

CITY OF MANTECA

EXECUTIVE MANAGEMENT

SUMMARY OF SALARY AND BENEFITS

July 1, 2019 – June 30, 2021

Amended May 19, 2020

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I. TERM

1. TERM

The terms outlined in this summary are effective July 1, 2019 through June 30, 2021.

2. CLASSIFICATION

The full-time unrepresented executive manager classifications entitled to the salaries and benefits defined in the summary, including any new executive management positions authorized, are as follows:

Administrative Services Director
City Clerk
Community Development Director
Finance Director
Fire Chief
Parks and Recreation Director
Police Chief
Public Works Director

II. COMPENSATION

3. SALARIES

Refer to Salary Matrix published by the Administrative Services Department for salary range and corresponding salary steps within that range.

General Salary Increases

Effective July 1, 2019, cost of living adjustment of ~~2~~ **3%** for all executive managers

Effective July 1, 2020, cost of living adjustment of 2% for all executive managers

Minimum Salary Compaction

Effective July 1, 2019

Total net PERSable compensation, including any cost sharing, will be reviewed to ensure salaries have a minimum 5% compaction separation from the immediate subordinates of the executive manager.

This review will occur anytime there is a change in compensation of a subordinate.

4. STIPEND

Effective July 1, 2020, employees will receive a non-PERSable stipend equal to 6% of their base salary. The 6% stipend can be cashed out or placed into a deferred compensation account. This option can occur anytime during the fiscal year. The stipend will be forfeited at separation or on June 30th each year, if not cashed out or placed into a deferred compensation account.

An employee hired after July 1st will receive a prorated stipend in the fiscal year in which they were hired.

5. LONGEVITY PAY

Executive managers with over five years of continuous employment with the City of Manteca are eligible to be considered for one longevity bonus per year of 10% of one month's base salary. Executive managers with ten years of continuous employment are eligible for 20% of one month's base salary. This bonus will be considered on the employee's anniversary date of employment and paid with the next regular payroll.

6. DEFERRED COMPENSATION

ICMA Retirement Corporation and Strategic Retirement Advisors administer a deferred compensation plan for the City. Managers may voluntarily contribute to this plan with a minimum contribution of \$10.00 per pay period. The maximum amount that may be deferred is available in the deferred compensation provider materials.

Managers may catch up on unused deferrals for any years since January 1, 1979 that they did not defer the maximum amounts. The maximum catch-up contribution amount is available in the deferred compensation provider materials.

7. HOLIDAY BENEFITS

The following are recognized as legal holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Christmas Day	

When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, it shall be observed on the preceding Friday.

Executive Managers will receive two (2) floating holidays the first pay period in July of each year. The floating holidays are to be taken any time as a whole day throughout the fiscal year with the approval of the City Manager. Employees will not be allowed to carryover the floating holidays. The floating holidays cannot be cashed out in lieu of taking the day off.

8. OUT-OF-CLASS PAY

The City agrees in concept with providing just compensation to executive managers working out-of-class, either when managing another department or in acting for the City Manager. Out-of-class compensation of 5% is eligible after the completion of five consecutive days of working out-of-class or 15 accumulative days of working out-of-class per fiscal year with authorization by the City Manager. Any increment amount over 5% is to be based on comparison of “out-of-class” range being worked to regular range.

Working out-of-class shall be defined as performing a majority of the duties of the position as contained in the job description.

9. UNIFORM ALLOWANCE

The Police Chief and Fire Chief shall receive the same uniform allowance provided to their respective department personnel.

10. FIRE CHIEF MUTUAL AID

If the Fire Chief participates in a mutual aid assignment and such participation is eligible for reimbursement, the Fire Chief will receive additional pay at straight time compensation for hours worked outside of the city’s regular business hours. The Fire Chief must have approval from the City Manager before accepting a mutual aid assignment.

III. LEAVES

11. VACATION LEAVE

Executive managers shall be entitled to vacation leave based upon their full and continuous length of service with the City in accordance with the following accrual rates and the Personnel and Rules and Regulations:

1 thru 48 months	=	6.667 hours per month
49 thru 96 months	=	10.00 hours per month
97 thru 144 months	=	12.666 hours per month
145 mos. & on	=	15.333 hours per month

The maximum vacation accrual limit shall be 2.5 times the annual accrual rate with no cash out provision. Once the vacation cap is reached, no additional accruals of vacation will be made until the reduction is at least equal to the monthly accrual.

12. ADMINISTRATIVE LEAVE

Executive managers shall receive 120 hours of administrative leave per fiscal year. Each month it will be funded at a rate of 5 hours per pay period with a cap of 300 hours. Once the cap is reached, no further administrative leave will accrue until the reduction is at least equal to the monthly accrual rate. Payment for cashing out up to 80 hours per fiscal year of administrative leave may be made upon request.

13. SICK LEAVE

Executive managers shall accrue sick leave at the rate of eight (8) hours for each full month of continuous service. There shall be no maximum accumulation limit on sick leave accrual. Sick leave with pay shall not be considered an earned right to time off from work at the employee's discretion but shall only be allowed in cases of actual necessity caused by personal illness, disability or preventive medical, dental, or optical care.

Employees may utilize up to 80 hours of accrued sick leave per calendar year for illness, disability or preventative medical, dental or optical care for members of the employee's immediate family.

Retirees:

See Section V Retirement for retiree sick leave accrual cash out.

For the purpose of this section, "immediate family" shall be defined as the employee's spouse/registered domestic partner, children/stepchildren, siblings, parents (including foster or step), parents of the employee's spouse (including foster or step), grandparents and grandchildren of the employee or the employee's spouse/registered domestic partner or other individuals whose relationship to the employee is that of a dependent. The city reserves the right to require an employee to establish to the City's satisfaction the dependent relationship.

14. BEREAVEMENT LEAVE

In the event of a death in the immediate family of an employee, he/she shall, upon request be granted up to three days bereavement leave with pay without charge to his/her accumulated sick leave credits or accrued vacation. The City may grant an additional two (2) days bereavement leave, upon request, which shall be charged against the employee's accumulated sick leave credits in cases where extensive travel is required to attend the funeral or where the employee is responsible for completing funeral arrangements for the family members.

For the purpose of this Section, "immediate family" shall be defined as the employee's spouse/registered domestic partner, children/stepchildren, siblings, parents (including foster or step), parents of the employee's spouse/registered domestic partner (including foster or step), grandparents and grandchildren of the employee or the employee's spouse/registered domestic partner or other individuals whose relationship to the employee is that of a dependent.

In the event of the death of a relative other than those defined above as immediate family, the employee may be granted up to one (1) day of bereavement leave upon request which shall be charged against the employee's accumulated sick leave credits. Any additional leave required under circumstances of bereavement for the purpose of funeral arrangements, estate matters, or additional travel time, will be charged against the employee's accrued vacation or compensatory time off credits.

The City may require evidence of the relationship and attendance of the funeral.

IV. INSURANCE

15. HEALTH INSURANCE

Active Employees:

A health care plan will be provided for all employees. The monthly maximum benefit paid, including the Minimum Employer Contribution (MEC) and the City contribution, will be as follows:

Effective July 1, 2019

Single	\$ 705
Employee +1	\$1460
Family	\$1940

If the City paid cap exceeds the cost of the medical insurance premium, no monetary value will result for the employee regardless of the medical insurance option they chose. Any unused cap dollars will be maintained by the City and no additional compensation will be afforded the employee.

If a Manager chooses to decline health insurance coverage, the City will contribute \$425 to the Manager's deferred compensation account or cash in lieu of deferred compensation each month. The employee shall notify Finance if they want the contribution in cash or deferred compensation by February of each year. Failure to notify Finance will result in continuation of the previous year's option.

If the Manager currently contributes the maximum allowed amount to deferred compensation, that contribution must be reduced by the amount exceeding the maximum contribution to enable the City to make the in-lieu of contribution. In this case, the Manager will net the difference in their paycheck.

The Manager will be required to sign a waiver when canceling coverage. Re-enrollment to CalPERS plans can only be made during the open enrollment period unless criteria for re-enrollment are met as defined by CalPERS.

Retirees:

See Section V Retirement for retiree health benefits.

16. DENTAL INSURANCE

The City shall pay the entire premium for dental coverage for the employee and dependents. Diagnostic/preventative work will be covered 100%. Deductibles will also be waived for diagnostic/preventative work.

Orthodontia Coverage:

The City will provide orthodontia coverage under the dental plan. The plan will pay 50% of the cost of orthodontia services up to a life time maximum of \$1,500 per person covered.

17. VISION INSURANCE

The City shall pay the entire premium for vision care for employees and their dependents.

18. LIFE INSURANCE COVERAGE

Employees shall receive \$10,000, plus an equivalent amount to their annual salary, of group life insurance coverage upon being employed one full calendar month. The City shall pay all premium costs for life insurance coverage.

19. LONG TERM DISABILITY INSURANCE

The City shall provide a long-term disability insurance plan. The plan shall provide a maximum monthly income benefit of 66 2/3% of the first \$15,000 of base monthly earnings.

The maximum benefit paid shall not exceed \$10,000 per month. Benefits of the plan shall not be paid until 50% of accrued sick leave has been exhausted or until the 30th day following the onset of disability, whichever is longer. The City pays the majority of the cost of the long-term disability insurance plan. Employees will pay the difference in the cost (with pre-tax dollars) for the enhanced benefit.

V. RETIREMENT

20. RETIREMENT

State Retirement Program:

Executive Managers shall be members of the California Public Employees' Retirement System (CalPERS). Any contract with CalPERS currently in effect, shall remain in effect as they may apply to the executive managers. All employee contributions to the below retirement plans shall be paid on a pre-tax basis in accordance with the provisions of Internal Revenue Code § 414(h)(2) – Employee Pick-Up. Retirement benefits shall be consistent with the laws of the State of California and the United States.

Definitions:

Retired Employee is defined as follows:

An employee who retires from the City of Manteca under the provisions of the California Public Employees' Retirement System.

New Member is defined as follows:

1. A unit member who becomes a member of CalPERS for the first time on or after January 1, 2013 and who was not a member of any other public retirement system prior to that date;

2. A unit member who becomes a member of CalPERS for the first time on or after January 1, 2013 and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under Gov. Code §7522.02(c) and related CalPERS reciprocity requirements; or
3. A unit member who was an active member in CalPERS with another employer and who, after a break in service of more than six (6) months, returned to active membership in CalPERS with the City.

Classic Member is defined as follows:

A unit member who entered into membership with a qualifying public retirement system on or before December 31, 2012 who does not meet the definition of “New Member” under Government Code §7522.04(f) and related CalPERS membership requirements.

Status as either a New Member or Classic Member shall be determined by CalPERS.

Retirement Benefits

Classic Tier 1 Retirement plan for employees hired with the City of Manteca on or before May 31, 2012.

Classic Tier 1 members shall receive the 2.7% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Classic Tier 1 members shall pay through payroll deduction, 100% of the CalPERS established employee contribution, which is eight percent (8%).

Additionally, Classic Tier 1 members shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of nineteen percent (19%) or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of sixteen percent (16%).

Classic Tier 1 member in the Police Chief Position, shall receive the 3% at 50 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Classic Tier 1 member in the Police Chief Position shall pay through payroll deduction, 100% of the CalPERS established employee contribution, which is nine percent (9%).

Additionally, Classic Tier 1 member in the Police Chief Position shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of twenty percent (20%) or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of seventeen percent (17%).

Classic Tier 1 member in the Fire Chief Position shall receive the 3% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Classic Tier 1 member in the Fire Chief Position shall pay through payroll deduction, 100% of the CalPERS established employee contribution, which is nine percent (9%).

Additionally, Classic Tier 1 member in the Fire Chief Position shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of twenty percent (20%) or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of seventeen percent (17%).

Classic Tier 2: Retirement plan for employees hired with the City of Manteca on or after June 1, 2012 whomeet the definition of a Classic member as defined by CalPERS.

Classic Tier 2 members shall receive the 2.0% at 60 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

Classic Tier 2 members shall pay through payroll deduction, 100% of the CalPERS established employee contribution, which is seven percent (7%).

Additionally, Classic Tier 1 members shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of eighteen percent (18%) or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of fifteen percent (15%).

Classic Tier 2 member in the Police Chief Position, shall receive the 3% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

Classic Tier 2 member in the Police Chief Position shall pay through payroll deduction, 100% of the CalPERS established employee contribution, which is nine percent (9%).

Additionally, Classic Tier 2 member in the Police Chief Positions shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of twenty percent (20%) or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of seventeen percent (17%).

There is no Tier 2 formula for the Fire Chief. If the member meets the definition of a Classic Member as defined by CalPERS the member will receive the Classic Tier 1 benefit as listed above.

PEPRA: Retirement plan for employees hired with the City of Manteca on or after January 1, 2013, who meet the definition of a new member as defined by CalPERS.

PEPRA members shall receive the 2.0% at 62 retirement benefit. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

PEPRA members in the Police Chief or Fire Chief positions shall receive the 2.7% at 57 retirement benefit. For purposes of determining a retirement benefit, final compensation for these employees shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

As required by Gov. Code § 7522.04(g), PEPRA members shall pay through payroll deduction, fifty percent (50%) of the total normal cost of their retirement plan as determined annually by CalPERS.

Additionally, PEPRA members shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of eleven percent (11%) plus, fifty percent (50%) of normal cost or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of eight percent (8%) plus fifty percent (50%) of normal cost.

Additionally, PEPRA members in the Police or Fire Chief positions shall pay through payroll deduction an additional eleven percent (11%) toward the employer contribution for a total of eleven percent (11%) plus, fifty percent (50%) of normal cost or at will members shall pay an additional eight percent (8%) toward the employer contribution for a total of eight percent (8%) plus fifty percent (50%) of normal cost.

Under no circumstances shall these employees pay less than half the normal cost as determined annually by CalPERS.

All classifications will utilize Level 4 of the CalPERS 1959 Survivor Benefit.

21. SUPPLEMENTAL RETIREMENT PLANS

ICMA 401

Non-sworn executive managers will be eligible for ICMA 401 Supplemental Retirement enhancement. The City will contribute five percent (5%) to this plan, and the participant may voluntarily contribute after-tax dollars. This plan supplements the CalPERS retirement benefit to provide the following vesting schedule:

Number Years Completed	Vesting %
1 years	20%
2 years	40%
3 years	60%
4 years	80%
5 years	100%

22. RETIREE HEALTH

All members hired prior to December 31, 2011 will receive a monthly maximum contribution benefit of \$675, which includes the Minimum Employer Contribution (MEC) as established annually by CALPERS.

The maximum benefit provided to retirees under this section shall be \$675.00.

All members hired after December 31, 2011 will receive the Minimum Employer Contribution (MEC) as established annually by CALPERS.

23. SICK LEAVE UPON RETIREMENT

Managers who retire from City service (exclusive of deferred or disability retirement) shall be entitled to all sick leave hours credited to their account in the form of 50% toward the Retirement Health Savings plan at their currently hourly rate and the remaining 50% will be applied towards retirement credit.

VI. MISCELLANEOUS

24. CATASTROPHIC LEAVE PLAN

Managers may donate sick leave, vacation, and/or administrative leave to another employee for the use of another employee when he/she is off work due to a non-work related injury or illness. When an employee donates time to another employee, a release form must be signed permitting the City to transfer the time. Time may only be donated as needed.

25. LIGHT DUTY ASSIGNMENT

The City will assign managers to light duty assignments when an injured employee is found by a physician to be able to return to work but unable to assume all of the duties of his/her regular assignment. The guiding principle for the City in making light duty assignments will be that the tasks will not aggravate the employee's illness or injury.

26. PERSONNEL FILES

Managers shall have access to their personnel files including the right to inspect or receive a copy of any material placed in their personnel file maintained by the Administrative Services Department and the right to respond to any such material. Managers shall be required to provide Administrative Services with 24 hours advance notice to review their personnel file.