



MANAGEMENT EMPLOYEE COMPENSATION PLAN

EFFECTIVE: JULY 1, 2019~~20~~²¹

**MANAGEMENT EMPLOYEE COMPENSATION PLAN
TABLE OF CONTENTS (TO BE UPDATED LAST)**

	PAGE
SECTION 1 – PURPOSE.....	1
SECTION 2 – ADKNOWLEGEMENTS.....	1
SECTION 3 – MANAGEMENT EMPLOYEES.....	1
SECTION 4 – SALARIES.....	2
SECTION 5 – RETIREMENT.....	2
SECTION 6 – BENEFITS.....	3
A. Health, Optical, and Dental Insurance.....	3
B. Sick Leave.....	4
C. Bereavement Leave.....	5
D. Life Insurance.....	5
E. Short and Long Term Disability Insurance.....	5
F. Deferred Compensation Plan.....	5
G. Administrative Leave.....	6
H. Holidays.....	6
I. Vacation.....	6
J. City Vehicles.....	7
K. Car Allowance.....	7
L. Longevity Pay.....	7
M. Tuition Reimbursement.....	7
N. Medical Flex Plan.....	7
O. Severance Benefits.....	7
P. Jury Duty.....	8

**CITY OF COACHELLA
MANAGEMENT
EMPLOYEE COMPENSATION PLAN**

SECTION 1 - PURPOSE

To maintain a distinct and separate procedure for establishing the compensation of City of Coachella Management employees. The employees in this plan, as designated below, shall be compensated as set forth in this plan. The City Manager shall meet on an annual basis with management employees to discuss this plan. Employees in these groups may not be represented by any employee association which also represents employees who are not in these groups.

SECTION 2 - ACKNOWLEDGEMENTS

The City of Coachella recognizes the special responsibilities and demands placed upon its Management employees. The City also notes the necessity to compensate these employees appropriately in order to maintain a high caliber of top leadership and administrative support. At the same time, the City expects certain levels of performance in return for the compensation considerations.

SECTION 3 - MANAGEMENT EMPLOYEES

Employees in this Plan are exempt from the competitive service. Their appointments are at-will and incumbents serve at the pleasure of the City Manager. Employees in Group I direct one or more departments and employees in Group II serve in a deputy director level capacity to a Department Director or report directly to the City Manager.

Group I:	Group II:
City Engineer	Assistant Community Development Director
Director of Development Services	Controller
Director of Economic Development	Human Resources Manager
Director of Public Works	Public Information Officer
Director of Finance	Utilities Manager

Any other position that may be created within the Management Compensation Plan.

SECTION 4 – SALARIES

- The salary bands for Management positions shall be established and adjusted by the City Council upon the recommendation of the City Manager.
- The City Manager shall annually review the pay bands for Management employees and recommend cost-of-living or other changes when deemed necessary to the City Council. Such salary bands shall consist of a maximum and minimum salary.
- Any adjustment in salary, other than cost-of-living increases, for the eligible positions shall be approved by the City Manager and shall be subject to the determination by the City Manager that the eligible employee's overall level of documented performance is rated at the level of meritorious or higher.
- Performance evaluation of Management employees in Group I will be conducted by the City Manager and employees in Group II will be evaluated by the supervising Director or the City Manager if applicable. Performance evaluations will be conducted in writing annually or on the anniversary date of their appointment or other suitable date not exceeding one (1) year as determined by the City Manager.
- The City Manager may adjust the salary within the established band to reflect job performance.
- The salary band for positions subject to this Plan will be reviewed annually, based on changes in the labor market, internal equity and funds available for salaries.
- The salary schedule for employees covered under this Compensation Plan is attached as Appendix “A”. Appendix A reflects a ~~four percent~~ **three and one-half percent (3.5%)** cost of living adjustment effective July 1, 2019**21**. Appendix B reflects a ~~four~~ **three and one-half percent (3.5%)** cost of living adjustment effective July 1, 2020**2**.

SECTION 5 - RETIREMENT

- A. The City contracts with the California Public Employees Retirement System (CalPERS). Effective October 20, 2012, the City adopted a two-tier retirement plan:
- Employees hired prior to October 20, 2012 are covered under the 3%@60 CalPERS plan (First Level) and are on the one-year final compensation benefit plan. Employees under the 3%@60 CalPERS plan currently pay an 8% member contribution. This amount is set by CalPERS.

- Employees hired after October 20, 2012 are covered under the 2%@60 CalPERS plan (Second Level) and are on the three-year final compensation benefit plan. Employees under the 2%@60 CalPERS plan currently pay a 7% member contribution. This amount is set by CalPERS.
 - Effective January 1, 2013, new employees are covered under the 2%@62 CalPERS plan (PEPRA) and are on the three-year final compensation benefit plan. Employees under the 2%@62 CalPERS plan currently pay a 6.75% member contribution. This amount is set by CalPERS.
- B. Effective July 1, 2019, employees under the 3%@60, 2%@60, and 2%@62 CalPERS plans agreed to pay an additional one percent (1%) of the City's share of their CalPERS pension contribution.
- Effective July 1, 2020, employees under the 3%@60, 2%@60, and 2%@62 CalPERS plans agreed to pay an additional one percent (1%) of the City's share of their CalPERS pension contribution.
- C. The City agrees to pay two dollars \$2.00 per month per employee for their participation in the 1959 CalPERS Survivor's Benefit Program (Government Code Sections 21570 et seq.).
- D. **The City currently contributes the following towards an eligible retiree's CalPERS medical premium:**
2021 - \$614.65 per month
2022 - \$647.00 per month

SECTION 6 - BENEFITS

- A. **HEALTH, OPTICAL AND DENTAL INSURANCE**
- The City shall provide major medical, dental and optical plans for employees in this plan and their dependents with the following premium limits:
 - For employees choosing coverage, the City will pay no more than the cost of the premium for the PPO, PERS Choice health plan and the full premium for the dental and optical plans.
 - For employees choosing to waive medical coverage, the City will allow a cash-in of up to the amount of the two-party premium for the PPO, PERS Choice health plan. An employee must submit a written request for payment and annual evidence of duplicate coverage. There is no cash-in for waiving dental or vision coverage.

B. SICK LEAVE

Sick leave shall be earned at the rate of ten (10) hours per month. The maximum accrual of sick leave shall be two hundred (200) days, two thousand (2,000) hours. Sick leave shall be used only for the employee's illness or disability or for an illness in the employee's immediate family. Misuse of sick leave shall be grounds for disciplinary action.

Notification of Sickness

1. To receive compensation while absent on sick leave an employee must notify his/her immediate supervisor in the manner provided for in departmental rules and regulations **or as otherwise allowed by law.**
2. When **an employee requests sick leave, the City shall follow the guidelines outlined in SB 579 and all other applicable laws to determine whether a doctor's note will be required.** ~~a sick leave absence is for more than three (3) consecutive working days, an employee's illness must be verified in a written statement from an attending physician or a personal affidavit stating the cause of the absence. Employees shall furnish any other proof of sickness reasonably required by the Department Head or the City Manager.~~

Family Sick Leave

1. In the case of an illness of a member of the employee's immediate family, the employee, upon submission of proper notice, may take up to one-half of his/her annual sick leave accrual (60 hours) per year for family sick leave.
2. Immediate family for the purpose of this section shall be defined as spouse, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, child, stepchild, guardian, stepfather, stepmother, registered domestic partner, grandparents or grandchildren.
3. Family sick leave shall be deducted from the employee's accumulated sick leave.

Return from Sick Leave

Upon return from sick leave an employee may be required by the City Manager or Department Head to report for an examination by a City selected medical examiner to determine his/her fitness for duty.

Cash Out: Termination of Employment

1. Death: 50% of accrued sick leave
2. Discharged: None
3. Layoff: 50% of accrued sick leave

4. Resignation: None
5. Retirement: 50% of accrued sick leave

Cash Out: Annual

Employees have the option of accruing all of their yearly sick leave or being paid for it in accordance with the following provisions:

1. Provisions for the payment of unused sick leave shall be based on a fiscal year basis (July 1 to June 30).
2. Employees may cash in, convert to vacation, or accrue one-half (1/2) of their annual unused sick leave hours at the end of each fiscal year. If neither of these options is exercised, the unused sick leave will be accrued.
3. The cash in of sick leave shall be based on an employee's hourly rate as of June 30, except for retirement or layoff.
4. Upon retirement, employees shall be paid in accordance with the same schedule provided for at termination of employment and shall be computed at the employee's hourly rate of pay at the time of separation.

C. BEREAVEMENT LEAVE

1. In case of a death in the employee's immediate family the employee, upon submission of proper notice, may take up to three (3) consecutive work days of bereavement leave. Bereavement leave shall not be deducted from an employee's accrued sick leave.
2. Immediate family is defined as spouse, mother, mother-in-law, father, father-in-law, sister, sister-in-law, brother, brother-in-law, child, stepchild, guardian, stepfather, stepmother, registered domestic partner, grandparents and grandchildren.
3. The City may require an employee to submit evidence of the relationship to the employee and the death of the immediate family member.

D. LIFE INSURANCE

All employees covered by this agreement shall be covered by a life insurance policy in the following coverage amounts: Group I - \$250,000 and Group II - \$150,000. The City shall pay the premium.

E. SHORT AND LONG TERM DISABILITY INSURANCE

Employees shall be covered by long-term and short-term disability insurance plans. The City shall pay the premium for both policies.

F. DEFERRED COMPENSATION PLAN

The City shall maintain a deferred compensation plan and participation in the plan is voluntary. The City does not match funds.

G. ADMINISTRATIVE LEAVE

Employees shall be granted twelve (12) days administrative leave per year on July 1. Administrative leave may be prorated for employees hired after July 1. Use of administrative leave is subject to City Manager approval. Employees shall be allowed to cash in sixty (60) hours of administrative leave per year.

H. HOLIDAYS

1. The following days shall be considered holidays with pay:
 1. New Year's Day
 2. Martin Luther King's Birthday
 3. Presidents' Day
 4. Cesar Chavez's Birthday
 5. Memorial Day
 6. Juneteenth
 7. Independence Day
 8. Labor Day
 9. Veterans' Day
 10. Thanksgiving Day
 11. Christmas Eve
 12. Christmas Day
 13. New Year's Eve
2. If a holiday falls on a Saturday it will be observed on the preceding Thursday. If a holiday falls on a Sunday it will be observed on the following Monday.
3. Floating Holidays:

In lieu of three (3) former holidays (Lincoln's Birthday, Admission Day, and the day after Thanksgiving), three (3) floating holidays will accrue to employees on July 1 each year. Floating holidays earned in a fiscal year and unused as of June 30, shall either be cashed out or converted to vacation and carried over to the next fiscal year at the employee's option.

I. VACATION

Vacation shall be earned as follows:

1. During first 12 months service - 12 days per year.
2. 2nd year through 5th year of service - 18 days per year.
3. 6th year through 10th year of service - 21 days per year.
4. 11th year through 15th year of service - 25 days per year.
5. 16th year through 20th year of service - 30 days per year.
6. Over 20 years of service - 40 days per year

Vacation schedules must be submitted to the City Manager or Department Head for approval. Vacation may only be taken in increments of full days or shifts unless specific approval is given for smaller increments of not less than four (4) hours.

Vacation hours may be accrued up to the amount earned over 24 months, provided that the employee has used a minimum of eight (8) days of vacation annually (July 1 - June 30).

Cash Out: Vacation

Subject to filing an official request, an employee may cash in up to eighty (80) hours of vacation annually (based on a fiscal year: July 1-June 30).

J. CITY VEHICLES

Employees may be provided City vehicles subject to the determination of the City Manager that the vehicles are necessary for use in the performance of their job duties.

K. CAR ALLOWANCE

Employees in Group I will receive a car allowance in the amount of \$100.00 per week.

L. LONGEVITY PAY

City Management employees shall be eligible for longevity pay above the base rate of pay, as indicated below, based on total hours of completed continuous* service with the City. Longevity pay shall be paid on all paid hours up to an employee's standard hours and shall not be considered when determining the appropriate rate of pay for a promotion or demotion.

Longevity payments will be effective July 1, 2022.

TOTAL COMPLETED SERVICE	COMPENSATION
31,200 Continuous Service Hours (15 years)	2%

*For purposes of this section, continuous service hours includes periods of service from the initial date of hire through an employee's severance with the City in specific instances when the City initiates lay-off actions for economic reasons and the employee was subsequently re-hired. Additionally, part-time service hours are excluded from the calculation of continuous service hours.

LM. TUITION REIMBURSEMENT

The City will reimburse employees 50% of tuition for continuing education in non-job related courses and 100% of tuition for classes in job related courses. Payment is predicated on an employee receiving a 2.0 grade or better. The cost to the City for the education reimbursement shall not exceed \$5,000 per employee per fiscal year. Requests for educational reimbursement must be submitted and approved by the City Manager prior to enrolling in a course. Requests for reimbursement of professional training or professional licenses must be approved by the City Manager.

MN. MEDICAL FLEX PLAN

The City will provide and administer an "employee benefits plan" for medical expenses pursuant to Section 125 of the Internal Revenue Service Code. Participation in the plan is voluntary. The annual deduction is determined by the Internal Revenue Service.

NO. SEVERANCE BENEFITS

The City Manager shall authorize the payment of up to 120 calendar days for Group I and up to 90 calendar days for Group II of base salary in effect at the time and benefit payments upon separation from City service if not for cause. If such severance compensation is approved, it shall be paid in addition to any accrued leave otherwise payable to the employee.

OP. JURY DUTY

An employee who is summoned for attendance to any court for jury duty during his/her normal working hours shall be deemed to be on duty and there shall be no loss of salary. Any jury fees received by an employee shall be paid to the City.

Compensation for mileage or subsistence allowances are not considered as a fee and shall be retained by the employee. Any employee who is called as a witness arising out of and in the course of his/her City employment shall be deemed to be on duty and there shall be no loss of salary. Any witness fees received by an employee shall be paid to the City together with any mileage received by the employee if he/she uses City transportation. An employee absent as a witness in a private matter shall not be entitled to be paid during such absence.

Nothing herein shall be deemed to affect the right of the City Manager to discuss with an employee the possibility and practicability of seeking an exemption or excuse from jury duty or as a witness as may legally be available, when absence by the employee would create undue hardship for the employee or his/her department, or would materially affect required service to the public.

Approved/Amended: ~~July 31, 2019~~ **September 8, 2021**