

**CITY OF NEWARK**  
**COMPENSATION AND BENEFIT PLAN**  
**FOR**  
**CITY OFFICIALS AND THE MANAGEMENT, SUPERVISORY,**  
**AND PROFESSIONAL EMPLOYEE GROUP**

**JULY 1, 2007**

**THROUGH**

**JUNE 30, 2008**

\* Amended Nov. 8, 2007

\*\* Amended January 15, 2008

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**COMPENSATION AND BENEFIT PLAN FOR CITY OFFICIALS AND THE  
MANAGEMENT, SUPERVISORY, AND PROFESSIONAL  
EMPLOYEE GROUP**

I. TERM

This plan shall be in effect from July 1, 2007 through June 30, 2008.

II. COMPENSATION

Management, supervisory, and professional personnel shall be compensated pursuant to the Management, Supervisory, and Professional Pay Plan as set forth in Attachment A and Attachment B attached hereto and incorporated herein by this reference. The classifications that are participating in the Management, Supervisory, and Professional Pay Plan are those listed below:

Management, Supervisory, and Professional Compensation

<u>Classification</u>	<u>Range</u>
Administrative Analyst	9
Assistant City Manager (Dept. Head)	24
Assistant Engineer-Civil	9
Assistant Fire Chief	19
Associate Civil Engineer	13
Chief Building Official/City Architect	17
Child Care Supervisor	7
City Attorney (Exempt Service)	24
City Clerk	14
City Manager (Exempt Service)	28
** *Communications Supervisor	10
Community Affairs Officer	9
Community Development Director (Dept. Head)	24
Economic Development Manager	15
Fire Chief (Dept. Head)	24
Fire Battalion Chief	17
Fire Marshal	17
Hazardous Materials Bureau Coordinator	14
** Human Resources Director (Dept. Head)	24
Information Systems Manager	15
Junior Engineer - Civil	7
Maintenance Superintendent	16
Maintenance Supervisor	12
Planner	10
** Police Captain	19

Police Chief (Dept. Head)	24
Police Lieutenant	17
Public Works Director (Dept. Head)	24
Recreation and Community Services Director (Dept. Head)	24
Senior Accountant	12
Senior Administrative Analyst	12
Senior Center Supervisor	9
Senior Civil Engineer	15
Senior Recreation Supervisor	12

Effective July 1, 2007, the total compensation salary ranges for management, supervisory, and professional classifications shall be increased one percent (1%) as set forth in Attachment B, attached hereto and incorporated herein by this reference.

**Executive Management Team** shall include the City Manager, the City Attorney and those classifications designated as Department Heads.

Salary Computation: Hourly equivalent of base monthly = base monthly salary x 0.0057692 (0.0057692 represents the monthly salary divided by the average number of hours worked in a month).

### III. WORKING HOURS

- A. Management, supervisory, and professional employees shall work 40 hours per week and as necessary. Fire Battalion Chiefs assigned as Duty Chiefs will work a designated shift schedule of 56 hours per week. City offices will be closed for business during the December holiday season. Non-essential employees, as determined by the City Manager, will participate in a four-day furlough. Employees may use general leave, management leave or floating holidays during the furlough.
- B. Eligible employees on leave of absence without pay due to the furlough shall be paid holiday pay for holidays occurring during the furlough. Employees on an approved leave of absence without pay that started before December 10 and extends through or beyond December 31 will not be affected by the furlough and will not be eligible for holiday pay.
- C. Employees who elect a leave of absence without pay for the furlough may request up to a four-day salary advance. Repayment of a salary advance for the furlough may be spread over a period of time provided that:
  - 1. There is two weeks advance notice to payroll,

2. The salary advance for a given fiscal year is fully repaid by May 31 of that fiscal year,
  3. Payments begin no later than January 1 of the fiscal year, and
  4. The repayment plan is approved by the Finance Director, or designee prior to the furlough.
- D. The City will offer management, supervisory, and professional employees an option of working an alternate work schedule (4/10 or 9/80 work schedule) to be approved by the employee's department head.

IV. ACTING/SPECIAL ASSIGNMENT PAY

- A. Management, supervisory, and professional employees are eligible for premium pay of 5% over base salary while acting in a higher classification when assigned and prescribed by the City Manager.
- B. The work schedule for Fire Battalion Chiefs assigned as Duty Chiefs shall be 121 24-hour shifts per year. Fire Battalion Chiefs shall be eligible for special assignment pay when working additional shifts in excess of their scheduled work shifts to cover for another Battalion Chief that is off on approved leave. Special assignment pay shall be calculated at ten percent (10%) above the top step base monthly salary only overtime rate for a Fire Captain per 24-hour shift or the hourly equivalent for partial shifts.
- C. The City agrees to pay regular full-time employees bilingual assignment pay of \$75.00 per month. Regular part-time employee scheduled to work 30-35 hours per week will receive bilingual assignment pay of \$56.00 per month and regular part-time employees scheduled to work 20-25 hours per week will receive bilingual assignment pay of \$38.00 per month. Eligibility for bilingual assignment pay shall be based on the provisions outlined in Administrative Regulation 0522.

V. DEFERRED COMPENSATION

- A. Pursuant to Section 401(a), Internal Revenue Code, the CONTRIBUTION PROVISIONS, Section E, of the Newark Executive Management Plan shall be as follows:
  1. The Employer shall contribute on behalf of each participant six percent (6%) of earnings for the Plan Year.
  2. Each participant is required to contribute six percent (6%) of earnings for

the Plan Year as a condition of participation.

Said participant contribution shall be included in total compensation for the purpose of computation in Public Employees Retirement System.

**\*\*B. ICMA-RC VantageCare Retirement Health Savings (RHS) plan.**

1. The Newark Executive Management Team will participate in the RHS plan on a mandatory basis. The mandatory contribution will consist of the \$100 monthly Health and Welfare Allowance. The \$100 monthly allowance will be automatically deferred to the RHS plan. Specifics of the plan are available in the plan summary.
2. The Newark Fire Management Group (excluding the Department Head) will participate in the RHS plan on a mandatory basis. The mandatory contributions include the monthly Health and Welfare Allowance, percentage of salary based on years of service, annual General Leave contribution based on years of service, and up to two years of accrued General Leave upon separation or retirement. Specifics of the plan are available in the plan summary.

**C. Implementation of Section 414(h)(2) of the United States Internal Revenue Code.**

1. Pick-up of Employee Contributions
  - a. Pursuant to the provisions of this Agreement, the City shall make employee contributions on behalf of employees, and such contributions shall be treated as employer contributions in determining tax treatment under the Internal Revenue Code of the United States. Such contributions are being made by the City in lieu of employee contributions.
  - b. Employee contributions made under paragraph a. shall be paid from the same source of funds as used in paying the wages to affected employees.
  - c. Employee contributions made by the City under paragraph a. shall be treated for all purposes other than taxation in the same manner and to the same extent as employee contributions made prior to the effective date of this Agreement.
  - d. The employee does not have the option to receive the City's contributed amount paid pursuant to this Agreement directly instead of

having it paid to the retirement system.

2. Wage Adjustment

Notwithstanding any provision in the current agreement to the contrary, the wages of employees shall be reduced by the amount of employee contributions made by the City pursuant to the provisions hereof.

3. Limitations to Operability

Section V.B shall be operative only as long as the City of Newark pick-up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

VI. RETIREMENT

- A. All non-public safety management, supervisory, and professional employees shall be provided the "2.5% at 55" formula, One-Year Highest Compensation, Pre-Retirement Optional Settlement Level 2 Death Benefit, Military Service Credit for Prior Service, and the Indexed Level 1959 Survivor Benefit options of the PERS pension plan.
- B. All non-public safety management, supervisory, and professional employees will contribute a total of eight percent (8%) for the "2.5% at 55" retirement formula. In addition, if the CalPERS Miscellaneous Plan employer actuarial rate exceeds 10.00% to a maximum of 16.936%, all non-public safety management, supervisory, and professional employees will be responsible for sharing in the cost. In the event that the employer rate exceeds 16.936%, the City shall be responsible for any increase above 16.936%. In subsequent years of the pay plan, if the rate over 10.00% decreases, non-public safety management, supervisory, and professional employees' matching percentage of salary will be reduced by the above formula. Employer rate reductions below 10% will not be shared under the above formula.

The following is for illustrative purposes only:

If the CalPERS Miscellaneous Plan employer actuarial rate increased from 10.00% to 13.00%, each non-public safety management, supervisory, and professional employee would contribute from 1.50% of his/her salary to pay for the retirement benefit. The City would then be responsible for matching 1.50%. If during the subsequent years after this pay plan, the

rate decreased from 13.00% to 11.00%, the non-public safety management, supervisory, and professional employee would contribute .50% of his/her salary to pay for the retirement benefit.

For the period of July 1, 2007 to June 30, 2008, the CalPERS Miscellaneous Plan employer actuarial rate will be 14.238%. Using the above formula, each non-public safety management, supervisory, and professional employee will contribute 2.119% in addition to the 8% PERS employee contribution, for a total contribution of 10.119%. This total contribution is tax deferred.

- C. Public safety fire management, supervisory, and professional employees shall be provided the "3% at 50" formula, One-Year Highest Compensation, Pre-Retirement Optional Settlement 2 Death Benefit, Military Service Credit for Prior Service, and the Indexed Level 1959 Survivor Benefit options of the PERS pension plan.
- D. Public safety police management, supervisory, and professional employees shall be provided the "3% at 50" formula, One-Year Highest Compensation, Military Service Credit for Prior Service, and the Indexed Level 1959 Survivor Benefit options of the PERS pension plan.
- E. Public safety management, supervisory, and professional employees will contribute a matching percentage of salary after the "3% at 50" retirement is in effect if the CalPERS Safety Plan employer actuarial rate exceeds 17.00% to a maximum of 25.00%. In the event that the employer rate exceeds 25.00%, the City shall be responsible for any increase above 25.00%. In subsequent years of the pay plan, if the rate over 17.00% decreases, public safety management, supervisory, and professional employees' matching percentage of salary will be reduced by the above formula. Employer rate reductions below 17.00% will not be shared under the above formula.

The following is for illustrative purposes only:

If the CalPERS Safety Plan employer actuarial rate increased from 17.00% to 20.00%, each public safety management, supervisory, and professional employee would contribute 1.50% of his/her salary to pay for the retirement benefit. The City would then be responsible for matching 1.50%. If during the subsequent years after this pay plan, the rate decreased from 20.00% to 18.00%, the public safety management, supervisory, and professional employee would contribute .50% of his/her salary to pay for the retirement benefit.

- G. For the period of July 1, 2007 to June 30, 2008, the CalPERS Safety Plan

employer actuarial rate will be 23.497%. Using the above formula, each public safety management, supervisory, and professional employee will contribute 3.249% in addition to the 9% PERS employee contribution, for a total pre-tax contribution of 12.249%.

## VII. HEALTH AND WELFARE

- A. The contribution amount by the City toward the monthly premium for health and welfare insurance programs of management, supervisory, and professional employees shall be determined by CalPERS. That amount per month shall be the City's contribution for the participating employee under the CalPERS Health Benefits Program. In the event an employee elects to waive participation in the Program, the amount will be paid to the employee. An eligible employee shall execute a waiver in the event the employee elects not to participate in the CalPERS Health Benefits Program or cancel participation after enrollment.
- B. The City shall maintain the City of Newark Total Compensation and Flexible Benefit Plan unless prohibited by the Internal Revenue Code. The Flexible Benefit Plan allows employees to voluntarily reduce salary in an amount equal to the actual premiums for the PERS Health Plan and/or the City-administered dental insurance plan and/or the City-administered vision insurance plan as a before-tax conversion of salary. Administration of the Flexible Benefit Plan shall be pursuant to Section 125 of the Internal Revenue Code.
- C. Regular full time employees in the Management, Supervisory, and Professional Employee Group, City Manager, and City Attorney are eligible for an allowance of up to \$100 per month towards the cost of health care premiums, long term disability premiums, short term disability premiums or reimbursement for medical, dental, vision, and prescription expenses. This allowance will be reported as taxable income and provided to employees based on the following criteria:
  - 1. Reimbursement for health care premiums will be paid on a monthly basis up to a maximum of \$100 per month. \*\* Executive Management Team members & Newark Fire Management Group employees enrolled in the ICMA VantageCare Retirement Health Savings (RHS) Plan will have their \$100 monthly allowance automatically deferred to the RHS plan.
  - 2. Reimbursement for health care expenses may be requested on a

quarterly basis by submitting receipt or other evidence of payment for expenses not covered by health care insurance to the Personnel Department during the last week of each quarter. The minimum reimbursement allowance will be \$33.00 and the maximum quarter reimbursement allowance is \$300.00.

3. An employee must be in a paid status (on the payroll) in order to receive reimbursement for health care premiums, long-term or short-term disability premiums, or health care expenses. During a leave of absence without pay, an employee is not eligible to receive the health care benefit. However, upon return from the leave of absence without pay, an eligible employee may receive reimbursement for health care premiums or health care expenses that would have been paid if the employee had continued working provided the employee returns to work within six months of the effective date of the leave of absence without pay.
4. Employees appointed to a classification covered by this Compensation Plan will be eligible for the health and welfare benefit on the first of the month coincident to or immediately following appointment.
- \*\*5. When an employee is terminated or in an unpaid leave status, the health and welfare benefit shall be paid on a monthly pro-rata basis if the employee qualified for the Health Benefit. To qualify for pro-rata pay, employee must serve 50 percent of the working days in the month to qualify for the \$100 benefit.

D. The City will explore alternatives to the CalPERS health program, in the interest of offering comprehensive and competitively priced health insurance alternatives to employees.

#### VIII. LIFE INSURANCE

The City will provide City-paid life insurance coverage of \$20,000 to each management, supervisory, and professional employee. Additional life insurance can be purchased at the employee's option on an after-tax payroll deduction basis.

#### IX. UNIFORM MAINTENANCE AND PROVISION OF UNIFORMS

- A. The City will provide the classification of Maintenance Supervisor with one clean uniform daily.
- B. Police management employees designated as public safety shall receive a

uniform maintenance allowance of \$58.00 per month.

- C. All fire management employees shall receive a uniform maintenance allowance of \$42.35 per month.

X. EDUCATIONAL REIMBURSEMENT

A. Job-related Training

- 1. The City Manager may authorize reimbursement up to 100% of the cost for professional courses and programs that are directly related to the employee's job or which will prepare the employee for advancement or acceptance of greater responsibility. A certificate of completion or a passing course grade must be attained for reimbursement.

B. Plan and Agreement for a College Degree Program

- 1. In addition to job-related training, the City Manager may authorize reimbursement for up to \$10,000.00 of the cost for tuition fees and required text books for a college degree program directly related to the employee's job which will prepare the employee for advancement or acceptance of greater responsibility provided that the employee attains a course grade of "C" or a passing grade as defined by the degree program if that requirement is higher than a "C" grade.
- 2. If an employee receives more that \$5,000.00 dollars during his/her term of employment with the City of Newark in a college degree program, the employee is required to sign an Educational Reimbursement Plan Agreement in order to qualify for and to participate in the Educational Reimbursement College Degree Program.

Employee is then subject to the Educational Reimbursement Plan and Agreement for a College Degree Program as follows:

- a. Employee will maintain employment with the City of Newark for a period of five years after completion of the last class taken under the Education Reimbursement Plan; and
- b. In the event that employee leaves the City of Newark and does not complete the five year employment period, employee warrants that he/she will reimburse to the City all money paid (up to \$10,000) under the Educational Reimbursement Plan as follows:

- i. 100% of money paid if the employee voluntarily leaves city employment in the first year after completion of the last class taken under the Educational Reimbursement Plan.
- ii. 80% of money paid if the employee voluntarily leaves city employment in the second year after completion of the last class taken under the Educational Reimbursement Plan.
- iii. 60% of money paid if the employee voluntarily leaves city employment in the third year after completion of the last class taken under the Educational Reimbursement Plan.
- iv. 40% of money paid if the employee voluntarily leaves city employment in the fourth year after completion of the last class taken under the Educational Reimbursement Plan.
- v. 20% of money paid if the employee voluntarily leaves city employment in the fifth year after completion of the last class taken under the Educational Reimbursement Plan.
- vi. After five years following completion of the last class taken under the Educational Reimbursement Plan, employee owes no further monetary obligation to the City of Newark for participation in the Educational Reimbursement Plan.

3. To qualify for the Educational Reimbursement College Degree Program, degree program courses must be received from an accredited institution as identified on the U.S. Department of Education's List of Nationally Recognized Accrediting Agencies or the Council for Higher Education Accreditation's (CHEA) List of Participating and Recognized Organizations.

XI. TRAVEL EXPENSE REIMBURSEMENT

- A. Management, supervisory, and professional employees who do not receive a vehicle allowance shall be reimbursed for the use of their private vehicle on City business at the rate prescribed by the Internal Revenue Service for Personal Income Tax Returns.
- B. Certain management, supervisory, and professional employees designated by the City Manager shall be provided a vehicle allowance in the amount of \$400 per month. Management, supervisory, and professional employees who receive a vehicle allowance shall be reimbursed for the use of their

private vehicle for City business at the rate prescribed by the Internal Revenue Service for Personal Income Tax Returns for travel in excess of 200 miles per month.

- C. Executive management employees shall receive a vehicle allowance in the amount of \$400 per month and will be reimbursed for the use of their private vehicle for City business at the rate prescribed by the Internal Revenue Service for Personal Income Tax returns for travel in excess of 200 miles per month.

## XII. MANAGEMENT LEAVE

The City Manager, upon the recommendation of the Department Head, will establish an annual allocation of up to forty (40) hours of management leave per fiscal year for each eligible member of the Management, Supervisory, and Professional Employee Group in recognition of the extra hours of work required of this employee group for which compensation in the form of overtime pay is not provided. The City Manager may authorize up to an additional thirty-two (32) hours of management leave. Requests for Management Leave in excess of fifty six (56) hours per fiscal year will only be granted for extraordinary situations and require written justification to be submitted to the City Manager from the Department Head. Management leave may be used for leave purposes only and cannot be converted to pay or carried over from one fiscal year to another. Management leave must be taken prior to separation.

## XIII. GENERAL LEAVE

The General Leave Plan shall provide compensated leave for those eligible employees who are absent from duty because of illness, death in the family, medical or dental care appointments, family care, personal reasons or who utilize the time off as vacation. The General Leave Plan is attached to the Compensation and Benefit Plan as Attachment C.

## XIV. SICK LEAVE

Each eligible management, supervisory, and professional employee shall have a sick leave bank in which that employee may accrue and use sick leave credits pursuant to the General Leave Plan. Sick leave credits may be used toward early retirement under the Public Employees' Retirement System plan.

XV. BEREAVEMENT LEAVE

Regular full-time employees may be granted up to a maximum of 40 hours of bereavement leave where there has been a death of a husband, wife, son, daughter, stepson, stepdaughter, sister, brother, mother, stepmother, father, stepfather, grandparent, grandchild, grandparent-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law of an employee.

XVI. HOLIDAYS

A. Regular Full-Time Employees

The following days shall be recognized as municipal holidays for pay purposes for regular full time management, supervisory, and professional employees:

- January 1, New Year's Day
- Third Monday in January, Martin Luther King, Jr. Day
- Third Monday in February, Presidents Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Last work day before Christmas
- December 25, Christmas Day
- Employee's Birthday, to be taken within the month of the employee's birthday, subject to department head approval
- Floating Holiday, to be scheduled subject to department head approval

The employee birthday holiday and the floating holiday must be scheduled and used during the fiscal year. An employee must be employed in a classification covered by this Resolution on his/her birth date to be eligible for the birthday holiday.

If an employee's hire date falls between July 1 and December 31, the employee will be eligible for the floating holiday during the current fiscal year. If an employee's hire date falls between January 1 and June 30, the employee will be eligible for the floating holiday beginning July 1, of the next fiscal year.

Holidays shall not be carried over from one fiscal year to another. Upon separation, an unused holiday cannot be converted to cash.

B. Public Safety Management

Regular full-time employees in the classification of Fire Battalion Chief shall receive as compensation in-lieu of holidays an amount equal to 5.0% of regular pay, to be paid each pay period. (see Section XVI. A. for complete list of holidays)

Regular full-time employees in the classification of Police Lieutenant shall receive as compensation in-lieu of holidays an amount equal to 5.0% of regular pay, to be paid each pay period. (see Section XVI. A. for complete list of holidays)

C. Regular Part-Time Employees

Upon completion of 1,040 work hours or one year of continuous active service, whichever occurs first, regular part-time management, supervisory, and professional employees shall be eligible for prorated holidays as shown below:

- January 1, New Years Day
- Third Monday in January, Martin Luther King, Jr. Day
- Third Monday in February, President's Day
- Last Monday in May, Memorial Day
- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Last work day before Christmas
- December 25, Christmas Day
- Employee's Birthday, to be taken within the month of the employee's birthday, subject to department head approval

Prorating of holidays shall be based on the regular part-time employee's work schedule as follows:

<u>Work Schedule</u>	<u>Holiday Pay</u>
20 - 25 work hours	4 hours per holiday
30 - 35 work hours	6 hours per holiday

When any day recognized as a holiday by the City falls on a Sunday, the following Monday shall be considered the holiday. When any day recognized as a holiday by the City falls on a Saturday, the preceding Friday shall be considered the holiday.

Dated: April 12, 2007

## **ATTACHMENT A**

### **MANAGEMENT, SUPERVISORY, AND PROFESSIONAL PAY PLAN**

This Management, Supervisory, and Professional Pay Plan applies to all regular management, supervisory, and professional classifications except City Council members.

#### **I. POLICY**

The City's policy for management, supervisory, and professional salaries is to establish and maintain a general salary structure based on marketplace norms and internal job alignment, which provides flexibility to reward management, supervisory, and professional personnel based on performance. Structures and ranges will be reviewed annually and updated as necessary based on the market conditions, internal relationships, and City's financial condition.

Individual salary adjustments will be considered by the City Manager based on (1) performance factors and overall contribution to management of the City; (2) pay structure adjustments; and (3) City's financial condition.

#### **II. ADMINISTRATION**

The City Manager shall be accountable to the City Council for the overall administration of the Management, Supervisory, and Professional Pay Plan and will report on such administration annually or more often, as requested. Department heads are responsible for recommending to the City Manager salary adjustments for employees within their departments who are covered by the Plan.

The City Council shall consider the necessary adjustment of management, supervisory, and professional salary ranges annually. In determining plan adjustments, the City Council shall consider such matters as changes in the cost of living, other salary changes such as those arrived at through negotiations with recognized employee groups, compression between this employee group and subordinate class ranges and the competitive position of the City in recruitment and retention of management, supervisory, and professional personnel.

The overall salary structure, supporting administrative policies, and assignment of classifications to salary ranges will be reviewed annually by the City Manager with appropriate reporting to the City Council relative to the status of the program.

#### **III. BASIC PLAN ELEMENTS**

- A. Structure. The Management, Supervisory, and Professional Pay Plan consists of thirty (30) salary ranges which provide an approximate spread of forty-five (45) percent between the minimum and maximum amounts and a differential of five (5) percent between the maximum of the ranges descending from the maximum amount established for Range No. 30. There shall be no specific or predetermined "steps" within the range thus allowing the flexibility of adjustment to recognize varying levels of performance. All management, supervisory, and professional classifications will be assigned an appropriate pay grade based on salary survey data and internal relationships.

As needed competitive marketplace studies will be made which will focus on general salary trends for groups of management, supervisory, and professional positions. Periodically, studies will more specifically include position-by-position comparisons using marketplace and internal relationship data. Depending on the results of these studies, the entire pay grade structure may be adjusted or individual positions may be reassigned to different salary ranges. Such assignment will only affect the salary administration framework. No individual salaries will be automatically changed because of structural adjustments.

- B. Performance Appraisal. All management, supervisory, and professional personnel shall have their performance reviewed at least once each fiscal year, generally coinciding with the employee's anniversary date. All individual salary adjustments shall be based on performance. The performance review program provides a planned and orderly means of evaluating individual performance in relation to areas of accountability and program responsibilities. The performance review document and the salary adjustment recommended by the department head should be forwarded to the City Manager.
- C. Adjustments based on Range Movement. Adjustments to salary ranges may occur to reflect cost-of-living changes, labor market conditions, and parity to avoid compression with non-management, supervisory, and professional position classifications. The City Manager may grant an upward adjustment in an individual's salary in any amount up to an amount equal to the adjustment in the salary range or the City Manager may maintain an individual salary at present level. An adjustment of individual salaries is not required by a change in the salary range to which the position is assigned except to maintain the minimum salary for the range.

- D. Meritorious Performance Adjustment. An employee shall be eligible to receive one merit increase per twelve-month period if the employee's performance is beyond a satisfactory level. A meritorious performance adjustment would be in addition to any adjustment based on range movement. Such an increase would be between one (1) and three (3) percent, the exact percentage being determined by the City Manager based on an evaluation of the degree of meritorious service and overall contribution to management of the City.

Salary adjustments more frequently than once each twelve month period, but not more than once each six months may be approved by the City Manager for the following reasons:

1. An employee's salary is below the midpoint of the range and the employee has experienced substantial growth in his/her position representing an increased value to the City.
2. An employee has demonstrated outstanding performance or made an exceptional contribution to the City.

Whenever an employee receives a six-month meritorious performance adjustment, the employee's anniversary date will change pursuant to the Personnel Rules and Regulations.

- E. Special Adjustment. The City Manager may authorize salary adjustments up to ten (10) percent beyond the assigned salary range for the following reasons:

1. An employee's performance consistently exceeds the scope and expectations of his/her classification as determined by the City Manager.
2. Competitive labor market conditions warrant an adjustment beyond the assigned range.
3. An employee's overall contribution and value to the City as determined by the City Manager warrants an adjustment beyond the salary range.

**ATTACHMENT B**

**SALARY SCHEDULE**

**COMPENSATION BASE FOR REGULAR FULL-TIME CLASSIFICATIONS**

Management, Supervisory, and Professional Employees

July 1, 2007

Salary Range	Minimum	Maximum
1	3,923	5,688
2	4,119	5,975
3	4,325	6,274
4	4,542	6,584
5	4,768	6,915
6	5,009	7,262
7	5,257	7,623
8	5,523	8,005
9	5,796	8,402
10	6,086	8,826
11	6,391	9,268
12	6,711	9,731
13	7,047	10,216
14	7,400	10,727
15	7,768	11,266
16	8,158	11,827
17	8,566	12,418
18	8,993	13,040
19	9,442	13,691
20	9,916	14,376
21	10,409	15,095
22	10,931	15,853
23	11,479	16,642
24	12,052	17,474
25	12,655	18,352
26	13,287	19,266
27	13,950	20,230
28	14,649	21,239
29	15,383	22,302
30	16,151	23,418

## ATTACHMENT C

### GENERAL LEAVE PLAN FOR MANAGEMENT, SUPERVISORY, AND PROFESSIONAL EMPLOYEE GROUP

#### I. DEFINITION

General Leave is compensated leave for those eligible employees who are absent from duty because of illness, death in the family, medical or dental care appointments, family care, personal reasons or who utilize the time off as vacation. Management Leave shall remain separate from General Leave.

#### II. APPLICABILITY

The General Leave Plan shall apply to regular full time employees in the Management, Supervisory, and Professional Employee Group. Regular part-time employees in the Management, Supervisory, and Professional Group who are scheduled on a year-round continuous basis to work 20-25 hours per week shall be eligible for prorated General Leave based on a 20-hour work schedule and those scheduled to work 30-35 hours per week on a year-round continuous basis shall be eligible for prorated General Leave based on a 30-hour work schedule.

#### III. GENERAL LEAVE CREDITS

##### A. Regular Full-Time Employees

Eligible regular full-time employees shall be entitled to the following annual accrual.

<u>Years of Completed Service</u>	<u>RFT Leave Accrual</u>	<u>Battalion Chief Designated Duty Chief Leave Accrual</u>
1 through 9	84 hours	264 hours (11 shifts)
10 through 14	224 hours	312 hours (13 shifts)
15 through 19	240 hours	336 hours (14 shifts)
20 or more	264 hours	360 hours (15 shifts)

B. General Leave shall be accrued in hours on a semi-monthly basis.

C. During an absence without pay which extends more than fourteen (14) calendar days during a calendar month, the employee shall not accrue General Leave credits.

- D. General Leave During First Year: Upon completion of six months of continuous active service following appointment, regular employees shall be eligible to earn General Leave credits. Upon the completion of said period of service, regular full time employees shall be credited with ninety-two (92) working hours of General Leave and shall thereafter accrue General Leave at the rate of 7.66 working hours, semi-monthly for the remainder of the first year and as provided in Subsection A, Section III, above.
- E. Maximum Accumulation: Regular Full-time employees may accumulate General Leave credits according to the following schedule:

<u>Years of Completed Service</u>	<u>Maximum accrual</u>	<u>Maximum Accrual Battalion Chiefs Designated Duty Chiefs</u>
1 through 9	368 hours	528 hours (22 shifts)
10 through 14	448 hours	624 hours (26 shifts)
15 through 19	480 hours	672 hours (28 shifts)
20 or more	528 hours	720 hours (30 shifts)

- F. Regular Part-Time Employees  
Upon completion of 1,040 work hours or one year of continuous active service, whichever occurs first, regular part-time employees shall be eligible to accrue general leave as follows:

<u>Years of Completed Service</u>	<u>20-25 hour Leave Accrual</u>	<u>30-35 hour Leave Accrual</u>
1 through 9	92 hours	138 hours
10 through 14	112 hours	168 hours
15 through 19	120 hours	180 hours
20 or more	132 hours	198 hours

- G. Maximum Accumulation: Regular Part-time employees may accumulate General Leave credits according to the following schedule:

<u>Years of Completed Service</u>	<u>20-25 hour Maximum accrual</u>	<u>30-25 hour Maximum accrual</u>
1 through 9	184 hours	276 hours
10 through 14	224 hours	336 hours
15 through 19	240 hours	360 hours
20 or more	264 hours	396 hours

When maximum accrual limits have been reached, excess General Leave credits earned shall be transferred to the sick leave bank on a quarterly basis. Exceptions to the maximum accrual limits may be approved by

the City Manager under special circumstances. Requests to exceed maximum accrual limits must be submitted through the Department Head to the City Manager prior to reaching maximum accrual.

#### IV. GENERAL LEAVE IMPLEMENTATION

Unused leave credits shall be transitioned to General Leave as follows:

- A. Vacation Leave Credits: All unused vacation leave credits shall be converted to General Leave credits on an hour-for-hour basis.
- B. Sick Leave Credits: All unused sick leave credits shall be maintained in a sick leave bank to be used in accordance with the provisions of the General Leave Plan. Accrued time in the sick leave bank shall not be compensated for in any manner except as used for sick leave or retirement service credit.
- C. At time of conversion to General Leave, if vacation credits exceed General Leave accrual limit, a plan shall be developed to reduce converted vacation leave credits to the General Leave accrual limits within six months. A longer period to reduce converted vacation leave credits may be approved by the City Manager under special circumstances.

#### V. GENERAL LEAVE USAGE

Request and Approval: Department Heads are responsible for arranging leave schedules so that adequate personnel are available to carry on city work. The use of General Leave shall require approval of the Department Head or his/her designee and shall be governed by the current Personnel Rules dealing with leaves unless specifically covered by this Plan document. Whenever possible, General Leave requests must be approved in advance of the days to be taken as General Leave. The procedure for requesting the use of General Leave shall be as follows:

- A. General Leave (Non-medical): Any leave that can be reasonably forecast or anticipated such as vacation, care of children, personal business, etc. shall require prior approval of the Department Head, or the employee's supervisor. The time and amount of General Leave to be taken for non-medical purposes shall be determined by the Department Head with due regard for the wishes of the employee and particular regard for the needs of the City.
- B. General Leave (Medical): An unscheduled absence from work due to an employee's illness shall be referred to as General Leave for medical

reasons. The Department Head may require an employee to furnish satisfactory evidence justifying the need to be absent from work for medical reasons. The provisions of A.R. 0513 on sick leave usage shall apply to employees using General Leave for medical reasons. The Department Head shall make the determination and final approval of unscheduled General Leave for medical reasons.

- C. An employee may request General Leave for an unanticipated absence from work (e.g. medical, car trouble, care of children, etc.) by notifying his/her supervisor within one (1) hour after the time set for reporting to work on the first day of such leave and as often thereafter as directed by his/her supervisor. Final approval for an unanticipated, unscheduled absence shall require Department Head approval. Failure to request an unscheduled leave in the manner described may result in lost work time charged as leave without pay or unauthorized leave of absence. Inappropriate use of unscheduled leave may be grounds for corrective action consistent with current practice.
- D. Any employee who is absent from work on an unscheduled leave shall not engage in work or other activities which will inhibit his/her ability to return to work at the earliest possible time.
- E. Medical examination by the City's examining physician may be requested by the Department Head after prolonged, serious, or repetitious illness, injury, or major surgery. An employee's return to duty following illness or injury is subject to the approval of the Department Head or City Manager based upon medical information supplied by the employee's physician and/or the City's physician.
- F. On-the-job Injury: An employee absent from work because of a temporary disability which is defined as industrial under the Workers' Compensation Act may charge General Leave credits (or unused sick leave, if approved by the City Manager) in an amount necessary to make up the difference between the employee's regular pay and the amount payable to the employee as temporary disability payments from the Workers' Compensation Insurance Plan of the City.
- G. Use of General Leave When Permanently Incapacitated: General Leave shall not be used to continue the salary of employment of any employee after it has been determined that such employee is permanently incapacitated from returning to employment and is eligible for disability retirement.
- H. Sick Leave Bank: A sick leave bank shall be established for each employee eligible for General Leave. When an employee becomes eligible for General Leave, any unused sick leave credits will be

maintained in this account. Employees may transfer General Leave credits to their sick leave bank in accordance with Section VI of the General Leave Plan.

- I. Use of Sick Leave Bank:
  1. Upon approval of the City Manager, an employee whose absence is due to illness or injury for more than eight (8) cumulative work days during any fiscal year may use unused sick leave balances for absences due to further illness or injury prior to using further General Leave.
  2. Upon approval of the City Manager, an employee whose absence is due to illness or injury for more than five (5) consecutive work days for any one occurrence may use unused sick leave balances for absences due to further illness or injury for that particular medical condition prior to further using General Leave.
  3. Upon approval of the City Manager, an employee who has exhausted all General Leave credits may be granted the use of unused sick leave balances for a medical purpose. The City Manager may impose up to a five (5) workday waiting period based upon a review of the employee's General Leave usage.

## VI. GENERAL LEAVE CONVERSION TO PAY OR SICK LEAVE

- A. Buy-Back: Upon using one-half of General Leave credits accrued during the 12-month period from October 1 through September 30, an employee may request in October to receive pay for up to eighty (80) hours of General Leave in hourly increments at the current hourly salary rate. To be eligible for General Leave conversion to cash, an employee working a 40-hour per week work schedule must have a minimum of 22 days (176 hours) of General Leave and/or sick leave bank credits remaining after the conversion. Fire Battalion Chiefs designated as Duty Chiefs must have a minimum of 10 shifts (240 hours) of General Leave. Payment of General Leave shall be made with the November 30 paycheck or may be deferred into one of the City sponsored deferred compensation plans within IRS limitations.
- B. The City Manager and City Attorney may request at any time during the fiscal year to receive pay for up to eighty (80) hours of General Leave in hourly increments at the current hourly salary rate.

- C. Sick Leave: An employee may convert any portion of accrued General Leave to the sick leave bank. General Leave credits may be converted to sick leave credits on an hour-for-hour basis in order to provide security against extended illness and/or to accumulate PERS service credits. Once General Leave has been converted to sick leave, it can only be used as sick leave or retirement service credit in accordance with Section V.

VII. GENERAL LEAVE AT TERMINATION

- A. An eligible employee whose employment with the City terminates shall be paid for any unused General Leave. Payment for unused General Leave shall be made at the hourly rate of pay in effect for such employee at the time of separation.
- B. When termination is caused by the death of an employee, pay for unused General Leave shall be paid to the beneficiary the employee has designated. Such designation shall be in writing, signed by the employee and filed with the Personnel Office. In the event an employee has not designated a beneficiary, the payment shall be made to the estate of the employee.

VIII. HOLIDAYS DURING GENERAL LEAVE

When a day designated and observed by the City as a holiday occurs on a day on which an employee is taking General Leave, such employee shall not be charged as using General Leave for that day. The employee's compensation for that day shall be holiday pay.