

City of Hollister
EXECUTIVE MANAGEMENT UNIT

SALARY AND BENEFITS PLAN

EFFECTIVE JULY 1, 2025

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1. APPLICATION OF SALARY AND BENEFITS PLAN

This Salary and Benefits Plan shall apply to the Executive Management Employees' Unit (hereafter referred to as "Executive Management Employees". This Unrepresented Unit includes the following Unrepresented Classifications.

Administrative Services Director

Airport Director

Airport Manager

Assistant City Manger

Assistant IT Director

Building Official

City Clerk

City Engineer

City Manager

Development Services Director

Fire Division Chief/Fire Marshall

Fire Chief

Human Resources Manager

Information Systems Manager

IT Director

Parks & Recreation Director

Police Captain

Police Chief

Program Manager

Public Works Director

Utility Manager

The Benefits stated in this Plan shall also apply to the Executive Management Employees under Employment Contract with the City, unless stated otherwise. Contracted Employees are not eligible for Salary Adjustments under Section 2.

2. SALARY ADJUSTMENT

Effective the first full pay period after July 1, 2025, the City shall apply a zero percent (0%) increase to the salary schedule for all classifications in this unit. The City Manager classification is exempt and is not entitled to this pay increase.

3. HOLIDAYS

A. Holiday Schedule

All Executive Management employees are to 12.5 paid holidays per year. These holidays are as entitled follows:

January 1	New Years Day
Third Monday in January	Martin Luther King Jr. Day
Third Monday in February	Presidents Day
March 31	Cesar Chavez Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day After Thanksgiving
December 24th (1/2 day)	Christmas Eve
December 25 th	Christmas Day

If one of the holiday listed above falls on a Sunday, then it shall be observed on the following Monday.

If one of the holidays listed above falls on a Saturday, then it shall be observed on the previous Friday.

B. Holiday Office Closure

The City Manager may elect to close certain City offices to the public between the Christmas and New Year's Day holidays. However, it will also be necessary to have a base level of staffing to open and operate certain offices during core business hours. Not all departments will be impacted as some public services must be provided on a continual basis.

To accommodate these needs, the City will provide all unit members a bank of thirty-two (32) HOLIDAY CLOSURE HOURS. An employee will have the option, with Department Head approval, to use HOLIDAY CLOSURE HOURS at any point between November 1 – December 31. There are no exceptions to these dates. HOLIDAY CLOSURE HOURS cannot be cashed-out and carry no cash value. Unused hours will be forfeited.

It is the employee's responsibility to ensure that required hours are taken off work prior to the end of each applicable fiscal year. Management will make every effort to accommodate employees' requests for the equivalent hours of time off.

The Holiday Office Closure is neither grievable nor appealable. However, employees who believe that the Holiday Officer Closure has not been administered according to the provisions of this agreement, including not being granted the time off, may request a review by an advisory committee composed of one (1) unit representative and one (1) City Management representative.

4. VACATION

A. Entitlement

All Executive Management employees are entitled to accrue vacation based on B. Accrual below. Employees may take accrued vacation after the completion of six (6) months of service.

B. Accrual

<u>Years of Service:</u>	<u>Annual Vacation Accrual</u>
1st through completion of 3rd	10 Days
4th through completion of 7th	15 Days
8th through completion of 15th	20 Days
16th through completion of 20th	22 Days
Beginning of 21st year	25 Days

Police Chief and Police Captain classifications shall accrue at the following rates:

<u>Years of Service:</u>	<u>Annual Vacation Accrual</u>
1st through completion of 3rd	12 Days
4th through completion of 7th	17 Days
8th through completion of 15th	22 Days
16th through completion of 20th	24 Days
Beginning of 21st year	27 Days

C. Maximum Accrual

Executive Management Employees may only accumulate a maximum of 35 working days (280 hours) of vacation without the authorization of the City Manager. Accumulated vacation time of more than 35 days (280 hours) authorized by the City Manager must be used prior to the end of the calendar year or it will be lost.

D. Floating Holidays

Executive Management Employees shall receive two (2) floating holidays for the fiscal year for their use beginning on July 1 of each fiscal year.

5. SICK LEAVE

A. Entitlement

Sick leave shall be accrued at a rate of twelve (12) days per year (8 hours per month).

B. Accrual

Unused Sick Leave may be accrued without limit.

C. Sick Leave Conversion to Cash

All Executive Management Employees may be compensated for a percentage of accrued, unused sick leave to cash at retirement or death from City employment. The provisions for this policy are as follows:

1. Executive Management Employees may not "cash out" or be compensated for any of the first 240 hours of sick leave accrued.
2. Any Executive Management Employees having completed 10 years of continuous service with the City and who retires from City service by filing for Service Retirement with CalPERS, will be compensated for one hundred percent (100%) of accrued, unused sick leave at the employee's hourly rate of pay at the time of retirement from City service.
3. The surviving spouse or State-registered Domestic Partner, beneficiary(s), dependent(s), or estate of any current employee of this unit who has completed 10 years of continuous service with the City and dies while employed by the City prior to retirement, will be compensated for one hundred percent (100%) of accrued, unused sick leave at the employee's hourly rate of pay at the time of death.
4. Any Executive Management Employee having completed 10 years of continuous service with the City and having an unused sick leave accrual balance exceeding 500 hours may, at their option, "cash out" up to a maximum of 96 hours (12 days) of unused sick leave annually as long as the "cashed out" hours do not diminish the unused sick leave accrual balance to an amount less than 500 hours.
5. Compensation for unused, accrued sick leave will be made at the employee's rate of pay at the time of "cash out". Requests for payment of unused sick leave as described herein, shall be made in writing to the Administrative Services Department at least 30 days in advance of June 1st and December 1st of each year
6. Payments of "cashed out" unused sick leave will be made on the first pay day which follows June 1st and December 1st of each year.

D. Vacation Conversion to Cash

Executive Management Employees may cash out vacation leave hours in the increments of ten (10) hours as long as it has been budgeted and must have the City Manager's Approval. Compensation for vacation leave cashed out will be made at the employee's rate of pay at the time of cash out. Request for payment of vacation time shall be made in writing to the Administrative Services Department at least thirty (30) days in advance.

Payments of cashed-out vacation leave will be made on the first full pay day which follows the end of the thirty (30) day advance. This payment will be made in the regular payroll check issued for that pay period.

6. ADMINISTRATIVE LEAVE

All Executive Management Employees shall receive eighty (80) hours Administrative Leave on July 1m of each fiscal year. The terms for use of Administrative Leave are as follows:

- A.** Administrative Leave credit will be accrued at the rate of 3.08 hours per pay period.
- B.** The entire eighty (80) hours of Administrative leave will be advanced and be available for use on July 1 of each fiscal year.
- C.** Leave usage must be identified and recorded on the official time card for the period in which leave was taken.
- D.** Residual Administrative Leave not utilized during the fiscal year may not be carried over into a subsequent year unless prior approval by the City Manager.
- E.** Administrative Leave shall not be cumulative and may be cashed out a maximum amount up to 28 hrs. per fiscal year. Unused accrued Administrative Leave shall be paid out upon termination or retirement.
- F.** Excluding the provisions pursuant to Paragraph [G] below, in the event an eligible employee terminated during the year, unused accrued Administrative Leave shall be paid out in the same manner as unused vacation. If leave has been taken beyond that which is accrued, the employee must pay back all excess leave taken.
- G.** For eligible employees hired during the year, prorated leave credit will be accrued from the date of hire.
- H.** Each Executive Management Employee shall have the right to donate at any time all or a portion of his or her Administrative Leave to any City Employee pursuant to Resolution 2006-15 (Catastrophic Illness or Injury). Such donations shall not be subject to the requirement for repayment of Administrative Leave under Section [6] (E) herein.

7. INSURANCE

A. Description

The City of Hollister Flexible Benefits Plan/Cafeteria Plan (hereinafter "Plan") is available to full-time employees (hereinafter "Employees"). There will be three participation levels as referenced under Section [E]. Optional benefits are listed below. Once an election is made, it will remain in force until the

next open enrollment period. A Third-Party Administrator (T.P.A.) fee will be paid by the employees that participate in the Plan.

B. Health Insurance Options

The City shall provide employees with the choice of participating in the Public Employees' Medical and Hospital Care Act (PEMHCA) program offered by CALPERS.

C. IRS Code Section 125 Flexible Benefits/Cafeteria Plan

1. The City shall provide for unit members an IRS Code Section 125 Flexible Benefits/Cafeteria Plan in accordance with all applicable state and federal laws and regulations.
2. The City shall contribute towards the medical, dental and vision care plan amounts allocated in accordance with the City's IRS Code Section 125 Flexible Benefits/Cafeteria Plan as specified below.
3. The City shall allocate specified amounts of "Flex Credits" to the employee's flexible benefit account. These amounts shall consist of the following:

- a. The City will contribute a dollar amount towards medical insurance premiums at the following levels:

COVERAGE	EMPLOYER CONTRIBUTION
Employee Only	\$1,278.98
Employee Plus One	\$2,557.96
Employee Plus Family	\$3,325.36

- b. The City will contribute towards dental insurance in the following amounts:

COVERAGE	CITY CONTRIBUTION
Employee Only	\$49.80
Employee Plus One	\$100.63
Employee Plus Family	\$135.91

- c. The City will contribute towards vision insurance in the following amounts:

COVERAGE	CITY CONTRIBUTION
Employee Only	\$14.15
Employee Plus One	\$30.29
Employee Plus Family	\$30.29

- d. In the event that surplus Flex Credits are available, any Executive Management employees shall have the option to allocate such Flex Credits to one or more of the following:

- Executive Management Employees Flexible Spending Account.

- Roth Individual Retirement Account (IRA).
- ICMA or City-authorized 457 Deferred Compensation Plan.

If a Unit Employee's residual "Flex Credits" are reduced, the employee will have the responsibility to pay the contribution no longer covered by the Surplus Flex Credits.

4. Employees who waive either dental and/ or vision coverage shall have the option to apply available flex credits towards the cost of any optional premium listed in Section K. The cost of the optional premium not covered by available flex credits shall remain the employee's responsibility.

5. Employees who elect to waive any or all health coverage shall be subject to the terms and provisions described under Section J below.

D. Terms for Health Care Participation

Participation and coverage in the medical, dental, and vision care plans shall be in accordance with the terms and conditions of the insurance carrier.

E. Health Care Contributions

1. Employee-only Premium

The City shall contribute towards the medical, dental, and vision insurance plans an amount equal to the employee-only premium at the time of adoption of this Salary and Benefits Plan for each member of the unit. The employee-only premium for medical insurance shall be in accordance with Section [C] above.

2. Employee Option for Dependent Coverage

For those employees who elect the option for dependent coverage for medical, dental, and vision insurance plans, the City shall contribute monthly amounts equal to the employee plus one and employee plus family toward such dependent coverage in accordance with Section [C] above.

F. Vision Insurance

The City shall provide a vision care insurance plan which is available to eligible unit members and qualified dependents during the term of this Salary and Benefits Plan.

The City shall offer vision care insurance for employees and qualified dependents as a pre-tax flexible benefit option. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier.

G. Dental Insurance

The City shall offer dental care insurance for employees and qualified dependents as a pre-tax flexible benefit option. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier.

H. Life Insurance

The City shall provide term life insurance in the amount equal to \$100,000 for each member of the unit for the term of this Salary and Benefits Plan. Additional term life insurance may be purchased by the employee in increments of \$10,000 up to a total of \$250,000.

I. Long Term Disability Insurance

The City agrees to provide to all employees within this unit at City cost a Supplemental Long Term Disability Plan, coordinated with other existing benefits to provide no more than a thirty (30) day exclusion or elimination period; no less than a one-year benefit for accident or illness; and a minimum scheduled benefit of sixty-six percent (66%) or two thirds (2/3) of gross salary to a maximum of \$7,000

for the term of this Salary and Benefits Plan. The City in its sole discretion shall select the Supplemental Long Term Disability Plan carrier that meets these requirements.

J. Health Insurance Waiver Option

1. Employees within this bargaining unit who elect not to participate in the City's health care insurance program will be compensated in an amount as follows:

- \$535 Employee Only
- \$1,075 Employee plus one
- \$1,380 Employee plus family

The compensation will be based on the employer's contribution towards the premiums for the City's health plan at the level corresponding to the employee's verified non-City insurance coverage (employee only, employee plus one dependent, or employee plus two or more dependents). To receive this benefit, employees must submit documentation demonstrating their enrollment in a qualified non-City health insurance plan at the applicable coverage level. This documentation must be provided at the time of waiver and during any subsequent verification periods as specified in Section [3] below. Upon verification of coverage, this cash amount will be paid as part of the employee's bi-weekly payroll.

2. Employees within this unit shall be eligible to elect not to participate in the City's health care program only after participating for a minimum period of one year immediately preceding the election.

3. Employees within this bargaining unit electing not to participate in the City's health care insurance program must annually provide proof of medical insurance coverage and verify any dependents as if they were receiving coverage through the City in order to maintain payment under this waiver option.

4. For employees who elect not to participate in the group medical coverage offered by the City, the City will provide dental and vision coverage for the employee and his/her dependents at the levels provided for in Section [C] above.

5. In addition to the coverage options specified under Article 7. Insurance of the Memorandum of Understanding between the City of Hollister and Executive Management Employees, the following optional health benefits shall be available to the employees of this bargaining unit.

K. Optional Health Benefits

Employees within this unit that have elected to participate in a City-offered medical plan can also elect to participate in the optional benefits. If the employee has any surplus flex credits after making all elections required to participate in the medical insurance, the employee can use that surplus toward optional qualified insurance benefits or one or both of the pre-tax spending accounts. Employees that

wish to participate in the optional benefits plan, but do not have any surplus credits, can elect to have a pre-tax payroll deduction in an amount to cover the cost of their elections.

Employees may pay the premiums for the following benefits on a voluntary basis:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Group Term Insurance up to \$50,000 for Employees only
- Accidental Death and Dismemberment Insurance
- Short Term Disability Cancer Insurance
- Supplemental Health Insurance Accidental Only
- Insurance Intensive Care Insurance

L. Flexible Spending Accounts (FSA's)

The City agrees to offer a pre-tax dependent care reimbursement account up to the maximum reimbursement allowed by law to be funded by employee.

The City agrees to offer a pre-tax medical reimbursement account, up to the IRS maximum amount per year per employee.

M. Life Insurance

The City shall offer a voluntary supplemental life insurance plan through the flexible benefits plan for pre-tax contributions by the employees. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier. Employees may also elect pre-tax payroll deductions to support other City sponsored voluntary supplemental insurance benefits.

8. RETIREMENT

A. Contribution (Based on Retirement Category):

All unit members enrolled in the PERS Miscellaneous retirement plan:

Tier 1

Effective the first full pay period after the execution of the Salary and Benefits Plan, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Miscellaneous CalPERS "2.5% @ age 55" Retirement Benefit Plan shall pay eight percent (8%) of their Compensation and all unit employees under the Public Safety (Police and Fire) CalPERS "3% @ age 50" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

Effective the first full pay period after the execution of the Salary and Benefits Plan, and the City's subsequent adoption of the Resolution changing the CalPERS

Retirement Employee Contribution Rate, all unit employees under the Miscellaneous CalPERS "2% @ age 60" Retirement Benefit Plan shall pay seven percent (7%) of their Compensation and all unit employees under the Public Safety (Police and Fire) CalPERS "3% @ age 55" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 3

Effective on or after January, 2013, all new employees hired on or after January 1, 2013, and who are defined as a "new member" under the Public Employee Pension Reform Act of 2013(PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

Police Chief and Police Captain:

Tier 1

Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Police CalPERS "3%@ age 50" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution cl1anging the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Police CalPERS "3%@ age 55" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 3

Effective on or after January 1, 2013, all new employees hired on or after January 1, 2013, and who are defined as a "new member" under the Public Employee Pension Reform Act of 2013 (PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

Fire Chief and Fire Division Chief

Tier 1

Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety – Fire CalPERS "3% @ age 50" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Fire CalPERS "3% @ age 55" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 3

Effective on or after January 1, 2013, all new employees hired on or after January 1, 2013, and who are defined as a "new member" under the Public Employee Pension Reform Act of 2013 (PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

B. 1959 PERS Survivor Death Benefit

The City shall provide the PERS Section 21574 "Fourth Level 1959 Survivor Death Benefit" for all eligible unit members for the term of this contract. The City shall pay the employer rate contribution. The employee shall pay the member rate contribution.

C. One-Year Final Compensation Benefit

The City shall provide the PERS Section 20042 "One Year Final Compensation" benefit for eligible unit members.

All new employees hired on or after January 1, 2013, and who are defined as a "new Member" under PEPRA, are subject to the new State Formulas, Final Compensation Period, and Contribution requirements as established by the PEPRA.

D. DROP Program (Deferred Retirement Option Plan)

For the term of this contract, the City agrees to discuss consideration of implementing a DROP Program for the next contract.

9. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

Employees who have successfully completed probation shall be eligible to receive a one-time professional development incentive for obtaining certificates or degrees received after the date of this Salary and Benefits Plan. A professional development incentive shall not be awarded if the certification or degree is a minimum requirement for their position.

The certificate must relate to the employee's current position or future lateral or promotional opportunities with the General Employees Unit, Mid-Management Association or the unrepresented units of Confidential Employees and Executive Management. Vocational Training, for purposes of this section, is defined as a minimum of 100 hours of specific training in a career field which results in a certificate of completion. The minimum one hundred (100) hours shall be documented classroom time or in the case of a correspondence program identified as the average length of time required to complete the program certification as documented by the certifying agency or institution. Only one (1) professional development incentive per calendar year can be received by an employee. If an employee receives a Ph.D., Master's degree or Bachelor's degree in a calendar year, the employee may also receive one (1) additional professional development incentive for a certificate earned in the same calendar year.

A. Professional Certificates - \$2,500.00 Lump Sum

- Fire - Emergency Medical Technician, Hazard Materials Certification.

B. College Degrees and Certificates - \$2,500.00 Lump Sum

- Ph.D.
- Master's Degree
- Bachelor's Degree
- Associate's Degree

C. Additional Eligibility Criteria

Additional licenses and certificates eligible for these professional development incentives, not listed in this Article, may be reviewed and approved by the City Manager in accordance with the following criteria:

The license or certificate submitted for consideration must directly relate to the employee's current position or future lateral or promotional opportunities in accordance with the provisions of this section.

The employee earning the license or certificate shall be subject to duties and assignments commensurate with the level of proficiency attained under the City's Professional Development Incentive Program.

After the effective date of this Salary and Benefits Plan, all such requests for consideration for eligibility for such license and certificate incentives shall be submitted to the Department Head for review, with final approval by the City Manager at his/her sole discretion. The City Manager's determination is not subject to appeal.

The process for receiving a professional development incentive under this program shall be:

Prior to beginning any class, program, seminar or study toward a desired certificate or degree, the employee must submit a request to his/her department head for consideration and approval of bonus award. Qualifying classes, programs, seminars or study toward a desired certificate or degree shall not be denied.

If prior approval is not obtained, the class, program, seminar or study toward a desired certificate or degree shall not fall within the scope of this Professional Development Incentive Program.

Upon obtaining a copy of the certificate or degree, payment will be processed for the specified incentive. Professional development incentives shall not be granted prior to receiving a copy of the degree or certificate.

The following are not eligible for consideration under this Section:

- Any driver's licenses
- Certificates, licenses, or degrees required for the position the employee holds
- Certificates, licenses, or degrees earned at the expense of the City including City sponsored training programs and consortium training programs except for approved tuition reimbursement pursuant to Section 8.10 (D) and (E) of the City of Hollister Personnel Rules & Regulations for Associate degrees, Bachelor's degrees, Master's degrees, and Ph.D. degrees.

10. PROFESSIONAL CERTIFICATE PAY

The Executive Management members who possess and maintains a Professional Certificate up to a maximum of three (3) shall be entitled to Certification Pay in the amount of Three Percent (3%) of salary based upon the obtaining of and maintaining the Certificate. The Certificate must pertain to the member's position and shall remain subject to the needs and requirements of the City.

Contracted Employees are not eligible for the Professional Certificate Pay under this Section.

Examples of Professional Certificates are:

Police - Intermediate, Advance, Supervisory, Management and Executive Information Systems -
Microsoft, Computer Networking, Network Security Certifications

Development Services - QSD, CECD

Management Services - Cross Connection

11. TUITION REIMBURSEMENT

Executive Management Employees are eligible to participate in the City's Tuition Reimbursement Program, which provides reimbursement of up to four thousand five hundred (\$4,500) per employee per year of expenses incurred in job related educational programs which are approved by the City Manager.

A Tuition Reimbursement Advancement Program would allow Executive Management Employees who are in good standing, have completed their probationary period and has received approval from the City Manager to have amounts in excess of the four thousand five hundred (\$4,500) in one year.

The program would require the employee to enter into an employment contract with the city. The contract would specify how many years of advancement would be provided to the employee and the prorated amount of years the employee must stay employed. If the employee leaves employment for any reason, that employee would be required to refund the remaining amount of the prorated funds.

Example: an employee has tuition and book cost of nine thousand dollars (\$9,000) to finish his/her Bachelor's degree. The employee enters into a contract and the fund are paid in advance to the employee or school. However, nine thousand dollars (\$9,000) is equivalent to (two) 2 years of reimbursement. That would require the employee to remain an employee for two years. If the officer employee leaves employment after one year, that individual would be required to reimburse the city for the last year of tuition reimbursement that had been advanced.

12. DEFERRED COMPENSATION PLAN

The City shall continue to provide a voluntary Deferred Compensation Plan for all employees of this unit for the term of this Salary and Benefits Plan.

13. BILINGUAL ALLOWANCE

Employees who perform technical bilingual skills (reading, writing and oral translation) for the benefit of the City on a regular and ongoing basis and who successfully pass City administered proficiency test shall receive an allowance based on the level(s) of bilingual competency listed below.

Level I – Oral Translation

Employees who perform technical bilingual skills (reading, writing, translation) and who successfully pass a City-administered proficiency test shall receive an allowance of one hundred seventy-five dollars (\$175.00) per month.

Level II – Written Translation

For employees who successfully pass the written proficiency test, shall receive an additional amount of one hundred and twenty-five dollars (\$125.00) per month. Each department within the City will be allowed 3 positions of level 2 bilingual services. If a department's need for bilingual services becomes greater than the allotted 3 positions, the department head may request to increase its bilingual services pending City Managers approval.

Employees who become eligible for Level II will be required to serve as an oral translator and/or provide written translation in the course of the employee's duties on a regular and on going basis, per the City's needs. These employees may be called upon by other departments on an as need basis.

Such Level II Bilingual Translators shall perform written translations that are viewed by a large audience of city residents (i.e. City mailers, informational brochures, inserts in city utility billings, social media, public notices, and any additional documents as needed.) Employees, who are currently receiving Level I Bilingual Allowance, will not be required to retest in order to continue receiving the monthly allowance.

Police Chief and Police Captain classifications shall receive an additional \$50.00 per month for each level: Level I at \$225.00 per month and Level II at \$175.00 per month.

14. DRUG FREE WORKPLACE POLICY

The City's Drug Free Workplace Policy, City Personnel Rule Section 15(G), is incorporated by reference into this Salary and Benefits Plan.

15. MILEAGE REIMBURSEMENT/VEHICLES

1. The City shall reimburse all eligible unit members for mileage driven in their personal vehicles while conducting City Business at the rate specified by the Internal Revenue Service. Claims for such reimbursement must be submitted on the proper City form and approved by the city before payment can be made.
2. Vehicle Use (Emergency Response – City Manager, Police Chief, Police Captain, Fire Chief, Fire Division Chief, and Information Systems & Technology Director) – Executive Management Employees, that have a vehicle assigned to the position, and such vehicle is equipped with emergency lights, siren and/ or tools or equipment essential to the work of that position and who's job description requires that employee to respond at times after hours and be subject to be "On Call", and respond to emergency situations, i.e., Crime investigations/Public Safety or computer network/ communication outage service calls, without further compensation for the afterhours response shall be allowed to take assigned vehicle home as long as such employee lives within a one-hour response time radius of the City. City will provide for fuel and vehicle maintenance.

16. JURY DUTY AND SUBPOENAED WITNESS

Any eligible employee of this unit shall be allowed to take leave from his/her City Duties without loss of wages, leave time or other benefits for the purpose of responding to jury selection or serving on a jury for which he/ she has been selected, subject to the limitation that an employee receive paid leave

for jury duty not more than once per calendar year. In the case of serving on a jury more than one time during a year, the employee has the option of using leave time to mitigate loss of pay. No employee shall suffer loss of wages or other benefits responding to a subpoena to testify in court on behalf of the City.

17. LONGEVITY PAY

A longevity bonus shall be paid to employees of this unit who complete the following specified consecutive years of service. Contracted Employees are not eligible for the Longevity Pay under this Section:

<u>NUMBER OF CONSECUTIVE YEARS</u>	<u>LONGEVITY BONUS</u>
10 – 14 Years	Three Percent (3%) of Base Salary
15 – 19 Years	Six Percent (6%) of Base Salary
20 or more years	Nine Percent (9%) of Base Salary

Police Chief and Police Captain classifications shall use the following formula for longevity pay:

<u>NUMBER OF CONSECUTIVE YEARS</u>	<u>LONGEVITY BONUS</u>
5-9 years	Three percent (3%) of base pay
10-14 years	Six percent (6%) of base pay
15-19 years	Nine percent (9%) of base pay
20 or more years	Twelve percent (12%) of base pay

18. EVENT PAY

Any Executive Management Employee who is required to work a special event (i.e. Rally, Public Safety Strike Force Teams, HazMat Day, OTS Grant etc.) or any disaster with City Manager's approval will be compensated \$500.00 per day.

19. SAFETY EQUIPMENT

The City agrees to provide all necessary protective clothing and safety equipment for members in this unit. In addition, the City shall comply with all applicable State laws regarding damage and loss of uniforms and/ or personal equipment. Personal protective vests will be replaced at City cost as per manufacturer's recommendations or repaired at City's option.

20. TERM

The term of this Salary and Benefits Plan shall commence on July 1, 2025.