

**CITY OF BELVEDERE**

**RESOLUTION NO. 2013-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ESTABLISHING SALARIES AND BENEFITS FOR NON-SAFETY EMPLOYEES FOR  
THE PERIOD JULY 1, 2013, THROUGH JUNE 30, 2014**

**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, 2013.
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, 2013:

<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Maintenance Worker I	\$3,660	\$3,843	\$4,035	\$4,237	\$4,449
Department Secretary	3,962	4,160	4,369	4,587	4,816
Maintenance Worker II	4,082	4,286	4,500	4,725	4,962
Department Secretary II	4,443	4,665	4,898	5,143	5,400
Senior Maintenance Worker	4,556	4,783	5,022	5,274	5,537
Police Secretary	4,604	4,834	5,076	5,330	5,596
Maintenance Supervisor	5,022	5,273	5,536	5,813	6,104
Building Inspector II	5,723	6,009	6,310	6,625	6,957
City Clerk/Risk Manager	6,517	6,843	7,185	7,545	7,922
Building Official/Code Enforcement Officer	7,796	8,186	8,595	9,025	9,476
Public Works Manager	8,378	8,797	9,237	9,699	10,184
City Planner	8,378	8,797	9,237	9,699	10,184
Finance Officer	8,948	9,395	9,865	10,358	10,876
City Manager					\$15,000

The following monthly salary rates are effective January 1, 2014.

<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Maintenance Worker I	\$3,733	\$3,920	\$4,116	\$4,321	\$4,538
Department Secretary	4,042	4,244	4,456	4,679	4,913
Maintenance Worker II	4,163	4,372	4,590	4,820	5,061
Department Secretary II	4,532	4,758	4,996	5,246	5,508
Senior Maintenance Worker	4,647	4,879	5,123	5,379	5,648
Police Secretary	4,696	4,931	5,177	5,436	5,708
Maintenance Supervisor	5,122	5,378	5,647	5,930	6,226
Building Inspector II	5,838	6,130	6,436	6,758	7,096
City Clerk/Risk Manager	6,648	6,980	7,329	7,695	8,080

Position	Step A	Step B	Step C	Step D	Step E
Building Official/Code Enforcement Officer	7,952	8,349	8,767	9,205	9,666
Public Works Manager	8,546	8,973	9,422	9,893	10,387
City Planner	8,546	8,973	9,422	9,893	10,387
Finance Officer	9,126	9,583	10,062	10,565	11,093
City Manager					\$15,000

4. **Insurance Benefits:** The following benefits shall be provided to the employees covered by this Resolution:
- a. Worker’s 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 will pay the full cost of health insurance for each full-time employee and their dependents as defined under the Public Employees’ Medical and Hospital Care Act up to a maximum of \$1,738.44 per month. This amount shall be adjusted in January 2014 to accommodate any corresponding increase in the CalPERS rate. The City reserves the right to select the providers of the aforementioned insurance programs.
  - d. 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.
  - e. 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.
  - f. Long Term Disability Insurance shall be made available to each full-time employee, premiums paid entirely by the City.
  - g. 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.
  - h. Medical Insurance Rebate shall be provided whereby employees who are currently enrolled under a medical insurance program through a spouse or other source can exchange their City’s insurance for a cash rebate. This rebate shall equal \$250 per month if the employee and one or more family members, who would be eligible for the City’s plan, are covered by other insurance. It shall equal \$175 per month if the employee would be covered as a single in the City’s plan. 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 providing 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.

5. **Retirement Benefits:** The City shall continue as an employer under the provisions of the Public Employees' Retirement System of the State of California (CalPERS). The City shall continue to provide 1959 Survivor Benefits as a component of the retirement program. The City shall contribute 100% of the required employer contribution. Employees covered by this MOU will pay the employee contribution of 7%.

The City shall provide a supplemental retirement system under the Public Agency Retirement Services (PARS) consistent with the contract retirement benefit of 2.5% at 55 with CalPERS. 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 an average of 20 hours or more 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 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 an average of 20 hours or more 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. **Vacation Leave Benefits:** Vacation leave shall accrue at the following rates:

<b>Months of Service</b>	<b>Monthly Accrual Rate</b>
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.

9. **Auto Allowance:** The following employees shall receive an auto allowance for use of their personal vehicles while engaged in City business:

<b>Title</b>	<b>Amount</b>
Building Official/Code Enforcement Officer	\$300.00
City Planner	\$300.00
Finance Officer	\$300.00

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. 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, who use their personal vehicle while engaged in City-related business, shall be reimbursed at the prevailing IRS rate for mileage reimbursement.

10. **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
Finance Officer
City Planner
Public Works Manager
Building Official
City Clerk

11. **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
Greater than 5 full years & less than 10 full years	2.5% above base salary
Greater than 10 full years	5% above base salary

12. **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.
13. **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.

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

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*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.

- 14. **Uniform Allowance:** A uniform allowance of \$45 per month shall be provided to the Police Secretary. 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.
- 15. **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:

<b>Title</b>	<b>Amount</b>
City Planner	\$50.00
Building Official	\$50.00
Finance Officer	\$25.00
Police Secretary	\$25.00
Senior Maintenance Worker	\$25.00
Maintenance Worker I & II	\$25.00

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- 16. **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.

17. **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.
18. **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:

<b>Position Title</b>	<b>Hourly Rate</b>
Maintenance Worker	\$10.15 to \$15.23
Associate Planner	\$35.20 to \$44.17
Public Works Inspector	Determined by Project
Police Officer Trainee	\$20.13
Assistant Planner	\$20.31 to \$24.69
Administrative Clerk	\$20.31 to \$24.69

19. **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.

20. **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.
21. **Duration:** Upon adoption, this Resolution shall be effective July 1, 2013, and shall terminate June 30, 2014.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 10, 2013, by the following vote:

**AYES:** James Campbell, Thomas Cromwell, Claire McAuliffe, Bob McCaskill, and Mayor Sandra D. Donnell  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

**APPROVED:**   
Sandra D. Donnell, Mayor

**ATTEST:**   
Leslie Carpentiers, City Clerk