

# BENEFITS FOR EMPLOYEE MEMBERS OF THE LAGUNA BEACH POLICE EMPLOYEES' ASSOCIATION

[Current MOU Governs January 1, 2014 – December 31, 2016]

## ~~SALARY AND COMPENSATION ~~

**Pay Plan:** The basic pay ranges are composed of eight (8) steps, with each step varying by approximately five percent (5%).

**Salary Adjustments:** Effective 4/14/14 – 1%; 12/22/14 – 2%; 12/21/15 – 3% for Sworn & 2% for Non-Sworn

**Acting Pay:** Employees will receive an additional five percent (5%) of their current base salary for working out of classification.

**Exceptional Performance Pay:** Employees may be recommended for an early step advancement or performance bonus pay if merited. Bonus pay is a lump sum amount of up to five percent (5%) of gross annual salary.

**Educational Incentive Pay:** Sworn employees may be eligible to receive an educational incentive bonus of two and one-half percent (2.5%) for an associate's degree, or five percent (5%) for a bachelor's degree.

*Performance pay and education incentive, when added together, shall not exceed seven and one-half percent (7.5%).*

**Overtime/Compensatory Time:** Sworn shift personnel in the Police Department shall receive compensatory time off or pay at the rate of time and one-half for all actual hours worked in excess of a regularly scheduled shift. Such employees are subject to the 28-day F.LSA work period in accordance with section 7(k) of the FLSA.

Sworn shift personnel who are called with less than twenty-four (24) hours' notice to report to work on a regularly scheduled day off or who are called back to work following completion of a shift, shall receive a minimum of four (4) hours of pay. Non-shift personnel shall be compensated at time and one-half pay for all hours worked as the result of a call back.

Non-Sworn Personnel assigned to a "9/80" alternate work schedule shall receive compensatory time or overtime pay at time and one-half pay for actual hours worked in excess of forty (40) hours in a given work week.

**Bilingual Pay:** The compensation for a bilingual skills assignment shall be the equivalent of seventy-five dollars (\$75) per month paid in a lump sum in conjunction with the pay period that includes December 1 of each year. This amount is prorated if a complete year has not been served.

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**Investigator Clothing Allowance:** Police Officers assigned to Investigation shall be provided a monthly clothing allowance of one hundred dollars (\$100).

**Assignment Pay:** Police Records Specialists and Senior Police Records Specialists receive a five percent (5%) shift bonus to account for the difficulty in their work schedules and tasks.

## ~~LEAVE TIME~~

**Vacation:** Each full-time regular and probationary employee shall accrue vacation leave with pay as follows:

0 to 5 years of service - 12 days  
6 to 9 years of service - 17 days  
10 + years of service - 22 days.

There are two vacation banks. Vacation accrued prior to December 23, 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 December 22, 2013. Vacation accrued on or after December 23, 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.

**Sick:** Every full-time, regular and probationary 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 values as follows:

1. Sick leave earned before June 13, 1988 ("Old" sick leave) – 50% rate of pay as of December 22, 2013;
2. Sick leave earned June 13, 1988 through December 22, 2013 – 100% rate of pay as of December 22, 2013;
3. Sick leave earned on or after December 23, 2013 – 50% rate of pay.

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

**Holidays:** Employees receive ten (10) paid holidays per year.

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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.

**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:**

**Safety Members:**

**Sworn police employees hired before April 2, 2012** are under the California Public Employees Retirement System ("CalPERS") three percent at fifty (3% at 50) 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.

City contribution towards employer-paid member contribution rate:

Effective Date	Amount
04.14.14	6.0%
12.22.14	4.0%
12.21.15	0.0%

**Sworn police employees hired on or after April 2, 2012** are under the CalPERS three percent at fifty-five (3% at 55) defined benefit plan. They are also provided with the One (1) Year Final Compensation, Service Credit for Unused Sick Leave and the 1959 Survivors Benefit Level IV. The City pays zero percent (0%) of the employer-paid member contribution rate.

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

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**Existing, or “Classic” Members – Sworn police members hired on or after January 1, 2013**, who are determined to be existing or “classic” members of CalPERS shall be under the CalPERS three percent at fifty-five (3% at 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. The City pays zero percent (0%) of the employer-paid member contribution rate.

“New” Members - Sworn police members 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 2.7% at 57 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 contribute at least fifty percent (50%) of the total normal cost of their retirement benefit. Currently this rate is eleven and one-half percent (11.5%) of pensionable income.

Please reference the CalPERS website, [www.calpers.ca.gov](http://www.calpers.ca.gov), for an explanation of benefits.

## **Non-Safety Police Members:**

**Current Represented Non-Safety Police members 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.

City contribution towards employer-paid member contribution rate:

Effective Date	Amount
04.14.14	5.0%
12.22.14	3.0%
12.21.15	0.0%

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

**Existing, or “Classic” Non-Safety Police Members – employees hired on or after January 1, 2013** who are determined to be existing or “classic” non—safety police members of CalPERS shall be under the CalPERS two and one-half percent at fifty-five (2.5% @ 55) defined benefit plan. The

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following optional benefits are in effect: One (1) Year Final Compensation, Service Credit for Unused Sick Leave and the 1959 Survivors Benefit Level IV. The City pays the employer-paid member contribution rates noted above.

**“New” Members - 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. Effective January 1, 2014, “new” members contribute at least fifty percent (50%) of the total normal cost of their retirement benefit. Currently this rate is six and one quarter percent (6.25%) of pensionable income.

Please reference the CalPERS website, [www.calpers.ca.gov](http://www.calpers.ca.gov), for an explanation of benefits.

**Health:** City pays one hundred percent (100%) for employee only coverage. City pays eighty percent (80%) for dependent coverage with the employee responsible for the remaining twenty percent (20%). 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.

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). Effective November 15, 2014 all accrued sick leave will be deposited into the employee’s RHS account upon separation from City service at the values identified above under “Payment of Unused Sick Leave” (certain restrictions apply). Additionally, subject to certain terms and conditions, employees may cash in accrued sick leave into their RHS accounts twice a year.

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

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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.

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