



**BENEFIT SUMMARY SHEET
FAIRFIELD EXECUTIVE MANAGEMENT**

(Series 100)

Effective July 1, 2023- June 30, 2024

GENERAL INFORMATION

DEFINITION: Directors of Community Development, Parks and Recreation, Finance, Housing Services, Human Resources, Public Works; Fire and Police Chief; Information Technology; Assistant City Manager are considered at-will and City Manager (as defined by City Manager’s Contract).

BASIS OF EMPLOYMENT: Executive Management employees are "at will" employees serving solely at the pleasure of the City Manager, except the City Manager, who serves at the will of the City Council.

COMP TIME/OVERTIME: Executive Managers do not accrue overtime but are expected to work additional hours as part of normal job responsibilities.

PERSONAL LEAVE: 122.42 hours annually (4.70 hours per pay period). 100% of personal leave accrued annually is available for cash out. Upon separation from the City, the employee is paid for any unused balance.

CAR ALLOWANCE: Eligible date of hire; determined by City Manager for specified managers up to \$350 per month.

ANNUAL UNIFORM ALLOWANCE: Police Chief = \$1,250, Fire Chief = \$1,250. Payment for the uniform allowance will be made over 26 pay periods.

VACATION: Eligible to use after twelve months of employment, except as authorized by the City Manager.

<u>Years of Service</u>	<u>Accrual Rate</u>
Date of hire through 3 years	21.6 days/yr. (6.65 hrs./pay period)
Beginning of 4 through 10 years	26.6 days/yr. (8.18 hrs./pay period)
Beginning of 11 through 24 years	31.6 days/yr. (9.72 hrs./pay period)
Beginning 25 years and over	41.6 days/yr. (12.8 hrs./pay period)

The City Manager may authorize newly appointed Series 100 employees with a one-time credit not to exceed 80 hours upon hire date, eligible to use at time of hire. The City Manager may grant employees the accrual rate for vacation commensurate with the employee’s total combined years of service with any public agency.

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. Vacation accrual may be converted to cash at the employee’s request. Upon separation from the City, employees are paid for any unused vacation.

HOLIDAYS: The City observes the following holidays:

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

SICK LEAVE: The annual accrual is 12 days (3.70 hrs. per pay period). Employees are eligible to use sick leave as it is accrued. For 25+ years, one additional sick leave day per month is accrued. The City Manager may grant newly hired employees the accrual rate for sick leave commensurate with the employee’s total combined years of service with any public agency.

New employees may receive a one-time credit not to exceed 80 hours upon hire date. The sick leave accrual rate will not exceed the rate applicable to a 25-year employee.

BENEFIT SUMMARY SHEET (CONTINUED)

EXECUTIVE MANAGEMENT: July 1, 2023, through June 30, 2024

SICK LEAVE CASHOUT: City pays cash at employee's option for 25% of unused sick leave accrued the twelve months from end of each November.

SICK LEAVE COMPENSATION UPON SEPARATION OR RETIREMENT: After 5 years of continuous employment with the city, compensation equals 4.5% for each year worked up to 100%. If upon PERS service retirement an employee has accrued at least 8.1 days of sick leave for each year of service, the City will pay an additional 10% of unused sick leave over and above already provided, up to 100%.

SICK LEAVE PAYOFF UPON DEATH: If an employee dies after completing five (5) full years of employment, his/her beneficiary shall be entitled to reimbursement of 50% of accumulated unused sick leave. If an employee dies due to duty related causes, his/her beneficiary shall be entitled to reimbursement for 100% of accumulated unused sick leave.

HEALTH CARE, LIFE INSURANCE AND OTHER BENEFITS

HEALTH/DENTAL PROGRAMS: Eligible first day of first month after date of hire. The City provides a contribution to medical and dental. Please see the current rate sheets contained in the annual Benefits Guide for more information. Employees providing proof of other coverage may drop health/dental coverage and receive up to \$518/month as taxable income. Employees electing dental only receive \$518/month less the cost of the premium for the dental plan in which they have enrolled. Employees electing vision only receive \$518/month less the cost of the premium for the vision plan in which they have enrolled. Employees electing dental and vision receive \$518/month less the cost of the premium for the dental and vision plans in which they have enrolled. Employees electing medical only do not receive any payments.

VISION CARE: Eligible first day of first month after assuming position. The City will pay premiums for vision care coverage for VSP Basic Plan. The City also offers an employee paid buy-up option.

EXECUTIVE MANAGEMENT SALARY CONTINUATION: Eligible the first day of the first month after date of hire. Managers eligible for total disability from illness or injury are covered for ninety days under a salary continuation plan which guarantees 100% of salary from the first day of disability due to injury and the 11th day due to illness. This 90-day salary continuation is applied prior to usage of sick leave hours.

SHORT TERM DISABILITY: Eligible first of the month after 3 months of employment. The employee currently pays \$6.00 per month premium on an after-tax basis. The STD benefit schedule shall match the State Disability Insurance (SDI) benefit schedule.

LONG TERM DISABILITY INSURANCE: Takes effect 180 days after date of the injury or illness causing disability. The maximum compensation is equals to 60% of salary.

BASIC/ADDITIONAL LIFE INSURANCE: Eligible first day of month of hire. City pays in full an amount equal to 1.5 times the annual salary rounded to the next \$1,000 for a Life and Accidental Death/Dismemberment insurance policy to a maximum of \$150,000. Additional life insurance may be purchased by the employee. Within 30 days of hire, employees may purchase up to \$100,000 without underwriting or health questionnaires. After 30 days or purchases over \$100,000 are subject to medical underwriting. **Note:** Basic and Additional life insurance combined are not to exceed \$500,000 or 6 times annual salary, whichever is less.

FLEXIBLE SPENDING ACCOUNT: Provides health/dental premiums, medical and dependent care expenses to be paid on a non-taxable basis. Allocation amounts must be determined at Open enrollment or at time of hire. Services must be received during the plan period and any unused allocations will be lost. Covers IRS approved medical and/or approved dependent care expenses.

EMPLOYEE ASSISTANCE PROGRAM: Eligible at time of hire. Employees may receive counseling and/or referrals for assistance through the confidential EAP program.

FINANCIAL CONSULTING SERVICE: Optional enrollment; enrollment irrevocable while employed with the City; current services provided through Benefits Communication Network (BCN); employee pays \$24/yr.

RETIREMENT BENEFITS

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).

The City does not participate in Social Security; 1.45% of gross salary is a mandatory payroll deduction for Medicare coverage.

For further information on any of the above-mentioned benefits, please contact the Human Resources office.

BENEFIT SUMMARY SHEET (CONTINUED)

EXECUTIVE MANAGEMENT: July 1, 2023, through June 30, 2024

RETIREMENT PLANS:

A) CLASSIC CALPERS MEMBER CONTRIBUTION:

Total employee contribution as contracted with CalPERS is 11.25% for Safety and 10.5% for Miscellaneous.

Classic employee retirement formulas:

Police Chief 3% @ 50

Fire Chief 3% @ 50

All other Miscellaneous employees are 2.5% @ 55 unless they have previously worked for the City of Fairfield, in which case, they are 2.7% @ 55.

B) PEPRA FORMULA:

These are the applicable formulas for employees hired after January 1, 2013, who do not qualify as CalPERS Classic members:

Public safety is 2.7% @ 57.

Miscellaneous is 2% @ 62

Both PEPRA groups are required to pay 50% of the normal rate as required by CalPERS which applies to an annual cap in salary. Currently 7.75%; subject to change.

EMPLOYEE DEFERRED COMPENSATION ACCOUNTS:

401(a): Eligible date of hire and enrollment must occur within 30 days from eligibility date. If an employee elects to enroll in the 401(a) plan, the City contribution is 10.4% and the employee mandatory contribution is 7.0% - 20% (may not exceed IRS contribution limits). Total contributions are limited to the annual amount specified by Federal law. **NOTE: Enrollment in the 401(a) plan is optional and irrevocable.**

457: Eligible date of hire. There is no City contribution. Total contributions are limited to the annual cap amount specified by Federal law. There are three plan options currently available: MissionSquare, Nationwide and CalPERS.