

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

(Revised October 22, 2024)

SECTION 1 - PREAMBLE

This Compensation Plan applies to the job classifications listed in Appendix A.

SECTION 2 - PAY RATES AND PRACTICES

A. Wages

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

1. Six percent (6%) effective in the first full pay period following Council approval of this Compensation Plan or in the first full pay period of January 2025, whichever is later.
2. Three percent (3%) effective in the first full pay period of January 2026.

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 90% 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 a \$150,000 policy for each Confidential Management employee.

D. Retirement Benefits

1. 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.

2. 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" shall receive 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, 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)

- | 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 |
| 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 in February, provided that the employee has used at least 80 hours of annual leave in the prior calendar year; 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.

APPENDIX A

Position	Step 1 Hourly	Step 1 Monthly	Step 2 Hourly	Step 2 Monthly	Step 3 Hourly	Step 3 Monthly	Step 4 Hourly	Step 4 Monthly	Step 5 Hourly	Step 5 Monthly	Step 6 Hourly	Step 6 Monthly
Accounting Manager	48.8854	8,473	51.3398	8,899	53.9027	9,343	56.5982	9,810	59.4251	10,300	62.4000	10,816
Assistant City Attorney	71.5263	12,398	75.1067	13,018	78.8660	13,670	82.8115	14,354	86.9514	15,072	91.2933	15,824
Asst Finance Director	60.2903	10,450	63.3065	10,973	66.4737	11,522	69.8002	12,099	73.2859	12,703	76.9543	13,339
Assistant to the City Manager	55.6030	9,638	58.3795	10,119	61.2982	10,625	64.3662	11,157	67.5842	11,715	70.9669	12,301
Chief Assistant City Attorney	78.6789	13,638	82.6175	14,320	86.7525	15,037	91.0927	15,789	95.6466	16,579	100.4227	17,407
City Clerk	52.3418	9,073	54.9591	9,526	57.7087	10,003	60.5902	10,502	63.6194	11,027	66.8035	11,579
Community Relations Manager	46.0970	7,990	48.3995	8,389	50.8198	8,809	53.3580	9,249	56.0280	9,712	58.8228	10,196
Economic Development Analyst	46.5466	8,068	48.8706	8,471	51.3214	8,896	53.8920	9,341	56.5820	9,808	59.4069	10,297
Finance Management Analyst	46.5466	8,068	48.8706	8,471	51.3214	8,896	53.8920	9,341	56.5820	9,808	59.4069	10,297
Human Resource Analyst I	41.8097	7,247	43.9068	7,611	46.1047	7,991	48.4116	8,391	50.8350	8,811	53.3747	9,252
Human Resource Analyst II	43.9068	7,611	46.1047	7,991	48.4116	8,391	50.8350	8,811	53.3746	9,252	56.0388	9,713
Human Resources Manager	54.0967	9,377	56.9483	9,871	59.7942	10,364	62.7834	10,882	65.9241	11,427	69.2245	11,999
Risk and Benefits Analyst	43.9068	7,611	46.1047	7,991	48.4116	8,391	50.8350	8,811	53.3746	9,252	56.0388	9,713
Senior Human Resources Analyst	50.5355	8,759	53.0599	9,197	55.7158	9,657	58.4969	10,139	61.4304	10,648	64.4956	11,179
Sr Deputy City Attorney	57.7087	10,003	60.5902	10,502	63.6194	11,027	66.8035	11,579	70.1436	12,158	73.6544	12,767
Sr Finance Management Analyst	48.8854	8,473	51.3398	8,899	53.9027	9,343	56.5982	9,810	59.4251	10,300	62.4000	10,816