

ADMINISTRATIVE MANAGER'S GROUP

July 1, 2007 through June 30, 2011

Council Approved December 11, 2007

SALARY INCREASE

Salary schedule is recorded in Appendix A.

RETIREMENT

Employees shall receive the PERS Two Percent (2%) at Age 55 retirement benefits with seven percent (7%) employee contribution paid by the Employee and governed by IRS Code Section 414(h)2.

Employees are covered under:

Section 21354 – 2% @ 55 Retirement Formula for Local Miscellaneous Members

Section 20042 – One-Year Final Compensation

Section 20965 – Credit for Unused Sick Leave

Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

Section 21427 – Improved Non-industrial Disability Allowance

Section 21024 – Military Service Credit as Public Service

Section 21574 – Fourth Level of 1959 Survivor Benefits

Section 21027 – Military Service Credit for Retired Persons

Employees are covered by a supplemental retirement plan under the Public Agency Retirement System (PARS) with a 0.7% @ 55 Retirement Formula as detailed in the plan document. AMG agrees to participate and acknowledges that the employee contribution rate is two percent (2%) and shall be paid by the employee.

Regular employees are not covered by social security, however, employees hired after 3/31/86 are required to pay 1.45% of salary to medicare which is equally matched by the City.

HEALTH & WELFARE

City contributes the following amounts for employee plus family towards health, dental, vision, and life insurances. Employees are responsible for amounts that exceed the maximum amount paid by City.

Health Insurance – Effective for the duration of this Agreement, the City will contribute on behalf of each employee covered by this Agreement, the amount equivalent to the PERS Bay Area-Sacramento Region Kaiser amounts per month based on employee only, employee plus one dependent or the employee plus two or more dependents.

The City and AMG agree to reopen this agreement with respect to the Health & Welfare section of this agreement during Fiscal Year 07/08 provided that all employee organizations agree to such a reopener.

Dental & Vision Insurance – The City will contribute an amount sufficient to cover the premium for employee or employee plus family throughout the duration of this agreement.

Life Insurance – The City shall provide life insurance up to 1.5 times an employee's annual base salary, not to exceed \$150,000.

LONG TERM DISABILITY

The City will provide a Long Term Disability plan to cover all non-safety employees, 60 day waiting period, 66.66% of salary maximum \$7,500, to age 65.

HOLIDAYS

11 scheduled days off, plus 2 floating holidays added to annual leave each July 1.

VACATION

Employees may cash out up to eighty (80) hours of their vacation leave balance in January of each year, provided that they have taken a minimum of three (3) weeks of vacation leave during the preceding twelve (12) months.

0-5 years = 10 days

5-10 years = 15 days

11 years = 16 days

12 years = 17 days

13 years = 18 days

14 years = 19 days

15+ = 20 days.

Bonus 5 and 15 years = 5 days lump sum credit

Maximum accumulation 40 days (320 hours)

SICK LEAVE

12 days per year. Unlimited accrual.

SICK LEAVE BUYBACK

Service retirement - 25% cash for sick leave balance.

Annually - employees with 30 days of sick leave balance who use less than 4 of 12 days earned can elect to receive 50% of the unused portion earned in that year in cash.

BEREAVEMENT LEAVE

When death in the employee's immediate family requires the employee's presence, an employee may use up to but not to exceed three (3) days to make arrangements for the funeral and attend same when death occurs within a three hundred (300) mile radius of Vacaville City Hall and up to but not to exceed five (5) days outside the Three Hundred (300) mile radius of Vacaville City Hall.

For the purposes of this Section, "immediate family" shall include spouse, registered domestic partner, child, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, or anyone residing in a household who is a dependent or a relative. This provision does not apply while the employee is on leave of absence or layoff.

For the purpose of this Section only, "Child" means a biological, foster, or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

CATASTROPHIC LEAVE

All employees are eligible to participate in the catastrophic leave program under the current guidelines established.

ADMINISTRATIVE LEAVE

Management classifications that are FLSA exempt, listed in Appendix A with an asterisk (*), are eligible to receive the equivalent of eight (8) days pay or eight (8) days administrative leave or any combination thereof which does not exceed the total of eight (8) days. Payments or credits shall be effective pay period ending November 30. Employees within these classifications will make their choice prior to payment or credit. The number of days administrative leave or pay shall be pro-rated for employees who have not worked the full preceding calendar year.

Effective January 1, 2008, administrative leave shall be accrued per pay period at the rate of eight (8) days (60 hours for 7.5 hour employees or 64 hours for 8 hour employees) per year.

Employees who demonstrate additional productivity in their work each year, subject to annual Department Head approval, are eligible for five (5) additional days pay or administrative leave administered in the same manner described above. Examples of productivity would include design and implementation of methods to improve effectiveness and efficiency in the organization, meeting stated goals and objectives from the previous year, measured by regularly tracking costs, output and operating practices within their professional and technical areas.

Administrative leave will be kept in a separate Administrative Leave Bank with a maximum balance of ten (10) days (75 hours for 7.5 hour employees or 80 hours for 8 hour employees). Any leave that exceeds this maximum balance will be cashed out.

COMPENSATORY TIME

Overtime will be granted at time and one-half for all hours worked in excess of the normal workday and workweek. Compensatory time off, at the time and one-half rate, may be granted in lieu of pay at the employee's request and with the approval of the supervisor. Only non-FLSA exempt employees are eligible for compensatory time.

Compensatory Time, not to exceed seventy (70) hours, will be accrued in a separate bank. Subject to Department Head discretion, on a case-by-case basis an employee may be allowed up to eighty (80) hours maximum accrual.

An employee may elect to cash out up to one-half (1/2) of his/her accrued balance of Compensatory Time once each year. An election form will be sent to eligible employees showing their Compensatory Time balance in early October. Employees must elect whether or not they want Compensatory Time cashout and how much. The election form must be returned to Human Resources by October 31st. The Compensatory Time will be paid out in the November 15th paycheck.

The City shall not require employees to use Compensatory Time off prior to use of vacation.

MODIFIED AND REDUCED WORK SCHEDULES

Modified or reduced work schedules may be implemented under existing guidelines established.

TUITION REIMBURSEMENT

Up to \$1,500 per fiscal year for tuition and books, earning a "pass" in a pass/fail or a "B" or better grade. Requires pre-approval.

PROBATION

12 months.

CALLBACK

For employees who are eligible for overtime, callback paid at a minimum of 2 hours at time and one-half.

MISCELLANEOUS

Performance Award Pay – The City has a performance award program for unrepresented employees. One percent (1%) of base salary is allotted for the program. Payments are based on performance and are paid annually in February.

Deferred Compensation – The City contributes one percent (1%) of employee's base salary into a deferred compensation plan for Managers and Supervisors, providing the employee contributes a minimum of two percent (2%). The City offers a 457 (k) deferred compensation plan and a 401(a).

- Effective January 1, 2008 the City match will be provided on a dollar-for-dollar basis, up to the maximum City match.
- Effective January 1, 2008 the City match will increase from one percent (1%) to two percent (2%).
- Effective January 1, 2009 the City match will increase from two percent (2%) to three percent (3%).
- Effective January 1, 2010 the City match will increase from three percent (3%) to three and one-half percent (3.5%).
- Effective January 1, 2011 the City match will increase from three and one-half percent (3.5%) to four percent (4.0%).

Vehicle Assignment and Mileage/Expense Allowance – The amount received for mileage/expense allowance will be in accordance with the City Monthly Mileage/Expense Policy chart. Adjustments in allowances will be approved by the City Manager and consistently applied to affected categories. Mileage Allowance is subject to approval of the Department Head. Employees who do not meet the requirements for the Monthly Mileage allowance but were grandfathered (at either \$140 per month or \$175 per month) shall continue to receive the reimbursement through their employment with the City. When their position is vacated, the new incumbent will not

receive this benefit. Effective December 1, 2007 employees determined to be eligible for the monthly allowance will receive the \$325 per month. Effective January 1, 2008 the allowance will increase to \$350 per month. Effective January 1, 2009 the allowance will increase to \$375 per month. Effective January 1, 2010 the allowance will increase to \$400 per month.

Other travel or mileage reimbursement shall be in accordance with City Administrative Policy.

Approved _____
David J. Van Kirk, City Manager

Approved _____
Dawn M. Villarreal, Director of Human Resources

For July 1, 2007
(Council Approved 12/11/07)

APPENDIX A
UNREPRESENTED – MISCELLANEOUS

MONTHLY SALARY SCHEDULE
Two and One-half Percent (2.5%)
Wage Adjustment
Effective 07/01/2007

CLASSIFICATION	RANGE	
ADMINISTRATIVE ASSISTANT (C)**	4,279.03	5,203.28
ASSISTANT CITY ATTORNEY *	10,850.70	13,188.14
ASSISTANT TO THE CITY MANAGER *	8,021.20	9,749.81
DEPUTY CITY ATTORNEY I *	6,325.60	7,688.84
DEPUTY CITY ATTORNEY II *	8,344.19	10,142.43
HUMAN RESOURCES ANALYST I *	5,041.84	6,128.97
HUMAN RESOURCES ANALYST II *	5,941.05	7,218.91
HUMAN RESOURCES MANAGER *	9,054.45	11,005.79
LEGAL SECRETARY	4,155.10	5,051.55
PUBLIC INFORMATION OFFICER *	6,414.32	7,795.22
RISK MANAGER *	7,861.66	9,555.94
SECRETARY TO THE CITY MANAGER*	6,617.56	8,042.98
SUPERVISING HUMAN RESOURCES ANALYST *	7,136.78	8,673.54

*FLSA Exempt Status; eligible for Administrative Leave.

**FLSA Exempt Status; eligible for Administrative Leave effective 07/01/2008.

Wage Adjustment – Effective 07/01/2008
Two and One-half Percent (2.5%)

Wage Adjustment – Effective 07/01/2009
Three Percent (3%)

Wage Adjustment – Effective 07/01/2010
Three Percent (3%)