

**Department Heads**  
**January 1, 2011 through December 31, 2011**  
**Council Approved November 9, 2010**

**Department Head positions are at-will.**

**SALARY SCHEDULE**

Salary schedule is recorded in appendix A.

**RETIREMENT**

***Miscellaneous:***

Miscellaneous employees shall receive the Public Employees Retirement System (PERS) 2% @ 55 retirement benefits. Employees shall pay the seven percent (7%) employee contribution on a pretax basis pursuant to IRC Section 414(h)2.

City provided Optional Benefits include:

Section 20042 (One-Year Final Compensation)

Section 20903 (Two Years Additional Service Credit)

Section 20965 (Credit for Unused Sick Leave)

Section 21024 (Military Service Credit as Public Service)

Section 21027 (Military Service Credit for Retired Persons)

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

Section 21427 (Improved Non Industrial Disability Allowance)

Section 21548 (Pre-Retirement Option 2W Death Benefit)

Section 21574 (Fourth Level of 1959 Survivor Benefits)

Miscellaneous 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. Employees pay two percent (2%) toward the employee contribution rate.

***Police:***

Police Safety employees shall receive the PERS 3% @ 50 safety formula. Employees shall pay the 9% employee contribution on a pretax basis pursuant to IRC Section 414(h)2.

City provided Optional Benefits include:

Section 20042 (One Year Final Compensation)

Section 20903 (Two Years Additional Service Credit)

Section 20965 (Credit for Unused Sick Leave)

Section 21024 (Military Service Credit as Public Service)

Section 21362.2 (3% @ 50 Formula for Local Safety Members)

Section 21548 (Pre-Retirement Option 2W Death Benefit)

Section 21574 (Fourth Level of 1959 Survivor Benefits)

Equivalent to PERS:

Sections 21624, 21626, 21628 (Post Retirement Survivor Allowance)

**Fire:**

Fire Safety employees shall receive the PERS 3% @ 50 safety formula. Employees shall pay the 9% employee contribution on a pretax basis pursuant to IRC Section 414(h)2.

City provided Optional Benefits include:

Section 20042 (One-Year Final Compensation)

Section 20903 (Two Years Additional Service Credit)

Section 20965 (Credit for Unused Sick Leave)

Section 21024 (Military Service Credit as Public Service)

Section 21027 (Military Service Credit for Retired Persons)

Section 21362.2 (3% @ 50 Full Formula for Local Safety Members)

Section 21427 (Improved Non Industrial Disability Allowance)

Section 21548 (Pre-Retirement Option 2W Death Benefit)

Section 21574 (Fourth Level of 1959 Survivor Benefits)

Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance)

**SOCIAL SECURITY/MEDICARE:**

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.

**DEFERRED COMPENSATION:**

401a: Department Heads are eligible to participate in a City established 401a plan with a mandatory contribution of ten percent (10%). For those who elect to participate, the City will contribute one percent (1%) and the employee will contribute nine percent (9%).

457k: Department Heads may also elect to participate in a City 457k plan. For Department Heads not electing to participate in the 401a plan, the City will contribute a maximum of one percent (1%) of salary into a 457k plan, providing that the employee contributes a minimum of two percent (2%).

**HEALTH & WELFARE**

Health Insurance – As of January 1, 2010 the City will contribute ninety-two percent (92%) of the current Kaiser rate towards an employee’s medical plan premium cost for the selected plan level (employee only, employee plus one dependent or employee plus two or more dependents), with the balance to be paid by the employee on a pre-tax basis. An employee selecting a non-Kaiser plan shall receive the same City dollar contribution as an employee selecting a Kaiser plan, but in no event shall the contribution exceed 100% of the plan premium cost.

CalPERS Health Benefit Vesting Program – The City has implemented the CalPERS Health Benefit Vesting program. The Vesting program is mandatory for all employees hired on or after January 1, 2009, and current employees may voluntarily elect to participate in the Vesting program during an annual election process.

An employee demonstrating other medical coverage may “opt out” of the City’s/CalPERS medical plan and, in consideration, will receive a \$250 monthly City contribution to his/her deferred compensation account.

The City established a Trust with CalPERS for purposes of funding City-wide retiree health care costs. Employee premium share of the health plans and dental plan contributions will be deposited by the City into the Trust.

Employee contributions (premium share and dental plan contribution) shall be discontinued upon full funding of the City’s actuarial liability for retiree medical costs.

Dental Insurance – Beginning January 1, 2009 employees will contribute twenty five dollars (\$25.00) per month per employee on a pre-tax basis towards the cost of Dental premiums. The City will contribute an amount sufficient to cover balance of the the premium for employee or employee plus family.

Vision Insurance – The City will contribute an amount sufficient to cover employee plus family.

Life Insurance – The City will provide life insurance up to 1.5 times the annual salary, not to exceed \$150,000.

The City will make available the opportunity for full-time employees to purchase additional term life insurance for themselves, their spouses and their dependents through a vendor specified by The City. Purchase of additional life insurance and/or spousal and depend life insurance shall be voluntary. Election shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

Short Term Disability – The City does not currently participate in the State’s Short Term Disability program (SDI). The City shall make available the opportunity for full-time employees to purchase Short Term Disability through a vendor specified by The City. Purchase of Short Term Disability insurance shall be voluntary. Elections shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

Benefits to Base – In 1992, the City eliminated the Benefits to Base option to cash out unused health and welfare items for any employee promoted into management after 06/01/92, or hired into management after 06/01/92. The Benefits to Base cash-out amount for eligible employees shall be adjusted each year at the effective date of the health premiums either by the most recent cost-of-living adjustment applied to salary or the actual dollar increase on the health and dental insurance, whichever is less. In the event the cost of living is higher in another management group, the same percentage shall apply to this group.

## **LONG TERM DISABILITY**

The City will provide a LTD plan to cover all non-safety employees, 60 day waiting period, 66.66% of salary (maximum \$7500 per month), to age 65.

## **HOLIDAYS**

Recognized Holidays shall be as follows:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & Day after
- Memorial Day
- Christmas Eve (4 hours)
- Christmas Day
- New Year's Eve (4 hours)
- New Year's Day
- Martin Luther King's Birthday
- President's Day

In addition to the above listed holidays, employees shall receive 2 floating holidays added to annual vacation leave each July 1.

## **VACATION**

Year 1 = 16 days

Year 2 = 17 days

Year 3 = 18 days

Year 4 = 19 days

Year 5-10 = 20 days

Year 11 = 21 days

Year 12 = 22 days

Year 13 = 23 days

Year 14 = 24 days

Year 15+ = 25 days

Employees shall receive a lump sum bonus equal to 5 days at the completion of 5 and 15 years.

Maximum accrual is 40 days.

Vacation may be cashed out once per calendar year up to 80 hours.

## **ADMINISTRATIVE LEAVE**

Department Heads, as determined by the City Manager, are eligible to receive up to 80 hours of Administrative Leave in recognition of their at-will status. The Administrative Leave will be accrued on a payperiod basis. Administrative Leave is 100% cashable, once per calendar year.

### **SICK LEAVE**

The City will provide 12 days of sick leave per year with an unlimited accrual.

### **SICK LEAVE BUYBACK**

Employee's retiring under a normal service retirement are eligible to receive 25% of their unused sick leave balance in cash or 100% on death payable to their beneficiary or beneficiaries on file. Any remaining portion of unused sick leave may be converted to PERS service credit up to 100%.

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, children, parent, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or anyone residing in a household who is a dependent or a relative. This provision does not apply if the death occurs during the employee's paid vacation or while the employee is on leave of absence or layoff.

### **CATASTROPHIC LEAVE**

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

### **CLOTHING ALLOWANCE**

Chief of Police – Receives \$1,000 per year plus \$50.00 safety equipment paid semi-annually. Beginning July 1, 2011 the uniform and safety equipment allowances will be paid on a pay period basis. No separate checks will be issued. Increases granted to Police Managers Association (PMA) shall apply to classification of Chief of Police.

Fire Chief – Receives \$1,200 per year paid on a pay period basis. Increases granted to Fire Managers Group (FMG) shall apply to the classification of Fire Chief.

### **TUITION REIMBURSEMENT**

Up to \$1500.00 per fiscal year for tuition and books, earning a "pass" in a pass/fail or a "B" or better grade. Requires pre-approval from the City Manager.

**MISCELLANEOUS**

Longevity Pay – Longevity is based on original hire date and bargaining unit originally hired in. Employees hired before 07/01/85 by City, if eligible, receive - 10 years = 5%, 15 years = 10.25%, and 20 years = 15.76%. Percentage amounts are not to be compounded.

Merit Pay – Department Heads demonstrating exceptional performance, as determined by the City Manager, are eligible for an additional five percent (5%) Merit Pay, to be included in base pay.

Auto Allowance – The City Manager has the authority to grant Auto Allowance or a City assigned vehicle to Department Heads.

Approved:           SIGNATURE ON FILE            
                  Laura C. Kuhn, City Manager

Approved:           SIGNATURE ON FILE            
                  Dawn M. Villarreal, Director of Human Resources

Effective January 1, 2011  
(Council Approved November 9, 2010)

**APPENDIX A**

**DEPARTMENT HEAD  
MONTHLY SALARY SCHEDULE  
Effective January 1, 2011**

<b>CLASSIFICATION</b>	<b>RANGE</b>	
<b>ASSISTANT CITY MANAGER</b>	<b>\$13,656.28</b>	<b>\$16,598.09</b>
<b>CHIEF OF POLICE</b>	<b>\$13,926.12</b>	<b>\$16,927.21</b>
<b>CITY ATTORNEY</b>	<b>\$15,767.85</b>	<b>\$19,164.79</b>
<b>CITY MANAGER</b>	<b>\$16,115.50</b>	<b>\$19,587.34</b>
<b>DIRECTOR OF HUMAN RESOURCES</b>	<b>\$10,861.00</b>	<b>\$13,201.62</b>
<b>DIRECTOR OF COMMUNITY DEVELOPMENT</b>	<b>\$11,797.06</b>	<b>\$14,338.36</b>
<b>DIRECTOR OF COMMUNITY SERVICES</b>	<b>\$10,298.63</b>	<b>\$12,520.79</b>
<b>DIRECTOR OF FINANCE</b>	<b>\$10,980.96</b>	<b>\$13,347.46</b>
<b>DIRECTOR OF HOUSING &amp; REDEVELOPMENT</b>	<b>\$11,038.77</b>	<b>\$13,416.34</b>
<b>DIRECTOR OF PUBLIC WORKS</b>	<b>\$12,565.74</b>	<b>\$15,271.87</b>
<b>DIRECTOR OF UTILITIES</b>	<b>\$13,462.21</b>	<b>\$16,363.39</b>
<b>FIRE CHIEF</b>	<b>\$13,608.20</b>	<b>\$16,540.89</b>

## APPENDIX B

### WAGE AND BENEFIT CONCESSIONS

The current concessions described in Resolution 2010-22 will continue through June 30, 2012.

- **Sick Leave Buyback**: Forgo participation in Sick Leave Buyback.
- **Vacation Cashout**: Forgo the Vacation Cashout.
- **Performance Award Pay**: Forgo the Performance Award Pay.
- **Administrative Leave Cashout**: Forgo the Cashout of Administrative Leave. The Administrative Leave hours will continue to accrue, but not available to be cashed out. The current accrual cap is 20 hours, but that will be removed for the term of this agreement.
- **PERS**: Department Heads will continue to contribute 5.46% toward the PERS Employer contribution. In addition, effective July 1, 2010, they will make an additional 3% contribution toward the PERS Employer contribution which is intended to offset the scheduled July 1, 2010, wage adjustment of 3%. This will be a total of 8.46% beginning July 1, 2010 through the term of this agreement. The contribution will be made on a pretax basis.
- **PTO**: Department Heads will continue to receive 2 Paid Time Off (PTO) days per month through the term of this agreement. The established policies for use of PTO must be followed.
- **Department Head Incentive Pay**: The Department Head Incentive Pay of 5.8% was rolled into salary effective April 1, 2010.

Effective January 1, 2011 through June 30, 2012, the Department Heads base salary will be reduced by 5.5%. This includes the City Manager and City Attorney salaries. Subject to the condition that if the City negotiates a lower wage reduction or reduction in benefits with another City bargaining group for the current fiscal year or fiscal year 2011/2012, the Department Heads shall have the option of replacing the 5.5% wage reduction with such lower wage or benefit reduction (hereinafter the "Option"), retroactive to January 1, 2011.

The Department Heads, City, Manager, and City Attorney understand that further discussion regarding potential Retirement and Salary/Benefit reductions may be necessary prior to June 30, 2012 if further budget savings are needed.