

SUMMARY OF BENEFITS

FLEXIBLE BENEFITS/CAFETERIA PLAN - The City provides a \$1,300 monthly allotment for insurance programs and/or deferred compensation. The employee may select from many medical, dental and optical plans depending on individual needs and insurance level required. Insurance coverage is effective thirty (30) days from the first of the month following your date of hire. The remainder of unexpended moneys not allocated for insurance programs can be placed in the City's Deferred Compensation Plan or taken as cash on the employee's paycheck.

Employees who have other medical insurance coverage and do not desire to participate in the City offered program must provide proof of other insurance and sign a Waiver Release Form. The form is available in the Personnel Department.

Federal law and (COBRA) requires employers to make available the continuation of medical insurance to terminated employees at cost for up to eighteen (18) months.

DEFERRED COMPENSATION PLAN – ICMA RC 457 deferred compensation - The primary purpose of deferred compensation is to allow you defer a portion of compensation for retirement purposes. This makes it possible to set aside more of your current income for retirement under a planned program, defer payment of current income taxes until you receive the money as a retirement benefit, and thereby provide the opportunity to reduce the amount of income taxes you will pay. The funds are eligible to be withdrawn at retirement, termination of employment or through requesting an emergency hardship. Information booklets from ICMA on deferred compensation are available from the Personnel Department.

LIFE INSURANCE - The City provides term coverage equal to an employee's annual salary, up to \$150,000. Additional term life available at employee cost. The cost to provide the life insurance above \$50,000 is a taxable fringe benefit.

LONG TERM DISABILITY - The City provides 100% of premiums for long-term disability insurance. Benefits are for non-work related injury or illness and are payable after 30 days or when accumulated sick leave is exhausted, whichever is longer.

RETIREMENT - The City is part of the Public Employees Retirement System (PERS). Vesting time for the system is five (5) years.

For miscellaneous employees (Classic Members), 2% @ 55 plan, single highest year, the member contribution is 7%. Effective July 1, 2011 the Member pays the 7% member contribution, such contribution being pre-tax. For new CalPERS miscellaneous members as of January 1, 2013, 2% @ 62, highest consecutive 3 years (pursuant to recent State pension reform legislation); with the employee paying the member contribution (6.25%).

For local safety members (Classic Members), 3% @ 55 plan, single highest year, the member contribution rate is 9%. Effective July 1, 2011 the Member pays the 9% member contribution, such contribution being pre-tax. For new CalPERS safety members as of January 1, 2013, 2.7% @ 57, highest consecutive 3 years (pursuant to recent State pension reform legislation); with the employee paying the member contribution (11.5%).

Social Security/Medicare -

Full time miscellaneous employees contribute 6.2% of their taxable earnings to FICA (Social Security) and 1.45% of their taxable earnings to Medicare.

Full time safety employees contribute 1.45% of their taxable earnings to Medicare.

Part time employees participate in a mandatory deferred compensation retirement program, with the City matching the employee contribution of 3.75%.

RETIREE MEDICAL INSURANCE – The City pays the statutory minimum set by CalPERS toward retiree medical insurance.

WORKERS COMPENSATION INSURANCE - Under provisions of the Workers Compensation Insurance Law of California, any employee who is injured on the job is entitled to disability compensation and medical care.

EDUCATIONAL REIMBURSEMENT - You are encouraged to increase your knowledge regarding your job or vocational field. The tuition reimbursement program is designed for miscellaneous employees to encourage your self-development. The purpose of this program is to increase your skills in your present position and to help you discover new concepts and methods in your occupational field that will help you meet the changing demands of your vocation. The City provides for the reimbursement of education and training classes. Employees may receive a maximum of Five Hundred Dollars (\$500.00) per semester (\$1,000 annually) for approved programs. Course approval and reimbursement forms must be filled out and approved prior to the start of the course. Contact the Personnel Office for further information.

EDUCATIONAL INCENTIVE – Safety Employees - Safety members who have completed their one-year probationary period with the City may receive an Educational Incentive pursuant to the guidelines outlined in the current MOU or Fire Management Agreement. Monthly remuneration (flat rate) is as follows:

	Intermediate Fire Certificate <u>7-1-16</u>	Advanced Fire Certificate <u>7-1-16</u>
Firefighter	\$170	\$237
Fire Engineer	\$182	\$250
Fire Captain	\$215	\$298
Chief Officers	\$243	\$325

CERTIFICATE PAY – Certificate pay is provided in accordance with the following:

All positions represented by the San Bernardino Public Employees’ Association who possess one of the following certificates shall be paid \$50.00 for each full month of service in said position and those employees who possess two or more shall be paid \$75.00 for each full month of service in said position; for those assigned to Water Distribution, Water Treatment and Waste Water Collections increase the dollar amount of payment to be \$100 per month for one (1) certificate and \$125 per month for two (2) or more certificates:

- 1) State of California Department of Health Services Water Treatment or Water Distribution Certification
- 2) California Water Environment Association Certification
- 3) Backflow Prevention Certification
- 4) Pesticide Certification
- 5) Crane Certification
- 6) DL170 Trainer Certification
- 7) Class B Driver License

Bilingual pay – the City will pay \$50 per month for no more than one employee per department. Employee must pass a proficiency test as specified by the City.

CERTIFICATION PAY – Safety Employees - Safety members may receive Special Certification Pay pursuant to the guidelines outlined in the current MOU or Fire Management Agreement if he/she possesses the requisite certificates. Certification pay is non-cumulative.

	<u>Effective July 1, 2016</u>
Firefighter II	2.0%
Company Fire Officer	2.5%
Chief Officer	3.0%
Executive Fire Officer	3.5%

PARAMEDIC INCENTIVE – Safety Employees - Safety members may receive a Paramedic Incentive pursuant to the guidelines outlined in the current MOU or Fire Management Agreement of \$250 per month for Firefighters, Engineers, Captains and Chief Officers who possess a current and valid paramedic certification.

UNIFORM ALLOWANCE - Employees who are eligible for the City's uniform allowance will receive a payment for the cost of cleaning and maintaining required uniforms. The following table provides dollar amounts to those departments where uniforms are provided:

Eligible Public Works Maintenance Personnel - Pursuant to current Memorandum of Understanding \$600 annually.

Eligible Non-maintenance Personnel - Pursuant to current Memorandum of Understanding, \$600 annually.

Eligible Public Safety Personnel - Pursuant to current Memorandum of Understanding, \$1,000 annually.

PAYROLL DEDUCTION AND DIRECT DEPOSIT - The City offers payroll deduction and direct deposit on an individual basis. Please provide a cancelled check/account number & routing number.

EMPLOYEE ASSISTANCE PROGRAM – provided through UMUM’s Work-Life Balance Program. Some of the medical insurance coverage available to City employees under the flexible benefits/cafeteria plan offer counseling and other assistance. Contact your insurance company for more specific information.

DEPENDENT CARE ASSISTANCE/UNREIMBURSED MEDICAL EXPENSE PROGRAM - The purpose of the Plan is to enable participants to set aside a portion of their income pre-tax for reimbursement of dependent care expenses or unreimbursed medical expenses. The Plan also provides for payment of any out-of-pocket insurance premiums on a pre-tax basis. Contact the Personnel Department for further information.

HOLIDAYS - The City provides all full-time regular employees with twelve (12) paid holidays per year. Effective July 2001 the following are authorized city holidays:

New Year's Day	Veterans' Day
Martin Luther King, Jr. (Monday observed)	Thanksgiving Day
Presidents' Day (Monday observed)	Christmas Eve (1/2 day for Fire)
Memorial Day (Monday observed)	Christmas Day
4th of July	New Year’s Eve (1/2 day for Fire)
Labor Day	One Floating Holiday (Two for Fire)

The hour value of a holiday shall be equivalent to the scheduled work day (i.e. if on a 10 hour day schedule, holiday would be compensated at 10 hours; if on an 8 hour day schedule, holiday would be compensated at 8 hours). Fire employees working the 56-hour shift schedule will be credited with 12 hours for each full day holiday and 6 hours for each ½ day holiday.

With the exception of Christmas Eve and New Year’s Eve, if a scheduled holiday falls on a Sunday, the following Monday shall be observed as the holiday; if a scheduled holiday falls on a Friday or Saturday it shall be converted to a floating holiday; if a scheduled holiday falls on any other scheduled off work day, it shall be converted to a floating holiday. These floating holidays shall be subject to the same restrictions as other floating holidays granted to employees, except that they must be taken after the holiday for which they substitute. Christmas Eve and New Year’s Eve are paid days off only when they fall on a Monday, Tuesday, Wednesday, or Thursday and do not convert to floaters if they fall on Friday, Saturday or Sunday.

Holiday Pay for Loma Linda Professional Firefighter Local 935 members is paid pursuant to the current MOU.

PAID/SICK LEAVE - The City provides a combination of flexible sick leave and personal/vacation leave. All full-time regular employees are eligible after three months of service, but all time off should be pre-arranged with your Department Head. See below for accruals and rules for use.

Paid Leave is time off with pay for vacation, personal business, short term illness or disability due to non-work related injuries, pregnancy or other reasons requiring the employee's absence from work. Paid leave is posted biweekly and is available for use after ninety (90) days of full-time employment. Part-time employees do not accrue paid leave.

(a) Accrual

(1) Full time non-shift employees shall accrue paid leave in accordance with the following:

<u>Years of Continuous Service</u>	<u>Annual Accrual</u>	<u>Monthly / Pay Period Accrual</u>	<u>Maximum Hours Permitted In Employee's Account</u>
1 Month - 5 years	128	10.67 / 4.92	208
6 – 10 years	168	14.00 / 6.46	288
11 years	176	14.66 / 6.77	304
12 years	184	15.33 / 7.08	320
13 years	192	16.00 / 7.38	336
14 years	200	16.66 / 7.69	352
15+ years	208	17.33 / 8.00	368

(2) Full time safety employees working twenty-four (24) hour shifts shall accrue paid leave in accordance with the following:

<u>Years of Continuous Service</u>	<u>Annual Accrual</u>	<u>Monthly / Pay Period Accrual</u>	<u>Maximum Hours Permitted In Employee's Account</u>
1 Month - 5 years	192	16 / 7.38	312
6 – 10 years	252	21 / 9.69	432
11 years	264	22 / 10.15	456
12 years	276	23 / 10.62	480
13 years	288	24 / 11.08	504
14 years	300	25 / 11.54	528
15 + years	312	26 / 12.00	552

(3) With the exception of Management and Confidential employees, when the credited hours reach the "Maximum Hours Permitted In Employee's Account", accrual stops until the credited amount is below the maximum. Management and Confidential employees may continue to accrue hours in excess of the "Maximum Hours Permitted in Employee's Account", for three (3) month periods at the end of which they will be paid at their base hourly rates for any hours in excess of the Maximum.

(b) Paid Leave Usage

(1) Employees may not take paid leave during their first ninety (90) days three (3) months of employment service.

(2) Paid leave shall be taken at a time determined by the department head with due regard for the wishes of the employee and particular regard for needs of the service.

(3) Unless otherwise approved by the employee's supervisor, an employee shall submit a request to take paid leave, for other than their personal illness or injury or illness or injury to the employee's child, to their supervisor at least seven (7) calendar days prior to the intended start of the leave.

(4) With the exception of employees serving an original probationary period, it is recommended that an employees must take a minimum of one forty (40) hours increment of paid leave per anniversary period. Safety employees working on a shift basis are recommended to must take a minimum of seventy-two (72) hours of paid leave per in each anniversary period.

(5) An employee's paid leave account will not be affected by municipal holidays that occur while the employee is absent on paid leave.

(c) Pay for Unused Paid Leave

Upon termination an employee will be paid at his/her base hourly rate for all unused hours in his/her paid leave bank. Such payment shall not be construed as extending the employee's period of employment.

(d) Credit for Prior Service

If a person was employed with another government agency immediately prior to his/her appointment to a City position, full or partial credit may be allowed by the City Manager for that service time in establishing the employee's accrual rate.

SICK LEAVE

(a) Accrual

(1) Full time non-shift employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly/Pay Period Accrual</u>	<u>Maximum Hours Permitted In Employee's Account</u>
48	4 / 1.85	344

(2) Part time non-shift employees shall accrue sick leave as follows:

<u>Hours Accrued per Hours of Service</u>	<u>Maximum Hours Permitted in Employee's Account</u>
1 Hour per 30 Hours Worked	60

(3) 40-Hour Fire Department Management employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly / Pay Period Accrual</u>	<u>Maximum Hours Permitted In Employee's Account</u>
84	7 / 3.23	344

(4) 56-Hour Fire Department employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly / Pay Period Accrual</u>	<u>Maximum Hours Permitted In Employee's Account</u>
120	10 / 4.62	516

(2) Full time safety employees working twenty-four (24) hour shifts shall accrue sick leave in accordance with the following:

<u>Hours Accrued per Month of Continuous Service</u>	<u>Maximum Hours Permitted in Employee's Account</u>
6	516

(b) Sick Leave Usage

Sick leave may be used for sick leave purposes, as defined below. When utilizing sick leave for purposes that are foreseeable, the employee shall provide reasonable advance notification. If the need for sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The City may request medical verification for absences that exceed three (3) consecutive workdays, or in cases where leave abuse is suspected.

(c) Sick Leave Purposes

Sick leave purposes are defined as use of available leave for the following purposes:

(1) Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" means any of the following: (i) A child, which

means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (ii) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (iii) A spouse; (iv) A registered domestic partner; (v) A grandparent; (vi) A grandchild; (vii) A sibling.

(2) For an employee who is a victim of domestic violence, sexual assault, or stalking as set forth in Labor Code sections 230(c) and 230.1(a).

(d) Pay For Unused Sick Leave

(1) Annually, a full-time, non-shift employee who has in excess of 344 hours of unused sick leave may be paid at his/her base hourly rate for a maximum of 48 hours of unused sick leave in excess of the 344 hours; a 40-hour fire department management employee a maximum of 84 hours in excess of 344 hours; and a 56-hour fire department employee a maximum of 120 hours in excess of 516 hours.

(2) Upon termination, a full-time employee will be paid at his/her base hourly rate for one-third (1/3) of unused sick leave up to the "Maximum Permitted in Employee's Account". Additionally, if the unused leave exceeds to the "Maximum Permitted in Employee's Account", a full-time, non-shift employee shall be paid for no more than 48 hours of any excess; 84 hours for a fire department management employee; and 120 hours for a 56-hour fire department employee. Such payment shall not be construed as extending the employee's period of employment. A part-time employee shall not receive any payment for unused sick leave at time of termination.

OTHER LEAVE - Employees are allowed time-off from work for the following:

1. To vote - in conformance with State and Federal regulations.
2. To serve as an election official - in conformance with State regulations.
3. To serve as a juror or witness – unlimited, as provided in the Personnel Rules and Regulations.
4. Military service – in conformance with State and Federal regulations and as provided in the Personnel Rules and Regulations.
5. Maternity & non-work related illnesses - in conformance with State and Federal regulations.
6. Blood donation – 4 hours, as provided in the Personnel Rules and Regulations.
7. Bereavement leave – 3 days per death, as provided in the Personnel Rules and Regulations.
8. Family Care Leave - in conformance with State and Federal regulations.

The Personnel Rules and Regulations provide a more detailed definition of the above leaves.

ADMINISTRATIVE LEAVE - Designated management/confidential positions may be eligible to accrue Administrative leave in lieu of comp time as compensation for hours worked in excess of the standard forty hour work week.

Prior to June 1 each year, employees eligible for Administrative Leave shall notify the Finance Department, in writing, of their desired method of conversion for any accrued hours which will be unused by June 30. Conversion may be made by one or more of the following methods:

1. Receive cash payout
2. Transfer to deferred compensation account

The following table indicates those positions and rates of accrual:

At the rate of 120 hours per year:	City Manager
At the rate of 80 hours per year:	
City Clerk	Finance Director
Community Development Director	Fire Chief
Economic Development Director	Public Works Director/City Engineer
Information Systems Director	Assistant City Manager

At the rate of 70 hours per year:

Accountant	Field Services Superintendent
Accounting Manager	Information Systems Analyst IV
Associate Engineer	Senior Accountant/Financial Analyst
Division Chief	Senior Planner
Fleet Coordinator	Utility Services Superintendent

COMP TIME - Comp time is a program which serves the purpose of compensating eligible positions for hours worked which exceed the standard forty hour work week in lieu of overtime payment. Eligible employees may elect either comp time or overtime payment. There is a 40 hour maximum accumulation on comp time and once an employee has reached that maximum, any overtime will be paid off in the pay period earned. The following table indicates those positions and the rate compensated.

On an hour-for-hour basis:

Assistant Planner
Associate Planner
Executive Assistant

At time and one half:

Accounting Specialist	Accounting Technician I
Accounting Technician II	Administrative Specialist I
Administrative Specialist II	Administrative Specialist III
Code Compliance/Animal Control Officer	Customer Service /Meter Technician
Engineering Technician	Engineering Aide
Executive Aide	Field Maintenance Technician I
Field Maintenance Technician II	Field Maintenance Technician III
Fire Prevention Inspector	Human Resources / Risk Mgmt Analyst
Information Systems Analyst I	Information Systems Analyst II
Information Systems Analyst III	Mechanic
Parking Control Officer/Special Events	Planning Technician
Senior Mechanic	Supervising Accounting Technician
Treatment Plant Operator I	Treatment Plant Operator II
Treatment Plant Operator III	Utility Maintenance Technician I
Utility Maintenance Technician II	Utility Maintenance Technician III

VEHICLES – City vehicle provided for the following positions:

City Manager
Public Works Director/City Engineer
Fire Chief
Fire Marshal
Utility Services Superintendent
Field Services Superintendent

The provisions of this summary do not constitute a contract, expressed or implied, and any provisions contained may be modified or revoked, without notice.