

BENEFITS FOR FULL-TIME LAGUNA BEACH MANAGEMENT EMPLOYEES (Non-Safety)

~~SALARY AND COMPENSATION ~~

Pay Plan: The salary ranges are composed of a high and low point, as approved by the City Council and granted by the City Manager. All management positions are designated as "at will" employees with no specified term or guarantee of continued employment.

Salary Adjustments: Effective 7/1/19 – 2.25%; 7/1/21 – 2.5%

Deferred Compensation: Management employees receive a City-paid contribution of two percent (2%) of base salary towards a Deferred Compensation Program.

Exceptional Performance Pay: Management employees are eligible to receive up to five percent (5%) of base salary in the form of exceptional performance pay. An additional five percent (5%) shall be available for one (1) year or longer at the discretion of the City Manager.

Automobile Allowance: Eligible employees may receive up to four hundred dollars (\$400) per month for an automobile allowance.

Physical Examination: The City will reimburse management employees three hundred dollars (\$300) each year for expenses incurred for a general examination to determine physical fitness. The first reimbursement shall not occur until at least two (2) years after the employee's pre-employment physical exam.

~~LEAVE TIME~~

Vacation: Management employees shall accrue vacation leave with pay as follows:

0 to 9 years of service - 17 days

10 + years of service - 22 days

New management employees with 10 years or more of related public sector experience, may be eligible to accrue vacation leave at the rate of 22 days per year, subject to the City Manager's approval.

There are two vacation banks. Vacation accrued prior to June 24, 2013 may be paid at the straight time hourly equivalent salary rate in lieu of time off at the employee's rate of pay as of June 23, 2013. Vacation accrued on or after June 24, 2013 is subject to a 400 hour cap. Any vacation accrual above 400 hours will be paid each December at the straight time hourly equivalent salary rate in lieu of time off. Aside from the December pay-out, vacation time may be paid at the above-noted rates in lieu of time off with the Department Head and City Manager's approval. ** Vacation accrual limits will be increased from 400 to 600 hours through June 30, 2022 **

Sick: Every management employee shall accrue sick leave time at the rate of eighty (80) hours per year. Unused sick leave may be accumulated without limit. Use of accrued sick leave is permitted in accordance with Federal and State laws to care for an ill parent, spouse or child.

Payment for Unused Sick Leave: There are three sick leave banks with varying cash-out rates as follows:

1. Sick leave earned before June 13, 1988 ("old" sick leave) – 50% rate of pay as of June 23, 2013;
2. Sick leave earned June 13, 1988 through June 23, 2013 – 100% rate of pay as of June 23, 2013;
3. Sick leave earned on or after June 24, 2013 – 50% rate of pay.

Sick leave earned in the second bank must be used before the other two sick leave banks.

Holidays: Management employees receive ten (10) paid holidays per year.

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Employees who work an alternate work schedule, e.g. 9/80 plan: When a holiday falls on a regularly scheduled day off, the first workday following the observed holiday shall be deemed a holiday.

Administrative: Management employees are eligible for up to ten (10) days of paid administrative leave as granted by the City Manager.

Bereavement: Employees will be paid twenty-four (24) hours per incident (forty- eight (48) hours maximum per year) for the death or terminal illness of an immediate family member of the employee, the employee's spouse or domestic partner.

~~MISCELLANEOUS BENEFITS~~

Retirement:

Non-Safety Management Employees:

Management Employees Hired Prior to January 1, 2013 are under the California Public Employees Retirement System ("CalPERS") two and one- half percent at fifty-five (2.5% @ 55) defined benefit plan. The following optional benefits are in effect: One (1) Year Final Compensation, Service Credit for Unused Sick Leave and the 1959 Survivors Benefit Level IV.

Effective July 1, 2015 – employees pay the full eight percent (8%) member contribution.

In accordance with The California Pension Reform Act of 2013 (PEPRA), the following retirement benefits are available to management employees hired on or after January 1, 2013 as follows:

Existing, or "Classic" Management Employees –employees hired on or after January 1, 2013 who are determined to be existing or "classic" members of CalPERS shall be under the CalPERS two and one-half percent at fifty-five (2.5% @ 55) defined benefit plan. The following optional benefits are in effect: One

(1) Year Final Compensation, Service Credit for Unused Sick Leave and the 1959 Survivors Benefit Level IV. Effective July 1, 2015 – employees pay the full eight percent (8%) member contribution.

"New" Members – management employees hired on or after January 1, 2013 who are "new" CalPERS members or who have been out of the CalPERS system for six (6) months or longer shall be covered by the CalPERS two percent at sixty-two (2% @ 62) defined benefit plan. The following optional benefits are in effect: Three (3) Years Final Compensation, Service Credit for Unused Sick Leave and the 1959 Survivors Benefit Level

IV. "New" members will be required to contribute at least fifty percent (50%) of the total normal cost of their retirement benefit. Currently this rate is expected to be six and one quarter percent (7.25%) of pensionable income.

Please reference the CalPERS website, www.calpers.ca.gov, for an explanation of benefits.

Health: City pays one hundred percent (100%) for employee only coverage. City pays ninety percent (90%) for dependent coverage with the employee responsible for the remaining ten percent (10%). The City's maximum contribution for premium sharing is limited to the amount contributed by the City for the HMO family rate. Medical and Dental coverage is provided for domestic partners.

Medical and Dental coverage is offered for eligible retired employees who elect this option. The employee is responsible for the entire premium. Employees must work for the City for five years in order to be eligible to access the City's retiree health plan program.

A medical insurance waiver program is available for employees covered by medical insurance other than the City's medical insurance. The program pays sixty percent (60%) of the monthly HMO employee only rate on a bi-weekly basis.

RHS: The City, on the employee's behalf, will contribute one hundred dollars (\$100) per month to a Retirement Health Savings Plan (RHS) managed by the International City Management Association (ICMA). Aside from "old" sick leave, all accrued sick leave will be deposited into the employee's RHS account upon retirement from City service at the rates identified above under "Payment of Unused Sick Leave". Additionally, subject to certain terms and conditions, employees may cash-in accrued sick leave into their RHS accounts twice a year.

Life Insurance: A fifty thousand-dollar (\$50,000) group term Life and Accidental Death and Dismemberment policy is provided.

Disability: Long Term Disability insurance coverage consists of sixty percent (60%) of the first five thousand (\$5,000) of monthly salary after the employee's sick leave is exhausted and a sixty (60) calendar day elimination period has been satisfied.

Employee Assistance Program: The City contracts with an Employee Assistance Program which provides confidential counseling and referrals to employees and their families, free of charge.

Education Reimbursement Program: The City administers an educational reimbursement program for eligible employees. Reimbursement is limited to one thousand dollars (\$1,000) per fiscal year and eligible expenses. The program is subject to budgetary constraints.

Work Schedule: City Hall is currently operating on a 9/80 work schedule. Other work schedules may be available including, but not limited to, a 4/10, 5/8 or other work schedule as may suit the operational needs of the City. Alternate work schedules are subject to City Manager approval.

Parking Permits: Management employees will receive a Shopper Parking Permit free of charge.

Expenses: Employees are eligible for an annual budget of \$1,300 for conference and training expenses.

Cell Phone Stipend: Management cell phone stipends are \$80/month.