

**COMPENSATION PLAN  
FOR CONFIDENTIAL MANAGEMENT PERSONNEL  
OF THE CITY OF SALINAS**

**November 7, 2023**

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**SECTION 1 - PREAMBLE**

This Compensation Plan applies to the following Confidential Management Personnel job classifications: Assistant City Manager, Assistant City Attorney, Senior Human Resources Analyst, Senior Deputy City Attorney, Assistant Finance Director, City Clerk, Deputy City Attorney II, Accounting Manager, Human Resources Analyst II, Human Resources Analyst I, Economic Development Analyst, Finance Management Analyst, Risk and Benefits Analyst, Senior Human Resources Analyst, and Community Relations Manager.

**SECTION 2 - PAY RATES AND PRACTICES**

**A. Wages**

Effective for the term of this Compensation Plan, base salaries will be increased as follows:

1. Four percent (4%) effective in the first full pay period following Council approval of this Compensation Plan or in the pay period inclusive of January 1, 2023, whichever is later.
2. Two percent (2%) effective in the first full pay period of January 2024.

**B. Bilingual Premium**

A premium of five percent (5%) of base salary shall be paid to an employee routinely and consistently assigned by management to speak and use a language other than English in the course of the employee's duties before January 1, 2017; this 5% premium is grandfathered for employees receiving such premium before January 1, 2017. An employee who is awarded bilingual pay on or after January 1, 2017, will be paid \$75 per pay period. This section is subject to administrative direction.

**C. Longevity Pay**

Employees who have attained twenty (20) years of regular service with the City of Salinas shall receive a longevity pay incentive of an additional five percent (5%) base salary in recognition of their time in service.

**D. Educational Achievement Pay**

The City will compensate any employee who holds a bachelor's degree from an accredited college or university with a two and one-half percent (2½%) incentive pay to base salary.

The City will compensate any employee who holds a graduate degree from an accredited college or university, that is determined to be job-related by the Department Director, with a two and one-half percent (2½%) incentive pay to base salary.

**E. Division Head Premium Pay**

The City will compensate any employee who is a Division Head, with duties that include management of day-to-day operations and supervision of employees in the Division, with a two and one-half (2½%) premium pay above base salary.

**F. Residency Stipend**

Employees who maintain their legal residence within the corporate limits of the City of Salinas shall receive a \$200/month residency stipend payable on a biweekly basis.

**G. Temporary Upgrade Pay**

An employee who is assigned by the Department Director to perform all the duties of a vacant position in a higher classification for a limited duration (up to 960 hours each fiscal year), while relieved of the duties of the employee's current position, shall receive temporary upgrade pay while performing those duties. Such pay shall start on the first day of assignment and amount to ten percent (10%) of the employee's base rate of pay. Request for temporary upgrade pay must be submitted within the pay period in which the assignment was worked.

**SECTION 3 - BENEFITS**

**A. Health, Dental, and Vision Plans**

1. Health Premiums

- a. The City will contribute toward monthly health benefits premiums in an amount equal to 95% of premium for the plan and level of coverage the employee has selected, up to 95% of the PERS Platinum health plan premium, for employees working in regular, full-time positions.
- b. Beginning in the first full pay period of January 2025, the City will contribute toward monthly health benefits premiums in an amount equal to 95% of premium for the plan and level of coverage the employee has selected, up to 80% of the PERS Platinum health plan premium, for employees working in regular, full-time positions.
- c. The employee shall pay for premium costs above the City contribution

through payroll deductions.

2. Dental and Vision Premiums

The City will continue to pay the full amount of premiums for dental and vision benefits for employees and eligible dependents.

3. Opting Out

The City contribution to the Cafeteria Benefit Plan shall be \$684.11 per month for employees who elect to opt out of the City's health, dental, and vision insurance coverage and provide proof to Human Resources of other coverage that meets any requirements of the Affordable Care Act ("ACA").

**B. 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.

**C. Life Insurance**

The City shall provide term life insurance in an amount equal to the employee's annualized base salary or a \$50,000 policy, whichever is greater, for each Confidential Management employee.

**D. Retirement Benefits**

1. New York Life Participants

Effective for the term of this Compensation Plan, employees enrolled in the City's New York Life Retirement Program shall pay four and one-half percent (4½%) of salary as the employee-paid contribution.

Effective June 1, 2001, the New York Life Retirement Program shall be amended to provide for a retirement benefit based on single highest year compensation.

Subject to the majority vote of all New York Life Retirement Program active participants, the NYL Retirement Program will be amended to a two percent (2%) at age fifty-five (55) benefit and employee-paid contribution increasing from the current four and one-half (4½%) percent to seven (7%) percent.

2. CalPERS Classic Employees

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

The PERS Retirement Benefit for classic employees provides for the two percent (2%) at age fifty-five (55) retirement formula based on single highest year compensation.

3. CalPERS New Members

The formulas above do not apply to persons who are defined as “new members” under the Public Employees’ Pension Reform Act of 2013 (“PEPRA”). New members are subject to all applicable PEPRA provisions, including the 2% at age 62 formula. Each new member will contribute 50% of the normal cost of his/her benefit as determined by CalPERS.

**E. At-Will Employees**

Confidential Management Personnel designated as “at-will employees” by the City Code shall receive a life insurance benefit of \$100,000 and twenty (20) additional hours of annual leave, in recognition of their at-will employment status.

**F. Professional Development**

An employee shall be allowed up to one thousand dollars (\$1000) per fiscal year for professional development expenses on a reimbursement basis and with prior approval by the Department for:

1. Academic courses of study, seminars, workshops, conferences, training, software, hardware and associated expenses directly related to the employee's profession.
2. Professional memberships, subscriptions, publications and books directly related to the employee's profession.

**G. Retirement Health Savings Plan**

The City and Association shall review alternatives for the provision of an employee funded Retiree Health Savings Plan. The City shall institute a qualified plan for the Association membership if requested to do so. The City shall not participate financially in any funding of the Plan.

**SECTION 4 - LEAVE PROVISIONS**

**A. Holidays (8 hours per day)**

<b>1. Fixed Holidays</b>	<b>Date</b>
New Year's Day	January 1
Martin Luther King	Third Monday in January
Lincoln's Birthday	February 12
Presidents Day	Third Monday in February

Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

2. 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 Manual. Benefit is calculated at 8-hour day.
2. Annual Leave will accrue incrementally over the course of a year as provided below.

1st through 5th year	278 hours per year
6th through 10th year	318 hours per year
11th through 15th year	334 hours per year
16th through 17th year	342 hours per year
18th through 19th year	350 hours per year
20th through 24th year	358 hours per year
25th through retirement	366 hours per year

The maximum annual leave accrual cap per employee shall be 732 hours. An employee who reaches the maximum annual leave accrual cap will not accrue additional annual leave until the annual leave balance is below the maximum accrual cap. Employees may cash out up to 80 hours of accrued annual leave per calendar year during employment; any additional accrued unused annual leave will be paid at separation.

**C. Bereavement Leave**

Confidential Management Personnel shall be entitled to four (4) days of leave with pay, plus one unpaid day, for a death in the family. Up to five (5) days of leave with pay may be authorized to an employee who travels out of the state to attend the funeral or memorial service of the deceased family member. All provisions of the Personnel Manual regarding Bereavement Leave shall apply. Registered Domestic Partners will be recognized.

Family member includes:

Husband	Mother-in-Law	Grandparent
Wife	Father-in-Law	Grandchild

Father	Sister-in-Law	Legal Guardian
Mother	Brother-in-Law	Aunt
Child	Step-Child	Uncle
Brother	Step-Father	Step Brother/Sister
Sister	Step-Mother	Step Father-in-Law
		Step Mother-in-Law

**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, as amended.

**SECTION 5 - WORKING CONDITIONS**

**A. Grievance/Disciplinary Action Appeals Procedure**

The Grievance/Disciplinary Action Appeals Procedure for Confidential Management Personnel is set forth in the Personnel Manual. No employee shall suffer retaliation resultant from use of this procedure.

**B. Flex-Time Program**

The City shall maintain a flex-time program in which Confidential Management Personnel can participate. Individual participation in the program will be subject to the review and approval of the Department Director. The flex-time program shall be limited to flexing hours within each pay period.

**SECTION 6 - TERM**

The term of this Compensation Plan shall commence upon Council approval and continue until amended.