

CITY OF BELVEDERE

RESOLUTION NO. 2018- 12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
ESTABLISHING SALARIES AND BENEFITS
FOR NON-REPRESENTED SAFETY AND NON-SAFETY EMPLOYEES
FOR THE PERIOD JULY 1, 2018, THROUGH JUNE 30, 2020**

BE IT HEREBY RESOLVED by the City Council of the City of Belvedere as follows:

1. Unless otherwise stated, all adjustments herein described will be made effective July 1, 2018.
2. Unless specifically identified in this Resolution, the employment benefits provided to the City Manager shall be controlled pursuant to a separate Employment Agreement.
3. **Salaries:** The following monthly salary rates are effective July 1, 2018:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Clerk	3,887	4,081	4,285	4,500	4,725
Maintenance Worker	4,237	4,449	4,671	4,905	5,150
Department Secretary	4,462	4,685	4,920	5,166	5,424
Maintenance Worker II	4,745	4,983	5,232	5,493	5,768
Department Secretary II	5,002	5,252	5,515	5,791	6,080
Police Secretary	5,184	5,444	5,716	6,001	6,302
Maintenance Supervisor	6,421	6,743	7,080	7,434	7,805
Building Inspector II	6,445	6,767	7,106	7,461	7,834
Associate Planner	6,693	7,028	7,380	7,749	8,136
City Clerk/Sr. Mgmt. Analyst	6,995	7,345	7,712	8,098	8,503
Building Official	8,779	9,218	9,679	10,163	10,671
Public Works Manager	9,660	10,143	10,650	11,183	11,742
Dir. of Planning and Building	9,745	10,232	10,744	11,281	11,845
Administrative Services Manager	10,677	11,211	11,771	12,360	12,978
Police Chief	11,566	12,144	12,751	13,389	14,058

The following monthly salary rates are effective July 1, 2019:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Clerk	4,004	4,204	4,414	4,635	4,866
Maintenance Worker	4,364	4,582	4,811	5,052	5,305
Department Secretary	4,596	4,826	5,067	5,321	5,587
Maintenance Worker II	4,888	5,132	5,389	5,658	5,941
Department Secretary II	5,152	5,410	5,680	5,964	6,262
Police Secretary	5,340	5,607	5,887	6,182	6,491
Maintenance Supervisor	6,614	6,945	7,292	7,657	8,040
Building Inspector II	6,639	6,970	7,319	7,685	8,069
Associate Planner	6,894	7,239	7,601	7,981	8,380
City Clerk/Sr. Mgmt. Analyst	7,205	7,565	7,944	8,341	8,758
Building Official	9,042	9,494	9,969	10,468	10,991
Public Works Manager	9,950	10,447	10,970	11,518	12,094
Dir. of Planning and Building	10,037	10,539	11,066	11,619	12,200
Administrative Services Manager	10,997	11,547	12,125	12,731	13,367
Police Chief	11,913	12,509	13,134	13,791	14,480

4. **Insurance Benefits:** The following benefits shall be provided to the employees covered by this Resolution:
- a. Workers' Compensation Insurance as required by law, premiums paid entirely by the City.
 - b. Unemployment Insurance as required by law, premiums paid entirely by the City.
 - c. Health Insurance shall be made available to each employee. The City Contribution towards the health plan is as follows:

<u>Family Status</u>	<u>City Contribution</u>
Employee only	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the Minimum Employer Contribution (MEC), for employee only.
Employee + one dependent	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the MEC, for employee + one dependent.
Employee + two or more dependents	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the MEC, for employee + two or more dependents

An employee may use any benefit allowance stated above toward the cost of employer-provided PERS Health Insurance for the employee and eligible dependents. An employee may not use the benefit allowance for other reasons.

- d. Medical Insurance Rebate shall be provided to employees who are currently enrolled under a medical insurance program through a spouse or other source, and who elect to exchange their City-provided insurance for a cash rebate. The rebate shall equal \$250 per month if one or more family members are or would be covered in the City's plan and \$175 per month if the employee is or would be covered as a single in the program. The employee must demonstrate to the City Manager's satisfaction that the employee has, at a minimum, adequate health coverage in force at the point in time when the rebate is requested, and that the employee participates in the City's dental insurance program at the single subscriber level or greater so long as the City's dental insurance program requires mandatory participation. Continuation of the rebate shall be predicated on the maintenance of such adequate health coverage as determined by the City Manager. As in the past, the City reserves the right to select the providers of the aforementioned insurance programs.
- e. Dental Insurance shall be made available to each employee. The City will pay the full cost of dental insurance for each full-time employee and his/her dependents.
- d. Life Insurance shall be made available to each employee. The City will pay the full cost of life insurance to employees on the basis of 100% of the employee's annual salary up to a maximum of \$100,000.
- e. Long Term Disability Insurance shall be made available to each full-time employee, premiums paid entirely by the City.

f. Health, Dental, Life, and Long Term Disability Insurance shall be made available to permanent part-time employees on a pro-rata basis, in the same manner as to full-time employees.

5. **Retirement Benefits:** The City shall continue as an employer under the provisions of the Public Employees Retirement System of the State of California (PERS). All employees hired on or after January 1, 2013, will be provided PERS retirement benefits in compliance with the 2012 Public Employees Pension Reform Act (PEPRA) as follows:

Employees classified as “New” under PEPRA will be covered by the PERS 2.0% at 62 plan.

Employees classified as “Classic” under PEPRA will be covered by the PERS 2.0% at 55 plan.

All Employees hired on or after January 1, 2013, classified as “New” under PEPRA will pay at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by PERS.

Employees classified as “Classic” under PEPRA will pay the full PERS Employee Contribution amount of 7% or 9%. The City shall contribute 100% of the required employer contribution.

The City shall provide a supplemental retirement benefit for employees hired prior to January 1, 2013 through the Public Agency Retirement Services (PARS). Contributions for the PARS supplemental retirement system shall be paid by the City.

The Chief of Police shall be provided retirement benefits in accordance with the following:

Employees classified as “New” under PEPRA will be covered by the PERS 2.7% at 57 plan.

Employees classified as “Classic” under PEPRA will be covered by the PERS 2.0% at 50 plan.

All employees hired on or after January 1, 2013, classified as “New” under PEPRA will pay at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by PERS.

Employees classified as “Classic” under PEPRA will pay the full PERS employee contribution amount of 9%. The City shall contribute 100% of the required employer contribution.

The City shall provide a supplemental retirement benefit for employees hired prior to January 1, 2013 through the Public Agency Retirement Services (PARS). Contributions for the PARS supplemental retirement system shall be paid by the City.

6. **Sick Leave Benefits:** Pursuant to current Personnel Rules, sick leave for full-time employees shall accrue at the rate of 8 hours per month (12 days per year), and shall continue to accrue to a maximum of 1040 hours (130 days) regardless of years of service. Sick leave shall be provided to permanent part-time employees on a pro-rata basis, providing however, that the part-time employee works in excess of an average of 20 hours per week.

In the event an employee suffers a non-work related catastrophic injury or illness and has exhausted all of his or her accrued sick leave credits, the City shall permit other individual employees to contribute up to 50% of their accrued sick leave to the seriously injured or gravely ill employee, provided however that any such individual's contribution shall not exceed 40 hours in any given calendar year.

7. **Attendance Recognition Program:** The City recognizes employees who demonstrate an outstanding attendance record over a prior calendar year. Under this program, employees are allowed to convert a portion of their unused sick leave to pay or compensatory time-off. In order to be eligible for this recognition, an employee must have been a regular full-time or part-time paid employee of the City for the full preceding calendar year; and must have used 48 or fewer hours of sick leave during the preceding calendar year.

Participation of part-time employees in this benefit shall be on a pro-rata basis, providing however, that the regular part-time employee works in excess of an average of 20 hours per week.

Employees have the option of buying back specified unused sick leave or converting that same amount to compensatory time on a straight time basis.

a. **Recognition Levels**

- i. Level 1: Employees who have not used any sick leave hours over the past year have the option to buy-back up to 40 hours of unused sick leave. The option to buy-back all 40 hours is subject to the requirement that the employee have a minimum balance prior to buyback of 80 hours of combined leave (vacation, sick, and floating leave). Those employees maintaining a combined leave account balance of more than 120 hours may buy-back up to 60 hours per year of sick leave.
- ii. Level 2: Employees who have used more than 0 but less than 24 sick leave hours over the past calendar year have the option to buy-back up to 24 hours of unused sick leave.
- iii. Level 3: Employees who have used more than 24 but less than 48 sick leave hours over the past calendar year have the option to buy-back up to 15 hours of unused sick leave.

Eligible employees will be provided with a letter in January from the Finance Department regarding the prior year's conversion options. Employees will be required to respond in writing to the Finance Department by the due date on the eligibility letter.

8. **Standard Work Week:** The standard work week shall begin at 12:01 a.m. on Saturday and end at 12:00 midnight on the following Friday. Scheduling of working hours shall be done by department heads and/or supervisors. The standard work week shall consist of forty (40) hours normally broken into five (5) eight (8) hour days.

9. **Alternative Work Schedule:** For employees using the 9-80 work schedule, the standard work week shall begin at noon on Friday and end at 11:59 a.m. on the following Friday. The workday begins at noon on any given day and continues until 11:59 a.m. on the following day. The 9-80 schedule is consistent and repeatable every two weeks.

Employees using the 9-80 work schedule are required to work nine hours for eight work days, and eight hours on a ninth work day. Employees participating in a 9-80 work schedule will have alternate Fridays off.

The workweek thus defined herein continues to provide a normal schedule of 40 hours in a work week although the employee works 44 hours in one calendar week and 36 hours in the second calendar week of the two-week period. Overtime will not be paid unless an employee exceeds 40 hours of work in the work week.

10. **Vacation Leave Benefits:** Vacation leave shall accrue at the following rates:

Months of Service	Monthly Accrual Rate
0 – 36 months (0-3 years)	6.67 hours per month
37 – 60 months (3-5years)	10 hours per month
61 – 72 months (5-6 years)	10.67 hours per month
73 – 84 months (6-7 years)	11.34 hours per month
85 – 96 months (7-8 years)	12 hours per month
97 – 108 months (8-9 years)	12.67 hours per month
109+ months (9+ years)	13.33 hours per month

Total accumulated vacation for any employee may not exceed twice the employee's annual rate of accrual. Should an employee accumulate vacation hours in excess of the maximum allowed as of the end of a given calendar year, the employee shall be paid for any excess hours, at the rate of compensation for that calendar year. Vacation leave shall be provided to permanent part-time employees on a pro-rata basis.

11. **Mileage Allowance:** The following positions shall be entitled to \$300/month to offset travel/commute costs: Administrative Services Manager, Director of Planning & Building, Building Official.

Employees provided with an auto allowance shall not be eligible for any other form of reimbursement for personal auto usage, without prior approval, except for travel in excess of 100 miles on City business. Employees provided with the use of a City vehicle for the purposes of commuting to and from work and for use while on duty shall not be eligible

for mileage reimbursement or auto allowance unless an alternative arrangement is approved by the City Manager. Said vehicle shall be returned to the City for departmental use for whatever duration the employee is absent from the City while on vacation and as soon as practicable while on extended sick leave. Employees not provided with an auto allowance or a City vehicle that use their personal vehicle while engaged in City-related business shall be reimbursed at the prevailing IRS rate for mileage reimbursement.

12. **Administrative Leave Benefits:** The following employees are exempt employees and shall not be eligible for overtime. In lieu of overtime, the following employees shall be eligible for up to five days of administrative leave benefits per year, subject to the prior approval of the City Manager. Administrative leave shall not accrue from one calendar year to the next.

Title
City Manager
Police Chief
Administrative Services Manager
Director of Planning & Building
Public Works Manager
Building Official
Management Analyst - City Clerk

13. **Longevity Pay Benefits:** In addition to the base salaries for each position, each employee shall be eligible for longevity pay on the following basis:

Years of Service	Amount to be applied
At the end of Year 5	2.5% above base salary
At the end of Year 10	5% above base salary

Employees hired after July 1, 2016, shall not be eligible for this benefit.

14. **Deferred Compensation:** The City shall contribute up to \$150 per month on behalf of each employee into a City authorized deferred compensation program on a matching basis.

15. **Holidays:** *Regular Holidays.* City employees covered by this Resolution shall receive the following eleven fixed holidays. If a holiday falls on a Saturday, the preceding Friday shall be the holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday.

Holiday
New Year's Day - January 1 st
Martin Luther King, Jr. Day – 3 rd Monday in January
President's Day – 3 rd Monday in February
Memorial Day – last Monday in May
Independence Day – 4 th of July
Labor Day – 1 st Monday in September
Veteran's Day – November 11 th
Thanksgiving Day and the day following
Christmas Day and the day preceding

Floating Holidays. Employees covered by this Resolution who have worked for the City at least 6 months shall be entitled to 24 hours of floating holidays per year in addition to the other paid holidays they are currently entitled to take. Any employee who fails to take his/her floating holidays during the course of the calendar year shall forfeit the holidays effective January 1 of the following year.

16. Uniform Allowance: A uniform allowance of \$45 per month shall be provided to the Police Secretary. The Chief of Police shall receive a uniform allowance of \$75 per month. For employees in the Maintenance Worker classifications, the City shall continue to provide and maintain uniforms as specified, and shall provide each worker with an annual boot allowance of \$200.

17. Mobile Phone Allowance: The following employees, subject to the approval of the City Manager, shall be eligible for a monthly mobile phone allowance for use of their personal mobile phones while engaged in City business:

Title	Amount
Administrative Services Manager	\$50.00
Director of Planning & Building	\$50.00
Building Official	\$50.00
Mgmt. Analyst/City Clerk	\$50.00
Senior Maintenance Worker	\$25.00
Maintenance Worker I & II	\$25.00

18. Standby Pay: Any employee covered under the provisions of this Resolution shall receive ½ a normal day's pay, i.e., ½ x (base hourly wage x 8 hours), for every 24 hours the employee is required to be on standby. Standby shall be defined as that period of time when the City requires an employee to remain either at his/her place of residence or at a location where he/she may be contacted by phone for potential call back to work. Policies and procedures specifying when, how, and how long an employee may be placed on standby shall be developed in consultation with affected employees and their

supervisors and shall be included in the City's Personnel Rules and Regulations. When an employee is called back to work, he/she shall be compensated at the overtime rate with opportunity to take compensatory leave as provided in this Resolution. On duty time in the case of a call back shall begin at the time the employee leaves to report to duty and until he/she leaves the work site after release from duty. Exempt employees shall not be eligible for standby pay.

19. **Educational Incentive Pay:** Educational reimbursement shall be provided to all employees covered by this Resolution pursuant to the City's Employment Development Policy in the City's Personnel Rules.

The Police Chief shall receive 5% over base salary each month for holding the Advanced POST Certificate.

20. **Part-time Employees:** The City Manager may hire, on a part-time basis, positions identified as full-time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full-time position. Permanent part-time employees are to be compensated at a rate fixed on the following schedule:

Position Title	Hourly Rate
Maintenance Worker	\$17.00 to \$22.00
Associate Planner	\$37.00 to \$46.00
Public Works Inspector	Determined by Project
Police Officer Trainee	\$20.00 to \$22.00
Reserve Police Officer	\$37.40 to \$46.83
Administrative Clerk	\$21.00 to \$27.00
Intern	Variable

21. **Overtime/Compensatory Leave:** Overtime shall be defined as any time worked by an employee beyond the standard 40-hour work hours in a given week. The standard work-week shall be from 12:00 midnight Saturday to 11:59:59 PM the following Friday, and assumes a standard work-day of 8 hours. In computing whether an employee has worked overtime in any given work week, all hours worked plus all leave taken (including compensatory leave, vacation leave, sick leave, etc.) shall be included in the tabulation. Any and all overtime worked must be approved in advance by the employee's supervisor.

An employee covered by this Resolution who is required to work overtime may elect to be paid at the rate of time and one-half for the overtime hours worked or be credited with compensatory leave at the rate of time and one-half for each hour of overtime worked. Compensatory leave for overtime may not be taken in increments greater than 16 hours (2 days) at one time. Once an employee elects to be credited with compensatory time, the choice is irrevocable. All compensatory time accrued in any given fiscal year must be taken by June 30 and may not be carried forward into the next fiscal year.

22. **General Provisions:** It is hereby understood that federal law, state law, City ordinances, City of Belvedere Personnel Rules, written department policies, and written administrative policies determine procedures and policies relating to the terms and conditions of employment, except as provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.
23. **Duration:** Upon adoption, this Resolution shall be effective July 1, 2018, and shall terminate June 30, 2020.

PASSED AND ADOPTED at a regular meeting of the Belvedere City Council on June 11, 2018, by the following vote:

AYES: James Campbell, Nancy Kemnitzer, Claire McAuliffe, Bob McCaskill, and Mayor Marty Winter

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED: /s/Marty Winter, Mayor

ATTEST: /s/Alison Foulis, City Clerk