



## **CITY OF ALAMEDA**

### **EXECUTIVE MANAGEMENT COMPENSATION PLAN**

**December 27, 2018 through June 30, 2022**

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### EXECUTIVE MANAGEMENT COMPENSATION PLAN

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#### Section 1. At-Will and Exempt FLSA Status

All employees covered under this Compensation Plan are at-will, serving at the discretion of the City Manager and are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). The job titles of the positions covered by this Compensation Plan are:

##### **Miscellaneous Classifications:**

Assistant City Manager  
City Clerk\*  
Community Development Director  
Deputy City Manager  
Finance Director  
General Manager - Alameda Municipal Power\*\*  
Human Resources Director  
Information Technology Director  
Library Director  
Planning Building and Transportation Director  
Public Works Director  
Recreation and Parks Director

##### **Public Safety Classifications:**

Chief of Police  
Fire Chief

\*Per Resolution 14728, the City Clerk is a covered Miscellaneous Classification, except that the City Clerk is appointed by and serves at the pleasure of the City Council.

#### Section 2. Salaries/Rates of Pay

##### 2.1 Miscellaneous Classifications:

The salary range for each classification shall be as set forth in Exhibit A which is attached hereto and made a part thereof.

The salary range for each classification shall be as set forth in Appendix A.

Effective February 3, 2019 EXME employees employed by the City shall receive a three percent (3.0%) base salary increase.

Effective the first full pay period following January 1, 2020, EXME employees employed

by the City shall receive a three percent (3.0%) base salary increase.

Effective the first full pay period following January 1, 2021, EXME employees employed by the City shall receive a two percent (2.0%) base salary increase.

Effective the first full pay period following January 1, 2022, EXME employees employed by the City shall receive a one percent (1.0%) base salary increase.

## 2.2 General Manager – Alameda Municipal Power:

The General Manager of Alameda Municipal Power will receive the same increases as those negotiated by the Electrical Utilities Professionals of Alameda (EUPA).

## 2.3 Public Safety Classifications:

The Chief of Police and Fire Chief's wage increases will receive the same wage increases as those negotiated by the International Association of Fire Fighters (IAFF), Alameda Police Officers Association (APOA), Alameda Fire Chiefs Association (AFCA) and the Alameda Police Management Association (APMA).

## 2.4 Equity Adjustments

The salaries for the Directors of Community Development, Planning, Building and Transportation, Recreation and Parks, Library and Human Resources will be adjusted effective January 6, 2019 to be equal to the salary of the Information Technology Director. This is a one-time adjustment and not a permanent alignment of salaries.

## Section 3. Health and Welfare

The City will make available medical, dental and life insurance for eligible employees through a contribution to the Flexible Benefit Amount.

### 3.1 Medical Insurance - Miscellaneous

Two different structures for the medical component of the Flexible Benefit Amount will be provided to employees, based on their date of hire as outlined below.

Employees who were hired by the City of Alameda on or before November 14, 2006, and those promoted into the EXME employee group from another bargaining unit where the employee was receiving a medical component cash back provision equal to or greater than Plan A below, may choose to be covered under Plan A or Plan B as outlined below. If Plan A is chosen, the employee may choose to move to Plan B at any time. Once Plan B is chosen, the employee will not have the ability to move back into Plan A. All employees hired after November 14, 2006 shall be covered under Plan B.

Contribution rates shall be based upon the 2012 PERS premiums.

## **Plan A**

Under Plan A, the City will make the following contributions per month per eligible employee toward the Flexible Benefit Amount for health insurance. These amounts include the PERS Minimum Employer Contribution (MEC) as required by state law, regardless of the year or amount, if enrolled in PERS medical insurance.

| <u>Coverage Level</u>           | 2016                     |                      |
|---------------------------------|--------------------------|----------------------|
|                                 | <u>City Contribution</u> | <u>Cash Back Max</u> |
| No coverage (0 party)           | \$ 869.43                | \$ 869.43            |
| Employee only                   | \$ 1,788.58              | \$ 530.74            |
| Employee + 1                    | \$ 1,811.81              | \$ 176.05            |
| Employee + 2 or more dependents | \$ 1,825.76              | \$ 0                 |

If an employee elects no medical coverage through the City and can document they have alternative medical coverage, they will be eligible for cash back equal to the "0 Party" rate above. If an employee chooses to be covered by a lower cost medical plan, the employee will receive cash back equal to the City's Medical Contribution less the cost of the medical plan chosen by the employee, which shall not exceed the cash back maximum shown above.

If an employee chooses to be covered by a higher cost medical plan, they will be responsible for paying the difference in the cost for that medical plan. Employees receiving cash back will continue to receive it. The amount of cash back will not increase from current levels; however, the amount of cash back an employee receives may change as a result of a change in enrollment based on coverage level. The cash back amounts will not be increased even if premiums rise.

Effective January 2017 and 2018, the City's contribution shall increase by 50% of the increase to the Kaiser premiums based upon each coverage level.

## **Plan B**

Under Plan B, the City will make the following contributions per month per eligible employee toward the Flexible Benefit Amount for health insurance. These amounts include the PERS Minimum Employer Contribution (MEC) as required by state law, regardless of the year or amount, if enrolled in PERS medical insurance.

If an employee elects no medical coverage through the City and can document they have alternative medical coverage, they will be eligible for cash back of \$230.00.

Beginning January 2019 and through the term of this compensation plan, the City shall contribute up to a maximum per month toward the Flexible Benefit Amount as follows\*:

|                      |            |
|----------------------|------------|
| Employee only        | \$952.11   |
| Employee plus one    | \$1,904.21 |
| Employee plus family | \$2,475.48 |

\*The amounts indicated above do not include Life Insurance or Dental Insurance premiums which are paid by the City separately. The amounts indicated above do include the PERS Minimum Employer Contribution (MEC) as required by state law, regardless of the year or amount, if enrolled in PERS medical insurance.

At and following the expiration of this Compensation Plan, the amount of money allocated to the Flexible Benefit Amount for medical benefits shall remain the same, unless agreed to in a successor Compensation Plan.

### 3.2 Medical Insurance - Public Safety Chiefs

The medical benefits for employees in the classifications of Fire Chief and Chief of Police shall match the medical benefits offered to the Alameda Police Managers Association and the Alameda Fire Chiefs Association as detailed in Section 13 of these agreements.

### 3.3 Medical Plan

The City shall contract with the Public Employees' Retirement System (PERS) for the purpose of providing medical insurance benefits for employees covered by this Compensation Plan, eligible retired employees and eligible survivors of retired employees.

### 3.4 Dental Insurance

The City will make the necessary contributions per month per eligible employee toward the Flexible Benefit Amount to provide the dental plan to the employee and eligible dependents. This coverage will be mandatory for all employees. Any change in the premium shall cause a like change in the Flexible Benefit Amount. The dental program shall be at the \$2600/\$2500 plan per employee and eligible dependent for annual dental care and lifetime orthodontic care.

### 3.5 Life Insurance

The City shall provide each employee with a \$100,000 life insurance program. This coverage will be mandatory for all employees covered by this Compensation Plan. Any increase in premium shall cause a like increase in the Flexible Benefit Amount.

The City shall provide each employee with the opportunity to purchase, at their own cost, additional optional life insurance up to the maximum amount provided by and subject to the conditions of the carrier.

3.6 Flexible Spending Account (FSA); IRC Section 125 Plans

The City agrees to provide a Flexible Spending Account (FSA), as allowed under Section 125 of the Internal Revenue Code, which will allow an employee to elect a specified amount of pre-tax contributions to be used for employment related expenses.

3.7 Retirement Health Savings Plan

The City may implement a Retirement Health Savings Plan where employees may make an irrevocable choice to participate in and make pre-tax contributions. The Retirement Health Savings Plan may be discontinued at the sole discretion of the City.

3.8 Employee Assistance Program

The City shall continue to provide for all employees an employee assistance program. The cost of such program shall continue to be paid by the City only during the term of this Compensation Plan.

3.9 Long Term Disability Insurance

The City will provide a paid for LTD insurance plan equal to benefits provided for in the current plan which is 66.6667% of monthly earnings up to a maximum benefit of \$8,000 per month for the number of months according to the terms and conditions of the plan. If benefits are improved, such improvement shall be incorporated in the Long Term Disability Plan at no cost to all covered employees.

Section 4. Retirement Plan

The present Retirement Plans between the City and Public Employees Retirement System shall be maintained at the current benefit levels for the duration of this Compensation Plan.

- 4.1 California Public Employees Retirement System (CalPERS) Classic Membership Employees hired with the City prior to January 1, 2013 or eligible for reciprocity in the CalPERS or public retirement system (as defined in the California Public Employees' Pension Reform Act of 2013 (PEPRA) and CalPERS guidance) and who are classified as classic members will be eligible for:

The Retirement Plan as constituted on October 1, 2001 between the City and Public Employees Retirement System. This plan shall be maintained at the current benefit level, for the duration of this Memorandum of Understanding:

- A. Effective April 1, 1997, the individual employees did and shall continue to make their own normal employee contributions to CalPERS, in the amount of 7%, and they shall have the option to have those payments tax deferred under IRS Policy and Rule 414 (h) (2) unless the IRS or Franchise Tax Board indicates that such contributions are taxable income subject to withholding.
- B. At the time of the City's withdrawal from the Federal Insurance Contribution Act (FICA) on January 1, 1983, each employee was entitled to the Public Employees Retirement System 1959 Survivors Benefit coverage. The City has amended its contract with CalPERS to provide for the option of 1959 Survivor Benefit third level coverage.
- C. All employees were covered by the Public Employees Retirement System Survivors Continuance at the time of the City's withdrawal from the Federal Insurance Contribution Act (FICA).
- D. The employees are covered by the 2% at Age 55 Retirement Formula. The City shall provide the CalPERS single highest year retirement benefit.

#### 4.2 CalPERS New Membership

For employees hired on or after January 1, 2013 and classified as “new” members of CalPERS as defined by Public Employees’ Pension Reform Act (PEPRA), the City shall maintain a contract with CalPERS for the provision of a 2% @ 62 (highest 36 months) retirement benefit formula. Also pursuant to PEPRA, these employees and the City are each responsible for paying one-half of the normal cost of this retirement plan.

#### 4.3 CalPERS Retiree Medical

The City has contracted with the California Public Employees Retirement System (CalPERS) to provide medical insurance for eligible retired employees and eligible survivors of retired employees. Eligibility to participate in this program will be in accordance with regulations promulgated by CalPERS. The City will contribute the minimum employer contribution under California Government Code §22892 on behalf of each eligible retired employee or eligible survivor of a retired employee who subscribes for CalPERS medical insurance in conformance with CalPERS regulations.

#### 4.4 CalPERS Additional Service Credit

The City provides for additional service credit for unused sick leave through Section 20965 of the California Government Code.

#### 4.5. Retirement Plan – Public Safety Classifications

##### 1. Employees Hired Before January 1, 2013

The provisions described in this section apply only to CalPERS eligible employees hired before January 1, 2013, or to Classic Members (Eligible employees hired after that date who qualify for pension reciprocity pursuant to Government Code Section 7522.02 (c)).

The City shall continue to provide retirement benefits in accordance with the existing contract with PERS to provide for the 3% @ 50 retirement formula for employees hired prior to January 1, 2013 or qualified Classic Members. "Employee contributions" shall mean those contributions to PERS which are deducted from the salary of employees and are credited to individual employee's accounts pursuant to California Government Code Section 20691.

The City has contracted with PERS for Employee Cost Sharing. Currently the Fire Chief and Chief of Police have a total employee contribution of 14%. Effective July 1, 2016, there will be a 1% increase resulting in a total employee contribution of 15%.

##### 2. Employees Hired On Or After January 1, 2013

This Section shall apply to CalPERS eligible employees hired on or after January 1, 2013, who do not qualify for pension reciprocity pursuant to Government Code Section 7522.02(c). All of the following requirements apply to these employees:

- a. As required by Government Code Section 7522.25, the Safety Option Plan Two (2% @ 50 – 2.7% @ 57) pension formula shall apply.
- b. As required by Government Code Section 7522.30, employees shall have an initial contribution rate of 50% of the total normal cost rate.

##### 3. Retirement Plan Final Compensation Calculation

New Members of the City's defined benefit plan will have their final compensation for pension purposes calculated based on a formula that defines final compensation as the highest average annual pensionable



compensation earned during a period of at least 36 consecutive months.

Employees who constitute “Classic” members of the City’s defined benefit plan will have their final compensation for pension purposes calculated based on a formula that defines final compensation on a 12-consecutive month period in accordance with the Public Employees’ Retirement Law.

#### 4.3 Deferred Compensation Plans

Employees may participate in the City’s voluntary deferred compensation program. For employees who have completed one year of service with the City, the City will match one dollar for every \$0.50 that the employee contributes towards their Plan account, up to an employee contribution of one half of one percent (0.5%) of the employee’s base wage. For example, if an employee contributes 0.5% or more of their salary towards their Plan account, they will receive a 1.0% match from the City. For employee contributions, the City will make payroll deductions and transmit funds to the administrator. The City makes no representation on the merit of the plan or any of the investment products or instruments, which may be offered by the plan. The individual participant is responsible for evaluating the investment options within the plan. T

The City is evaluating implementing a 401(a) plan and will meet with EXME employees prior to implementation.

### Section 5. Retiree Health Care Benefit

#### 5.1 Miscellaneous Classifications

Employees who retire with the City and elect to enroll in the health insurance provided through PERS shall have the employer contribution applied per PERS.

#### 5.2 Public Safety Classifications

The Fire Chief and Chief of Police will be eligible for retiree health and dental benefits as detailed in Section 14 of the agreements with the four Public Safety bargaining units.

The City is in the process of completing an actuarial evaluation on a change in retiree medical benefits for Public Safety Chiefs hired from outside the City. These Chiefs would be receive a maximum of five years of service credit, toward eligibility for retiree health, for time served as a Fire/Police Chief in other agencies. Government Code 7507 requires an actuarial study on the impact to the City’s Other Post-Employment Benefits liability when changing OPEB benefits. If the impact is greater than a .5% increase to OPEB liability this benefit will return to Council for approval as required by Government Code 7507. If less than .5%

impact the benefit will be implemented at the completion of the actuarial study. The Fire Chief and Chief of Police will contribute to the OPEB Trust established with the City as the same level as identified Section 14.5 of the agreements with the four Public Safety bargaining units.

## Section 6. Holidays

Employees covered by this Resolution shall be entitled to take all authorized holidays at full pay, not to exceed 7.5 hours pay for any one (1) day for miscellaneous classifications and 8 hours pay for public safety classifications.

The authorized holidays for the City are:

- (1) New Year's Day
- (2) Martin Luther King's Birthday
- (3) Presidents' Day
- (4) Memorial Day
- (5) Independence Day
- (6) Labor Day
- (7) Veterans Day
- (8) Thanksgiving Day
- (9) Day after Thanksgiving Day
- (10) Christmas Day
- (11) Five and one-half (5 ½) Floating Holidays (to be taken each year during the period January 1 through December 31)

### Reduced Workdays on the Days before the Observed Holidays of Thanksgiving Day, Christmas Day and New Year's Day

#### Day Before the Thanksgiving Holiday

Full-time employees who are scheduled to work a full day and able to leave at noon will be paid for the full day. In order to be eligible for the half-day pay an employee must be at work the Wednesday morning before the Thanksgiving Day Holiday. Employees who are unable to leave at noon because of operational needs will receive four hours (4) of holiday time.

#### Christmas Eve or New Year's Eve

Full-time employees may leave at noon on one of these two days without using leave banks. The afternoon off must be coordinated within the Department and must be approved by the Department Head. In order to qualify for either of the ½ days, an employee must work the morning before the observed holiday. All City facilities will remain open on both these days and must have sufficient staff available to provide service. Employees who because of operational needs are

not able to leave early on either of the days will receive four (4) additional hours of holiday time.

## Section 7. Vacation

### 7.1 Vacation Benefits

Upon the discretion of the City Manager, employees covered by this Compensation Plan may receive up to twenty (20) working days of vacation with pay upon employment to recognize previous applicable experience, and may subsequently accrue vacation of up to twenty (20) work days of vacation with pay annually, accrued on a biweekly basis.

Employees shall receive one additional work day of paid vacation for each additional year of service on their anniversary date (accrued on a bi-weekly basis) up to a total of 25 vacation days. The maximum shall be 30 vacation days for Public Safety classifications.

For the purposes of this section, Miscellaneous classifications have a 37.5 hour work week and a 7.5 hour work day. Public Safety classifications have a forty (40) hour work week and an eight (8) hour work day.

### 7.2 Vacation Accumulation

No employee may accumulate more than 320 hours of vacation at any one time. Vacation accumulation shall not exceed these amounts unless otherwise approved by the City Manager.

### 7.3 Vacation Pay at Termination

Upon termination of employment, an employee shall be paid the cash value of his or her accrued vacation leave at the time of termination.

### 7.4 Vacation Sell Back

## Section 8. Sick Leave

Employees covered by this Resolution shall accrue sick leave at the rate of one (1) day per month. There shall be no limit on sick leave accrual. In no event shall sick leave be converted into cash. Charge for sick leave used shall be on the basis of one (1) hour for each hour used. Sick leave may not be used before it is earned.

For the purposes of this section, Miscellaneous classifications have a 37.5 hour work week and a 7.5 hour work day. Public Safety classifications have a forty (40) hour work week and an eight (8) hour work day.

## Section 9. Administrative Leave

Employees covered by this Plan shall be provided one (1) week of Administrative Leave per year. Unused leave will be cashed out at the end of the Fiscal year.

## Section 10. Catastrophic Leave

Catastrophic Leave is governed by Administrative Policies & Procedures No. 44.

## Section 11. Leaves of Absence

### 11.1 Funeral Leave

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted such time off with pay as is necessary to make arrangements for the funeral and attend same, not to exceed four (4) regularly scheduled work days. This provision does not apply if the death occurs while the employee is on leave of absence, layoff, or sick leave.

For the purpose of this provision, the immediate family shall be restricted to parent, sibling, spouse, domestic partner, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parent and stepchild where there is a child-rearing relationship, or step-sibling. At the request of the City, the employee will furnish a death certificate and proof of relationship.

Funeral leave applies only in instances in which the employee attends the funeral, or is required to make funeral arrangements, but is not applicable for other purposes such as settling the estate of the deceased.

### 11.2 Jury Duty

An employee summoned to jury duty shall inform the City Manager and, if required to serve, may be absent from duty with full pay for that time required to serve.

## Section 12. Auto Allowance / Exclusive Use Vehicles

An auto allowance of \$250 per month shall continue to be provided to the following classifications:

Assistant City Manager  
City Clerk  
Community Development Director  
Deputy City Manager  
Finance Director  
General Manager – Alameda Municipal Power

Human Resources Director  
Information Technology Director  
Library Director  
Planning, Building and Transportation Director  
Recreation and Parks Director

Inasmuch as the City has determined that its best interests are served by providing City vehicles for exclusive use to certain key employees with emergency response responsibilities, the employees in the following classifications will be assigned an exclusive use City vehicle. The use of these vehicles includes necessary service, maintenance and City gasoline for City business use subject to City policies and practices.

Chief of Police  
Fire Chief  
Public Works Director

The assignment of vehicles to these classifications shall be subject to review by the City Manager annually and as vacancies occur in these classifications. The City Manager may determine that a classification not be assigned an exclusive use City vehicle, and that the employees receive the \$250 per month auto allowance.

### Section 13. Outside Employment

No full-time employee shall engage in employment that constitutes a conflict for the employee or the City. No employee shall engage in outside employment during his/her regular working hours. No uniform, emblem, badge or other employee identification shall be worn by any person while in the employment of someone other than the City. All requests by the employee for permission to engage in outside employment shall be made on a form provided by the City. No employee shall accept or continue employment other than with the City of Alameda without the approval of the City Manager, which may be withheld only if such employment constitutes a conflict for the employee or the City or which would interfere with the employee's ability to perform his or her City job.

### Section 14. Miscellaneous

The City's Drug Free Work Place Policy and Testing Procedure shall apply to employees governed by this plan.

### Section 15. Uniform Allowance

Employees in the Public Safety classifications shall be entitled to uniform pay in the same manner and amount as provided in the respective Safety management agreements.

CITY OF ALAMEDA  
EXECUTIVE MANAGEMENT  
EFFECTIVE FEBRUARY 3, 2019

| CODE          | CLASSIFICATION                               | Standard Work Week* | ANNUAL  |         |         |         |         | Effective |
|---------------|--|---------------------|---------|---------|---------|---------|---------|-----------|
|               |  |                     | STEP 1  | STEP 2  | STEP 3  | STEP 4  | STEP 5  | Date      |
| SAFETY Exempt |  |                     |         |         |         |         |         |           |
| 1111          | Chief of Police                              | 40                  | 218,037 | 228,939 | 240,385 | 252,405 | 265,025 | 1/7/2018  |
| 1101          | Fire Chief                                   | 40                  | 209,520 | 219,996 | 230,996 | 242,546 | 254,674 | 1/7/2018  |
|               |  |                     |         |         |         |         |         |           |
| MISC Exempt   |  |                     |         |         |         |         |         |           |
| 7001          | General Manager-AMP                          | 37.5                | 201,946 | 212,043 | 222,646 | 233,778 | 245,467 | 2/3/2019  |
| 1052          | Assistant City Manager                       | 37.5                | 196,451 | 206,274 | 216,588 | 227,418 | 238,788 | 2/3/2019  |
| 1121          | Public Works Director                        | 37.5                | 186,042 | 195,344 | 205,111 | 215,367 | 226,135 | 2/3/2019  |
| 1021          | Finance Director                             | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1035          | Information Technology Director              | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1131          | Library Director                             | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1141          | Recreation & Park Director                   | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1071          | Human Resources Director                     | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1066          | Community Development Director               | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1061          | Planning, Building & Transportation Director | 37.5                | 169,610 | 178,091 | 186,995 | 196,345 | 206,163 | 2/3/2019  |
| 1056          | Deputy City Manager                          | 37.5                | 143,127 | 150,284 | 157,798 | 165,688 | 173,973 | 2/3/2019  |
| 1030          | City Clerk                                   | 36                  |         |         |         |         | 194,267 | 2/3/2019  |

\* Indicates hours in classifications standard workweek; employees actual work week may differ with department approval.

