

Compensation Plan for the City of Salinas Department Directors

(Revised October 22, 2024)

SECTION 1 - PREAMBLE

The Department Directors' Compensation Plan has been developed and approved in recognition of their "at-will" nature of employment. 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. This Plan applies to any Department Director or Assistant Chief without a written employment agreement with the City of Salinas, as shown in Appendix A.

SECTION 2 - PAY RATES AND PRACTICES

A. Salary Schedule

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

1. The salary schedule is revised as shown at Appendix A, to address compaction, effective in the first full payroll period following Council approval of this Compensation Plan.
2. Six percent (6%) effective in the first full pay period following Council approval of this Compensation Plan or in the first full payroll period of January 2025, whichever is later.
3. Three percent (3%) effective in the first full pay period of January 2026.

B. Salary Adjustments

The City Manager may award merit step increases to Department Directors based on the director's annual performance evaluation.

SECTION 3 - BENEFITS

A. Health, Dental, and Vision Plan

1. The City will contribute a flat dollar amount toward monthly health benefits premiums for Department Directors equal to 95% of the premium for the level of coverage the employee has selected, up to 95% of the PERS Platinum Plan premium.
2. Effective 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 the premium for the level of coverage the employee has selected, up to 90% of the PERS Platinum health plan premium.

3. The employee shall pay for premium costs above the City contribution through payroll deductions.
4. The City will continue to pay the full amount of premiums for dental and vision plans.

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 \$150,000 to each Department Director.

D. Bilingual Premium

Two hundred fifty dollars (\$250) per month shall be paid to Department Directors who routinely and consistently speak and use a language other than English in the course of his/her job duties, as determined by the City Manager; this bilingual premium is grandfathered for Department Directors receiving such premium before January 1, 2017. A Department Director who is awarded a bilingual premium on or after January 1, 2017, will be paid \$75 per pay period. This section is subject to administrative discretion.

E. Uniform Allowance

The City shall pay one thousand two hundred dollars (\$1,200) per calendar year to the Fire Chief, Chief of Police, and Assistant Chiefs of Police for uniform replacement and maintenance.

F. Deferred Compensation & Retirement Savings Plans

Department Directors shall be provided a City paid contribution to a deferred compensation plan (under Internal Revenue Code section 457) or a retirement savings plan (under Internal Revenue Code section 401(a)) based on months of service with the City. The payment to either plan will be provided on a biweekly basis.

Maximum contribution rates are based on months of regular employment with the City, in accordance with the following schedule.

| Months | Pay Period | Annual |
|---------------|-------------------|---------------|
| 0-12 | 110.59 | 2,875.23 |
| 13-24 | 221.15 | 5,749.86 |
| 25-36 | 331.73 | 8,625.07 |
| 37-48 | 442.30 | 11,499.70 |
| 49-60 | 552.88 | 14,374.93 |
| 61-72 | 663.47 | 17,250.14 |
| 73-84 | 774.03 | 20,124.77 |
| 85+ | 884.62 | 23,000.00 |

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

G. Retirement Benefits

1. Classic Employees

Effective for the term of this Compensation Plan, employees enrolled in the California State Public Employees' Retirement System (PERS) shall pay seven percent (7%) as the employee-paid contribution, except that any classic members in the position of the Fire Chief, Chief of Police, and Assistant Chief of Police shall pay nine percent (9%) as the employee-paid contribution.

2. New Members

Department Directors who are defined as “new members” under the Public Employees’ Pension Reform Act of 2013 (“PEPRA”) will contribute 50% of the normal cost of his/her benefit as determined by CalPERS.

H. 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.

I. Severance

Department Directors may be terminated at will, in the discretion of the City Manager. Upon termination, Department Directors 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 of salary. The severance benefit shall not be provided to Department Directors who voluntarily resign or are separated from City employment “for cause.”

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 |
| Veterans 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.
2. Annual Leave will accrue incrementally over the course of a year as provided below.

| | |
|-------------------------|--------------------|
| 1st through 5th year | 296 hours per year |
| 6th through 10th year | 336 hours per year |
| 11th through 15th year | 352 hours per year |
| 16th through 17th year | 360 hours per year |
| 18th through 19th year | 368 hours per year |
| 20th through 24th year | 376 hours per year |
| 25th through retirement | 384 hours per year |

The maximum annual leave accrual cap per employee shall be 768 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 120 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

Department Directors 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 a Department Director 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 | 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 | Registered Domestic Partner |
| 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, as amended.

SECTION 5 - TERM

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

APPENDIX A

October 28, 2024

| 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 |
|---------------|---------|-----------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| 14 | 14.1013 | Chief of Police | 92.1410 | 15,971 | 96.7510 | 16,770 | 101.5919 | 17,609 | 106.6643 | 18,488 | 112.0029 | 19,414 | 117.6031 | 20,385 |
| 14 | 14.1019 | Public Works Director | 79.2857 | 13,743 | 83.2501 | 14,430 | 87.4126 | 15,152 | 91.7833 | 15,909 | 96.3725 | 16,705 | 101.1911 | 17,540 |

January 6, 2025

| 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 |
|---------------|---------|---------------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| 14 | 14.1014 | Assistant Chief of Police | 92.1410 | 15,971 | 96.7510 | 16,770 | 101.5919 | 17,609 | 106.6643 | 18,488 | 112.0029 | 19,414 | 117.6031 | 20,385 |
| 14 | 14.1012 | Assistant City Manager | 99.6582 | 17,274 | 104.6447 | 18,138 | 109.8795 | 19,046 | 115.3706 | 19,998 | 121.1418 | 20,998 | 127.1988 | 22,048 |
| 14 | 14.1013 | Chief of Police | 97.6695 | 16,929 | 102.5561 | 17,776 | 107.6874 | 18,666 | 113.0642 | 19,598 | 118.7231 | 20,579 | 124.6593 | 21,608 |
| 14 | 14.1022 | Community Development Dir | 78.0791 | 13,534 | 81.9859 | 14,211 | 86.0787 | 14,920 | 90.3874 | 15,667 | 94.9043 | 16,450 | 99.6495 | 17,273 |
| 14 | 14.1025 | Finance Director | 76.5638 | 13,271 | 80.3912 | 13,934 | 84.4055 | 14,630 | 88.6281 | 15,362 | 93.0588 | 16,130 | 97.7118 | 16,937 |
| 14 | 14.1016 | Fire Chief | 93.5184 | 16,210 | 98.2004 | 17,021 | 103.1122 | 17,873 | 108.2682 | 18,766 | 113.6827 | 19,705 | 119.3667 | 20,690 |
| 14 | 14.1027 | Human Resources Director | 75.0775 | 13,013 | 78.8332 | 13,664 | 82.7754 | 14,348 | 86.9190 | 15,066 | 91.2634 | 15,819 | 95.8265 | 16,610 |
| 14 | 14.1028 | Lib/Community Svc Dir | 75.0775 | 13,013 | 78.8332 | 13,664 | 82.7754 | 14,348 | 86.9190 | 15,066 | 91.2634 | 15,819 | 95.8265 | 16,610 |
| 14 | 14.1019 | Public Works Director | 84.0428 | 14,567 | 88.2451 | 15,296 | 92.6574 | 16,061 | 97.2903 | 16,864 | 102.1549 | 17,707 | 107.2626 | 18,592 |