



BENEFIT SUMMARY SHEET  
**NON-MANAGEMENT CONFIDENTIAL**

Effective July 1, 2022 – June 30, 2025

**GENERAL INFORMATION**

**PROBATION:** Probationary period is twelve months.

**MERIT REVIEW:** If appointed at (or promoted to) Step 1, employee is eligible for a merit review six months after date the action becomes effective. If appointed above Step 1, the merit review will be twelve months from effective date.

**SALARY INCREASES:**

- 6% base wage increase effective the first full pay period in July 2022
- 2.5% base wage increase effective the first full pay period in July 2023
- 5.0% base wage increase effective the first full pay period in July 2024

**COMP TIME/OVERTIME:** Employees will be eligible for overtime for all hours worked over forty in a workweek; provided however, that employees on approved flex time schedules (including 9/80, 4/10 or other scheduled shifts) will not be eligible for overtime unless they work in excess of forty (40) hours in a designated workweek. Overtime may be paid as compensatory time off (CTO) or in pay, at the rate of 1 ½ hours per each hour of overtime worked. Employees are eligible to accrue a maximum of 100 hours of CTO. Employees with at least one (1) year of service may cash out up to 25% of existing CTO balances in the months of May and November.

**BILINGUAL PAY:** \$100 per month

**TUITION REIMBURSEMENT:** Up to \$6,000 annually

**PERSONAL LEAVE:** 50 hours annually. Shall be capped at an amount not to exceed two (2) times the annual accrual rate. Employees are eligible to use as it is accrued. 100% of personal leave accrued is available for cash out. Upon separation from the City, employee is paid for any unused balance.

**VACATION:** Eligible to use after 6 months of employment. The following vacation accrual rates are based on a 40 hour work week.

<u>Years of Service</u>	<u>Annual Accrual Rate</u>
1 through 3 years	10 days
Beginning of 4 through 10 years	15 days
Beginning of 11 through 15 years	21 days
Beginning of 16 through 20 years	22 days
Beginning of 21 and over years	23 days

Vacation leave may be accrued to a maximum of 2.0 times the employee's current annual accrual rate. The accrual rate is reported on biweekly payroll. Employees may cash out up to 32 hours of their vacation balance each calendar year, provided a minimum balance of 80 hours of vacation is maintained. Upon separation from the City, employees are paid for any unused vacation.

**HOLIDAYS:** Eligible date of hire. Those scheduled for forty (40) hour work week receive the following holidays:

New Year's Day	Juneteenth	Veteran's Day	Christmas
Martin Luther King Day	Independence Day	Thanksgiving	Christmas Eve
President's Day	Labor Day	Thanksgiving – Day after	New Year's Eve
Memorial Day	Indigenous People's/Columbus Day		

**PAID HOLIDAYS /VACATION IN-LIEU OF HOLIDAY:** Employees who receive in-lieu holidays shall receive the same total number of in-lieu holidays as listed above. At the employee's option, up to three of those holidays shall be paid, and the remainder will be added to vacation accrual.

**SICK LEAVE:** Annual accrual of 12 days. Employees are eligible to use sick leave as it is accrued. There is no limit on the amount of accumulated sick leave. At employee's option, City pays cash for 25% of unused sick leave accrued the twelve months from end of each November.

**BENEFIT SUMMARY SHEET (CONTINUED)**

**NON-MANAGEMENT CONFIDENTIAL July 1, 2022 – June 30, 2025**

**HEALTH CARE, LIFE INSURANCE AND OTHER BENEFITS**

**HEALTH/DENTAL/VISION PLANS:** Eligible first day of first month after date of hire. The City provides generous contributions towards medical, dental and vision plans. Please see current rate sheets in Employee Benefits Guide for more information.

**HEALTH INSURANCE OPT-OUT:** With proof of other coverage, employee may decline health/dental coverage and receive a maximum of \$518 per month (taxable).

**SHORT TERM DISABILITY:** Eligible first of the month after 3 months of employment. The employee currently pays \$6.00 per month.

**LONG TERM DISABILITY INSURANCE:** Eligible first day of first month after date of hire. Effective 180 days after date of injury or illness.

**BASIC/ADDITIONAL LIFE INSURANCE:** Eligible first day of first month after date of hire. City provides \$50,000 group term life insurance. Employees are eligible to purchase supplemental life insurance coverage equal to six (6) times their annual salary or \$500,000, whichever is greater. Health questionnaires are required for the purchase of supplemental life insurance.

**OTHER BENEFITS:**

City paid Employee Assistance Plan (EAP)      Optional health care and dependent care FSAs      Bereavement Leave

**RETIREMENT/DEFERRED COMPENSATION**

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS):** Employee retirement contributions will be on a pre-tax basis pursuant to IRS Section 414(h) (2). Employee pays survivor's benefit (currently \$24 per year). **City does not participate in Social Security; 1.45% of gross salary is a mandatory payroll deduction for Medicare coverage.**

**CLASSIC CALPERS MEMBER**

TIER 1    • 2.7% at 55 retirement formula      • Single highest year coverage      • Employee contribution rate is 10.5%  
*Classic members hired with the City on or prior to August 25, 2012*

TIER 2    • 2.5% at 55 retirement formula      • 3 year average      • Employee contribution rate is 10.5%.  
*Classic members hired with the City on or after August 26, 2012*

**NEW CALPERS MEMBER**

*Brought into CalPERS for the first time on or after January 1, 2013 with no prior membership in any California public retirement system.*

• 2% @ 62 retirement formula      • 3 year average for final compensation      • Employee contribution shall be half the normal cost of the retirement plan as defined by CalPERS (currently 6.5%)

**EMPLOYEE DEFERRED COMPENSATION ACCOUNTS:**

**401(a):** Eligible date of hire, **enrollment is optional and irrevocable.** City contribution is 4.00%; mandatory employee contribution is 1.5%.

**457:** Eligible date of hire; enrollment is optional, no City contribution is provided.

**RETIREE MEDICAL EXPENSE PROGRAM:** The City contributes \$50 per month to the ICMA VantageCare Medical Expense Program. Sick leave hours accumulated beyond the thresholds indicated below will be converted to this program on an annual basis.

Up to 11 years of service: 960 hours  
11-15 years of service: 800 hours  
15 years and over: 640 hours

***This document is intended to be general and not inclusive of all benefits. Any conflict that may arise will be based on the MOU and City policy, not this benefit summary sheet. For further information on any of the above benefits, please see the current MOU or Employee Benefits Guide.***