

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

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**SECTION 1 - PREAMBLE**

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

**SECTION 2 - PAY RATES AND PRACTICES**

**A. Wages**

Employees will receive a two and a half percent (2.5%) increase on the wage scale effective with the first full payroll period following City Council approval of this Compensation Plan.

Employees will receive a two and a half percent (2.5%) increase on the wage scale effective with the payroll period inclusive of January 1, 2018.

Employees will receive a two and a half percent (2.5%) increase on the wage scale effective with the payroll period inclusive of January 1, 2019.

Unit members will receive a one-time off-salary-schedule payment of \$2,500 in the first full pay period following City Council approval of this Compensation Plan.

**B. Flexible Compensation Plan**

January 1 each year Confidential Non-Management Personnel shall receive a Flexible Compensation Plan equal to a total of five percent (5%) of the employee's base salary, which may, subject to administrative direction, be used for insurance premiums, additional life insurance, deferred compensation, flexible leave, or cash.

**C. Bilingual Pay**

A premium of five percent (5%) of base salary shall be paid to an employee assigned by management to speak and use a language other than English in the course of the employee's duties. This section is subject to administrative direction.

**D. Special Assignment Pay**

The City has established two categories of special assignment pay.

1. Temporary Upgrade Pay (Special Assignment Pay While Working Out of Class). An employee who is assigned by the Department Director to perform all the duties of a higher classification for a limited duration (up to six months), while relieved of the duties of the employee's current position, shall receive a ten percent (10%) Special Assignment Pay while performing those duties. Such pay shall start on the first day of assignment and be based on the employee's established base salary. Request for Temporary Upgrade Pay must be submitted within the pay period in which the special

assignment pay was worked.

2. **Special Assignment Pay While Performing Additional Responsibilities.** An employee who is assigned by the Department Director a significant increase in duties and responsibility in his/her classification may receive a ten percent (10%) special assignment pay. Such pay is authorized on recommendation of the Department Director with approval of the City Manager. It may be paid for special assignments of not less than two (2) weeks nor more than three (3) months duration. The City Manager may approve additional special assignment pay beyond three (3) months for exceptionally difficult long-range assignments.

**E. Confidential Premium**

Confidential Non-Management Personnel will be paid \$200 per month as a confidential premium, in recognition of the fact that such employees are routinely and consistently assigned to sensitive positions requiring trust and discretion.

**F. Longevity Pay**

Employees who have attained twenty (20) years of 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.

**G. Educational Incentive**

Upon Department Director approval and the Human Resource Officer's verification, employees are eligible for a monthly educational incentive based upon verification of accredited college or university units as listed below:

Bachelor's Degree	\$150 per month
Associate's Degree or Ninety (90) Semester Units	\$120 per month
Sixty (60) Semester Units	\$90 per month
Thirty (30) Semester Units	\$60 per month

**SECTION 3 - BENEFITS**

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

1. **Dental and Vision Premiums**
  - a. The City will pay the full amount of premiums for dental and vision plans for the employee and eligible dependents for full-time employees (40 hours per week).
  - b. The City will pay the full amount of premiums for dental and vision plans for the employee only for employees working in budgeted regular, part-time positions.
2. **Health Premiums**



- a. For regular, full-time employees, the City will continue to pay the full amount of premiums for the employee and eligible dependents for the health plan that the employee has selected (up to the cost of the premiums for the PERS Choice health plan), until the first full pay period of December 2019.
- b. For regular, part-time employees, the City will continue to pay the full amount of premiums for employee-only coverage (up to the cost of the premiums for the PERS Choice health plan), until the first full pay period of December 2019.
- c. Beginning in the first full pay period of December 2019, regular, full-time employees (based on level of coverage selected by the employee) and regular, part-time employees (with employee only coverage) shall contribute an amount toward monthly health premiums equal to four percent (4%) of the premium for the PERS Choice health plan and not to exceed the following amounts:
  - i. Employee only: \$25 per month
  - ii. Employee plus one: \$50 per month
  - iii. Employee plus family: \$75 per month.
- d. The employee shall pay for premium costs, as indicated above, through payroll deductions.
- e. Employees enrolled in the City's medical program under the California Public Employees' Medical and Hospital Care Act ("PEMHCA") receive a contribution by the City equal to the statutory minimum monthly contribution under PEMHCA. The City contribution amounts described above shall include the PEMHCA statutory minimum contribution.
- f. In the event that new legal requirements of the Affordable Care Act (ACA) or its successor are effective during the term of this Memorandum of Understanding, the parties agree to re-open on the limited subject of achieving legal compliance.

**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 of \$50,000 for each Confidential Non-Management employee.

**D. Professional Development**

An employee shall be allowed up to one thousand dollars (\$1000) per fiscal year for professional development expenses, voluntarily incurred, on a reimbursement basis and with

prior approval by the Department Director for the following:

- Academic courses of study, seminars, workshops, conferences, training, software, hardware, and associated expenses related to the employee's position.
- Professional memberships, subscriptions, and books/publications related to the employee's position.

#### **E. 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" contributions to the City's New York Life Retirement Program. The City shall pay all contributions in excess of 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 majority vote of all New York Life Retirement Program active participants, the NYL Retirement Program may be amended to a two (2%) percent 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. PERS**

###### **a. Classic Employees**

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

Effective June 1, 2001, the PERS Retirement Benefit shall be amended to provide for the two (2%) percent at age fifty-five (55) retirement formula based on single highest year compensation.

###### **b. 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 PERS.

#### **F. Physical Fitness/Wellness Program**

1. Effective for costs each calendar year, City will provide fifty percent (50%) reimbursement to employees for actual costs of participation in health club memberships for the employee only, subject to the following conditions:



- Reimbursement shall not exceed \$500 per calendar year, per employee.
  - Reimbursement shall be made once a year during the month of January and requires 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, administered through Hartnell College. Payment of a fitness premium shall be made thirty (30) calendar days after the completion of the testing process as follows:

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

## 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   |
| 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. Two (2) floating holiday per calendar 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

Annual Leave shall be as provided in the Personnel Manual/Rules and Regulations in the following amounts. *Benefit is calculated at 8-hour day.*

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**

Confidential Non-Management Personnel shall be entitled to four (4) days of leave with pay for the death of a family member. 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 of the deceased family member. All provisions of the Personnel Manual regarding Bereavement Leave shall apply.

Family member includes:

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

### **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 Non-Management Personnel is set forth in the Personnel Manual/Rules and Regulations. No employee shall suffer retaliation resultant from use of this procedure.

### **B. Performance Evaluations**

An employee who does not agree with the overall rating which he/she receives on his/her written performance evaluation shall discuss and attempt to resolve the differences with his/her immediate supervisor.

If discussion with his/her immediate supervisor does not result in resolution of the differences, the employee may file a written request to meet with the next level of management. Said request shall state the unresolved issues and the specific changes in the written performance evaluation that the employee is seeking. The appropriate manager shall meet with the employee to discuss the unresolved issues.

If the issues are not resolved to the employee's satisfaction following discussion with the



appropriate manager, the employee may within ten (10) working days file a written request for a meeting with the Department Director. Within ten (10) working days of the receipt of a written request stating the unresolved issues and the desired changes in the written performance evaluation, the Department Director shall meet with the employee to discuss the issues. Within ten (10) working days of said meeting, the Department Director shall respond in writing to the employee. The decision of the Department Director shall be final and not subject to the grievance procedure.

Performance evaluations will include notations of the employee's significant extra efforts, job related training, commendations and all positive written input.

**C. Overtime**

Overtime will conform with FLSA, Administrative Memorandum dated 86-4, as amended, and the Personnel Rules and Regulations. The City will pay overtime (in cash or compensatory time off subject to administrative rules) after forty (40) hours of work in any one workweek.

Overtime calculations shall include all leave time, (including, but not limited to annual leave, bereavement leave and compensatory time off) which shall be considered part of the employee's workweek.

**D. Alternate Hours of Work Policy**

During the term of this Memorandum of Understanding, the City shall work with the group to develop an Alternate Hours of Work Policy within the following parameters:

1. City workflow or output shall not be impaired in any way.
2. The City will attempt to accommodate the employee's needs, i.e., request will be evaluated on a case-by-case basis.
3. A supervisor shall not be able to work alternate hours if it results in a subordinate being unsupervised at any time.

**E. Compensatory Time**

Accumulation of compensatory time, in lieu of overtime compensation, shall be limited to one hundred twenty (120) hours, with full buy-out at the appropriate rate of pay upon separation of employment with the City.

**F. Reasonable Accommodations for Employees with Disabilities**

Employees with disabilities may request reasonable accommodations under state and federal law.

**SECTION 6 - TERM**

The term of this Compensation Plan shall commence January 1, 2017, and shall expire December 31, 2019, except as otherwise provided in this plan.

Appendix A

Benefit Group	Grade	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
27	27.7016	Community Safety Assist	\$24.5816	\$4,260.8020	\$25.8116	\$4,474.0020	\$27.1031	\$4,697.8620	\$28.4562	\$4,932.3998	\$29.8767	\$5,178.6280	\$31.3713	\$5,437.6838
27	27.2036	Deferred Comp Technician	\$25.6824	\$4,451.6160	\$26.9678	\$4,674.4100	\$28.3146	\$4,907.8640	\$29.7291	\$5,153.0440	\$31.2174	\$5,411.0160	\$32.7795	\$5,681.7800
27	27.7021	Deputy City Clerk	\$24.5816	\$4,260.8020	\$25.8116	\$4,474.0020	\$27.1031	\$4,697.8620	\$28.4562	\$4,932.3998	\$29.8767	\$5,178.6280	\$31.3713	\$5,437.6838
27	27.7006	Executive Assistant	\$26.3220	\$4,562.4800	\$27.6444	\$4,791.6878	\$29.0219	\$5,030.4540	\$30.4733	\$5,282.0300	\$31.9985	\$5,546.3980	\$33.5975	\$5,823.5580
27	27.7051	Human Resource Technician	\$22.0847	\$3,828.0060	\$23.1855	\$4,018.8200	\$24.3417	\$4,219.2280	\$25.5594	\$4,430.2960	\$26.8386	\$4,652.0240	\$28.8850	\$5,006.7355
27	27.7011	Legal Secretary	\$24.5816	\$4,260.8020	\$25.8116	\$4,474.0020	\$27.1031	\$4,697.8620	\$28.4562	\$4,932.3998	\$29.8767	\$5,178.6280	\$31.3713	\$5,437.6838
27	27.2026	Payroll Supervisor	\$31.2174	\$5,411.0160	\$32.7795	\$5,681.7800	\$34.4216	\$5,966.4020	\$36.1436	\$6,264.8820	\$37.9517	\$6,578.2860	\$39.8520	\$6,907.6800
27	27.2031	Payroll Technician	\$25.6824	\$4,451.6160	\$26.9678	\$4,674.4100	\$28.3146	\$4,907.8640	\$29.7291	\$5,153.0440	\$31.2174	\$5,411.0160	\$32.7795	\$5,681.7800