



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
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STAFF REPORT  
September 27, 2005

Honorable Mayor and  
Members of the City Council

**Subject:** Personnel Resolution Covering Unrepresented Officers and Employees

**Location/Council District:** Citywide

**Recommendation:**

It is recommended that the City Council:

1. Adopt the amended Personnel Resolution covering general administrative provisions, hours of work, and other terms and conditions of employment for unrepresented officers and employees.
2. Adopt the amended 2005-06 Salary Schedules for unrepresented exempt management and confidential/administrative employees.

**Contact:** Geri Hamby, Director of Human Resources, 808-7173

**Presenter:** Geri Hamby, Director of Human Resources

**Department:** Human Resources Department

**Division:** Not applicable

**Organization No:** 1521

**Summary:** This City Manager's report recommends the adoption of the Personnel Resolution Covering Unrepresented Officers and Employees and the adoption of the 2005-06 salary schedules for unrepresented classifications, including Charter Officers, exempt management and confidential/administrative employees.

The proposed 2005-06 unrepresented salary schedules are based on the findings of the 2004 market salary survey of employers that are comparable to the City of Sacramento. Each year, the Department of Human Resources conducts a market survey of salaries of classifications that are comparable to classifications in the City. This ensures that the City's unrepresented exempt management and confidential/administrative classifications remain competitive in the marketplace. The survey findings are used to establish new



salary ranges for unrepresented classifications and are contained in the proposed salary schedules attached to this report.

The major items are summarized below:

1. Exhibit "A" contains a record of text changes to the City's Personnel Resolution Covering Unrepresented Officers and Employees, effective October 1, 2005. The specific changes to the Personnel Resolution are presented in two versions. The first version, beginning at handwritten page number 8 and ending at handwritten page number 39, depicts the changes that were made to the existing text of the Personnel Resolution. The second version, beginning at handwritten page number 40, and ending at handwritten page number 71, depicts those changes as the amended text would appear in the Personnel Resolution, subject to City Council adoption.
2. Exhibit "B" contains revised salary schedules for unrepresented positions classified as Charter Officer, exempt management and confidential/administrative. Unrepresented salary schedules will be effective on October 1, 2005 which is the beginning of the pay period following approval by City Council. As proposed, the revised unrepresented schedules implement findings contained in a 2004 salary survey of employers comparable to the City of Sacramento. The recommended ranges are consistent with the City's Strategic Compensation Plan, implemented by the City Council in 2002. The revised salary schedules do not result in an automatic adjustment to an individual employee's pay. The FY05-06 budget contains a 4% allocation of labor costs for Merit Based Pay. No adjustment is made unless the employee's current salary falls below the minimum of the new salary range. Individual unrepresented employee pay adjustments are accomplished pursuant to Merit Based Pay principles and the City's Salary Administration Policy.

**Committee/Commission Action:**

The proposed salary schedules for unrepresented classifications, prepared using the findings of the 2004 market salary survey of comparable employers, are consistent with City Council direction as adopted in the City's Strategic Compensation Plan. The Plan was forwarded to City Council through the Personnel and Public Employee (P&PE) committee. Finally, the recommendations are consistent with the City's Strategic Plan under our commitment to attract, retain, and develop a highly qualified and diverse workforce.

**Background Information:**

In 2001 the City Council adopted a market-based compensation philosophy which was recommended by the Blue Ribbon Panel. In November 2002, the Administrative Policy Instruction 35 – Salary Administration Policy was implemented. This policy established policy and procedures for salary administration for exempt management, unrepresented confidential/administrative employees and unrepresented non-career employees.

Based on survey data obtained, the City adopts competitive salary ranges with sufficient flexibility to address recruitment or retention issues. The Performance Appraisal System was approved in 2003 and was linked to Merit Based Pay in 2005.

This report recommends that the City Council approve the following recommendations for employees holding classifications covered by the Personnel Resolution Covering Unrepresented Officers and Employees:

1.     Unrepresented Salary Schedules:

Pursuant to the findings of the 2004 market salary survey, the salary ranges of unrepresented classifications are adjusted as reflected in Exhibit "B." Consistent with the City's Salary Administration Policy, if current salaries of individual employees fall below the new salary range minimum, their salaries will be adjusted to equal the minimum. It is recommended that the revised salary schedules become effective on October 1, 2005.

2.     Personnel Resolution:

This report also recommends the following amendments to the Personnel Resolution, Exhibit "A". Unless otherwise noted, all recommended changes will become effective on October 1, 2005, if adopted by City Council:

a.     Effective Date References: Various sections have been modified to eliminate effective date references that are no longer necessary.

b.     Family Medical Leave Act (FMLA):

- (1) Section 1.3 (a) has been added to conform with the FMLA, addressing partial day leave charges.
- (2) Section 3.14 has been added to conform with the FMLA, addressing requests, approval, and durations of FMLA covered absences.

c.     City Health and Welfare Contribution:

- (1) Language has been added to Section 2.1 c. (1) to clarify the manner in which the health and welfare contribution may be applied.
- (2) City health and welfare contributions specified in Section 2.1 c. (4) (a), (b), and (c) have been modified as follows:
  - a.     An \$85 monthly reduction for employees waiving health insurance.
  - b.     A \$20 monthly reduction for an enrolled single employee.
  - c.     A \$40 monthly increase for an employee enrolled with one or two or more dependants.

- (3) These changes are in line with the negotiated agreements with represented units that have been previously approved.
- d. Cash Back Limits: Section 2.1 (d) has been modified to reduce cash back limits by \$85 monthly. Additionally, cash back for employees hired on or after October 1, 2005 shall be limited to \$200 monthly. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- e. Retiree Health Benefits:
- (1) Section 2.4 (a) has been modified to reflect a \$25 monthly increase for a single retiree to \$250 and a \$75 monthly increase for a retiree with dependants to \$300.
- (2) This revision extends the retiree benefits provisions of Section 2.4 (g) to June 23, 2006.
- (3) These changes are in line with the negotiated agreements with represented units that have been previously approved.
- f. 401 (A) Money Purchase Plan: Vesting period language has been modified in Section 2.5 (a) to conform with previously adopted Council policy.
- g. PERS Retirement Plan: Section 2.6 (b) has been modified to reflect sick leave conversion to service credit provisions for police management and miscellaneous employees and reflect EPMC for fire management, which was previously negotiated. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- h. Holiday Credit Accrual: Section 3.2 (i) (1) (i) has been modified to increase the number of hours required to be worked in order to receive holiday credit. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- i. Sick Leave: Section 3.4 has been modified to require 20 years of service in order to be eligible for sick leave cash out and establishes provisions for the conversion of accumulated sick leave to PERS service retirement credit. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- j. Court Leave: The requirement for an employee to return witness and jury remuneration has been eliminated in Section 3.7 (a).

- k. Catastrophic Leave: Section 3.9 has been modified to change minor provisions of the City's catastrophic leave plan.
- l. Bereavement Leave: Section 3.13 has been added to provide three days of City-paid bereavement leave. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- m. Public Transportation Reimbursement: Section 4.1 (b) (2) has been revised to increase monthly reimbursement for public mass transportation to from \$100.00 to \$120.00. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- n. Transportation Allowance for Employees Assigned Downtown: Section 4.1 (b) (3) has been revised to increase the monthly transportation allowance for employees working downtown from \$45.00 to \$60.00 for full time employees and from \$25.00 to \$40.00 for part time employees. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- o. Tuition Reimbursement: Section 4.3 has been revised to increase tuition assistance from \$750.00 to \$1500.00 per calendar year. These changes are in line with the negotiated agreements with represented units that have been previously approved.
- p. Telework Policy: Section 6.6 has been modified to reflect the correct term of "telework" which replaces "telecommuting".
- q. Emergency Response by Fire Management: Section 6.10 has been added to establish compensation provisions for Fire Management when required to respond to an emergency or disaster.

**Financial Considerations:**

The FY05-06 budget includes the costs of the adoption of the proposed revisions to the Personnel Resolution (Exhibit "A"). The financial impact is attributed to changes summarized earlier in this report, as follows:

- Health and welfare contributions
- Cash back limits
- Retiree health and welfare contributions
- Retirement plan provisions
- Sick leave cash out and service credit provisions
- Transportation allowance and reimbursement
- Bereavement leave

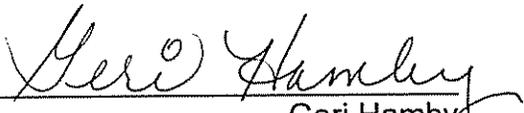
- Tuition assistance
- Catastrophic Leave
- Fire Management Emergency Response Pay

Adoption of the proposed unrepresented salary schedules (Exhibit "B") will result in a minor fiscal impact created by adjusting individual salaries to the new minimum salary range. The FY05-06 budget contains sufficient funding to cover this cost.

**Environmental Considerations:** This report covers personnel issues. There are no proposals or projects that would potentially effect the environment as stated in related provisions of the California Environmental Quality Act.

**Policy Considerations:** This report, and the proposals contained herein, promotes the City Council's intent as stated in our Strategic Plan. Specifically, the guiding principles include a commitment to attract, retain, and develop a highly qualified and diverse workforce.

**Emerging Small Business Development (ESBD):** None applicable.

Respectfully Submitted by:   
Geri Hamby  
Director of Human Resources

Recommendation Approved:

  
ROBERT P. THOMAS  
City Manager

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**RESOLUTION NO.**

**Adopted by the Sacramento City Council  
September 27, 2005**

**Approving the Personnel Resolution Covering Unrepresented Officers and  
Employees and the Unrepresented Salary Schedules**

**BACKGROUND**

- A. The Personnel Resolution Covering Unrepresented Officers and Employees sets forth general administrative provisions, hours of work and other terms and conditions affecting unrepresented classifications. Specific provisions of the Personnel Resolution address health and welfare contributions for unrepresented employees.
- B. The Personnel Resolution attached as Exhibit "A" has been modified to update and enhance unrepresented employee benefits. The FY05-06 budget includes the costs of these changes.
- C. Pursuant to previous Council policy, the City conducted a 2004 annual salary survey of unrepresented classifications. The annual salary survey ensures that salaries for unrepresented classifications remain competitive with salaries paid to comparable classifications in the marketplace.
- D. The unrepresented salary schedules attached at Exhibit "B" have been updated to reflect the results of the 2004 salary survey and the FY05-06 budget includes the costs of these changes.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. City Manager's report dated September 27, 2005, is approved in full.
- Section 2. The Personnel Resolution Covering Unrepresented Officers and Employees attached as Exhibit "A" is adopted effective October 1, 2005, and will supersede the provisions of Resolution No. 2005-105.
- Section 3. The Unrepresented Salary Schedules attached as Exhibit "B" is adopted effective October 1, 2005, and will supersede the provisions of Resolution No. 2004-386.

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

PERSONNEL RESOLUTION  
COVERING  
UNREPRESENTED OFFICERS AND EMPLOYEES

~~March-October 1, 2005~~

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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 and, for secretarial/clerical positions in the Mayor and Council office, the Council Operations Manager. Subject to the Rules and Regulations of the Civil Service Board, Council-adopted resolutions and administrative policy instructions, appointing authority provides for the ability to hire employees in classifications that are:

- 1) Unrepresented, (or represented);
- 2) Subject to Civil Service Rules and Regulations or exempt from such Rules;
- 3) Career or non-career; and
- 4) Exempt Management.

Subject to delegation of authority from the Mayor and City Council, the Council Operations Manager is authorized to appoint candidates who fill secretarial support positions assigned to the Mayor and Councilmember offices.

b. Consistent with the adopted City Classification Plan, appointing authority also provides for the ability to:

- 1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications, subject to the approved Budget Resolution and administrative policy;
- 2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase; and
- 3) Adjust the salary of individual exempt managers or positions, so long as the total exempt management salary budget for each department does not increase.
- 4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures, subject to the approved Budget Resolution and administrative policy.

1.2 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same rate of pay unless such rate is below the minimum of the classification salary range. This provision shall not be applicable to management employees.

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1.3 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

- a. A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have his/her salary reduced that day due to insufficient accrued, useable leave.
- b. For partial day absences covered by the Family and Medical Leave Act (FMLA), a salaried employee shall be charged leave for each whole hour of absence, or if there is no accrued, useable leave, that employee's pay shall be reduced in an amount equal to the employee's hourly rate of pay for each whole hour of the absence.

1.4 CHARTER OFFICER SALARIES

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

1.5 STAFF AIDE POSITIONS

The classification of Staff Aide, Exempt Management or Staff Aide, Confidential/Administrative, may be used when a classification is needed either pending establishment of a regular classification or a position is funded for a limited time and no appropriate classification exists. A person may be appointed to such classification for a maximum period of twelve (12) months. The salary shall be established by the City Manager.

ARTICLE 2  
FRINGE BENEFITS AND DEFERRED COMPENSATION

2.1 FRINGE BENEFIT PLAN

The fringe benefit plan for exempt management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	\$50,000
Charter Officers	\$100,000
City Manager	\$150,000

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

c. Health and Welfare Contribution (City Dollars)

(1) The City Manager, City Attorney, City Clerk and City Treasurer shall receive a monthly health and welfare contribution and a ten percent (10%) of base salary optional benefit plan which should be combined and shall be applied, first, to a member's retirement contribution (if any), up to the maximum of such retirement contribution and, second, the premiums for City-sponsored health and dental plans and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(2) Optional Benefit Plan

(a) Police safety management employees shall receive a monthly health and welfare contribution and a nine percent (9%) of base salary optional benefit plan, and all other miscellaneous management employees shall receive a monthly health and welfare contribution and a seven percent (7%) of base salary optional benefit plan which shall be combined and shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(b) ~~Effective June 30, 2001, f~~ For Fire safety management employees, the City will eliminate the nine percent (9%) optional benefit and thereafter shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the

management employees. Such payments shall be reported to PERS as additional compensation for the purpose of retirement benefit calculations. In addition, Fire safety management employees shall receive a monthly health and welfare contribution, which shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

- (3) Full-time career confidential/administrative employees shall receive a monthly health and welfare contribution and a three percent (3%) of base salary optional benefit plan which shall be combined and applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, short-term disability plans, and/or supplemental life insurance (in the amount of \$30,000) and additional supplemental life insurance (in the amount of \$10,000) for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(4) Amount of Contribution

Effective January 1, 2006 ~~March 1, 2005~~, the City dollars will be contributed as follows:

- (a) For full-time confidential/administrative employees, the City shall contribute ~~\$400485~~ for an employee who waives enrollment in City-sponsored group health insurance; ~~\$490510~~ for a single employee enrolled in City-sponsored group health insurance; ~~\$640600~~ for an employee enrolled with one (1) dependent; and ~~\$830790~~ for an employee enrolled in with two (2) or more dependents.

- (b) For exempt management employees, the City shall contribute ~~\$430515~~ for an employee who waives enrollment in City-sponsored group health insurance; ~~\$520540~~ for a single employee enrolled in City-sponsored group health insurance; ~~\$640600~~ for an employee enrolled with one (1) dependent; and ~~\$830790~~ for an employee enrolled in with two (2) or more dependents.
- (c) For Charter Officers, the City shall contribute ~~\$485570~~ for an employee who waives enrollment in City-sponsored group health insurance; ~~\$575595~~ for a single employee enrolled in City-sponsored group health insurance; ~~\$640600~~ for an employee enrolled with one (1) dependent; and ~~\$830790~~ for an employee enrolled in with two (2) or more dependents.
- (5) 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. Employees in the classification of Police Cadet shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer. 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. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.
- (6) 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.
- (a) An employee who has a domestic partner, and is registered with the City Clerk, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner coverage.
- (b) 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 as defined in paragraph (7) below, under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner and/or the domestic partner's qualifying dependent children coverage.
- (7) The definition of dependent child for purposes of health and dental insurance shall be an unmarried dependent child from birth to age 24 if the child qualifies as an exemption under Internal Revenue Service (IRS) rules and regulations. Dependent child includes a grandchild living in the employee grandparent's home, 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.

d. Cash-Back Limits

(1) Effective January 1, 2006, the cash-back of City dollars from the IRS Section 125 Plan shall be limited to career and exempt employees as follows:

~~(1)(a)~~ For confidential/administrative employees, up to ~~\$400~~~~485~~ per month after retirement and IRS Section 125 benefits are deducted from that amount. Part-time employees shall be prorated.

~~(2)(b)~~ For management employees, up to ~~\$415~~~~500~~ per month after retirement and IRS Section 125 benefits are deducted from that amount.

~~(3)(c)~~ For Charter Officers, up to ~~\$485~~~~570~~ per month after retirement and IRS Section 125 benefits are deducted from that amount.

(2) Effective October 1, 2005, employees hired on or after October 1, 2005, the maximum cash-back shall be \$200 per month after retirement and IRS Section 125 benefits are deducted from that amount.

e. Insurance Over \$50,000

(1) Management employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary and additional supplemental life insurance in the amount of \$10,000.

(2) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary.

f. The fringe benefit plan shall be applicable to full-time management and confidential/administrative employees. The fringe benefit plan, including management leave time, for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

2.2 FLEXIBLE SPENDING ACCOUNTS

The City has established the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

a. Out-of-pocket costs for City-sponsored health and dental insurance premiums; and

b. Unreimbursed health care expenses up to \$4,800 per plan year effective each January 1; and

c. Dependent care reimbursement.

Administrative costs shall be paid by the employees participating in (b) and (c).

2.3 DEFERRED COMPENSATION PLAN

Exempt management, and confidential/administrative employees may participate in the City's Deferred Compensation 457 Plan as long as the deferred compensation salary limit is not exceeded.

2.4 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City-paid health insurance contributions and dental insurance benefits under the following provisions:

a. Retiree Health Insurance Contribution Rates and Dental Insurance Benefits

Effective January 2006~~2~~, the City will roll in the available dental benefit to retiree health insurance and the City shall increase the total contribution will be \$250 per month for the retiree and \$300 for retiree with dependent(s) to \$225 per month.

b. Employees Retiring on or After July 1, 1992

- (1) Except as provided below, to be eligible for the City contribution to health insurance and for the City-paid dental benefit for retiree only, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and be minimum age 55. ~~Effective December 12, 2000, the minimum age shall be 50.~~
- (2) Employees retiring with thirty (30) or more years of service shall be eligible for the City's health insurance contribution and dental benefit effective with the date of retirement without regard to age.
- (3) The City's contribution for health insurance shall be as follows:
  - (a) Employees with a minimum of ten (10) full years of service but less than fifteen (15) full years of service shall be eligible to a maximum of fifty percent (50%) of the City's maximum health insurance contribution identified in subsection (a) above.
  - (b) Employees with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum health insurance contribution identified in subsection (a) above.
  - (c) Employees with a minimum of twenty (20) full years of service shall be eligible for up to one hundred percent (100%) of the City's maximum health insurance contribution identified in subsection (a) above.
- (4) There shall be no eligibility for the City's health insurance contribution or dental benefit if the employee elects to take a deferred retirement.

- (5) There shall be no City-paid health insurance contribution or dental benefit for retirees with less than ten (10) full years of City retirement service.

c. Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991 and who then elect to retire on or after July 1, 1992, shall be eligible for the City's health insurance contribution and dental benefit as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's health insurance contribution as identified in subsection (a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's health insurance contribution as identified in subsection (a) above.
- (3) Retirees must be at least ~~55 years of age. Effective December 12, 2000,~~ retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection (b) above.

d. Industrial Disabled or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City-paid health insurance contribution and dental benefit for retirees regardless of years of service.

e. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

f. Medicare Supplement

In order to maintain eligibility for the City-paid retiree health insurance contribution, each eligible retiree and dependant shall ~~must~~ enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

g. Limitation Clause

No employee or retiree shall have any rights provided by this Section 2.4 after June ~~23, 2006~~ 24, 2005.

2.5 SECTION 401(A) MONEY PURCHASE PLAN

Effective January 3, 1998, ~~the City's shall established~~ an IRS Section 401(a) Plan, ~~which shall be is~~ available as follows:

- a. For exempt management employees, the City will contribute four percent (4%) of salary to the 401(a) Plan and the employee shall contribute five percent (5%) of salary to the Plan. An employee may also contribute up to ten percent (10%) of additional after-tax dollars into the Plan. ~~The vesting period for the City contribution shall be five (5) years with credit for prior continuous service. Effective January 1, 2004, the City amended this plan to eliminate the five (5) year vesting period.~~
- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment and such election shall be final. If the election is to enter the Plan the effective date is retroactive back to the date of employment or January 3, 1998, whichever is later.

2.6 PERS RETIREMENT PLAN AND CONTRIBUTION

a. ~~Effective June 30, 2001, the City's will amend its contract with the Public Employees Retirement System (PERS) for miscellaneous employees to provides for~~ the following plan for all miscellaneous employees:

- Modified 2% at age 55
- One-year highest compensation
- Up to 2% COLA
- 25% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

b. ~~Effective as soon as practicable, the City's will amend its contract with the Public Employees Retirement System (PERS) for fire safety employees to provide for the~~ following plan for fire safety management employees:

Tier I and Tier III (PERS only)

- Modified 3% at age 55
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC

c. ~~Effective as soon as practicable, the City's will amend its contract with the Public Employees Retirement System (PERS) for police safety employees to provide for the following plan for police safety management employees:~~

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Tier I and Tier III

- Modified 3% at age 50
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 50
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

2.7 NON-CAREER BENEFITS

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

2.8 POOL SAFETY CLASSIFICATIONS

~~Effective June 30, 2001,~~ 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.

## 2.9 POLICE BACKGROUND ASSISTANT

Retention Incentive. For the classification of Police Background Assistant, a retention program is authorized. The program provides an incentive payment of up to \$1440 per calendar year as needed to attract and retain employees in this classification. The payment shall be made in to equal parts, after 450 hours and then after 900 hours of paid time actually worked during a calendar year.

## 2.10 LONGEVITY PAY

### a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.
- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.

- (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
- (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
- (6) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro rata basis.
- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when he/she shall receive, in the month of July first following his/her return, the pro rata portion of longevity pay from the date of return.
- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.
- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

ARTICLE 3  
LEAVES

3.1 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 annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

- 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.

3.2 HOLIDAYS

- a. Holiday Hours for Fire Management

- (1) Fire Battalion Chiefs and Fire Assistant Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.
- (2) Fire Assistant Chiefs not assigned to fire suppression duty shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

- b. Holiday Hours for Police Captains and Police Lieutenants

Police Captains and Police Lieutenants regularly scheduled to work on a recognized holiday shall receive holiday credit for the hours worked on the holiday. Holiday credit accumulations shall be limited to a maximum carry-over of forty (40) hours from the preceding calendar year. Effective the pay period which includes January 8 of each year, earned holiday hours in excess of forty (40) shall be paid to the employee in cash at the employee's regular rate of pay for that pay period, unless an exception is authorized by the City Manager under appropriate circumstances.

c. 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' 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

d. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a 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.

e. Monday-Friday Schedule

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:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

f. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

g. Accrual of Leaves Over 24 Pay Periods

The accrual of leaves shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month. Leave accrual rates for each pay period in which accrual occurs shall be as specified in Section 3.2(i)(1), 3.4(a), and 3.11(a) and (b) below.

h. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

i. Floating Holidays

(1) Accrual

(a) 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:

(i) Each full-time career or management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. Each full-time confidential/administrative employee shall accrue floating holiday credit at the rate of one hour and forty minutes (1:40) per pay period. The employee shall accrue floating holiday credit for each pay period for which

the employee is paid twenty (20) ~~one~~ or more hours of salary.

- (ii) A part-time career or management employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = forty (40) minutes accrual; 40-63.9 hours paid = twenty (20) minutes accrual; less than 40 hours paid = 0 minutes accrual.

- (b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

- (a) The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.

- (b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.

- (c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

3.3 MANAGEMENT LEAVE TIME

- a. Management employees exempt from the provisions of the Fair Labor Standards Act 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. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro rata share of forty (40) 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. If an employee is unable to use all of his or her management leave time by the end of the pay period which is paid on the first paycheck in July, the employee shall be paid for the unused portion of such leave time at the regular rate of pay on that first paycheck.

- d. Upon separation from City service for any reason an employee shall be paid for all

credited and unused management leave time at the employee's base hourly rate as of the date of separation.

3.4 SICK LEAVE

a. Accrual

(1) A full-time employee shall accumulate sick leave credits at the rate of one day per month (4 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro rata basis.

~~b. (2)~~ An employee in active service of the City, eligible to accumulate sick leave credits, shall in January 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 sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which 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.

~~e. (3)~~ Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Accounting Division of the Department of Finance Administrative Services, Payroll Section, in writing of such election no later than January 1 of each year.

b. Sick Leave Cash Out

~~d. —~~ Upon termination of any employee eligible to accumulate sick leave credits, with more than twenty (20) years of City Service for reasons of retirement, resignation, or layoff after service for a period of not less than two (2) years, or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for 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 such retirement, resignation, layoff, or death or to apply the total sick leave balance to service credit pursuant to the PERS contract with the City. Upon termination of any employee eligible to accumulate sick leave credits, with less than twenty (20) years of City Service for reasons of retirement, resignation, layoff or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) may only apply the total sick leave balance to service credit pursuant to the PERS contract with the City. -No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of twenty (20) two (2) year's service, shall be eligible for payment of any portion of accumulated sick leave credits. Employees hired on or after October 1,

2005 shall not be eligible for sick leave cash-out, regardless of years of service.

c. Reinstatement of Sick Leave After Return From Layoff

e. Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

d.f. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.

e.g. 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.

3.5 PARENTAL LEAVE

a. ~~The current Pregnancy Disability Leave Policy for female employees shall be replaced by a parental leave policy for both male and female employees with the is as followsing provisions:~~

(1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.

(2) ~~To be eligible for the paid leave an employee hired on or before June 23, 1995 must have completed at least 2,080 hours of service from the most recent date of hire, or an employee hired on or after June 24, 1995 must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody. Court-appointed legal guardians and foster parents do not qualify for parental leave.~~

(3) The use of parental leave must be initiated within four (4) months of childbirth or adoption.

- (4) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.
- (5) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former department and in the classification last held.
- (6) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
- (7) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.

### 3.6 INJURY-ON-DUTY

- a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.
- b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.
- c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

### 3.7 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. ~~The employee shall return all witness fees or jury remuneration received, less transportation allowance, to the City.~~

- b. If a swing shift or graveyard shift employee has served in excess of one-half the 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. 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.

### 3.8 DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs and Fire Assistant Chiefs not assigned to fire suppression duty.

### 3.9 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from another benefit-qualified employee, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire suppression (56 hours) schedule and the non-Fire suppression (40) hours schedule shall be adjusted by a factor of 1.4 to 1.

- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable. ~~A donor terminating for any reason shall be paid for pledged but unused leave time.~~
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.
- g. To be eligible to use donations, an employee must:
  - (1) Be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury that is estimated to last for at least thirty (30) calendar days;
  - (2) have exhausted all usable balances, including sick leave;
  - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
  - (1) All leave balances, including both donated and accrued leave, are exhausted;
  - (2) The employee returns to work at his/her normal work schedule; or
  - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.
- ~~l. The City shall promulgate a policy and procedure to implement and administer catastrophic leave.~~

3.10 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.

3.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 3.2, each non-exempt confidential/administrative employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20)~~one~~ or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour accrual; 40-63.9 hours paid - 30 minutes accrual; less than 40 hours paid = 0 minutes accrual.

b. Exempt Accrual

In addition to the floating holidays specified above, each exempt confidential/administrative employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour and 20 minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20)~~one~~ or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour and twenty minutes accrual; 40-63.9 hours paid - forty minutes accrual; less than 40 hours paid = 0 minutes accrual.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

Personal time off shall be administered in the same manner as specified above for floating holidays, except the eight (8) hour maximum carry-over shall apply to both floating holidays and personal time off in the aggregate.

3.12 EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the pay adjustment eligibility during a rating period. Such leaves in excess of ten (10) consecutive working days, may affect eligibility during a rating period at the discretion of the Appointing Authority.

3.13 BEREAVEMENT LEAVE

An employee may receive up to three (3) days of City-paid leave for bereavement based on the death of the employee's spouse, domestic partner, parent, mother-in-law, father-in-law, sibling, child, grandchild, grandparent or relative residing with the employee as defined herein. The employee may use sick leave as authorized by the Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

3.14 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining eligibility from the last date of FMLA leave, if applicable.
- b. To apply for a leave the employee must complete the City leave request form available from Human Resources or the department support staff. The employee must provide medical verification of the need and the duration or intermittent schedule which is anticipated, to allow for coverage.
- c. The duration of FMLA leave cannot exceed twelve weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of accrued leave at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from Human Resources.

ARTICLE 4  
REIMBURSEMENTS AND ALLOWANCES

4.1 REIMBURSEMENTS AND EXPENSES

a. Reimbursement for Use of Privately-Owned Vehicles

- (1) The City Manager may offer up to \$500 per month as 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 for management employees.

- (2) The City Manager shall receive \$500 monthly vehicle allowance and City-provided parking.
- (3) Exempt confidential/administrative employees are eligible for City-provided parking. With the authorization of the City Manager, other employees may receive up to \$100 per month with or without City-provided parking.
- (4) Reimbursement for out-of-town travel 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.
- (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time career civil service, exempt management, and exempt confidential/administrative employees who utilize SRTD for home-to-work transportation are eligible to receive an 80% City-paid SRTD monthly non-zone sticker pass. Part-time career civil service and exempt 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.

(2) Other Public Transportation

Eligible full-time employees, as described above, 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 80% of the cost. 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.

(3) Transportation Allowance for Employees Assigned Downtown

Eligible full-time confidential/administrative employees, as described above who work in the downtown area, shall receive a ~~\$60~~45.00 per month transportation allowance. Part-time career confidential/administrative employees who work in the downtown area shall receive ~~\$40~~25.00 per month

transportation allowance. Non-career employees shall not be eligible for the allowance.

(4) Transportation Allowance for Employees Not Assigned Downtown

Effective September 1, 2000, eligible full-time confidential/administrative employees, as described above, who work outside of the downtown area shall receive \$15.00 per month transportation allowance. New employees hired after August 29, 2000 shall not be eligible for the allowance.

c. Expense and Subsistence Allowance

The sum of \$400 per month is established as a City expense reimbursement allowance for the City Manager for which no vouchers need be furnished. The sum of \$350 per month is established as a City expense reimbursement allowance for the City Attorney and the City Treasurer for which no vouchers need be furnished. The sum of \$100 per month is established as a City expense reimbursement allowance for the City Clerk for which no vouchers need be furnished.

4.2 SAFETY 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 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. The emergency communications managers, and the manager of the Police Department Records Division shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to dispatchers in the Police Department Unit.

4.3 TUITION REIMBURSEMENT

Career employees will be reimbursed for the cost of tuition up to a maximum of ~~\$1500~~750.00 per calendar year, pursuant to the City's existing policy for such education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources.

4.4 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 the paying department has produced documentation showing payment was made by the

employee receiving the reimbursement.

4.5 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 action shall not apply to driver licenses.

4.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education (CEU) 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.

4.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. 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 and authorize the bilingual pay.
- b. Bilingual pay shall be paid at the rate of \$20 bi-weekly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

4.8 TECHNOLOGY ALLOWANCE

- a. Effective August 9, 2003, or as soon as practicable thereafter, Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to \$50. At the discretion of the Appointing Authority or, as delegated by the City Manager to a department head, a technology allowance may be approved for an exempt management employee in lieu of using a City-provided cellular telephone. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.
- b. Upon approval of the monthly technology allowance, the employee shall obtain, at his or her own expense and as a private individual, a personal cellular telephone and monthly cellular service contract that may be used to conduct City-related business. The employee shall publish and/or provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.
- c. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

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ARTICLE 5  
HOURS OF EMPLOYMENT AND OVERTIME

5.1 HOURS OF EMPLOYMENT

- a. The work period for employees shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.
- b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions.
- c. The workweek for part-time employees shall be determined by the Appointing Authority.

5.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

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

5.3 OVERTIME FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

- a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. The Appointing Authority may, with prior agreement of a confidential/administrative employee, establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek. In such a schedule, the overtime rate after eight (8) hours per day as set forth above shall not apply.
- c. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.
- d. 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.
- e. 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.

- f. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

5.4 OVERTIME FOR NON-CAREER EMPLOYEES

- a. Non-career employees who are required to work in excess of forty (40) hours per week shall be compensated for such 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 workweek.

ARTICLE 6  
MISCELLANEOUS

6.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Exempt 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 inimical to the most effective performance of the mission of City management or the best interests of the City.
- b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.
- c. An exempt 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 by express permission of the City Manager).
  - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.
- e. The department head will notify each exempt employee of action taken on the

request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.

- f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.
- g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

## 6.2 APPOINTMENTS

### a. Non-Career Appointment to a Career Classification

A non-career employee appointed to a career classification may be released from his or her position at the discretion of the Appointing Authority at any time without right of appeal. Such release shall be confirmed in writing.

### b. Exempt Appointments

Nothing in this Resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions that are exempt from the classified service. Exempt employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

### c. Limited-Term Appointments

The City may, due to extraordinary circumstances, extend a twelve-month limited-term appointment to an additional twelve (12) months provided the City complies with the following:

- (1) The employee is not laid off after the expiration of the initial twelve-month appointment; and
- (2) The employee continues to be benefit-qualified for the duration of the extended appointment.

## 6.3 CITY VEHICLE RETENTION

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

## 6.4 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, giving 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 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.

### 6.5 MODIFIED/ALTERNATIVE DUTY POLICY

A Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

### 6.6 ~~TELEWORK~~ COMMUTING PROGRAM

Confidential/administrative employees may participate, at the discretion of the Appointing Authority, in the City's ~~Telework~~ commuting Program.

### 6.7 DISCOUNTED PARKING RATES

~~Effective July 1, 2000,~~ Discounted parking will be available to confidential/ administrative employees, on a first-come, first-serve basis, for parking spaces on the fifth and sixth floors of Lot "I" at a cost of seventy percent (70%) of the regular monthly Lot "I" rate. This provision shall remain in effect until further notice by the City.

### 6.8 LETTER OF REPRIMAND

a. A letter of reprimand issued to a civil service employee on or after June 24, 1995, shall not be appealable to the Civil Service Board, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Director of Labor Relations. The Director or designee will schedule a private meeting within seven (7) calendar days of receipt of the

written request to hear the employee's response. A final written decision will be rendered by the Director or designee within seven (7) calendar days of the meeting.

- b. Such letter will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.

### 6.9 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 (4) 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.

### 6.10 EMERGENCY RESPONSE BY FIRE MANAGEMENT

When a Fire Assistant Chief or a Fire Battalion Chief is required to respond for mutual aid, an emergency or disaster, a planned event, or a strike team, on a 24-hour basis, the employee shall receive straight time compensation for the duration of the call-up.

### 6.110 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.

PERSONNEL RESOLUTION  
COVERING  
UNREPRESENTED OFFICERS AND EMPLOYEES

October 1, 2005

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 and, for secretarial/clerical positions in the Mayor and Council office, the Council Operations Manager. Subject to the Rules and Regulations of the Civil Service Board, Council-adopted resolutions and administrative policy instructions, appointing authority provides for the ability to hire employees in classifications that are:

- 1) Unrepresented, (or represented);
- 2) Subject to Civil Service Rules and Regulations or exempt from such Rules;
- 3) Career or non-career; and
- 4) Exempt Management.

Subject to delegation of authority from the Mayor and City Council, the Council Operations Manager is authorized to appoint candidates who fill secretarial support positions assigned to the Mayor and Councilmember offices.

b. Consistent with the adopted City Classification Plan, appointing authority also provides for the ability to:

- 1) Allocate full-time equivalent positions to specific job classifications and to establish rates of pay for incumbents in those classifications, subject to the approved Budget Resolution and administrative policy;
- 2) Change the number of exempt management positions under their administrative jurisdiction, so long as their total exempt management salary budget does not increase; and
- 3) Adjust the salary of individual exempt managers or positions, so long as the total exempt management salary budget for each department does not increase.
- 4) Grant performance-based salary adjustments to unrepresented officers and employees consistent with employee appraisal procedures, subject to the approved Budget Resolution and administrative policy.

1.2 RATE OF COMPENSATION UPON RETURN TO CITY SERVICE

An employee recalled after layoff, reinstated after a leave of absence, or reemployed after resignation shall return at the same rate of pay unless such rate is below the minimum of the classification salary range. This provision shall not be applicable to management employees.

1.3 SALARY CONTINUATION FOR ABSENCES LESS THAN ONE DAY

- a. A salaried employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act who works for only a portion of the day shall not have his/her salary reduced that day due to insufficient accrued, useable leave.
- b. For partial day absences covered by the Family and Medical Leave Act (FMLA), a salaried employee shall be charged leave for each whole hour of absence, or if there is no accrued, useable leave, that employee's pay shall be reduced in an amount equal to the employee's hourly rate of pay for each whole hour of the absence.

1.4 CHARTER OFFICER SALARIES

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

1.5 STAFF AIDE POSITIONS

The classification of Staff Aide, Exempt Management or Staff Aide, Confidential/Administrative, may be used when a classification is needed either pending establishment of a regular classification or a position is funded for a limited time and no appropriate classification exists. A person may be appointed to such classification for a maximum period of twelve (12) months. The salary shall be established by the City Manager.

ARTICLE 2  
FRINGE BENEFITS AND DEFERRED COMPENSATION

2.1 FRINGE BENEFIT PLAN

The fringe benefit plan for exempt management, and confidential/administrative employees shall be as follows:

a. Basic Life Insurance

City-paid basic life insurance shall be:

<u>Group</u>	<u>Amount</u>
Confidential/Administrative	\$10,000
Management	\$50,000
Charter Officer	\$100,000
City Manager	\$150,000

b. Long-Term Disability Insurance

Management employees shall receive City-paid long-term disability insurance.

c. Health and Welfare Contribution (City Dollars)

(1) The City Manager, City Attorney, City Clerk and City Treasurer shall receive a monthly health and welfare contribution and a ten percent (10%) of base salary optional benefit plan which should be combined and shall be applied, first, to a member's retirement contribution (if any), up to the maximum of such retirement contribution and, second, the premiums for City-sponsored health and dental plans and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(2) Optional Benefit Plan

(a) Police safety management employees shall receive a monthly health and welfare contribution and a nine percent (9%) of base salary optional benefit plan, and all other miscellaneous management employees shall receive a monthly health and welfare contribution and a seven percent (7%) of base salary optional benefit plan which shall be combined and shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(b) For Fire safety management employees, the City shall pay up to nine percent (9%) of the member contribution to the PERS retirement plan on behalf of the management employees. Such payments shall be reported to PERS as additional compensation for the purpose of

retirement benefit calculations. In addition, Fire safety management employees shall receive a monthly health and welfare contribution, which shall be applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, and short-term disability plans for eligible employees and qualified dependents, if any. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(3) Full-time career confidential/administrative employees shall receive a monthly health and welfare contribution and a three percent (3%) of base salary optional benefit plan which shall be combined and applied, first, to the employee's retirement contribution (if any), up to the maximum of such retirement contribution, and, second, the premiums for City-sponsored health and dental plans, short-term disability plans, and/or supplemental life insurance (in the amount of \$30,000) and additional supplemental life insurance (in the amount of \$10,000) for eligible employees. To the extent not applied toward the employee's retirement contribution or insurance coverage premiums, such contribution may be applied on behalf of an eligible employee under the City's flexible spending account pursuant to the City's Internal Revenue Code Section 125 Cafeteria Plan or paid in cash to the employee, as directed by the employee. If the City's contribution allocated to any pay period is less than the amount needed to pay for the employee's retirement contribution and insurance coverage, the City shall deduct on a pre-tax basis from the employee's paycheck the balance of the amount needed for such purposes.

(4) Amount of Contribution

Effective January 1, 2006, the City dollars will be contributed as follows:

(a) For full-time confidential/administrative employees, the City shall contribute \$400 for an employee who waives enrollment in City-sponsored group health insurance; \$490 for a single employee enrolled in City-sponsored group health insurance; \$640 for an employee enrolled with one (1) dependent; and \$830 for an employee enrolled in with two (2) or more dependents.

- (b) For exempt management employees, the City shall contribute \$430 for an employee who waives enrollment in City-sponsored group health insurance; \$520 for a single employee enrolled in City-sponsored group health insurance; \$640 for an employee enrolled with one (1) dependent; and \$830 for an employee enrolled in with two (2) or more dependents.
  - (c) For Charter Officers, the City shall contribute \$485 for an employee who waives enrollment in City-sponsored group health insurance; \$575 for a single employee enrolled in City-sponsored group health insurance; \$640 for an employee enrolled with one (1) dependent; and \$830 for an employee enrolled in with two (2) or more dependents.
- (5) 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. Employees in the classification of Police Cadet shall receive the same City monthly health and welfare contribution amount as provided for the classification of Police Officer. 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. Such health and welfare contributions may only be applied toward City-sponsored health and dental plans.
- (6) 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.
- (a) An employee who has a domestic partner, and is registered with the City Clerk, may cover the domestic partner under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner coverage.
  - (b) 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 as defined in paragraph (7) below, under the employee's City-sponsored health plan. The employee will pay for the premium difference for the domestic partner and/or the domestic partner's qualifying dependent children coverage.
- (7) The definition of dependent child for purposes of health and dental insurance shall be an unmarried dependent child from birth to age 24 if the child qualifies as an exemption under Internal Revenue Service (IRS) rules and regulations. Dependent child includes a grandchild living in the employee grandparent's home, 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.

d. Cash-Back Limits

- (1) Effective January 1, 2006, the cash-back of City dollars from the IRS Section 125 Plan shall be limited to career and exempt employees as follows:
  - (a) For confidential/administrative employees, up to \$400 per month after retirement and IRS Section 125 benefits are deducted from that amount. Part-time employees shall be prorated.
  - (b) For management employees, up to \$415 per month after retirement and IRS Section 125 benefits are deducted from that amount.
  - (c) For Charter Officers, up to \$485 per month after retirement and IRS Section 125 benefits are deducted from that amount.
- (2) Effective October 1, 2005, employees hired on or after October 1, 2005, the maximum cash-back shall be \$200 per month after retirement and IRS Section 125 benefits are deducted from that amount.

e. Insurance Over \$50,000

- (1) Management employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary and additional supplemental life insurance in the amount of \$10,000.
  - (2) Confidential/administrative employees may purchase out-of-pocket supplemental life insurance in the amount of up to three (3) times annual salary.
- f. The fringe benefit plan shall be applicable to full-time management and confidential/administrative employees. The fringe benefit plan, including management leave time, for employees who are less than full-time shall be established by the City Manager on a case-by-case basis, not to exceed the fringe benefit plan for comparable full-time employees.

## 2.2 FLEXIBLE SPENDING ACCOUNTS

The City has established the following Flexible Spending Accounts (FSA) as permitted by Internal Revenue Service Regulations:

- a. Out-of-pocket costs for City-sponsored health and dental insurance premiums; and
- b. Unreimbursed health care expenses up to \$4,800 per plan year effective each January 1; and
- c. Dependent care reimbursement.

Administrative costs shall be paid by the employees participating in (b) and (c).

### 2.3 DEFERRED COMPENSATION PLAN

Exempt management, and confidential/administrative employees may participate in the City's Deferred Compensation 457 Plan as long as the deferred compensation salary limit is not exceeded.

### 2.4 RETIREES OR SURVIVOR DEPENDENTS

Eligible City retirees or survivor dependents shall receive City-paid health insurance contributions and dental insurance benefits under the following provisions:

#### a. Retiree Health Insurance Contribution Rates and Dental Insurance Benefits

Effective January 2006, the City retiree health insurance contribution will be \$250 per month for the retiree and \$300 for retiree with dependent(s).

#### b. Employees Retiring on or After July 1, 1992

- (1) Except as provided below, to be eligible for the City contribution to health insurance and for the City-paid dental benefit for retiree only, the employee must retire from active service with a minimum of ten (10) full years of City service for a service or ordinary disability retirement, and be minimum age 50.
- (2) Employees retiring with thirty (30) or more years of service shall be eligible for the City's health insurance contribution and dental benefit effective with the date of retirement without regard to age.
- (3) The City's contribution for health insurance shall be as follows:
  - (a) Employees with a minimum of ten (10) full years of service but less than fifteen (15) full years of service shall be eligible to a maximum of fifty percent (50%) of the City's maximum health insurance contribution identified in subsection (a) above.
  - (b) Employees with a minimum of fifteen (15) full years of service but less than twenty (20) full years of service shall be eligible to a maximum of seventy-five percent (75%) of the City's maximum health insurance contribution identified in subsection (a) above.
  - (c) Employees with a minimum of twenty (20) full years of service shall be eligible for up to one hundred percent (100%) of the City's maximum health insurance contribution identified in subsection (a) above.
- (4) There shall be no eligibility for the City's health insurance contribution or dental benefit if the employee elects to take a deferred retirement.

- (5) There shall be no City-paid health insurance contribution or dental benefit for retirees with less than ten (10) full years of City retirement service.

c. Persons in Deferred Retirement Status as of January 1, 1991

Employees who have elected a deferred retirement prior to January 1, 1991 and who then elect to retire on or after July 1, 1992, shall be eligible for the City's health insurance contribution and dental benefit as follows:

- (1) A retiree with at least ten (10) full years of City service shall be eligible for fifty percent (50%) of the City's health insurance contribution as identified in subsection (a) above.
- (2) A retiree with twenty (20) full years or more of City service shall be eligible for one hundred percent (100%) of the City's health insurance contribution as identified in subsection (a) above.
- (3) Retirees must be at least 50 years of age.
- (4) There is no eligibility to such health insurance contribution or dental benefit for retirees with less than ten (10) full years of City service or who have not attained the age minimum specified in subsection (b) above.

d. Industrial Disabled or Death in Line of Duty Survivors

Retirees who receive industrial disability pensions or death in-line-of-duty survivors will be entitled to one hundred percent (100%) of the City-paid health insurance contribution and dental benefit for retirees regardless of years of service.

e. Survivor Dependents Benefits

Survivor dependents of eligible employees or retirees shall be entitled to the same benefit amount, as the employee was eligible to at the time of death.

f. Medicare Supplement

In order to maintain eligibility for the City-paid retiree health insurance contribution, each eligible retiree and dependant must enroll in Medicare Parts A and B immediately after becoming eligible for such benefits.

g. Limitation Clause

No employee or retiree shall have any rights provided by this Section 2.4 after June 23,2006.

2.5 SECTION 401(A) MONEY PURCHASE PLAN

The City's established IRS Section 401(a) Plan, is available as follows:

- a. For exempt management employees, the City will contribute four percent (4%) of salary to the 401(a) Plan and the employee shall contribute five percent (5%) of salary to the Plan. An employee may also contribute up to ten percent (10%) of additional after-tax dollars into the Plan.
- b. Employees must make an irrevocable election to participate in the Plan within ninety (90) days of employment and such election shall be final. If the election is to enter the Plan the effective date is retroactive back to the date of employment or January 3, 1998, whichever is later.

2.6 PERS RETIREMENT PLAN AND CONTRIBUTION

- a. The City's contract with the Public Employees Retirement System (PERS) for miscellaneous employees provides the following plan for all miscellaneous employees:

- Modified 2% at age 55
- One-year highest compensation
- Up to 2% COLA
- 25% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

- b. The City's contract with the Public Employees Retirement System (PERS) for fire safety employees to provide for the following plan for fire safety management employees:

Tier I and Tier III

- Modified 3% at age 55
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC

Tier II (SCERS Transferees)

- Modified 3% at age 55
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- EPMC

c. The City’s contract with the Public Employees Retirement System (PERS) for police safety employees provides the following plan for police safety management employees:

Tier I and Tier III

- Modified 3% at age 50
- One-year highest compensation
- Up to 2% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

Tier II (SCERS Transferees)

- Modified 3% at age 50
- One-year highest compensation
- Up to 3% COLA
- 50% survivor continuation
- 50% industrial disability
- Military service credit
- Peace Corps service credit
- Sick leave conversion to service credit

2.7 NON-CAREER BENEFITS

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

2.8 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.

2.9 POLICE BACKGROUND ASSISTANT

Retention Incentive. For the classification of Police Background Assistant, a retention program is authorized. The program provides an incentive payment of up to \$1440 per calendar year as needed to attract and retain employees in this classification. The payment shall be made in to equal parts, after 450 hours and then after 900 hours of paid time actually worked during a calendar year.

2.10 LONGEVITY PAY

a. Employee Eligibility

For the purpose of determining the year of employee eligibility for longevity pay as provided under Section 108 of the City Charter, only continuous full-time service shall be considered.

- (1) Where beginning employment may be intermittent with separate periods of employment in relief, seasonal, limited-term, temporary or part-time positions, only that period of intermittent employment (but excluding employment in part-time positions) immediately preceding the date of regular full-time continuous employment and without loss of time shall be considered.
- (2) Leaves of absence without pay shall not constitute a break in service, except such time on leave without pay, when it exceeds twenty (20) working days in a calendar year, shall be deducted in determining the year for an employee's eligibility. Leaves of absence granted for military service shall be considered as full-time continuous service.
- (3) Time taken off without pay, where formal leave of absence is not required, aggregating twenty (20) or fewer days in a calendar year shall not constitute a break in service and shall be disregarded in computing the year for an employee's eligibility. However, if such time taken off without pay exceeds twenty (20) days in any calendar year, the total amount of time so taken off without pay shall be deducted in determining the year for an employee's eligibility, but shall not constitute a break in service.

- (4) Where employment is terminated by resignation or discharge and the employee is subsequently reemployed, such time accumulated prior to resignation or discharge shall be forfeited, unless the employee is reinstated, in which case the time absent from City service shall not be considered as a break in service, but shall be deducted in determining the year for an employee's eligibility.
- (5) A layoff shall not constitute a break in service and the time accumulated prior to the layoff shall be added to the time after reinstatement for determining the year for an employee's eligibility.
- (6) Persons who become City employees pursuant to the provisions of City Charter Section 93 shall receive credit for time accumulated in the employment of the district, for purposes of determining the year for employee eligibility.

b. Payment After Eligibility

Once it has been determined that an employee is eligible for longevity pay, he/she shall receive the allowance as prescribed.

- (1) When authorized leave of absence or time off aggregating twenty (20) or more working days is taken during any employment year, longevity payment in the July following shall be made on a pro rata basis.
- (2) Upon entrance of an employee into military service, or where an employee is granted a leave of absence following expiration of sick leave credits, such employee shall be paid, in the month of July following the date such leave begins, such longevity pay earned from his/her anniversary date of employment to the date such leave begins, on a pro rata basis, but not to exceed the maximum yearly allowance. Such employee shall not thereafter receive longevity pay until his/her return to City service, when he/she shall receive, in the month of July first following his/her return, the pro rata portion of longevity pay from the date of return.
- (3) Upon death or retirement of an employee, such employee shall be entitled to receive the pro rata portion of longevity earned on the date of death or retirement, but not to exceed the maximum yearly allowance; in all other cases of termination, longevity pay which would have been paid in the July following had employment continued, shall be forfeited, and there shall be no pro rata payment for longevity.
- (4) The longevity pay granted in July of any year shall be considered to have been earned during the preceding employment year ending on or prior to July 1 of each year.
- (5) All payments for longevity shall be made on the payday covering the first full pay period in July of each year, except as provided under (3) of this Section.

ARTICLE 3  
LEAVES

3.1 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 annual vacation allowances are:

<u>Annual Vacation Allowance</u>	<u>Length of Service</u>
10 days	1 to 5 years
15 days	6 to 15 years
20 days	16 or more years

- 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.

3.2 HOLIDAYS

- a. Holiday Hours for Fire Management

- (1) Fire Battalion Chiefs and Fire Assistant Chiefs assigned to fire suppression duty shall receive holiday benefits equal to, and on the same terms and conditions as, those holiday benefits granted by the City to employees in the Fire Department Unit. Such employees shall not receive any other holiday benefits under this Section.
- (2) Fire Assistant Chiefs not assigned to fire suppression duty shall receive, for so long as they hold such assignments, 127.4 holiday hours per fiscal year, for which they shall be paid in cash, with their regular paycheck, in twenty-six (26) equal bi-weekly installments. Such employees shall be eligible to receive the recognized holidays but not the floating holidays under this Section.

- b. Holiday Hours for Police Captains and Police Lieutenants

Police Captains and Police Lieutenants regularly scheduled to work on a recognized holiday shall receive holiday credit for the hours worked on the holiday. Holiday credit accumulations shall be limited to a maximum carry-over of forty (40) hours from the preceding calendar year. Effective the pay period which includes January 8 of each year, earned holiday hours in excess of forty (40) shall be paid to the employee in cash at the employee's regular rate of pay for that pay period, unless an exception is authorized by the City Manager under appropriate circumstances.

c. 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' 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

d. Eligibility

- (1) To be eligible for holiday pay, the employee shall work the scheduled workday before and after the recognized holiday. Paid time on vacation, sick leave, compensating time off, or management leave time shall be considered hours worked for the purpose of holiday pay eligibility.
- (2) A part-time career employee, including an employee in a work-sharing program, or a 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.

e. Monday-Friday Schedule

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:

- (1) If the recognized holiday falls on a Saturday, the preceding Friday shall be considered the employee's holiday.
- (2) If the recognized holiday falls on a Sunday, the following Monday shall be considered the employee's holiday.

f. Weekend Schedule

If an employee's scheduled days off are other than Saturday and Sunday during the standard City workweek in which a recognized holiday falls, the following shall apply:

- (1) The actual dates as listed above shall be considered as the employee's holiday.
- (2) If the recognized holiday falls on the employee's scheduled day off, the employee shall accrue holiday credit for the hours of the holiday benefit.

g. Accrual of Leaves Over 24 Pay Periods

The accrual of leaves shall occur over twenty-four (24) pay periods per year, which shall be the first two (2) pay periods of each month. Leave accrual rates for each pay period in which accrual occurs shall be as specified in Section 3.2(i)(1), 3.4(a), and 3.11(a) and (b) below.

h. Holiday Credit Accumulation

Employees may accumulate holiday credit up to a maximum of eighty (80) hours. Holiday credit may be taken by the employee at the discretion of the department head.

i. Floating Holidays

(1) Accrual

- (a) 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:
  - (i) Each full-time management employee shall accrue floating holiday credit at the rate of forty (40) minutes per pay period. Each full-time confidential/administrative employee shall accrue floating holiday credit at the rate of one hour and forty minutes (1:40) 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.

- (ii) A part-time career or management employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue floating holiday credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = forty (40) minutes accrual; 40-63.9 hours paid = twenty (20) minutes accrual; less than 40 hours paid = 0 minutes accrual.
- (b) Non-career (-1,040) employees shall not receive floating holiday benefits.

(2) Administration

- (a) The scheduling of floating holiday time must be approved in advance by the Appointing Authority or designated representative.
- (b) An employee may carry-over from the preceding calendar year a maximum of eight (8) hours of floating holiday accrual. Except for the eight (8) hour carry-over, all accumulated floating holiday time not used by the end of the pay period which includes January 8 shall be paid to the employee in cash at the straight-time rate on the payday covering that pay period.
- (c) An employee terminating for any reason or going on a leave of absence without pay for a period exceeding ninety (90) days shall be paid for all accrued floating holiday time at the straight-time rate.

3.3 MANAGEMENT LEAVE TIME

- a. Management employees exempt from the provisions of the Fair Labor Standards Act 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. Such employees shall be credited with forty (40) hours of management leave time on July 1 of each fiscal year. Employees appointed after July 1 of a fiscal year shall be entitled to a pro rata share of forty (40) 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. If an employee is unable to use all of his or her management leave time by the end of the pay period which is paid on the first paycheck in July, the employee shall be paid for the unused portion of such leave time at the regular rate of pay on that first paycheck.
- d. Upon separation from City service for any reason an employee shall be paid for all credited and unused management leave time at the employee's base hourly rate as of

the date of separation.

3.4 SICK LEAVE

a. Accrual

(1) A full-time employee shall accumulate sick leave credits at the rate of one day per month (4 hours per bi-weekly pay period) of employment which may be used at the discretion of the employee in the event of illness or injury which is not job-related; however, in accordance with the Rules of the Civil Service Board, one-third (1/3) of the accrued sick leave may be used after exhaustion of injury-on-duty time. Such usage shall not exceed the maximum amount of the employee's accumulation. A permanent part-time employee shall earn sick leave on a pro rata basis.

(2) An employee in active service of the City, eligible to accumulate sick leave credits, shall in January 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 sixty (60) sick leave days accumulated. The employee shall be paid for such percentage of sick leave accumulation at the rate of pay which 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.

(3) Notwithstanding the above, an employee, otherwise eligible, may elect not to receive cash payments for accumulated sick leave by notifying the Accounting Division of the Department of Finance, in writing of such election no later than January 1 of each year.

b. Sick Leave Cash Out

Upon termination of any employee eligible to accumulate sick leave credits, with more than twenty (20) years of City Service for reasons of retirement, resignation, layoff or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) shall receive payment for 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 such retirement or to apply the total sick leave balance to service credit pursuant to the PERS contract with the City. Upon termination of any employee eligible to accumulate sick leave credits, with less than twenty (20) years of City Service for reasons of retirement, resignation, layoff or death, such employee (or those entitled by law to the possession of the estate of a deceased employee) may only apply the total sick leave balance to service credit pursuant to the PERS contract with the City. No employee whose services are terminated by reason of discharge, or by reason of resignation or layoff prior to the completion of twenty (20) years service, shall be eligible for payment of any portion of accumulated sick leave credits. Employees hired on or after October 1, 2005 shall not be eligible for sick leave cash-out, regardless of years of service.

c. Reinstatement of Sick Leave After Return From Layoff

Any employee who is laid off and receives payment for thirty-three and one-third percent (33-1/3%) of his/her total accumulated sick leave credits shall be credited with the remaining sixty-six and two-thirds percent (66-2/3%) of his/her accumulated sick leave credits if and when said employee is recalled. If said employee thereafter leaves City service after being recalled and is entitled to payment of his/her accumulated sick leave credits under this Section, said employee shall only receive payment for thirty-three and one-third percent (33-1/3%) of those sick leave credits which accrued after the date of recall.

d. No payments made or sick leave credits accumulated shall be construed or deemed to constitute retirement benefits payable to employees of the City, or to create a contractual obligation between the City and its employees requiring future payments for accumulated sick leave, or to require that employees be granted leave of absence with pay during periods of illness. Sick leave benefits are not to be construed as a vested right.

e. 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.

3.5 PARENTAL LEAVE

a. The parental leave policy for both male and female employees is as follows:

(1) Full-time career employees shall be eligible for a maximum City-paid parental leave of four (4) weeks consisting of up to one hundred-sixty (160) hours of continuous paid time off. Part-time career employees shall be eligible for up to eighty (80) hours of continuous City-paid time off during the four (4) week parental leave. Unused parental leave shall have no cash value. Non-career employees are not eligible for the four (4) weeks of City-paid parental leave.

(2) To be eligible for the paid leave an employee must have completed at least 6,240 hours of service from the most recent date of hire, preceding either (a) the birth of a child who resides with the employee and for whom the employee has legal custody, or (b) the adoption of a child under age four (4) who resides with the employee and for whom the employee has physical and legal custody.

(3) The use of parental leave must be initiated within four (4) months of childbirth or adoption.

(4) Eligible employees shall have the right to only one leave of absence per pregnancy or adoption regardless of the number of children involved (e.g., twins). The duration of City-paid leave shall not change based on a change in employment status, such as from part-time to full-time career.

(5) Upon return from parental leave on the date previously authorized, employees shall be reinstated in the former department and in the

classification last held.

- (6) Eligible employees shall have the right to extend parental leave beyond the four (4) weeks of City-paid leave to the maximum six (6) months of leave by adding accrued and available hours of sick leave, vacation, compensatory time off (CTO), accrued holiday, and/or unpaid leave to their initial request for parental leave. The total period of absence from work, including the four (4) weeks of paid parental leave, shall not exceed six (6) months.
- (7) Paid parental leave shall be considered as time worked for purposes of eligibility for recognized holidays occurring during the leave.

### 3.6 INJURY-ON-DUTY

- a. The City Manager or designee shall administer the provisions of the City Charter governing benefits for City employees who incur injuries arising out of and in the course of their duties.
- b. In administering those provisions, the City Manager or designee shall determine the amount of credit to which the City is entitled as against workers' compensation benefits payable under the California Labor Code. In no event shall the credit so determined exceed that specified by the City Charter or the laws of the State of California.
- c. Where a career employee sustains an injury covered by workers' compensation and has utilized all of the one-year "injury-on-duty time" as provided under City Charter Section 253, or former City Charter Section 167, as the case may be, and consequently is receiving straight workers' compensation temporary disability payments, the employee will be allowed to utilize (while off work) accrued vacation time in addition to receiving workers' compensation payments. The employee must take a full day's vacation pay for each day off work. As a condition of so using such accrued vacation, however, the employee is required to continuously utilize accrued vacation until accrued vacation is exhausted or he/she returns to work, so that the employee is off the City payroll at the earliest possible date. This provision also applies to holiday pay accrued and vested.

### 3.7 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 in excess of one-half the 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. 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.

### 3.8 DAILY HOUR VALUE

The hour value of a leave day for vacation, sick leave or other paid leave shall be 11.2 hours for Fire Battalion Chiefs and Fire Assistant Chiefs not assigned to fire suppression duty.

### 3.9 CATASTROPHIC LEAVE PLAN

- a. A benefit-qualified employee may donate to or receive from another benefit-qualified employee, usable vacation, floating holiday, management leave, or compensating time off hours. Participation in this plan shall be voluntary. Sick leave may not be donated under this plan.
- b. All donations shall be made and accepted in writing using City-provided forms.
- c. The donation in any category must be a minimum of eight (8) hours of usable time.
- d. Donations shall be on an hour-for-hour basis, regardless of the pay rates of the donor and recipient, except hours transferred between employees on the Fire suppression (56 hours) schedule and the non-Fire suppression (40) hours schedule shall be adjusted by a factor of 1.4 to 1.
- e. Hours to be donated shall be kept in a pledge status until used. As needed, pledged hours shall be debited from the donor's leave balance and credited to the recipient's usable vacation accrual balance. Once credited, the donation becomes irrevocable.
- f. Management employees may only receive donations from management employees. A non-management employee may not receive donations from a subordinate employee where a direct supervisor/subordinate relationship exists. Any exception to this paragraph must be approved by the City Manager or designee.

- g. To be eligible to use donations, an employee must:
  - (1) Be incapacitated and unable to work due to a prolonged catastrophic non-industrial illness or injury that is estimated to last for at least thirty (30) calendar days;
  - (2) have exhausted all usable balances, including sick leave;
  - (3) be on an approved leave of absence.
- h. All donated hours must be used on a continuous and uninterrupted basis and will be paid at the rate of pay and normal work schedule of the recipient, along with all usable hours accrued, until the earliest of the following events occurs:
  - (1) All leave balances, including both donated and accrued leave, are exhausted;
  - (2) The employee returns to work at his/her normal work schedule; or
  - (3) The employee's employment terminates.
- i. Donations received while a recipient is still utilizing previously donated and related accrued leave time may be used immediately thereafter. Hours donated subsequent to exhausting all donated hours shall be accumulated and utilized along with related accrued leave hours in amounts equal to the recipient's normal bi-weekly work hours.
- j. Used donated leave time shall count toward the application of City service and benefits in the same manner as when the employee is on paid vacation leave.
- k. Used donated leave time shall be subject to the recipient's normal payroll deductions.

3.10 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.

3.11 PERSONAL TIME OFF FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

a. Non-Exempt Accrual

In addition to the floating holidays specified in Section 3.2, each non-exempt confidential/administrative employee shall receive the equivalent of twenty-four (24) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour accrual; 40-63.9 hours paid - 30 minutes accrual; less than 40 hours paid = 0 minutes accrual.

b. Exempt Accrual

In addition to the floating holidays specified above, each exempt confidential/administrative employee shall receive the equivalent of thirty-two (32) hours of annual paid personal time off on an accrual basis as follows:

- (1) Each full-time employee shall accrue personal time off credit at the rate of one hour and 20 minutes per pay period. The employee shall accrue such credit for each pay period for which the employee is paid twenty (20) or more hours of salary.
- (2) A part-time employee, including an employee in a work sharing program, or a non-career (+1,040) employee shall accrue personal time off credit based upon the number of hours the employee was paid in that bi-weekly pay period: 64 or more hours paid = one hour and twenty minutes accrual; 40-63.9 hours paid - forty minutes accrual; less than 40 hours paid = 0 minutes accrual.

c. Non-Career

Non-career (-1,040) employees shall not receive personal time off benefits.

d. Administration

Personal time off shall be administered in the same manner as specified above for floating holidays, except the eight (8) hour maximum carry-over shall apply to both floating holidays and personal time off in the aggregate.

3.12 EFFECT OF LEAVE OF ABSENCE WITHOUT PAY UPON COMPENSATION

Time spent on leave of absence without pay of ten (10) or less consecutive workdays shall not affect the pay adjustment eligibility during a rating period. Such leaves in excess of ten (10) consecutive working days, may affect eligibility during a rating period at the discretion of the Appointing Authority.

3.13 BEREAVEMENT LEAVE

An employee may receive up to three (3) days of City-paid leave for bereavement based on the death of the employee's spouse, domestic partner, parent, mother-in-law, father-in-law, sibling, child, grandchild, grandparent or relative residing with the employee as defined

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herein. The employee may use sick leave as authorized by the Civil Service Board Rule 16, Sick Leave, for additional time off or to attend to other death, bereavement or funeral needs.

### 3.14 FAMILY MEDICAL LEAVE

- a. The federal and state medical leave acts are applicable to career and non-career employees who have completed the required 1250 hours of employment prior to the time requested. The City uses a rolling period under the Acts, determining eligibility from the last date of FMLA leave, if applicable.
- b. To apply for a leave the employee must complete the City leave request form available from Human Resources or the department support staff. The employee must provide medical verification of the need and the duration or intermittent schedule which is anticipated, to allow for coverage.
- c. The duration of FMLA leave cannot exceed twelve weeks. The employee must use their accrued leave during the FMLA leave, except that they may retain up to forty (40) hours of accrued leave at the time leave without pay commences. The employee may not then resume paid leave until after returning to work.
- d. To the extent allowed by law, federal and state FMLA leaves shall be used concurrently.
- e. The City policy covering FMLA shall be applicable to all employees and may be obtained from Human Resources.

## ARTICLE 4 REIMBURSEMENTS AND ALLOWANCES

### 4.1 REIMBURSEMENTS AND EXPENSES

- a. Reimbursement for Use of Privately-Owned Vehicles
  - (1) The City Manager may offer up to \$500 per month as 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 for management employees.
  - (2) The City Manager shall receive \$500 monthly vehicle allowance and City-provided parking.
  - (3) Exempt confidential/administrative employees are eligible for City-provided parking. With the authorization of the City Manager, other employees may receive up to \$100 per month with or without City-provided parking.
  - (4) Reimbursement for out-of-town travel 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.
  - (5) Any automobile operated on City business by any of the officials mentioned for use of the monthly vehicle allowance shall be insured against liability in

persons and property, including wrongful death, in an amount no less than the minimum State of California required automobile coverage for bodily injury and property damage. The monthly vehicle allowance shall be in lieu of the payment of all mileage, except for out-of-county travel on official business of the City, and in lieu of the use of City-owned vehicles.

b. Monthly Bus Transportation Reimbursement

(1) Sacramento Regional Transit District (SRTD)

Full-time career civil service, exempt management, and exempt confidential/administrative employees who utilize SRTD for home-to-work transportation are eligible to receive an 80% City-paid SRTD monthly non-zone sticker pass. Part-time career civil service and exempt 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.

(2) Other Public Transportation

Eligible full-time employees, as described above, 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 80% of the cost. 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.

(3) Transportation Allowance for Employees Assigned Downtown

Eligible full-time confidential/administrative employees, as described above who work in the downtown area, shall receive a \$60.00 per month transportation allowance. Part-time career confidential/administrative employees who work in the downtown area shall receive \$40.00 per month transportation allowance. Non-career employees shall not be eligible for the allowance.

(4) Transportation Allowance for Employees Not Assigned Downtown

Effective September 1, 2000, eligible full-time confidential/administrative employees, as described above, who work outside of the downtown area shall receive \$15.00 per month transportation allowance. New employees hired after August 29, 2000 shall not be eligible for the allowance.

c. Expense and Subsistence Allowance

The sum of \$400 per month is established as a City expense reimbursement

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allowance for the City Manager for which no vouchers need be furnished. The sum of \$350 per month is established as a City expense reimbursement allowance for the City Attorney and the City Treasurer for which no vouchers need be furnished. The sum of \$100 per month is established as a City expense reimbursement allowance for the City Clerk for which no vouchers need be furnished.

#### 4.2 SAFETY 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 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. The emergency communications managers, and the manager of the Police Department Records Division shall receive a uniform allowance equal to, and on the same terms and conditions as, the uniform allowance granted to dispatchers in the Police Department Unit.

#### 4.3 TUITION REIMBURSEMENT

Career 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 such education reimbursement. In addition, the department may authorize tuition reimbursement for training through other approved sources.

#### 4.4 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 the paying department has produced documentation showing payment was made by the employee receiving the reimbursement.

#### 4.5 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 action shall not apply to driver licenses.

#### 4.6 CONTINUING EDUCATION

When the City requires that an employee maintain a license or certificate, which mandates continuing education (CEU) to maintain the license or certificate, the employee is

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responsible for obtaining the CEUs. The City may provide the needed CEUs or reimburse the employee for the cost of such training.

#### 4.7 BILINGUAL PAY

- a. The City may authorize bilingual pay when it is determined to be necessary for the operation. 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 and authorize the bilingual pay.
- b. Bilingual pay shall be paid at the rate of \$20 bi-weekly for any pay period in which the employee is certified. An employee who is receiving bilingual pay may be required to provide assistance to any City operations.

#### 4.8 TECHNOLOGY ALLOWANCE

- a. Effective August 9, 2003, or as soon as practicable thereafter, Charter Officers and all exempt management employees shall be authorized a monthly technology allowance of up to \$50. At the discretion of the Appointing Authority or, as delegated by the City Manager to a department head, a technology allowance may be approved for an exempt management employee in lieu of using a City-provided cellular telephone. Use of City-provided cellular telephones shall be discontinued upon receipt of the technology allowance by the employee.
- b. Upon approval of the monthly technology allowance, the employee shall obtain, at his or her own expense and as a private individual, a personal cellular telephone and monthly cellular service contract that may be used to conduct City-related business. The employee shall publish and/or provide the cellular telephone number to designated individuals and organizations with whom the employee normally conducts City-related business.
- c. The exempt management employee shall be generally accessible via his or her cellular telephone for the conduct of City-related business.

### ARTICLE 5 HOURS OF EMPLOYMENT AND OVERTIME

#### 5.1 HOURS OF EMPLOYMENT

- a. The work period for employees shall begin at 12:01 a.m. Saturday, and end at 12:00 midnight the following Friday. The normal workweek for full-time employees, except for management employees, shall consist of forty (40) hours of work during the seven (7) day work period.
- b. The normal workweek shall not apply to management employees exempt from the provisions of the Fair Labor Standards Act who are expected to work whatever time is required to perform the duties of their positions.

- c. The workweek for part-time employees shall be determined by the Appointing Authority.

## 5.2 VOLUNTARY WORK FURLOUGH/REDUCED WORKWEEK PROGRAM

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

## 5.3 OVERTIME FOR CONFIDENTIAL/ADMINISTRATIVE EMPLOYEES

- a. Confidential/administrative and non-career employees who are required to work in excess of eight (8) hours per day or forty (40) hours per week or on a recognized holiday shall be compensated for such overtime with pay at one and one-half (1-1/2) times the applicable rate of pay in cash payment or compensating time off (CTO) as determined by the Appointing Authority.
- b. The Appointing Authority may, with prior agreement of a confidential/administrative employee, establish a flexible work schedule consisting of more than an eight (8) hour day in a forty (40) hour workweek. In such a schedule, the overtime rate after eight (8) hours per day as set forth above shall not apply.
- c. Absence with pay shall be counted as time worked. Time worked in excess of eight (8) hours in a day or on a recognized holiday shall not be included in determining whether an employee has worked in excess of forty (40) hours in a week.
- d. 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.
- e. 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.
- f. Upon termination from City service, employees shall be paid for any unused CTO hours at the applicable rate of pay.

## 5.4 OVERTIME FOR NON-CAREER EMPLOYEES

- a. Non-career employees who are required to work in excess of forty (40) hours per week shall be compensated for such 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 workweek.

ARTICLE 6  
MISCELLANEOUS

6.1 OFF-DUTY EMPLOYMENT OF EXEMPT EMPLOYEES

- a. Exempt 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 inimical to the most effective performance of the mission of City management or the best interests of the City.
- b. Exempt employees shall not accept any off-duty employment without the express consent, in advance, of the City Manager or designated representative.
- c. An exempt 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 by express permission of the City Manager).
  - (4) In any off-duty position while on sick leave or injured-on-duty status.
- d. An exempt employee may request authorization for off-duty employment by forwarding a letter of request in duplicate to his/her department head. The letter should provide details concerning the type of employment, expected duration of employment, and the employer's name. Department heads and members of the City Manager's immediate staff will submit personal requests directly to the City Manager for approval.
- e. The department head will notify each exempt employee of action taken on the request for off-duty employment by indicating such action on the letter of request and returning it to the individual. A copy of the letter will be retained in the office of the department head. The City Manager will take similar action on personal requests by department heads and members of the City Manager's immediate staff.
- f. Authorization for off-duty employment may be revoked by the department head at any time it has been determined that the provisions of this Section have not been followed. The department head will notify the employee, by letter, of actions taken to revoke previous authorization for off-duty employment.
- g. Part-time, seasonal, or limited-term employees are not subject to the restrictions of this Section.

6.2 APPOINTMENTS

a. Non-Career Appointment to a Career Classification

A non-career employee appointed to a career classification may be released from his or her position at the discretion of the Appointing Authority at any time without right of appeal. Such release shall be confirmed in writing.

b. Exempt Appointments

Nothing in this Resolution shall be construed to be an express or implied covenant or contract, or to create a property right or tenure for any person appointed to positions that are exempt from the classified service. Exempt employees serve at the pleasure of the Appointing Authority. Consequently, just cause is not required for discipline, and there are no appeal rights.

c. Limited-Term Appointments

The City may, due to extraordinary circumstances, extend a twelve-month limited-term appointment to an additional twelve (12) months provided the City complies with the following:

- (1) The employee is not laid off after the expiration of the initial twelve-month appointment; and
- (2) The employee continues to be benefit-qualified for the duration of the extended appointment.

6.3 CITY VEHICLE RETENTION

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

6.4 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, giving 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 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.

#### 6.5 MODIFIED/ALTERNATIVE DUTY POLICY

A Modified/Alternative Duty Policy shall be applicable to eligible employees who have been injured on-the-job.

#### 6.6 TELEWORK PROGRAM

Confidential/administrative employees may participate, at the discretion of the Appointing Authority, in the City's Telework Program.

#### 6.7 DISCOUNTED PARKING RATES

Discounted parking will be available to confidential/ administrative employees, on a first-come, first-serve basis, for parking spaces on the fifth and sixth floors of Lot "I" at a cost of seventy percent (70%) of the regular monthly Lot "I" rate. This provision shall remain in effect until further notice by the City.

#### 6.8 LETTER OF REPRIMAND

- a. A letter of reprimand issued to a civil service employee on or after June 24, 1995, shall not be appealable to the Civil Service Board, except the employee may have an administrative review of the reprimand by submitting a request in writing within seven (7) calendar days to the Director of Labor Relations. The Director or designee will schedule a private meeting within seven (7) calendar days of receipt of the written request to hear the employee's response. A final written decision will be rendered by the Director or designee within seven (7) calendar days of the meeting.
- b. Such letter will be withdrawn from an employee's official personnel file two (2) years from the date of issue provided there has not been additional formal discipline imposed during the two-year period.

#### 6.9 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

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twenty-five dollars (\$125) for a full day or seventy-five dollars (\$75) for a half day, which is defined as four (4) 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.

6.10 EMERGENCY RESPONSE BY FIRE MANAGEMENT

When a Fire Assistant Chief or a Fire Battalion Chief is required to respond for mutual aid, an emergency or disaster, a planned event, or a strike team, on a 24-hour basis, the employee shall receive straight time compensation for the duration of the call-up.

6.11 APPLICABILITY

The terms of this Resolution shall apply to all unrepresented employees of the City, and where applicable, to elected officials.

EXHIBIT B



## CITY OF SACRAMENTO

### SALARY SCHEDULE

2005-2006

City of Sacramento  
Human Resources Department  
Employment and Classification Division  
915 I Street (Historic City Hall), Sacramento, CA 95814  
(916) 808-5665



**CITY OF SACRAMENTO**

**SALARY SCHEDULE**

**Unrepresented Exempt Management (Rep01)**

**Proposed Rep01--Unrepresented Salary Schedule — Exempt Managment**

RepUnit	REP01	Code	Title	Minimum	Control Point	Maximum
		01700	ACCOUNTANT AUDITOR	Yearly 47,748 Monthly 3,979	59,685 4,974	71,622 5,969
		01701	ACCOUNTING MANAGER	Yearly 70,592 Monthly 5,883	88,240 7,353	105,888 8,824
		01702	ADMINISTRATIVE OFFICER	Yearly 54,592 Monthly 4,549	68,240 5,687	81,888 6,824
		01845	ANIMAL CARE SERVICES MANAGER	Yearly 80,610 Monthly 6,718	100,762 8,397	120,914 10,076
		01703	ART IN PUBLIC PLACES COORDINATOR	Yearly 58,010 Monthly 4,834	72,512 6,043	87,014 7,251
		01859	ART IN PUBLIC PLACES SPECIALIST	Yearly 52,736 Monthly 4,395	65,920 5,493	79,104 6,592
		01704	ASSISTANT CITY ATTORNEY	Yearly 97,878 Monthly 8,157	122,347 10,196	146,816 12,235
		01705	ASSISTANT CITY CLERK	Yearly 55,237 Monthly 4,603	69,046 5,754	82,855 6,905
		01706	ASSISTANT CITY MANAGER	Yearly 123,927 Monthly 10,327	154,909 12,909	185,891 15,491
		01888	ASSISTANT CITY TREASURER	Yearly 99,500 Monthly 8,292	124,375 10,365	149,250 12,438

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01846	ASSISTANT FIELD SERVICES MANAGER	Yearly	87,886	105,463
		Monthly	7,324	8,789
01708	BUDGET MANAGER	Yearly	97,755	117,306
		Monthly	8,146	9,776
01886	BUILDING SERVICES MANAGER	Yearly	64,698	77,638
		Monthly	5,392	6,470
01709	BUSINESS SERVICES MANAGER	Yearly	88,240	105,888
		Monthly	7,353	8,824
01710	CAREER DEVELOPMENT SPECIALIST	Yearly	58,900	69,600
		Monthly	4,833	5,800
01711	CHIEF BUILDING INSPECTOR	Yearly	63,458	76,150
		Monthly	5,288	6,346
01712	CHIEF BUILDING OFFICIAL	Yearly	109,050	130,860
		Monthly	9,088	10,905
01713	CHIEF INFORMATION OFFICER	Yearly	121,232	145,478
		Monthly	10,103	12,123
01716	CHIEF OF HOUSING AND DANGEROUS BUILDINGS	Yearly	93,298	111,958
		Monthly	7,775	9,330
01717	CHIEF OF STAFF TO THE MAYOR	Yearly	73,699	88,439
		Monthly	6,142	7,370
01718	CITY ATTORNEY	Yearly	169,434	203,321
		Monthly	14,120	16,943

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01719	CITY CLERK	Yearly 90,486 Monthly 7,541	113,107 9,426	135,728 11,311
01721	CITY MANAGER	Yearly 158,564 Monthly 13,214	198,205 16,517	237,846 19,821
01722	CITY TREASURER	Yearly 123,927 Monthly 10,327	154,909 12,909	185,891 15,491
01861	CODE ENFORCEMENT MANAGER	Yearly 74,638 Monthly 6,220	93,298 7,775	111,958 9,330
01723	CONVENTION CENTER GENERAL MANAGER	Yearly 87,396 Monthly 7,283	109,245 9,104	131,094 10,925
01725	COUNCIL OPERATIONS MANAGER	Yearly 61,143 Monthly 5,095	76,429 6,369	91,715 7,643
01727	CURATOR OF ART	Yearly 58,959 Monthly 4,913	73,699 6,142	88,439 7,370
01728	CURATOR OF EDUCATION	Yearly 54,592 Monthly 4,549	68,240 5,687	81,888 6,824
01729	DEBT ANALYST	Yearly 56,104 Monthly 4,675	70,130 5,844	84,156 7,013
01730	DEPUTY CITY ATTORNEY I	Yearly 68,686 Monthly 5,724	85,857 7,155	103,028 8,586
01731	DEPUTY CITY ATTORNEY II	Yearly 74,181 Monthly 6,182	92,726 7,727	111,271 9,273

a Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01889	DEPUTY CONVENTION CENTER GENERAL MANAGER	Yearly 71,194 Monthly 5,933	88,992	106,790
01887	DEPUTY DIRECTOR OF PUBLIC SAFETY ACCOUNTABILITY	Yearly 79,194 Monthly 6,600	98,992	118,790
01733	DEPUTY POLICE CHIEF	Yearly 104,202 Monthly 8,684	130,252	156,302
01734	DIRECTOR OF CONVENTION, CULTURE AND LEISURE	Yearly 99,314 Monthly 8,276	124,142	148,970
01879	DIRECTOR OF DEVELOPMENT SERVICES	Yearly 119,850 Monthly 9,988	149,812	179,774
01735	DIRECTOR OF ECONOMIC DEVELOPMENT	Yearly 93,744 Monthly 7,812	117,180	140,616
01736	DIRECTOR OF FINANCE	Yearly 101,168 Monthly 8,431	126,460	151,752
01878	DIRECTOR OF GENERAL SERVICES	Yearly 99,651 Monthly 8,304	124,564	149,477
01737	DIRECTOR OF HUMAN RESOURCES	Yearly 96,736 Monthly 8,061	120,920	145,104
01738	DIRECTOR OF LABOR RELATIONS	Yearly 90,932 Monthly 7,578	113,665	136,398
01739	DIRECTOR OF PARKS AND RECREATION	Yearly 99,314 Monthly 8,276	124,142	148,970

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01740	DIRECTOR OF PLANNING	Yearly 93,911 Monthly 7,826	117,389 9,782	140,867 11,739
01741	DIRECTOR OF PUBLIC SAFETY ACCOUNTABILITY	Yearly 89,614 Monthly 7,468	112,017 9,335	134,420 11,202
01873	DIRECTOR OF TRANSPORTATION	Yearly 101,642 Monthly 8,470	127,052 10,588	152,462 12,705
01743	DIRECTOR OF UTILITIES	Yearly 117,521 Monthly 9,793	146,901 12,242	176,281 14,690
01724	DISTRICT DIRECTOR	Yearly 54,592 Monthly 4,549	68,240 5,687	81,888 6,824
01745	ECONOMIC DEVELOPMENT MANAGER	Yearly 81,936 Monthly 6,828	102,420 8,535	122,904 10,242
01744	ECONOMIC DEVELOPMENT PROJECT MANAGER	Yearly 55,436 Monthly 4,620	69,295 5,775	83,154 6,930
01746	EMERGENCY COMMUNICATIONS MANAGER	Yearly 62,787 Monthly 5,232	78,484 6,540	94,181 7,848
01884	ENGINEERING MANAGER	Yearly 88,694 Monthly 7,391	110,867 9,239	133,040 11,087
01747	EQUAL EMPLOYMENT MANAGER	Yearly 60,422 Monthly 5,035	75,527 6,294	90,632 7,553
01748	EQUAL EMPLOYMENT SPECIALIST	Yearly 47,474 Monthly 3,956	59,343 4,945	71,212 5,934

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01749	EVENTS SERVICES MANAGER	65,920	82,400	98,880
		Yearly		
		Monthly	6,867	8,240
01750	EVENTS SERVICES SUPERVISOR	53,382	66,727	80,072
		Yearly		
		Monthly	5,561	6,673
01880	FACILITIES MANAGER	79,293	99,116	118,939
		Yearly		
		Monthly	8,260	9,912
01751	FACILITIES SUPERINTENDENT	68,356	85,445	102,534
		Yearly		
		Monthly	7,120	8,545
01752	FIELD SERVICES MANAGER	78,268	97,835	117,402
		Yearly		
		Monthly	8,153	9,784
01753	FIRE ASSISTANT CHIEF	87,680	109,600	131,520
		Yearly		
		Monthly	9,133	10,960
01754	FIRE BATTALION CHIEF	76,920	96,150	115,380
		Yearly		
		Monthly	8,013	9,615
01755	FIRE CHIEF	115,079	143,849	172,619
		Yearly		
		Monthly	11,987	14,385
01756	FIRE DEPUTY CHIEF	99,636	124,545	149,454
		Yearly		
		Monthly	10,379	12,455
01881	FLEET MANAGER	71,596	89,495	107,394
		Yearly		
		Monthly	7,458	8,950
01758	GOLF MANAGER	62,142	77,677	93,212
		Yearly		
		Monthly	6,473	7,768

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01759	GOLF SUPERINTENDENT	Yearly 53,653 Monthly 4,471	67,066	80,479
01760	HISTORY AND SCIENCE MANAGER	Yearly 58,959 Monthly 4,913	73,699	88,439
01851	HUMAN RESOURCES MANAGER	Yearly 73,261 Monthly 6,105	91,576	109,891
01761	INFORMATION TECHNOLOGY MANAGER	Yearly 77,036 Monthly 6,420	96,295	115,554
01868	INFORMATION TECHNOLOGY PROJECT MANAGER	Yearly 59,053 Monthly 4,921	73,816	88,579
01762	INFORMATION TECHNOLOGY SUPERVISOR	Yearly 64,188 Monthly 5,349	80,235	96,282
01763	INTEGRATED WASTE COLLECTIONS SUPERINTENDENT	Yearly 68,618 Monthly 5,718	85,772	102,926
01764	INTEGRATED WASTE GENERAL MANAGER	Yearly 80,417 Monthly 6,701	100,521	120,625
01765	INTEGRATED WASTE GENERAL SUPERVISOR	Yearly 51,631 Monthly 4,303	64,539	77,447
01766	INTEGRATED WASTE PLANNING SUPERINTENDENT	Yearly 68,618 Monthly 5,718	85,772	102,926
01866	INTERNAL AUDIT MANAGER	Yearly 78,204 Monthly 6,517	97,755	117,306

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01767	INVESTMENT OFFICER	Yearly 67,660 Monthly 5,638	84,575	101,490
01890	INVESTMENT OPERATIONS ANALYST	Yearly 56,104 Monthly 4,675	70,130	84,156
01871	LABOR RELATIONS ANALYST	Yearly 54,163 Monthly 4,514	67,704	81,245
01768	LABOR RELATIONS MANAGER	Yearly 61,078 Monthly 5,090	76,348	91,618
01769	LABOR RELATIONS OFFICER	Yearly 57,621 Monthly 4,802	72,026	86,431
01853	LAW OFFICE ADMINISTRATOR	Yearly 61,448 Monthly 5,121	76,810	92,172
01770	LICENSED LAND SURVEYOR	Yearly 59,491 Monthly 4,958	74,364	89,237
01874	LOSS CONTROL MANAGER	Yearly 73,261 Monthly 6,105	91,576	109,891
01772	MANAGEMENT ANALYST	Yearly 51,206 Monthly 4,267	64,008	76,810
01773	MARINA MANAGER	Yearly 57,840 Monthly 4,820	72,300	86,760
01774	MEDIA AND COMMUNICATIONS OFFICER	Yearly 65,920 Monthly 5,493	82,400	98,880

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01775	MEDIA AND COMMUNICATIONS SPECIALIST	Yearly 48,419 Monthly 4,035	60,524	72,629 6,052
01776	METROPOLITAN ARTS MANAGER	Yearly 62,142 Monthly 5,179	77,677	93,212 7,768
01777	NATOMAS MANAGER	Yearly 79,027 Monthly 6,586	98,784	118,541 9,878
01778	NEIGHBORHOOD SERVICES AREA DIRECTOR	Yearly 79,027 Monthly 6,586	98,784	118,541 9,878
01802	OPERATIONS GENERAL SUPERVISOR	Yearly 53,697 Monthly 4,475	67,121	80,545 6,712
01779	ORGANIZATIONAL DEVELOPMENT MANAGER	Yearly 73,261 Monthly 6,105	91,576	109,891 9,158
01780	ORGANIZATIONAL DEVELOPMENT SPECIALIST	Yearly 53,948 Monthly 4,496	67,435	80,922 6,744
01781	PARK MAINTENANCE MANAGER	Yearly 68,802 Monthly 5,734	86,002	103,202 8,600
01782	PARK MAINTENANCE SUPERINTENDENT	Yearly 59,312 Monthly 4,943	74,140	88,968 7,414
01869	PARK PLANNING, DESIGN AND DEVELOPMENT MANAGER	Yearly 79,293 Monthly 6,608	99,116	118,939 9,912
01882	PARKING MANAGER	Yearly 80,417 Monthly 6,701	100,521	120,625 10,052

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01784	PERMIT SERVICES MANAGER	Yearly 50,837 Monthly 4,236	63,546	76,255
01785	PERSONNEL ANALYST	Yearly 46,400 Monthly 3,867	58,000	69,600
01787	PLANT SERVICES MANAGER	Yearly 80,747 Monthly 6,729	100,934	121,121
01788	POLICE ADMINISTRATIVE MANAGER	Yearly 62,235 Monthly 5,186	77,794	93,353
01789	POLICE CAPTAIN	Yearly 89,614 Monthly 7,468	112,017	134,420
01790	POLICE CHIEF	Yearly 120,050 Monthly 10,004	150,063	180,076
01870	POLICE LIEUTENANT	Yearly 79,194 Monthly 6,600	98,992	118,790
01791	PRINCIPAL ACCOUNTANT	Yearly 59,685 Monthly 4,974	74,606	89,527
01828	PRINCIPAL APPLICATIONS DEVELOPER	Yearly 64,188 Monthly 5,349	80,235	96,282
01793	PRINCIPAL BUILDING INSPECTOR	Yearly 57,689 Monthly 4,807	72,111	86,533
01872	PRINCIPAL MANAGEMENT ANALYST	Yearly 61,143 Monthly 5,095	76,429	91,715

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01795	PRINCIPAL PLANNER	Yearly	84,729	101,675
		Monthly	7,061	8,473
01796	PRINCIPAL SYSTEMS ENGINEER	Yearly	80,235	96,282
		Monthly	6,686	8,024
01891	PROCESS MANAGEMENT MANAGER	Yearly	99,116	118,939
		Monthly	8,260	9,912
01797	PROCUREMENT SERVICES MANAGER	Yearly	86,818	104,182
		Monthly	7,235	8,682
01798	PROGRAM MANAGER	Yearly	73,699	88,439
		Monthly	6,142	7,370
01799	PROGRAM SPECIALIST	Yearly	68,240	81,888
		Monthly	5,687	6,824
01805	RECREATION GENERAL SUPERVISOR	Yearly	66,516	79,819
		Monthly	5,543	6,652
01803	RECREATION MANAGER	Yearly	89,858	107,830
		Monthly	7,488	8,986
01804	RECREATION SUPERINTENDENT	Yearly	72,300	86,760
		Monthly	6,025	7,230
01806	REVENUE MANAGER	Yearly	88,240	105,888
		Monthly	7,353	8,824
01809	SAFETY OFFICER	Yearly	76,887	92,264
		Monthly	6,407	7,689

□ Fire 56 Hours per Week

Rep Unit	REP01
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Code	Title	Minimum	Control Point	Maximum
01810	SAFETY SPECIALIST	Yearly	56,458	67,750
		Monthly	4,705	5,646
01811	SENIOR ACCOUNTANT AUDITOR	Yearly	65,653	78,784
		Monthly	5,471	6,565
01812	SENIOR APPLICATIONS DEVELOPER	Yearly	75,859	91,031
		Monthly	6,322	7,586
01813	SENIOR ARCHITECT	Yearly	78,397	94,076
		Monthly	6,533	7,840
01814	SENIOR DEBT ANALYST	Yearly	74,606	89,527
		Monthly	6,217	7,461
01815	SENIOR DEPUTY CITY ATTORNEY	Yearly	114,983	137,980
		Monthly	9,582	11,498
01816	SENIOR ECONOMIC DEVELOPMENT PROJECT MANAGER	Yearly	78,744	94,493
		Monthly	6,562	7,874
01817	SENIOR ENGINEER	Yearly	84,810	101,772
		Monthly	7,068	8,481
01867	SENIOR INFORMATION TECHNOLOGY PROJECT MANAGER	Yearly	86,654	103,985
		Monthly	7,221	8,665
01818	SENIOR INVESTMENT OFFICER	Yearly	104,475	125,370
		Monthly	8,706	10,448
01819	SENIOR LANDSCAPE ARCHITECT	Yearly	78,397	94,076
		Monthly	6,533	7,840

□ Fire 56 Hours per Week

RepUnit REP01

Code	Title	Minimum	Control Point	Maximum
01820	SENIOR MANAGEMENT ANALYST	Yearly 54,592	68,240	81,888
		Monthly 4,549	5,687	6,824
01821	SENIOR PERSONNEL ANALYST	Yearly 53,948	67,435	80,922
		Monthly 4,496	5,620	6,744
01822	SENIOR PLANNER	Yearly 56,735	70,919	85,103
		Monthly 4,728	5,910	7,092
01823	SENIOR SYSTEMS ENGINEER	Yearly 60,680	75,850	91,020
		Monthly 5,057	6,321	7,585
01852	SPECIAL ASSISTANT TO THE CITY ATTORNEY	Yearly 46,110	57,637	69,164
		Monthly 3,843	4,803	5,764
01824	SPECIAL ASSISTANT TO THE MAYOR	Yearly 57,867	72,334	86,801
		Monthly 4,822	6,028	7,233
01885	SPECIAL PROJECTS ENGINEER	Yearly 64,320	80,400	96,480
		Monthly 5,360	6,700	8,040
01855	SPECIAL PROJECTS MANAGER	Yearly 61,143	76,429	91,715
		Monthly 5,095	6,369	7,643
01825	STAFF SERVICES ADMINISTRATOR	Yearly 44,131	55,164	66,197
		Monthly 3,678	4,597	5,516
01883	STREETS MANAGER	Yearly 78,022	97,528	117,034
		Monthly 6,502	8,127	9,753
01827	SUPERVISING ANIMAL CARE OFFICER	Yearly 68,667	85,834	103,001
		Monthly 5,722	7,153	8,583

□ Fire 56 Hours per Week

RepUnit REPO1

Code	Title	Minimum	Control Point	Maximum
01829	SUPERVISING ARCHITECT	Yearly 71,270 Monthly 5,939	89,087 7,424	106,904 8,909
01830	SUPERVISING DEPUTY CITY ATTORNEY	Yearly 97,506 Monthly 8,126	121,882 10,157	146,258 12,188
01831	SUPERVISING ENGINEER	Yearly 72,787 Monthly 6,066	90,984 7,582	109,181 9,098
01832	SUPERVISING FINANCIAL ANALYST	Yearly 58,959 Monthly 4,913	73,699 6,142	88,439 7,370
01833	SUPERVISING REAL PROPERTY AGENT	Yearly 62,995 Monthly 5,250	78,744 6,562	94,493 7,874
01834	SUPPORT SERVICES MANAGER	Yearly 58,959 Monthly 4,913	73,699 6,142	88,439 7,370
01835	TRAFFIC ENGINEER	Yearly 73,899 Monthly 6,158	92,374 7,698	110,849 9,237
01857	TRAINING SPECIALIST	Yearly 53,948 Monthly 4,496	67,435 5,620	80,922 6,744
01836	TREASURY ANALYST	Yearly 52,522 Monthly 4,377	65,653 5,471	78,784 6,565
01801	TREASURY MANAGER	Yearly 78,204 Monthly 6,517	97,755 8,146	117,306 9,776
01839	UTILITY CONSTRUCTION COORDINATOR	Yearly 62,349 Monthly 5,196	77,936 6,495	93,523 7,794

□ Fire 56 Hours per Week

RepUnit	REP01
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Code	Title	Minimum	Control Point	Maximum
01875	VETERINARIAN	61,718	77,148	92,578
		Yearly		
01840	WATER AND SEWER SUPERINTENDENT (FIELD)	5,143	6,429	7,715
		Monthly		
01840	WATER AND SEWER SUPERINTENDENT (FIELD)	66,329	82,911	99,493
		Yearly		
01840	WATER AND SEWER SUPERINTENDENT (FIELD)	5,527	6,909	8,291
		Monthly		
01841	WATER AND SEWER SUPERINTENDENT (PLANT)	72,096	90,120	108,144
		Yearly		
01841	WATER AND SEWER SUPERINTENDENT (PLANT)	6,008	7,510	9,012
		Monthly		
01842	WORKERS COMPENSATION MANAGER	64,728	80,910	97,092
		Yearly		
01842	WORKERS COMPENSATION MANAGER	5,394	6,743	8,091
		Monthly		
01843	ZOO CURATOR	57,840	72,300	86,760
		Yearly		
01843	ZOO CURATOR	4,820	6,025	7,230
		Monthly		

□ Fire 56 Hours per Week



**CITY OF SACRAMENTO**

**SALARY SCHEDULE**

**Unrepresented Confidential/Administrative (Rep10)**

Proposed Rep 10—Unrepresented Salary Schedule — Confidential/Administrative

RepUnit **REP10**

Code	Title	Minimum	Control Point	Maximum
10700	ADMINISTRATIVE ANALYST	Yearly	64,008	76,810
		Monthly	5,334	6,401
		Bi-Weekly	2,462	2,954
		Hourly (est.)	30,773.1	36,927.9
10701	ADMINISTRATIVE ASSISTANT	Yearly	45,528	54,634
		Monthly	3,794	4,553
		Bi-Weekly	1,751	2,101
		Hourly (est.)	21,888.5	26,266.3
10800	ADMINISTRATIVE ASSISTANT (CONF/EX)	Yearly	45,528	54,634
		Monthly	3,794	4,553
		Bi-Weekly	1,751	2,101
		Hourly (est.)	21,888.5	26,266.3
10702	ADMINISTRATIVE TECHNICIAN	Yearly	44,005	52,806
		Monthly	3,667	4,401
		Bi-Weekly	1,693	2,031
		Hourly (est.)	21,156.2	25,387.5
10807	ADMINISTRATIVE TECHNICIAN (CONF/EX)	Yearly	44,005	52,806
		Monthly	3,667	4,401
		Bi-Weekly	1,693	2,031
		Hourly (est.)	21,156.2	25,387.5

Code	Title	Minimum	Control Point	Maximum
10703	APPLICATIONS DEVELOPER	Yearly	65,396	78,475
		Monthly	5,450	6,540
		Bi-Weekly	2,515	3,018
		Hourly (est.)	31,4404	37,7284
10704	DATA SYSTEM TECHNICIAN	Yearly	53,253	63,904
		Monthly	4,438	5,325
		Bi-Weekly	2,048	2,458
		Hourly (est.)	25,6024	30,7231
10705	DEPUTY CITY CLERK	Yearly	39,290	47,148
		Monthly	3,274	3,929
		Bi-Weekly	1,511	1,813
		Hourly (est.)	18,8894	22,6673
10706	DESKTOP SUPPORT SPECIALIST	Yearly	57,637	69,164
		Monthly	4,803	5,764
		Bi-Weekly	2,217	2,660
		Hourly (est.)	27,7101	33,2519
10813	EXECUTIVE ASSISTANT (EX)	Yearly	45,528	54,634
		Monthly	3,794	4,553
		Bi-Weekly	1,751	2,101
		Hourly (est.)	21,8885	26,2663
10801	INVESTIGATOR (EX)	Yearly	59,343	71,212
		Monthly	4,945	5,934
		Bi-Weekly	2,282	2,739
		Hourly (est.)	28,5303	34,2365

Code	Title	Minimum	Control Point	Maximum
10802	LAN ADMINISTRATOR	Yearly	57,637	69,164
		Monthly	4,803	5,764
		Bi-Weekly	2,217	2,660
		Hourly (est.)	27,7101	33,2519
10803	LEGAL SECRETARY (EX)	Yearly	47,250	56,700
		Monthly	3,938	4,725
		Bi-Weekly	1,817	2,181
		Hourly (est.)	22,7163	27,2596
10719	LEGAL STAFF ASSISTANT	Yearly	34,807	41,768
		Monthly	2,901	3,481
		Bi-Weekly	1,339	1,606
		Hourly (est.)	16,7341	20,0808
10809	LEGAL STAFF ASSISTANT (EX)	Yearly	34,807	41,768
		Monthly	2,901	3,481
		Bi-Weekly	1,339	1,606
		Hourly (est.)	16,7341	20,0808
10804	PARALEGAL (EX)	Yearly	56,431	67,717
		Monthly	4,703	5,643
		Bi-Weekly	2,170	2,605
		Hourly (est.)	27,1303	32,5562
10707	PAYROLL TECHNICIAN	Yearly	43,313	51,976
		Monthly	3,609	4,331
		Bi-Weekly	1,666	1,999
		Hourly (est.)	20,8236	24,9885

Code	Title	Minimum	Control Point	Maximum
10708	PERSONNEL TECHNICIAN	Yearly	47,547	57,056
		Monthly	3,962	4,755
		Bi-Weekly	1,829	2,194
		Hourly (est.)	22.8591	27.4308
10814	PERSONNEL TECHNICIAN (CONF)	Yearly	47,547	57,056
		Monthly	3,962	4,755
		Bi-Weekly	1,829	2,194
		Hourly (est.)	22.8591	27.4308
10709	PROGRAM ANALYST	Yearly	64,008	76,810
		Monthly	5,334	6,401
		Bi-Weekly	2,462	2,954
		Hourly (est.)	30.7731	36.9279
10710	PROGRAMMER	Yearly	57,548	69,058
		Monthly	4,796	5,755
		Bi-Weekly	2,213	2,656
		Hourly (est.)	27.6673	33.2010
10711	SENIOR DEPUTY CITY CLERK	Yearly	44,005	52,806
		Monthly	3,667	4,401
		Bi-Weekly	1,693	2,031
		Hourly (est.)	21.1562	25.3875
10811	SENIOR LEGAL STAFF ASSISTANT (EX)	Yearly	39,290	47,148
		Monthly	3,274	3,929
		Bi-Weekly	1,511	1,813
		Hourly (est.)	18.8894	22.6673

RepUnit	REP10
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Code	Title	Minimum	Control Point	Maximum
10712	SENIOR STAFF ASSISTANT	Yearly	39,290	47,148
		Monthly	3,274	3,929
		Bi-Weekly	1,511	1,813
		Hourly (est.)	18,8894	22,6673
10713	STAFF ASSISTANT	Yearly	34,807	41,768
		Monthly	2,901	3,481
		Bi-Weekly	1,339	1,606
		Hourly (est.)	16,7341	20,0808
10806	STAFF ASSISTANT (EX)	Yearly	34,807	41,768
		Monthly	2,901	3,481
		Bi-Weekly	1,339	1,606
		Hourly (est.)	16,7341	20,0808
10816	SUPERVISING LEGAL SECRETARY	Yearly	52,920	63,504
		Monthly	4,410	5,292
		Bi-Weekly	2,035	2,442
		Hourly (est.)	25,4423	30,5308
10714	SYSTEMS ENGINEER	Yearly	67,723	81,268
		Monthly	5,644	6,772
		Bi-Weekly	2,605	3,126
		Hourly (est.)	32,5591	39,0712
10715	TREASURY ASSISTANT	Yearly	46,362	55,634
		Monthly	3,864	4,636
		Bi-Weekly	1,783	2,140
		Hourly (est.)	22,2894	26,7471

RepUnit REP10

Code	Title	Minimum	Control Point	Maximum
10716	WORKERS COMPENSATION CLAIMS REPRESENTATIVE	52,693	65,866	79,039
	Yearly	4,391	5,489	6,587
	Monthly	2,027	2,533	3,040
	Bi-Weekly	25.3332	31.6663	37.9995
	Hourly (est.)			