

# **Compensation Plan for the City of Salinas Department Directors**

**November 7, 2023**

---

## **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. A sixth step will be added to the salary schedule [at five percent (5%) above the fifth step] effective in the first full payroll period following Council approval of this Compensation Plan.
2. Two percent (2%) effective with the payroll period inclusive of January 1, 2024.

### **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 80% 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 six hundred fifty dollars (\$650) 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 employment with the City, in accordance with the following schedule.

<u>Months</u>	<u>Pay Period</u>	<u>Annual</u>
0-12	93.76	2,437.66
13-24	187.49	4,874.81
25-36	281.25	7,312.46
37-48	374.99	9,749.61

49-60	468.74	12,187.27
61-72	562.50	14,624.92
73-84	656.23	17,062.07
85+	749.99	19,499.73

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 notice of 60 days without cause or immediately for cause. 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)**

- | <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   |
| 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 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**

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.