

Department Heads
July 1, 2007 through June 30, 2011
Council Approved July 24, 2007

Department Head positions are at-will.

SALARY INCREASE

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 20965 – Credit for Unused Sick Leave

Section 21024 – Military Service Credit as Public Service

Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

Section 21574 – Fourth Level of 1959 Survivor Benefit

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 20965 – Credit for Unused Sick Leave

Section 21024 – Military Service Credit as Public Service

Section 21574 – Fourth Level of 1959 Survivor Benefit

Fire:

Fire Safety employees shall receive the PERS 2% @ 50 safety formula. Employees shall pay the 9% employee contribution on a pretax basis pursuant to IRC Section 414(h)2. Effective November 1, 2009, the City shall provide the PERS 3% @ 50 safety formula.

City provided Optional Benefits include:

Section 21624 – Post Retirement Survivor Allowance (Widow's ½ Continuance)

Section 20042 – One -Year Final Compensation

Section 20965 – Credit for Unused Sick Leave

Section 21024 – Military Service Credit as Public Service

Section 21027 – Military Service Credit for Retired Persons

Section 21548 – Pre-Retirement Optional Settlement 2 Death Benefit

Section 21427 – Improved Non-Industrial Disability Allowance

Section 21574 – Fourth Level of 1959 Survivor's Benefit

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 - The City will contribute a dollar amount sufficient to keep health benefits at a total that will cover the cost of the employee only, employee plus one dependent or employee plus two or more dependents equal to the Kaiser plan based on the CalPERS Bay Area/Sacramento regional rates.

Dental Insurance - The City will contribute an amount sufficient to cover 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.

In 1992, the City eliminated the 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. Currently, eligible employees may cash out up to \$497.00 in lieu of optional health and welfare items. The cash-out amount 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.

The City will re-open with respect to this Section (Health & Welfare) of the agreement during Fiscal Year 07/08.

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. Increases granted to Police Managers Group (PMG) shall apply to classification of Chief of Police.

Fire Chief - \$1,050, with \$50 additional on November 1 of each year of this contract, per year paid each payday. 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.

Department Head Incentive Pay - Due to the unique nature of their jobs, Department Heads shall receive an additional five point eight percent (5.8%) incentive pay for the performance of regular duties.

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

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 _____
David J. Van Kirk, City Manager

Approved _____
Dawn M. Villarreal, Director of Human Resources

Effective July 1, 2007
(Council Approved-July 24, 2007)

APPENDIX A
DEPARTMENT HEAD

MONTHLY SALARY SCHEDULE
2.5% Wage Adjustment; Effective July 1, 2007

CLASSIFICATION	RANGE	
ASSISTANT CITY MANAGER	\$12,560.80	\$15,266.59
CHIEF OF POLICE	\$12,808.97	\$15,569.32
CITY ATTORNEY	\$14,502.95	\$17,627.39
CITY MANAGER	\$14,822.72	\$18,016.05
DIRECTOR OF HUMAN RESOURCES	\$9,989.74	\$12,142.59
DIRECTOR OF COMMUNITY DEVELOPMENT	\$10,850.70	\$13,188.14
DIRECTOR OF COMMUNITY SERVICES	\$9,472.48	\$11,516.37
DIRECTOR OF FINANCE	\$10,100.07	\$12,276.73
DIRECTOR OF HOUSING & REDEVELOPMENT	\$10,153.25	\$12,340.10
DIRECTOR OF PUBLIC WORKS	\$11,557.73	\$14,046.77
FIRE CHIEF	\$12,516.57	\$15,213.99

Wage Adjustment - Effective July 1, 2008
2.5%

Wage Adjustment - Effective July 1, 2009
3%

Wage Adjustment - Effective July 1, 2010
3%