

CITY OF SALINAS

**Department Directors
Compensation Plan**

April 28, 2009

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COMPENSATION PLAN
BETWEEN
THE CITY OF SALINAS
AND
THE DEPARTMENT DIRECTORS

SECTION 1 - PREAMBLE

The Department Directors' Compensation Plan has been developed and approved in recognition of the unique "at-will" employment category under which directors are employed in the City of Salinas. The Plan is comprehensive and is designed to be competitive in the senior management recruitment and retention environment in which the directors are recruited, hired, and retained. The base salary and benefits provided are designed to recognize the unique characteristics associated with director service to the residents of Salinas.

SECTION 2 - PAY RATES AND PRACTICES

A. Salary Schedule

Effective for the term of this Compensation Plan, the lowest maximum base salary for which a Department Director is eligible shall be no less than the highest (6th step) base salary for any classified position in the City. *The Salary Schedule will be frozen at January 1, 2009 amounts until July 1, 2011.*

B. Salary Adjustments

Department Director base salaries shall be adjusted annually by the City Manager based solely on the director's annual performance evaluation. Each Department Director will develop and enter into an annual performance contract with the City Manager and performance evaluations will be based on the performance contract. Two-thirds (2/3) of all performance based salary adjustments shall be based on the performance contract. The City Manager shall complete annual performance evaluations for all Department Directors on a Calendar Year basis.

C. Salary Concessions

Effective July 1, 2009 employees will contribute an amount equal to ten percent (10%) of base salary towards either health premiums and/or a donation to the City of Salinas. Contributions will sunset on July 1, 2011.

SECTION 3 - BENEFITS

A. Health, Dental, and Vision Plan

Effective for the term of this Compensation Plan, the City shall contribute the full amount of the premiums for PERS Choice coverage for employee and eligible dependents. The City will continue with the full amount of premiums for current supplementary dental and vision plans available to City employees and eligible dependents.

B. Biennial Physical Examination

The City will provide a Department Director with physical examination for preventive health measures. A Department Director shall be eligible for the first such physical twenty-four (24) months from the date of regular hire and every twenty-four (24) months thereafter while he or she remains in regular employ. Employees forty (40) years of age and older shall be eligible for physical examination every eighteen (18) months.

The City will pay for usual and customary costs for the biennial office exam and for the normal associated lab work as outlined in the biennial medical exam form for the employee's occupation.

Additional testing or examination resulting from abnormal findings of the biennial exam shall be submitted by the employee to the employee's medical plan and coverage will be subject to the terms of the medical plan. When the employee is in an occupation requiring additional testing or examination because of legislation or a court of competent jurisdiction determination, coverage for such testing/examination will be provided under the biennial exam.

C. Long Term Disability

The City shall contribute to the City sponsored Long Term Disability Plan the full cost of the 60% - No maximum monthly benefit program.

D. Life Insurance

The City shall provide term life insurance in an amount of \$150,000 to each Department Director.

E. Bilingual Pay

Two hundred fifty dollars (\$250) per month shall be paid to Department Directors who speak and use a language other than English in the course of his/her job duties. This section is subject to administrative discretion.

F. Uniform Allowance

The City shall pay six hundred dollars (\$600) per calendar year to the Police Chief and five hundred fifty dollars (\$550) per calendar year to the Fire Chief for uniform replacement and maintenance.

G. 457 / 401(a) Compensation

Department Directors shall be provided a City paid contribution to a 457 or a 401(a) compensation plan based on months of service with the City. The payment to either plan will be provided on a biweekly basis. The schedule to be effective January 1, 2008 is as follows:

MONTHS OF EMPLOYMENT	BIWEEKLY CONTRIBUTION
0 - 12 months	\$ 74.53
13-24 months	\$149.04
25-36 months	\$223.56
37-48 months	\$298.07
49-60 months	\$372.60
61-72 months	\$447.11
73-84 months	\$521.64
85+ months	\$596.15

The City's maximum contribution shall be adjusted annually (January 1 of each year) and set equal to the IRS457 Deferred Compensation contribution maximum.

The Department Director's determinations as to participation in either the 457 or 401(a) plan shall be governed by the specific regulations for that plan.

H. Retirement Benefits

Effective for the term of this Compensation Plan, employees enrolled in the California State Public Employees' Retirement System (PERS) shall pay seven (7%) percent as the employee-paid contribution.

For those employees who may become part of this unit who participate in the ICMA program for retirement purposes, the City's contribution to ICMA retirement program shall be equal to City's contribution to NYL Retirement Program.

I. Retirement Incentive

Twenty-four (24) months of health insurance, with premium paid by the City, will be provided to any member who qualifies for a normal or early retirement, as defined by the retirement plan, and elects to retire prior to January 31, 2010. The maximum health insurance (to include medical, dental and vision) payment amount available will be PERSChoice at employee +1 dependent.

J. Management Leave

Directors shall accrue one hundred and sixty (160) hours of management leave per year.

K. Auto Allowance

The City shall pay a monthly automobile allowance of seven hundred fifty dollars (\$750) to each Department Director unless the Director is assigned a City vehicle for his/her use.

L. Physical Fitness/Wellness Program

1. Effective for costs each calendar year, the City will provide fifty percent (50%) reimbursement in January of the following year, for actual costs of participation in health club memberships for employee only, subject to the following conditions:
 - Health clubs must be in the City of Salinas
 - Reimbursement shall not exceed \$500 per calendar year, per employee
 - Reimbursement requires the submission of actual receipts
2. Employees not participating in the reimbursement program are eligible for a voluntary physical fitness incentive program. Employees must achieve a passing score on the City of Salinas Fitness Assessment Program dated June 9, 1995, administered through Hartnell College in January of each year. Payment of a fitness premium shall be made in February of each year as follows:

Level 4 - \$ 500
Level 5 - \$ 750
Level 6 - \$1,000

M. Severance

“At-will” appointed Department Director shall be eligible for one (1) month of base salary severance for each full year of employment with the City of Salinas up to a maximum of six (6) months severance benefit. The severance benefit shall not be provided to Department Directors who voluntarily resign or are separated from City employment “for cause” as defined in the City Personnel rules.

N. Retiree Health Savings

The City shall institute a qualified Retiree Health Savings Plan for Department Directors if requested to do so by the Directors. The City shall not participate financially in any funding of the Plan.

SECTION 4 - LEAVE PROVISIONS

A. Holidays (8 hours per day)

1. Fixed Holidays	Date
New Year's Day	January 1
Martin Luther King	Third Monday in January
Lincoln's Birthday	February 12
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November

Friday after Thanksgiving
Christmas Eve
Christmas Day

Day after Thanksgiving
December 24
December 25

2. Two (2) floating holiday per year.
3. Every day appointed by the President or Governor for a public day of mourning, Thanksgiving, or holiday, when ratified by the Mayor or the Salinas City Council.

B. Annual Leave

1. Annual Leave shall be as provided in the Personnel Rules and Regulations.

1st through 5th year	22 days per year	176 hours per year
6th through 10th year	27 days per year	216 hours per year
11th through 15th year	29 days per year	232 hours per year
16th through 17th year	30 days per year	240 hours per year
18th through 19th year	31 days per year	248 hours per year
20th through 24th year	32 days per year	256 hours per year
25th through retirement	33 days per year	264 hours per year

C. Bereavement Leave

Department Director's shall be entitled to four (4) days of leave with pay for a death in the family. Up to five (5) days of leave with pay may be authorized to a Department Director who travels out of the state to attend the funeral of the deceased family member. All provisions of the Personnel Rules and Regulations regarding Bereavement Leave (Section 11.8) shall apply.

Family member includes:

Husband	Mother-in-Law	Grandchild
Wife	Father-in-Law	Step-Mother-in-Law
Father	Sister-in-Law	Step Father-in-Law
Mother	Brother-in-Law	Step Brother/Sister
Child	Legal Guardian	Aunt
Brother	Step-Child	Uncle
Sister	Step-Father	
Grandparent	Step-Mother	

D. Family & Medical Leave

In accordance with the California Family Rights Act and the Federal Family and Medical Leave Act, the City of Salinas Family & Medical leave Policy is detailed in the Administrative memorandum 94-1, effective February 1, 1994.

SECTION 5 – MISCELLANEOUS

A. Americans With Disabilities Act

Language consistent with these Federal and State regulations is included in this Agreement and attached as Appendix B.

B. Other Benefits

The Department Directors shall be eligible to receive other benefits that may be provided to other City non-safety employees on an across the board, uniform basis. The Department Directors may also request that the City provide other benefits that can be provided to Directors without cost to the City but which may require City sponsorship.

SECTION 6 - TERM

The term of this Compensation Plan shall commence *April 28, 2009* and shall continue in force until amended.

**JOB CLASSIFICATION - SALARY SCHEDULE
AS OF JANUARY 1, 2009**

		MAXIMUM
EXECUTIVE GROUP		
B02	CHIEF OF POLICE	17465
	ASSISTANT CITY MANAGER	17465
B03	FIRE CHIEF	17039
B04	FINANCE DIRECTOR	16623
B12	MAINTENANCE SERVICES DIRECTOR	16623
B07	LIBRARY DIRECTOR	15831
B09	COMMUNITY DEVELOPMENT DIRECTOR	15831
B05	ECONOMIC DEVELOPMENT DIRECTOR	15831
B11	ENGINEERING AND TRANSPORTATION DIRECTOR	14000

**JOB CLASSIFICATION - SALARY SCHEDULE
AS OF JULY 1, 2011**

		MAXIMUM
EXECUTIVE GROUP		
B02	CHIEF OF POLICE	18338
	ASSISTANT CITY MANAGER	18338
B03	FIRE CHIEF	17891
B04	FINANCE DIRECTOR	17454
B12	MAINTENANCE SERVICES DIRECTOR	17454
B07	LIBRARY DIRECTOR	16623
B09	COMMUNITY DEVELOPMENT DIRECTOR	16623
B05	ECONOMIC DEVELOPMENT DIRECTOR	16623
B11	ENGINEERING AND TRANSPORTATION DIRECTOR	14700

General Provision Regarding Americans With Disabilities Act

Because the ADA requires accommodations for individuals protected under the Act, and because these accommodations must be determined on an individual, case-by-case basis, the City and the Association agree that the provisions of this Agreement may be disregarded in order for the City to avoid discrimination relative to hiring, promotion, granting permanency, transfer, layoff, reassignment, termination, rehire, rates of pay, job and duty classification, seniority, leaves, fringe benefits, training opportunities, hours of work or other terms and privileges of employment.

The Association recognizes that the City has the legal obligation to meet with the individual employee to be accommodated before any adjustment is made in working conditions. The Association will be notified of these proposed accommodations prior to implementation by the City.

Any accommodation provided to an individual protected by the ADA shall not establish a past practice nor shall it be used or cited as past practice in any grievance procedure.

Prior to disregarding any provision of this Agreement in order to undertake required accommodations for an individual protected by the Act, the City will provide the Association with written notice of its intent to disregard the provision, and will allow the Association the opportunity to discuss alternatives to disregarding the Agreement.

**AMENDMENT TO THE COMPENSATION PLAN
BETWEEN THE CITY OF SALINAS
AND THE DEPARTMENT DIRECTORS**

The Compensation Plan between the City of Salinas and the Department Directors is hereby amended as follows:

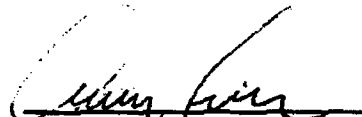
C. Salary Concessions: Effective July 1, 2011 employees will contribute an amount equal to thirteen percent (13%) of base salary towards either health premiums and/or a donation to the City of Salinas. Contributions will sunset on July 1, 2013.

All other provisions of the Compensation Plan shall continue in full force and effect.

Dated: May 17, 2011



Dennis Donohue
MAYOR



Artie Anrae Fields
CITY MANAGER

RESOLUTION NO. 20008 (N.C.S.)

**A RESOLUTION AMENDING THE COMPENSATION PLAN
FOR THE DEPARTMENT DIRECTORS**

WHEREAS, the City of Salinas provides a separate compensation plan for Department Directors; and

WHEREAS, in the face of the economic recession and imminent budget shortfalls facing the City, on June 9, 2009, the Department Directors accepted a ten percent (10%) reduction in their compensation amount; and

WHEREAS, the City Manager and Executive Staff have engaged in further labor negotiations in light of the unprecedented and continuing economic challenges facing the City and come to agreement regarding additional concessions that will help the City meet its budget objectives; and

WHEREAS, the Department Directors have agreed that their compensation plan shall reflect an additional concession of three percent (3%) of base salary beginning on July 1, 2011 and continuing in effect until July 1, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF SALINAS that the Mayor of Salinas be, and is hereby authorized and directed, for and on behalf of the City of Salinas, and as its act and deed, to execute the attached Amendment to Department Directors Compensation Plan.

PASSED AND ADOPTED this 17th day of May 2011, by the following vote:

AYES: Councilmember: Barrera, Craig, McShane, Sanchez and Mayor Donohue

NOES: None

ABSENT: Councilmembers De La Rosa and Lutes



Dennis Donohue, Mayor

ATTEST:



Ann Camel, City Clerk