

CITY OF MANTECA

EXECUTIVE MANAGEMENT

Summary of Salaries and Benefits

July 1, 2015 – June 30, 2019

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7. HOLIDAY BENEFITS

The following are recognized as legal holidays for Managers:

New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	
Labor Day	

Whenever December 25 (Christmas) falls on Tuesday, the preceding Monday (December 24) will also be observed as a recognized holiday and whenever December 25 (Christmas) falls on a Thursday, the following Friday (December 26) will be observed as a recognized holiday.

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, it shall be observed on the preceding Friday.

Executive Management will receive two (2) floating holidays the first pay period in July of each year. The floating holidays are to be taken any time as a whole day throughout the fiscal year with the approval of the City Manager. Employees will not be allowed to carryover the floating holidays. The floating holidays cannot be cashed out in lieu of taking the day off.

8. HEALTH AND WELFARE PROGRAMS

Active Employees

A health care plan will be provided for all employees. The maximum benefit paid, including the Minimum Employer Contribution (MEC) and the City contribution, will be as follows:

The first pay period of the month following ratification, the monthly maximum benefit paid, including the Minimum Employer Contribution (MEC) and the City contribution will be as follows:

Single	\$ 695
Employee +1	\$1400
Family	\$1856)

The following will be the monthly maximum benefit paid, including the Minimum Employer Contribution (MEC) and the City contribution on the first pay period of July 2016:

Single	\$ 705
Employee +1	\$1460
Family	\$1940

If the City paid cap exceeds the cost of the medical insurance premium, no monetary value will result for the employee regardless of the medical insurance option they chose. Any unused cap dollars will be maintained by the City and no additional compensation will be afforded the employee.

If a Manager chooses to decline health insurance coverage, the City will contribute \$425.00 to the Manager's deferred compensation account or cash in lieu of deferred compensation each month. The employee shall notify Finance if they want the contribution in cash or deferred compensation by February of each year. Failure to notify Finance will result in continuation of the previous year's option.

If the Manager currently contributes the maximum allowed amount to deferred compensation, that contribution must be reduced by the amount exceeding the maximum contribution to enable the City to make the in-lieu of contribution. In this case, the Manager will net the difference in their paycheck.

The Manager will be required to sign a waiver when canceling coverage. Re-enrollment to CalPERS plans can only be made during the open enrollment period unless criteria for re-enrollment are met as defined by CalPERS.

Retirees

\$675 is the maximum retiree health benefit to be paid by the city, including the MEC.

In order to qualify for the maximum retiree health care benefit, you must be a full time employee of the city prior to December 31, 2011. All employees hired after December 31, 2011 qualify for the MEC only.

Dental Insurance: The City shall pay the entire premium for dental coverage for the employee and dependents. Diagnostic/preventative work will be covered 100%. Deductibles will also be waived for diagnostic/preventative work.

Orthodontia Coverage: The City will provide orthodontia coverage under the dental plan. The plan will pay 50% of the cost of orthodontia services up to a life time maximum of \$1,500 per person covered.

Vision Insurance: The City shall pay the entire premium for vision care for employees and their dependents.

9. ADMINISTRATIVE LEAVE

Managers shall receive 120 hours of administrative leave per fiscal year. Each month it will be funded at a rate of 5 hours per pay period with a cap of 300 hours. Once the cap is reached, no further administrative leave will accrue until the reduction is at least equal to the monthly accrual. Payment for up to 80 hours per fiscal year may be made upon request.

10. VACATION LEAVE

Managers shall be entitled to vacation leave based upon their length of service with the City in accordance with the following accrual rates and the Personnel and Rules and Regulations:

01 thru 48 months of full & continuous service	=	6.667 hrs. /mo.
49 thru 96 months of full & continuous service	=	10 hrs. /mo.
97 thru 144 months of full & continuous service	=	12.666 hrs. /mo.
145 mos. & thereafter of full & continuous service	=	15.333 hrs/mo.

The maximum vacation accrual limit shall be 2.5 times the accrual rate with no cash out provision. Once the vacation cap is reached, no additional accruals of vacation will be made until the reduction is at least equal to the monthly accrual.

11. DEFERRED COMPENSATION

ICMA Retirement Corporation and Strategic Retirement Advisors administer a deferred compensation plan for the City. Managers may voluntarily contribute to this plan with a minimum contribution of \$10.00 per pay period. The maximum amount that may be deferred is available in the deferred compensation provider materials.

Catch-up Provision – Managers may catch up on unused deferrals for any years since January 1, 1979 that they did not defer the maximum amounts. The maximum catch-up contribution amount is available in the deferred compensation provider materials.

12. RETIREMENT

State Retirement Program:

Employees of this unit shall be members of the California Public Employees' Retirement System (CalPERS). Any contract with CalPERS currently in effect, shall remain in effect as they may apply to the members of this unit. All employee contributions to the below retirement plans shall be paid on a pre-tax basis in accordance with the provisions of the Internal Revenue Code 414 (h) (2) – Employee Pick-Up. Retirement benefits shall be consistent with to the laws of the State of California and the United States.

Definitions:

Retired Employee is defined as follows:

An employee who retires from the City of Manteca under the provisions of the California Public Employees' Retirement System.

New Member is defined as follows:

1. A unit member who becomes a member of CalPERS for the first time on or after January 1, 2013 and who was not a member of any other public retirement system prior to that date;
2. A unit member who becomes a member of CalPERS for the first time on or after January 1, 2013 and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under Gov. Code §7522.02(c) and related CalPERS reciprocity requirements; or
3. A unit member who was an active member in CalPERS with another employer and who, after a break in service of more than six (6) months, returned to active membership in CalPERS with the City.

Classic Member is defined as follows:

A unit member who entered into membership with a qualifying public retirement system on or before December 31, 2012 who does not meet the definition of "New Member" under Government Code §7522.04(f) and related CalPERS membership requirements.

Status as either a New Member Classic Member shall be determined by CalPERS.

Retirement Benefits:

Retirement Plan for Employees Hired On or Before December 31, 2011

Police Chief hired on or before December 31, 2011 shall receive the 3% at 50 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Fire Chief hired on or before December 31, 2011 shall receive the 3% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Non-Sworn Employees hired on or before December 31, 2011 shall receive the 2.7% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Each employee covered by this Section shall pay through payroll deduction, 100% of the required bargaining unit member contribution, for sworn nine percent (9%) and non-sworn eight percent (8%).

Additionally, all sworn employees shall pay through payroll deduction an additional thirteen percent (13%) and all non-sworn employees shall pay through payroll deduction an additional eleven percent (11%) toward the cost of pension benefits, for a total of twenty two percent (22%) and nineteen percent (19%), as permitted by Government Code Section 20516.

Retirement Plan for Employees Hired After -June 1, 2012 but Before January 1, 2013

Sworn Employees hired after June 1, 2012 but before January 1, 2013 shall receive the 3% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

Non-Sworn Employees hired after June 1, 2012 but before January 1, 2013 shall receive the 2% at 60 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

Each employee covered by this Section shall pay through payroll deduction, 100% of the required bargaining unit member contribution, for sworn nine percent (9%) and non-sworn eight percent (8%).

Additionally, all sworn employees shall pay through payroll deduction an additional thirteen percent (13%) and all non-sworn employees shall pay through payroll deduction an additional eleven percent (11%) toward the cost of pension benefits, for a total of twenty two percent (22%) and nineteen percent (19%), as permitted by Government Code Section 20516.

Retirement Plan for Employees Hired On or After January 1, 2013, Who Are Not Classic Members

Sworn Employees hired on or after January 1, 2013, who are new members, as defined by CalPERS, shall receive the 2.7% at 57 retirement benefit. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

Non-Sworn Employees hired on or after January 1, 2013, who are new members, as defined by CalPERS, shall receive the 2.0% at 62 retirement benefit. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

As required by Government code §7522.04(g), unit members covered by this Section shall pay, through payroll deduction, fifty percent (50%) of the total normal cost of their retirement plan as determined annually by CalPERS.

Additionally, all sworn employees shall pay through payroll deduction an additional thirteen percent (13%) and all non-sworn employees shall pay through payroll deduction an additional eleven percent (11%) toward the employer cost of pension benefits.

Under no circumstances shall these employees pay less than half the normal cost as determined annually by CalPERS.

All classifications will utilize Level 4 of the CalPERS 1959 Survivor Benefit.

13. SUPPLEMENTAL RETIREMENT PLANS

ICMA 401

Effective January 1, 2007, non-sworn classifications will be eligible for ICMA 401 Supplemental Retirement enhancement. The City will contribute 5 percent to this plan, and the participant may voluntarily contribute after-tax dollars. Department Managers currently eligible for PARS are not eligible for this plan. This plan supplements the CalPERS retirement benefit to provide the following vesting schedule:

Number Years Completed	Vesting %
5 years	50%
6 years	60%
7 years	70%
8 years	80%
9 years	90%
10 years	100%

Eligibility requirements include the following:

- Must be a Department Manager on or after January 1, 2007.
- Apply for benefits under this Plan.

PARS

Effective October 1, 2002 non-sworn classifications will be eligible for PARS Supplemental Retirement enhancement. This plan will be not be available to department managers hired after January 1, 2007.

Eligibility requirements include the following:

- Must be a Department Manager on or after October 1, 2002 and prior to January 1, 2007;
- Must be at least fifty-five (55) years of age;
- Must have completed at least ten (10) years of full-time employment with the City;
- Terminates employment and retires under CalPERS under a regular service retirement; and
- Applies for benefits under this Plan.

Benefits shall commence as of the first day of the month after meeting the above eligibility requirements. Employees eligible to receive this benefit who have terminated employment with the Employer after attaining age fifty (50) shall be eligible for a deferred Retirement Benefit upon attaining age 55.

This plan supplements the CalPERS retirement benefit to provide the following maximum benefits:

Age at Retirement	Age Factor
52	2.640%
53	2.760%
54	2.880%
55+	3.000%

14. LIFE INSURANCE COVERAGE

Employees shall receive \$10,000 plus an equivalent amount to their annual salary of group life insurance coverage upon being employed one full calendar month. The City shall pay all premium costs for life insurance coverage.

15. LONG TERM DISABILITY INSURANCE

The City shall provide a long-term disability insurance plan. The plan shall provide a maximum monthly income benefit of 66 2/3% of the first \$15,000 of base monthly earnings.

The maximum benefit paid shall not exceed \$10,000 per month. Benefits of the plan shall not be paid until 50% of accrued sick leave has been exhausted or until the 30th day following the onset of disability, whichever is longer. The City pays the majority of the cost of the long-term disability insurance plan. Employees will pay the difference in the cost (with pre-tax dollars) for the enhanced benefit which took effect 4/9/2003.

16. SICK LEAVE

Sick leave with pay shall not be considered an earned right to time off from work at the employee's discretion but shall only be allowed in cases of actual necessity caused by personal illness, disability or preventive medical, dental, or optical care.

Managers shall accrue sick leave at the rate of eight (8) hours for each full month of continuous service. There shall be no maximum accumulation limit on sick leave accrual.

Managers who retire from City service (exclusive of deferred or disability retirement) shall be entitled to all sick leave hours credited to their account in the form of 50% toward the Retirement Health Savings plan at their currently hourly rate and the remaining 50% will be applied towards retirement credit. Employees may utilize up to 80 hours of accrued sick leave per calendar year for illness, disability or preventative medical, dental or optical care for members of the employee's immediate family.

For the purpose of this section, "immediate family" shall be defined as the employee's spouse/registered domestic partner, children/stepchildren, siblings, parents (including foster or step), parents of the employee's spouse (including foster or step), grandparents and grandchildren of the employee or the employee's spouse/registered domestic partner or other individuals whose relationship to the employee is that of a dependent. The city reserves the right to require an employee to establish to the City's satisfaction the dependent relationship.

17. BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, he/she shall, upon request be granted up to three days bereavement leave with pay without charge to his/her accumulated sick leave credits or accrued vacation. The City may grant an additional two (2) days bereavement leave, upon request, which shall be charged against the employee's accumulated sick leave credits in cases where extensive travel is required to attend the funeral or where the employee is responsible for completing funeral arrangements for the family members.

For the purpose of this Section, "immediate family" shall be defined as the employee's spouse/registered domestic partner, children/stepchildren, siblings, parents, foster or step parents of the employee's spouse/registered domestic partner, grandparents and grandchildren of the employee or the employee's spouse/registered domestic partner or other individuals whose relationship to the employee is that of a dependent.

In the event of the death of a relative other than those defined above as immediate family, the employee may be granted up to one (1) day of bereavement leave upon request which shall be charged against the employee's accumulated sick leave credits. Any additional leave required under circumstances of bereavement for the purpose of funeral arrangements, estate matters, or additional travel time, will be charged against the employee's accrued vacation or compensatory time off credits.

The City may require evidence of attendance of the funeral.

18. PSYCHOLOGICAL TESTING

The City, in accordance with its Personnel Rules, reserves the right to utilize psychological testing factors in conducting examinations for all management classifications. Such tests shall be conducted in all respects in accordance with the City's Personnel Rules including notification to prospective applicants, weighing factors and job-relatedness of test content.

19. TRAINING

The City recognizes its obligation and responsibility to provide training for employees and to adequately credit such training in accordance with the City's Personnel Rules.

Training other than safety mandated training will be provided as funds will allow.

20. CATASTROPHIC LEAVE PLAN

Managers may donate sick leave, vacation, and/or administrative leave to another employee for the use of another employee when he/she is off work due to a non-work related injury or illness. When an employee donates time to another employee, a release form must be signed permitting the City to transfer the time. Time may only be donated as needed.

21. LIGHT DUTY ASSIGNMENT

The City will assign managers to light duty assignments when an injured employee is found by a physician to be able to return to work but unable to assume all of the duties of his/her regular assignment. The guiding principle for the City in making light duty assignments will be that the tasks will not aggravate the employee's illness or injury.

22. PERSONNEL FILES

Managers shall have access to their personnel files including the right to inspect or receive a copy of any material placed in their personnel file maintained by the Human Resources office and the right to respond to any such material. Managers shall be required to provide Human Resources with 24 hours advance notice to review their personnel file.

23. FIRE CHIEF ADDITIONAL PAY

The Fire Chief will make every effort to assign a designee to participate in the Fire Chief's place if a Strike Team or Task Force request/order is made by the Office of Emergency Services (OES) for a Strike Team Leader or Task Force Leader. If the Fire Chief does participate and such participation is eligible for reimbursement, the Fire Chief will receive additional pay at straight time compensation for hours worked outside of the City's regular business hours

24. RE-OPENER

On or about March 1 of each year, the City and the Union/Association will discuss the financial position of the City's General Fund. The combined total of the General Fund Property Tax and Sales Tax as reported in the most recently audited Comprehensive Annual Financial Report net of all property tax received as an affected taxing entity (ATE) pursuant to AB 1484 and AB x1 26 as reported by the San Joaquin County Auditor and Controller's Office will be calculated and will be known as the "Combined Total." Beginning July 1, 2017 for every 2% increase in the Combined Total over the prior year Combined Total the employees of the Union/Association will receive an increase equal to a 1% increase in base pay not to exceed a total increase of 2% in any given year. The increase will be applied to non-PERSable benefits in a manner directed by the Union/Association.

Employees of the Union/Association will only receive an increase if the Assignment for Fiscal Stability, Cash Flow and Contingencies and the Assignment for Economic Emergencies and Uncertainties have been fully funded as determined by the Reserve Policy adopted by Council via Resolution No.R2015-56.

The increase will be applied to incremental increases to the Combined Total in excess of 1%. Example, if the increase in Combined Total is 1.5%, the unit will receive an increase of .75% of base pay applied to the non-PERSable benefit(s) described above.

24. SIGNATURE

Executed this 15 day of December, 2015



Stephen F. DeBrum
Mayor – City of Manteca