension Reform Act (PEPRA). New members in miscellaneous classifications shall qualify for the 2% at 62 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

(2) Safety

Executive Management Safety employees hired after December 31, 2012, shall be members in the PERS on terms consistent with PEPRA. New members in safety classifications shall qualify for the 2.7% at 57 benefit formula, shall contribute 50% of the total normal cost of the PERS retirement plan, and retirement shall be based upon the highest thirty-six (36) consecutive months of compensation.

## **ARTICLE 5 – CHARTER OFFICERS**

### **5.1 CHARTER OFFICER SALARIES**

The salaries for the City Attorney, City Clerk, City Manager, and, City Treasurer, shall be modified only by City Council action and approval.

### **5.2 EXPENSE ALLOWANCE**

The City will pay to the City Manager a sum of \$400 per month as reimbursement for City expenses for which no vouchers need be furnished. The City will pay to the City Attorney, City Clerk, and City Treasurer a sum of \$350 per month as reimbursement for City expenses for which no vouchers need be furnished.

## ARTICLE 6 – NON-CAREER EMPLOYEES

### 6.1 NON-CAREER BENEFITS

Except as provided herein, unrepresented non-career (+1,040) employees do not accrue benefits.

### 6.2 CITY HEALTH AND WELFARE CONTRIBUTION

- a. Employees in the classification of Fire Recruit and Student Trainee (Paramedic Intern) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Firefighter in the Memorandum of Understanding.
- b. Employees in the classification of Police Cadet, Police Recruit, and Community Service Officer (Limited Term) shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer in the Memorandum of Understanding.
- c. Employees in the classification of Dispatcher Recruit shall receive the same City health and welfare contribution amount as provided for the non-supervisory Dispatcher classification in the Memorandum of Understanding.
- d. Non-Career employees under this Section are not eligible for cash back.

### 6.3 POOL SAFETY CLASSIFICATIONS

Employees holding classifications designated as pool safety positions may be eligible for additional compensation for qualifying work associated with the summer aquatics program. Such compensation is authorized solely for the purpose of recruiting and retaining qualified employees at City-operated swimming pools. Said employees shall be paid additional compensation as follows:

#### a. Certification Fee Reimbursements

Upon submittal of documents showing successful completion of the required water safety courses and receipts showing fees paid, the City shall reimburse eligible employees up to \$200 for completing their certification course work.

#### b. Recruitment Incentive

Upon successful completion of eighty (80) hours of work in a designated pool safety classification, the City shall pay eligible employees a lump sum amount of \$200.

c. Retention Incentive

Upon successful completion of work during the entire summer aquatics season, the City shall pay eligible employees a lump sum amount of \$400.

**ARTICLE 7 – LEAVES**

7.1 ACCRUAL OF LEAVE HOURS OVER 24 PAY PERIODS

Unless provided otherwise in this Article, the accrual of leave hours shall accrue over 24 pay periods per year, during the first two (2) pay periods of each month.

7.2 VACATION

a. Employees shall be entitled to vacation allowances pursuant to the provisions of Section 107 of the City Charter. Based on length of City service, the accrual of annual vacation allowances shall be as follows:

<u>Length of Service</u>	<u>Annual Vacation Allowance</u>
1 to 5 years	10 days/80 hours
5 years and 1 day to 15	15 days/120 hours
more than 15 years	20 days/160 hours

b. Vacation allowance administration shall be in accordance with the Rules and Regulations of the Civil Service Board, unless an exception is authorized by the City Manager under appropriate circumstances. Employees may accumulate a maximum of four hundred and eighty (480) vacation hours. Once the maximum is reached, there shall be no further vacation accrual until the balance falls below four hundred and eighty (480) hours.

7.3 HOLIDAYS

a. Recognized Holidays

Except as otherwise provided, the following shall be recognized holidays for eligible employees:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Cesar Chavez's Birthday	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

b. Eligibility

- (1) To be eligible for holiday pay, the employee must be in a paid work status the scheduled workday before and after the recognized holiday. Any payable leave time, such as vacation, and sick shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time employee, including an employee in a work-sharing program, and non-career (+1,040) employee shall receive the recognized holiday benefit based upon the number of hours the employee was paid in that workweek as follows:

<u>Number of Recognized Holidays in the Workweek</u>	<u>Minimum Number of Paid Hours in the Workweek</u>	
	<u>50% Benefit</u>	<u>100% Benefit</u>
0.5	18	28.8
1.0	16	25.6
1.5	14	22.4
2.0	12	19.2

An employee paid for less than the minimum number of hours required for the 50% benefit shall receive no recognized holiday benefit.

- (3) Non-career (-1,040) employees shall not receive recognized holiday benefits.

c. Holiday Observance

- (1) If an employee's scheduled days off are Saturday and Sunday during a standard City workweek in which a recognized holiday falls, the following shall apply:
  - i. If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.

- ii. If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.
- (2) If an employee's schedule differs from the traditional Monday-Friday workweek in which a recognized holiday falls, the following shall apply:
- i. The actual dates as listed above shall be considered as the employee's holiday.
  - ii. If the recognized holiday falls on the employee's scheduled day off, the employee shall receive holiday earned for the hours of the holiday benefit.

d. Floating Holidays

(1) Accrual

- i. In addition to the recognized holidays specified above, except as provided below, employees shall receive the equivalent of two (2) floating holidays per fiscal year on an accrual basis as follows:
  - 1. Each full-time Executive Management, Mayor/Council Support, and Executive Management Support employee shall accrue sixteen (16) hours of floating holiday per year at the rate of forty (40) minutes per pay period. The employee shall accrue floating holiday credit for each pay period for which the employee is paid twenty (20) or more hours of salary.
  - 2. A part-time Executive Management, Mayor/Council Support, or Executive Management Support employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based on the budgeted authorized position (BAP) for which the employee fills at the rate of twenty (20) minutes accrual for employees who are working in a 0.5 up to a 0.79 BAP and at a rate of forty (40) minutes accrual for employees who are in a 0.8 BAP or higher.
- ii. Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

- i. The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.
- ii. An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. There shall be no cash out of floating holiday hours, either annually or upon separation.

e. Holiday Earned Accumulation

Employees may accumulate a maximum of eighty (80) hours of holiday earned hours. Once the maximum is reached, there shall be no further holiday earned until the balance falls below eighty (80) hours. Holiday earned may be taken by the employee at the discretion of the department head.

7.4 MANAGEMENT LEAVE TIME

- a. Executive Management and Mayor/Council Support employees exempt from the overtime provisions of FLSA shall not accrue compensating time off or earn overtime pay for time worked in excess of eight (8) hours per day or forty (40) hours per week, but shall be expected to devote as much time to their employment as may be necessary for the efficient operation of City government.
- b. Executive Management and Mayor/Council Support employees determined by the City to be exempt from the overtime provisions of the FLSA shall be credited with eighty (80) hours of management leave time each fiscal year. Such time will be posted the first pay period in July. Management employees appointed after July 1 of a fiscal year shall be entitled to a prorated share of eighty (80) hours of management leave time based upon the number of full months remaining in that fiscal year. Management leave time shall be useable upon being credited, subject to the approval of the immediate supervisor.
- c. Management leave time shall not accumulate from fiscal year to fiscal year, and any management leave time not used in the fiscal year in which it was awarded shall be forfeited. Budgeted full-time career employees may cash out forty (40) hours of management leave time each fiscal year. There shall be no cash out of management leave time upon separation.
- d. Part-time Executive Management and Mayor/Council Support employees shall be credited with a prorated amount of management leave.

## 7.5 ADMINISTRATIVE LEAVE TIME

- a. Executive Management Support employees shall be credited with fifty-two (52) hours of administrative leave time each fiscal year. Such time will be posted in the first pay period in July. Executive Management Support employees hired after July 1 of a fiscal year shall be entitled to a prorated share of administrative leave time based upon the number of full months remaining in that fiscal year. Administrative leave time shall be useable upon being credited, subject to the approval of the employee's immediate supervisor.
- b. Administrative leave time shall not accumulate from fiscal year to fiscal year, and any administrative leave time not used in the fiscal year in which it was awarded shall be forfeited. Budgeted full-time career employees may cash out forty (40) hours of administrative leave time each fiscal year. There shall be no cash out of administrative leave time upon separation.
- c. Part-time Executive Management Support employees shall be credited with a prorated amount of administrative leave.

## 7.6 SICK LEAVE

- a. Accrual and Usage
  - (1) A full-time employee shall accrue sick leave credits at the rate of eight (8) hours per month which may be used by the employee in the event of illness or injury which is not job-related. Part-time career and non-career employees earn sick leave on a pro-rata basis per the Rules and Regulations of the Civil Service Board and/or California's Healthy Workplaces, Healthy Families Act of 2014.
  - (2) An employee in active service of the City, eligible to accumulate sick leave credits may, in January of each year, receive a cash payment for twenty-five percent (25%) of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least four hundred and eighty (480) hours accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay that the employee was receiving on January 1 of each year in which payment is made. The amount of time for which an employee is paid shall be deducted from the employee's total accumulation. An employee electing to receive this cash payment must notify the Department of Finance, Accounting Division, in writing, of such election no later than December 15 of the year that the sick leave credit was earned.

b. Sick Leave Cash Out

(1) PERS

- i. PERS members hired prior to January 1, 2005, with more than twenty (20) years of City service, are eligible to cash out sick leave and/or convert sick leave to PERS service credit upon separation for reasons of retirement, resignation, layoff or death as follows:
  1. Eligible employees, or persons entitled by law to the possession of their estate, may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the total sick leave credits accumulated (to the nearest full day) by the employee on the date of their retirement, resignation, layoff, or death at their current base rate of pay;
  2. In the alternative, eligible employees may utilize any or all of their total sick leave credits accrued as of the date of their retirement, resignation, layoff, or death and apply the sick leave to service credit pursuant to the PERS contract with the City. If the employee converts less than the full balance of sick leave to service credit, the employee may receive a cash payment equal to thirty-three and one-third percent (33-1/3%) of the remaining sick leave credits after conversion to PERS.
- ii. PERS members hired on or after January 1, 2005, shall not be eligible for payment of any portion of accumulated sick leave credits, though upon termination of employment for retirement employees may apply their sick leave balances to service credit pursuant to the PERS contract with the City.
- iii. No employee whose services are terminated by reason of discharge for cause shall be eligible for payment of any portion of accumulated sick leave credits.

(2) SCERS

Upon retirement, SCERS members eligible to accumulate sick leave credits shall receive a cash payment representing the value of thirty-three and one-third percent (33-1/3%) of the sick leave credits (rounded to the nearest full day) accumulated to the date of retirement.

- c. Except as provided herein, no payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City.
- d. The Rules and Regulations of the Civil Service Board relating to the administration of sick leave privileges and benefits shall apply to all covered employees.

## 7.7 PARENTAL PAY

Pursuant to the City's Parental Leave Policy, employees who have completed at least three (3) years of full-time career City service from the most recent date of hire are eligible for parental pay of up to one hundred and sixty (160) hours of continuous time off. Part-time employees who have completed at least three (3) years of career City service from the most recent date of hire are eligible for parental pay of up to eighty (80) hours of continuous time off.

## 7.8 INJURY-ON-DUTY

- a. Full-time career employees shall receive benefits for injuries suffered in the performance of their duties consistent with Section 253 of the City Charter. In the event changes are made to the City Charter, those changes shall supersede the provisions of this Resolution. To the extent permitted by law, the City shall receive a credit for the benefits provided pursuant to Charter Section 253 against future workers' compensation benefits.
- b. If the employee qualifies for temporary disability benefits after exhausting the one-year leave of absence for workplace injuries described in Charter Section 253, the employee may use accrued leave balances to replace any loss of income. The employee may use full or partial days of leave pursuant to policy for this purpose, but in no event shall the cumulative amount received from temporary disability payments and the use of leave balances exceed the hourly rate of pay of the employee as of the date of injury.

## 7.9 COURT LEAVE

- a. When an employee is absent from work to testify in response to a properly served subpoena issued by a court of competent jurisdiction in a non-work-related matter to which the employee is not a party, to serve on a jury, or to report for jury duty examination, the employee shall be granted pay for those hours which the employee is absent for such reason. The City may require the employee to elect to be on telephone alert for jury duty and remain on the job until such time as called to testify or serve jury duty. When an employee is required to be on telephone alert, the employee will cooperate with the court or jury commissioner and the City will be responsible to ensure that the employee is available. Pay for work

time lost shall be computed at the employee's regular rate of pay at the time of such absence.

- b. If a swing shift or graveyard shift employee has served an amount of time that exceeds one-half of the employee's next scheduled shift in court or on jury duty, the employee will notify the supervisor in advance of the start time so he/she will be excused from the shift. If the employee is in court or on jury duty less than one-half the shift, the employee will be required to work.
- c. In lieu of the shift after service on court leave, a graveyard shift employee may request to take off the shift prior to court leave, provided that if the employee serves less than one-half of the shift, he/she will be required to use vacation or other leave accruals to cover the shift.
- d. To receive pay for work time lost, an employee must provide the City with a statement signed by an official of the court certifying the employee's service as a witness or juror or appearance in court for such purposes, the date or dates of attendance, the time released from attendance and the compensation paid exclusive of any transportation and subsistence allowance.
- e. The City reserves the right to require the employee to reimburse the City for all witness fees or jury remuneration received, less transportation and subsistence allowance.
- f. When a non-career employee is regularly scheduled to work and is ordered to appear in court or report for jury duty, such employee shall be entitled to court leave benefits in accordance with the above-stated procedure.

#### 7.10 CATASTROPHIC LEAVE

Employees are entitled to catastrophic leave pursuant to, and consistent with, the City's Catastrophic Leave Policy.

#### 7.11 SACRAMENTO HOUSING & REDEVELOPMENT AGENCY (SHRA) TRANSITION

Employees who are transferred from employment at SHRA to the City as a result of restructuring, reorganizing or removal of services to the City shall be allowed to transfer the following accrued benefits from SHRA to the City:

- a. Eighty percent (80%) of sick leave balances after cash-out pursuant to Agency policy.
- b. Vacation balances up to one year of accrual at the employee's current rate on transition to the City.

## 7.12 BEREAVEMENT PAY

An employee may receive up to twenty-four (24) working hours of City bereavement pay for time taken off for the death of the employee's spouse, registered domestic partner, parent, sibling, child, grandchild, or grandparent. The employee may use sick leave as outlined in the Rules and Regulations of the Civil Service Board for additional time off or to attend to other death, bereavement, or funeral needs.

## 7.13 FAMILY AND MEDICAL LEAVE

Employees may be entitled to leave pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and/or Pregnancy Disability leave (PDL) consistent with the City's Leave Administration Policy.

## 7.14 PERSONAL TIME OFF

- a. Full-time employees who have completed ten (10) full years of City service shall be credited with twenty-four (24) hours of personal leave at the beginning of the first pay period in January of each year. Part-time employees shall be credited with a prorated amount of time based on their regular schedule.
- b. The use of personal leave awarded pursuant to this section shall not cause overtime.
- c. Personal leave shall not accumulate from year to year and shall have no cash value. If an employee is unable to use all of the time by the end of the calendar year based on operational need, the Department may approve carry-over to the next year. In all other cases, the time shall be forfeited.
- d. Non-career employees are not eligible for personal leave benefits.

# **ARTICLE 8 – REIMBURSEMENTS AND ALLOWANCES**

## 8.1 TRANSPORTATION AND PARKING ALLOWANCES

- a. Reimbursement for Use of Privately-Owned Vehicles
  - (1) Charter Officers may offer reimbursement for the use of privately-owned vehicles on City business or as compensation in lieu of the use of City vehicles on City business subject to the limits identified in this article. Employees receiving a vehicle allowance prior to August 8, 2013, may continue to receive the amount of that reimbursement, even if in excess of the limits set below:

Executive Team Members	\$500 / month
Division Managers	\$250 / month
Professional Level	\$0 - \$175 / month
Support / Miscellaneous Staff	\$0 - \$100 / month

- (2) Executive Management and Mayor/Council Support employees shall receive City-provided parking. Executive Management Support employees are eligible for City-provided parking.
  - (3) Employees receiving less than \$250 in monthly vehicle allowance may receive out-of-town mileage reimbursement. Reimbursement for out-of-town mileage shall be at the general mileage reimbursement rate (minus 25 miles for individuals receiving a monthly vehicle allowance) or comparable coach airfare, whichever is lower.
- b. Any automobile operated on City business by any employee receiving a monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount at least equal to \$100,000 per person, \$300,000 per accident, and property damage limits at least equal to \$50,000 (100/300/50).
- c. Monthly Bus Transportation Reimbursement
- (1) Sacramento Regional Transit District (SRTD)  
 Full-time Executive Management, Mayor/Council Support, and Executive Management Support employees who utilize SRTD for home-to-work transportation are eligible to receive an eighty percent (80%) City-paid SRTD monthly non-zone sticker pass in lieu of the City-paid parking and vehicle allowance. Part-time employees shall be eligible for a fifty percent (50%) price discount on the monthly non-zone sticker pass. The employee must notify the Department of Finance, Revenue Division, prior to the first day of the month to obtain the monthly pass discount for that next month. Non-career employees shall not be eligible for the allowance. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.
  - (2) Other Public Transportation  
 Eligible full-time employees, as described in Section 8.1(c)(1), who regularly utilize other public transportation regulated by the Public Utilities Commission or the equivalent for home-to-work commuting,

are eligible for monthly transit pass reimbursement up to eighty percent (80%) of the cost in lieu of City-paid parking and vehicle allowance. Eligible part-time employees, as described above, shall be eligible for a fifty percent (50%) monthly reimbursement. The employee must present the required proof of purchase to the Department of Finance, Revenue Division, prior to the first day of the month to obtain reimbursement. The amount of monthly reimbursement shall not exceed \$120.00. An employee who receives a reimbursement for use of a privately-owned vehicle shall not be eligible for benefits under this Section.

(3) Downtown Parking Subsidy

- i. Eligible full-time Executive Management Support employees, as described above, who work in the downtown area, shall receive a \$90.00 per month transportation allowance. Part-time Executive Management Support employees who work in the downtown area shall receive \$60.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.
- ii. Employees who receive City-paid parking as described in Section 8.1 shall not be eligible for the downtown parking subsidy.

d. Discounted Parking Rates

Discounted parking will be available to Executive Management Support employees, on a first-come, first-serve basis, for parking spaces in the Memorial Garage at a cost of seventy percent (70%) of the regular Memorial Garage monthly rate. This means that the employee discounted rate is thirty percent (30%) off the full monthly rate.

e. City Vehicle Retention

The City Manager/Charter Officers may authorize overnight home retention of City vehicles for public safety assignments, on-call assignments, and other special or emergency assignments.

8.2 POLICE AND FIRE UNIFORM ALLOWANCE

- a. Safety management personnel employed in the Police Department shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to sworn employees in the Police Department Unit.
- b. Safety management personnel employed in the Fire Department shall receive a uniform allowance equal to, and on the same terms and

conditions as, the uniform allowance granted to employees in the Fire Department Unit.

- c. Civilian managers of the Police Department shall receive a uniform allowance equal to the highest uniform allowance granted to the represented employees whom they manage.

### 8.3 TUITION REIMBURSEMENT

Employees will be reimbursed for the cost of tuition up to a maximum of \$1500.00 per calendar year, pursuant to the City's existing policy for education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources. Non-career employees are not eligible for tuition reimbursement.

### 8.4 STATE OF CALIFORNIA BAR DUES

The actual cost of mandatory State Bar dues shall be paid for employees in attorney classifications in the City Attorney's Office. In the sole discretion of the City Attorney, the City Attorney may approve reimbursement, from the budget of the employing department, for other licensed City employee attorneys whose legal skills and abilities represent a significant benefit to the City. The City Attorney may authorize such reimbursement after being provided documentation establishing payment was made by the employee requesting the reimbursement.

### 8.5 REQUIRED LICENSES AND CERTIFICATIONS

Where the City requires that an employee maintain a license and/or certification, the Department Head or designee may, on a case-by-case basis, reimburse the employee for costs associated with the renewal of such license. This Section shall not apply to driver's licenses.

### 8.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education units (CEUs) to maintain the license or certificate, the employee is responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

### 8.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be operationally necessary. The City shall determine what languages are appropriate for such pay and the number of employees to be certified. To be eligible for bilingual pay the employee must be determined to be verbally proficient and, if necessary for the assignment, proficient in the written language. The City will arrange the certification and testing process necessary to authorize the bilingual pay.

- b. Bilingual pay shall be paid at the rate of forty dollars (\$40) per month for any month in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

## 8.8 TECHNOLOGY ALLOWANCE

- a. If the City requires an employee in the Executive Management, Executive Management Support, or Mayor/Council Support unit to be generally accessible via technology device for the conduct of City-related business, the City shall provide either a technology allowance in accordance with the provisions of this Section.
- b. Employees in the Executive Management, Executive Management Support, or Mayor/Council Support units may be authorized a monthly technology allowance of up to one hundred dollars (\$100).
- c. Upon approval of the technology allowance, the employee shall provide and maintain a personal cellular phone and service that is available to conduct City-related business. The employee shall provide and the City may publish the cellular phone number to designated individuals and organizations with whom the employee normally conducts City-related business.

## 8.9 NOTARY PAY

An Executive Management Support employee who is required to maintain, or who obtains for City benefit, a notary registration shall receive a monthly certification pay of thirty dollars (\$30).

# ARTICLE 9 – MISCELLANEOUS

## 9.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Employees shall not engage in any other employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with or adversely affects the performance of their duties, or that is contrary to the most effective performance of the mission of City management or the best interests of the City.
- b. Employees shall not accept any off-duty employment without the express consent, in advance, of the Appointing Authority or designated representative.
- c. An employee shall not work:
  - (1) In any employment, which will tend to bring discredit upon City management, or which is detrimental to City goals, or which will

reduce an individual's efficiency or usefulness as a City employee.

- (2) In any employment requiring an affiliation, membership, or allegiance tending to influence conduct in a manner inconsistent with the proper discharge of responsibilities to the City or the public interest.
  - (3) In any employment for any other municipality or political subdivision of the state or federal government (except with the express written authorization of the Appointing Authority).
  - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An employee may request authorization for off-duty employment by forwarding a letter of request to the Appointing Authority. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name.
  - e. The Appointing Authority will notify in writing to the employee of action taken on the request for off-duty employment. A copy of the letter will be retained in the employees personnel file.
  - f. Authorization for off-duty employment may be revoked at the discretion of the Appointing Authority at any time.
  - g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

## 9.2 PAYROLL ERRORS

- a. In the event an error has been made, including but not limited to the payment of an employee's salary, overtime payment or leave accruals, balances or usages, the City shall, for purposes of future compensation, adjust such compensation to the correct amount, and give written notice to the employee.
- b. In the event an employee received an overpayment, reimbursement to the City shall be accomplished by:
  - (1) Lump sum payment by the employee;
  - (2) A one-time deduction from useable vacation, compensating time off (CTO), or holiday credit balances equivalent to the overpayment at the employee's current hourly rate;
  - (3) A repayment schedule through payroll deduction; and/or

(4) Other means, as may be mutually agreed between the parties.

No repayment schedule shall exceed fifty-two (52) pay periods in duration, except that if the employee does not agree to a voluntary repayment schedule, the overpayment collection shall not exceed twenty-six (26) pay periods.

- c. No action shall be taken to enforce repayment of an overpayment, or to correct an underpayment, unless action is taken within two (2) years from the ending date of the pay period in which the error is discovered. "Action is taken" as used in this Section shall mean written notice to the employee in the case of an overpayment, or written or oral notice to the City in the case of an underpayment error.

### 9.3 RETIREE COURT APPEARANCE FEES

A retired City employee who is subpoenaed to appear in court on behalf of the City in his or her capacity as a former City employee shall receive a court appearance fee if the employee reports at the time specified for his or her particular testimony regardless of whether the employee is ultimately required to testify. The court appearance fee shall be one hundred twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four hours or less. Nothing herein shall serve to establish an employment relationship for any purpose, including, but not limited to, employee benefits, reimbursements, compensation, court cancellation fee, or any other rights.

**Meeting Date:** 08/29/2016

**Report Type:** Discussion

**Compensation  
Commission**

915 I Street, 1<sup>st</sup> Floor

[www.cityofsacramento.org](http://www.cityofsacramento.org)

**Title:** Review and Consider Adjustments to the Compensation of City Boards and Commissions

**Location:** Citywide

**Recommendation:** Review and consider passing a Resolution establishing compensation of the public members of City Boards and Commissions for Fiscal Year 2016/17.

**Contact:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Phoebe Schueler, Senior Deputy City Clerk, (916) 808-7605, Office of the City Clerk.

**Presenter:** Wendy Klock-Johnson, Assistant City Clerk, (916) 808-7509, Office of the City Clerk; Howard Chan Assistant City Manager, (916) 808-7488, City Manager's Office.

**Attachments:**  
**None.**

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Submitted By: Adobe Signature:	Phoebe Schueler
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Approved By: Adobe Signature:	Shirley Concolino
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