

# MANAGEMENT EMPLOYEES BENEFITS SUMMARY



**July 1, 2016**

The following is a summary of the benefits available to management employees of the City of Clovis. For more information on any of the benefits listed below, contact the Personnel/Risk Management Division at (559) 324-2725.

**1. PAID VACATION**

Vacation is provided to allow employees paid time away from work to rest, recreate and return to work with renewed vigor and a fresh perspective. Increases in vacation accrual rates provide reinforcement for and recognition of length of service. Paid vacation time will accrue as follows per pay period/work days per year/maximum accrual.

<b>Years of Service</b>	<b>40 hour week Employees</b>	<b>56 hour week Employees</b>
0 to 7 <sup>th</sup> anniversary	5 hrs./15 days/280 hrs. Max.	7 hrs./15 days/392 hrs. Max.
8 <sup>th</sup> to 14 <sup>th</sup> anniversary	6 hrs./18 days/328 hrs. Max.	8.4 hrs./18 days/459.2 hrs. Max.
15 <sup>th</sup> to 19 <sup>th</sup> anniversary	6.7hrs./20 days/360 hrs. Max.	9.3 hrs./20 days/504 hrs. Max.
20 <sup>th</sup> anniversary plus	8 hrs./24 days/424 hrs. Max.	11.2 hrs./24 days/593.6 hrs. Max.

**2. PAID SICK LEAVE and SICK LEAVE INCENTIVE**

a. In order to ensure that employees have the opportunity to tend to their health issues and provide incentive for judicious use of sick leave benefit, the City provides sick leave and a sick leave incentive program.

b. The sick leave incentive benefit compensates employees up to 50% of a calendar year's unused accrual based on usage after an accumulation of 20 days of sick leave. The incentive is paid automatically on December 1st of each year.

Annual Sick Leave Incentive - 40 Hour Week Employees		
Hours Used During Preceding 12 Month Period	Number of Cash-out Hours Available	Percent of Cash-Out
-0-	96	50%
.1 to 8	88	45%
8 to 16	80	40%
16 to 24	72	35%
24 to 32	64	30%
32 to 40	56	25%

Annual Sick Leave Incentive 56 Hour Week Employees		
Hours Used During Preceding 12 Month Period	Number of Cash-out Hours Available	Percent of Cash-Out
-0-	134.4	50%
.1 to 11.2	123.2	45%
11.2 to 22.4	112	40%
22.4 to 33.6	100.8	35%
33.6 to 44.8	89.6	30%
44.8 to 56	78.4	25%

c. Managers who retire from the City with a normal retirement have the choice to cash-out up to 25% of their sick leave balance on their date of retirement. The cash-out may be applied to the Retiree Health Savings Plan (as defined in the RHS plan documents), the deferred compensation plan, or may be received in cash. The balance of unused sick leave hours after the cash-out will be certified to PERS for the benefit known as “Credit for Unused Sick Leave.”

d. One-half (½) the annual accrual of sick leave per calendar year may be used to attend to an illness of a child, parent, spouse, registered domestic partner, sibling, parent-in-law, a grandparent, or a grandchild. (Labor Code 233(a)). Leave taken under Labor Code 233(a) will count toward the satisfaction of leave rights under AB1522.

e. Up to 24 hours or three (3) days of sick leave may be used by an employee who is a victim of domestic violence, sexual assault, or stalking for the purposes of:

- Seeking medical attention for injuries cause by domestic violence or sexual assault
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault.
- To obtain psychological counseling related to an experience of domestic violence or sexual assault.
- To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

**3. PAID HOLIDAYS**

a. The City recognizes 10 scheduled paid holidays and one (1) paid floating holiday to be used at the mutual agreement of the employee and their supervisor. A four (4) hour floating holiday for all managers is available to be used on either the workday before Christmas Day or the workday before New Year’s Day, subject to the needs of the City.

b. On July 1st of each year, the Deputy Police Chief and Police Captains and Lieutenants shall be provided with 100 hours of holiday time in lieu of paid leave time off for holidays observed by the City. Up to 100 hours may be cashed-out each year at the employee’s option. 56/40 hour week Battalion Chiefs are provided with 200/142.86 hours of holiday time and are allowed to cash out up to 200/142.86 hours each year. The Deputy Fire Chief is provided with 100 hours each year. On July 1 of each year, the safety managers will notify finance of the number of holiday hours they intend to cash out

or use so that it may be reported to PERS as earned in accordance with PERS requirements. Holiday hours must be used or cashed within the fiscal year unless an extension for use has been approved by the City Manager.

c. If an employee leaves employment with the City prior to June 30, an amount equal to the pro-rata holiday time that has been unearned will be deducted from the final paycheck.

d. Managers in the Transit and Recreation Divisions are provided with 84 hours of holiday time in addition to the paid floating holiday for use during the fiscal year period. These hours must be used as paid time off and can not be cashed out and are not subject to carry over from year to year.

**4. MANAGEMENT LEAVE**

a. In recognition of the effort and contributions required of Management employees beyond the “normal” workday, the City provides additional leave time. Management employees receive 56 hours of management leave per fiscal year (posted July 16th). On June 30 of each year, remaining balances of management leave will automatically be cashed out to the employee. By request, up to 40 hours of unused management leave may be carried over until December 31<sup>st</sup>. Management leave cannot accumulate to an amount greater than 56 hours, except for hours carried over. After December 31<sup>st</sup>, balances exceeding the 56 hours will be reduced to the normal maximum of 56 hours.

b. Fifty-six (56) hour per week Fire Management employees will receive 78.4 hours of management leave. By request, they may carry over fifty-six (56) hours of unused management leave until December 31<sup>st</sup>. For these employees Management Leave cannot accumulate to an amount greater than 78.4 hours, except for hours carried over. After December 31<sup>st</sup>, balances exceeding the 78.4 hours will be reduced to the normal maximum of 78.4 hours.

**5. MANAGEMENT INCENTIVE PAY**

In recognition of the unique nature of the efforts and contributions required of Management employees, the City also provides Management Incentive Pay equal to one (1) hour of pay each pay period that a Manager is in paid status.

**6. FAMILY ILLNESS & BEREAVEMENT LEAVE**

The City provides paid leave of up to 24 hours per calendar year to provide required personal care for immediate family members. The City also provides 40 hours of paid bereavement leave per calendar year for employees who experience the death of a family member to allow the employee to attend to various matters related to the passing of the family member. For the purposes of this Section, “immediate family” shall include husband, wife, mother/step, father/step, brother/step, sister/step, child/step, grandparent or legal dependent of the employee.

**7. MILITARY LEAVE**

The City supports employees who serve in the military. Military Leave requests shall be administered in accordance with the provisions of applicable federal and state law. Employees may be on unpaid leave for any period of active duty over (30) calendar days in one fiscal year pursuant to state law. Employees that are on active military leave may be able to reinstate PERS credit for time missed while on an active leave. For more information, please contact the Personnel/Risk Management Division.

**8. MEDICAL, DENTAL, PHARMACY, OPTICAL, and GROUP LIFE INSURANCE**

a. In order to provide employees with an opportunity to maintain the health and wellness of themselves and their dependents, the City provides health insurance that includes medical, prescription, dental, and vision coverage. In addition, the City provides life insurance coverage.

b. The City provides a variety of medical plan choices to employees. Each year before the open enrollment period in November, the City will provide the details of those options to employees. Employees may also elect dental, vision and life coverage only at a reduced rate or waive health benefits entirely. Employees who waive *all health coverage* (medical, dental, prescription, and vision coverage) are eligible for a \$420.00 health insurance rebate each month. ***To receive the \$420.00 insurance rebate the employee must annually provide evidence of being covered on another group health plan.*** City paid life insurance coverage is \$175,000 for the employee and \$10,000 for dependents.

**9. RETIREE HEALTH INSURANCE**

a. Employees with a minimum of five (5) years of service as a regular full time employee immediately preceding separation, and who are currently enrolled in a City health plan or other approved group health plan, and who retire in accordance with PERS age and service requirements are allowed to continue in a City sponsored Medical and Prescription plan at their expense. Details of the retiree health insurance program are provided to retirees active in the program each year before open enrollment.

b. Retiring Managers who do not meet the eligibility guidelines for the Retiree Health Insurance program will be eligible to continue the City Health Insurance at their own expense by exercising their COBRA rights.

**10. SUPPLEMENTAL LIFE INSURANCE**

Employees have the option to purchase supplemental life insurance in addition to the life insurance coverage provided by the City in item 8 above. Supplemental Group Life Insurance is available at the employee's expense by payroll deduction. There is a 30 day guaranteed purchase provision from date of hire. After 30 days from the date of hire, the insurance company has discretion, through the underwriting process, over policy issuance and amount of issuance. The guaranteed issue amounts are: \$100,000 for the employee, \$25,000 for the spouse and \$2,000 for children. The maximum additional insurance amount is \$500,000 for employees, \$250,000 for spouses and \$2,000 for children.

**11. BUSINESS TRAVEL INSURANCE**

A \$500,000 death benefit for Management employees who die while traveling on City business is provided by the City. Benefits are also paid for bodily dismemberment.

**12. SHORT TERM/LONG TERM DISABILITY INSURANCE**

a. In order to provide income replacement due to a non-work related event, the City provides Short and Long Term Disability Insurance. Short Term Disability Insurance provides a benefit equal to 66.67% of base salary up to \$7,000 per month for up to 24 weeks after 14 days of disability. This benefit is paid for by each employee through payroll deduction.

b. If an employee continues to be disabled the Long Term Policy begins after 24 weeks. Long Term Disability provides a benefit equal to 66.67% of base salary up to \$7,000 per month for up to two years after 180 days of disability. If an employee is permanently disabled from all occupations, a lifetime monthly benefit (to age 65) is paid to the employee. This benefit is paid for by each employee through payroll deduction.

**13. EMPLOYEE ASSISTANCE PROGRAM**

The Insight program is available to full-time City employees and household members to provide guidance, to promote wellness, and to help resolve personal issues that may be interfering with work or home life. Each employee or household member is entitled to three (3) free visits every six (6) months. Insight can be reached 24 hours a day at (559) 226-7437.

**14. RETIREMENT**

a. The City has contracted with the California Public Employees Retirement System (PERS) for employee retirement benefits. The benefits provided are based on the benefit formula, age at retirement, compensation, and length of service in the system. The contract provisions also include a 2% cost of living adjustment, the Level 4 1959 Survivor Benefit, and sick leave service credit conversion for all Managers.

**b. Employees hired before January 1, 2013 are classified by PERS as “Classic Employees” for retirement purposes. The following retirement formulas apply to PERS Classic Employees:**

Misc. 2.7% at 55 formulas with 8% Employee paid contribution on a pre-tax basis.

Safety 3% at 50 formula with 9% Employee paid contribution on a pre-tax basis.

**The PERS retirement benefit for Classic Employees will be based on the Employee’s highest 12 consecutive months of compensation.**

**c. Employees hired after January 1, 2013 are classified as “New Employees” by PERS for retirement purposes. The following retirement formulas apply to PERS New Employees:**

<u>Misc.</u>	2.0% at 62 formulas with 6.25% Employee paid contribution on a pre-tax basis.
<u>Safety</u>	2.7% at 57 formula with 11.25% Employee paid contribution on a pre-tax basis.

**The PERS retirement benefit for New Employees is based on the Employee's highest 36 consecutive months of compensation.**

**The employee contribution rate for new members may be subject to change. For example, the employee contributions may increase or decrease based on PERS funding requirements.**

**d. Additional Employee Cost-Sharing of PERS Contributions**

All employees participate in PERS retirement benefit cost-sharing in the form of additional percentages of employee compensation paid toward the City's PERS retirement costs as follows:

**Miscellaneous Employees: 8.4%**

**Safety Employees: 8.0%**

**15. PRE-RETIREMENT DEATH BENEFITS**

a. The retirement contract with PERS includes a pre-retirement death benefit. If an **employee is not eligible to retire** (i.e., has not attained age 50 and at least five (5) years of PERS service credit) the employee's beneficiary will receive the Basic Death Benefit which is a refund of the employee's contributions plus interest and up to six (6) months' pay. In addition the beneficiary will receive the 1959 Survivor Benefit which provides a monthly allowance of up to \$2,280 for three (3) or more eligible survivors.

b. Beneficiaries of **employees who are eligible to retire** may elect to receive the same benefit as noted above or the 1957 Survivor Benefit which provides a monthly allowance equal to one half of what the highest service retirement allowance would have been had the employee retired on the date of their death. In lieu of either of these benefits, an eligible survivor may receive the Pre-Retirement Option 2W Death Benefit. It provides a monthly benefit to the eligible survivor equal to the amount the employee would have received had the employee retired on the date of their death and elected Option 2W.

c. When the death of a safety employee who is **not eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 75

percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

d. When the death of a safety employee who is **eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 100 percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

**16. DEFERRED COMPENSATION AND VANTAGE CARE PLANS**

a. An IRC Section 457 deferred compensation plan is available to all Management employees as a supplemental retirement plan, with the City matching the employee's contribution on a dollar for dollar basis up to 3% of the employee's base pay.

b. Eligible employees as defined in the City plan documents are enrolled in the tax free retirement health savings Vantage Care Plan and contribute to the Plan through a fixed payroll deduction, redirection of the deferred compensation plan match and/or deposits of eligible leave cash-outs. Eligible employees contributing 1% or more of salary per pay period will receive a matching City contribution of 0.25%. Contributions to the Vantage Care Plan are required as defined in the plan document. The plan document may be updated annually on July 1. Requests to amend the plan group definitions or contributions must be submitted to Personnel no later than April 30 each year.

**17. VEHICLE ALLOWANCE**

Designated management positions receive a \$455 per month vehicle allowance in lieu of an assigned City vehicle for business and personal use pursuant to IRS regulations. Miles driven in excess of 50 miles round trip will be paid at the current IRS set mileage rate. To receive a vehicle allowance, the employee must maintain a valid California Driver's license, maintain current registration and qualifying insurance (minimum limit of \$300,000 combined single limit personal liability) on the vehicle, and provide proof of that insurance to the City of December 16 of each year. Failure to provide proof of insurance will result in the vehicle allowance being suspended until the proof is provided. For more information, see the City's Business Travel Policy.

**18. CELLULAR TELEPHONE PROGRAM**

Designated management employees will receive a \$50 per month cellular phone allowance for business and personal use pursuant to IRS regulations.

**19. COMPUTER LOAN PROGRAM**

The computer loan program is intended to encourage computer ownership in order to improve computer skills and organizational efficiency. The City will loan up to \$3,000 for a period of 24 months, interest free, for Management employees to purchase a computer, software, and related devices for professional development and personal use.

**20. PROFESSIONAL DEVELOPMENT**

a. The City encourages its employees to further their education. With prior authorization and upon completion of coursework with a grade 'C' or better, the City reimburses for: books, tuition, course required supplies, and other applicable fees up to the amount for comparable classes at CSUF on a per semester basis.

b. The maximum reimbursement rate for accelerated, condensed or other non-traditional courses from accredited institutions shall be equal to the per unit cost of the CSUF undergraduate fee for seven (7) or more units. For graduate courses, the rate will be the CSUF graduate fee for seven or more units. The reimbursement rate for each course will be based on the fees in effect on the date the course(s) begin.

c. Effective July 1, 2016,

1. An employee will be eligible for reimbursement of approved expenses for one (1) Bachelor's degree, provided the employee does not already possess a Bachelor's degree. The City will not reimburse employees for costs related to an employee's second Bachelor's degree.

2. An employee will be eligible for reimbursement of expenses for one (1) approved Master's degree provided the employee has completed an approved Bachelor's degree. The City will not reimburse employees for costs related to a Master's degree if the City has previously reimbursed the employee for the costs associated with a Bachelor's degree. The City will not reimburse costs associated with an employee's second Master's degree.

**21. SOCIAL SECURITY/MEDICARE**

The City of Clovis does not participate in Social Security, except as required for Medicare for employees hired after April 30, 1986.

**22. STAND-BY COMPENSATION**

Stand-by compensation shall be provided for managers in the Information Technology Division who participate in the regularly scheduled rotation of 24-hour/7-day coverage for computer services. Compensation for the 24/7 period shall be equivalent to 20% of the weekly base salary. Actual callbacks shall be paid at the straight time rate for actual hours worked.

**23. PUBLIC SAFETY FITNESS INCENTIVE**

In the interest of public safety, the City encourages its public safety managers to maintain

a high state of health, wellness, and fitness. To that end, employees in police and fire management classifications who participate in physical fitness testing and attain the necessary benchmarks will receive the same incentive provided to represented employees in the respective departments.

**24. PUBLIC SAFETY MANAGERS EXTRA SHIFT COVERAGE**

Subject to approval by the City Manager, the Deputy Police Chief, Police Captains and Police Lieutenants, and Deputy Fire Chief and Battalion Chiefs, and the Communications Supervisor, Supervisor of Animal Services, and Public Safety Management Analysts who are required to back fill for a subordinate's shift or fill a shift for another safety manager in the same position due to staffing will be provided with additional compensation provided that the extra shift requires working hours beyond those hours regularly scheduled for the work week. The additional compensation will be paid at the straight time rate of pay of the manager filling the shift, unless the manager is filling the shift for a subordinate. When filling a shift for a subordinate, the rate of compensation will be the straight time rate for step 5 of the classification being filled for the duration of the extra shift coverage assignment. If the assignment includes a 56 hour week assignment, the public safety manager will be paid at the 56 hour rate of pay.

Deployment pay for Safety Managers under a contract for service with another government agency will be provided at the contracted rate up to 1.5 times the employee's normal hourly rate (56 or 40 hour).

**25. Police Department Command Staff Extraordinary Event Leave**

Each fiscal year, upon recommendation of the Police Chief, the City manager will have discretion to authorize up to an additional 40 hours of paid compensation to Police Department Command Staff who have worked during extraordinary law enforcement event(s) which required significant additional time in excess of their regular work schedule.

**26. UNIFORMS**

Uniform allowance is provided to management employees as follows:

- Fire \$1000.00 per fiscal year, paid annually.
- Police \$1200.00 per fiscal year, paid quarterly.
- Utilities Purchased by City.