

**COMPENSATION  
AND  
BENEFITS PROFILE  
*FOR***



**DESERT HOT SPRINGS**  
DEPARTMENT HEAD EMPLOYEES

October 1, 2019

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## ARTICLE I: INTRODUCTION

### ***Covered Employee Classifications***

- 1.1 This profile covers employees in the following Department Head classifications:

Assistant City Manager  
City Clerk  
Community Development Director  
Deputy City Manager  
Finance Director  
Human Resources Director  
Police Chief  
Public Works Director

### ***Comprehensive Profile – Terms and Conditions of Employment***

- 1.2 The Department Head Compensation/Benefit Profile is a summary of benefits and compensation practices approved by the City Council to be applied on an ongoing basis. The provisions of this document apply to all employees appointed to the Department Head classifications listed in 1.1. The benefit provisions of this document also apply to elected officials to the extent allowed by operative statutes.

This document sets forth policies and procedures to follow in implementing and administering this Department Head Compensation/Benefit program. The various sections and provisions of the Government Code, City Charter, Municipal Code, Personnel Rules and Regulations, and other documented City policies in effect and applicable to the above-mentioned positions will remain in effect unless expressly superseded by provisions within this document.

The terms and conditions of employment for Department Head employees may also be addressed in individual employment contracts. Such contracts are supplemental to this document to address terms and conditions of employment that may not be addressed in this document. However, if an individual's employment agreement conflicts with this document, then the provisions of the employment agreement will supersede the provisions of this document.

Employees in Department Head positions are considered at-will employees. An at-will employee serves at the pleasure of the City Manager, has no property right in continued employment, and has no right to any pre- or post-disciplinary procedural due process or evidentiary appeal. The appointment of a person to a Department Head position will be made by the City Manager.

Employees in listed Department Head positions are not represented by an employee organization. The terms and conditions of employment for these Department Head employees are provided in this Profile and/or employment agreements between the City and Department Head employees.

The various forms of compensation and benefits described in this comprehensive document recognize that individuals in Department Head positions should be compensated appropriately for exhibiting accountability, cost effectiveness, application of

new technologies and maximizing the utilization of human, physical and fiscal resources to enhance the mission and future of the City; and for stimulating the development of people and methods which will facilitate the meeting of program goals and objectives.

The Profile may be amended on a periodic basis by the City Manager. The impacts of amendments to the Profile shall not exceed the budget authorizations provided by the City Council.



## ARTICLE II: LEAVE BENEFITS

It is understood that there exists a variety of different circumstances and situations, which require the employee's absence from work. The following is a compilation of leaves for Department Head employees:

### ***Vacation and Sick Leave***

- 2.1 The purpose of this leave is to provide Department Head employees the ability to accrue time for vacation, sick leave and personal leave situations.

Employees shall accrue vacation and sick leave hours per pay period. The accrual rates shall be based upon the employee's length of employment with the City. The accrual rates for Department Head employees are as follows:

Length of Completed Employment	SICK LEAVE PER YEAR	SICK LEAVE PER PAY PERIOD	VACATION LEAVE PER YEAR	VACATION LEAVE PER PAY PERIOD
0-10 years	96.00 hrs.	3.6923 hrs.	180.00 hrs.	6.9230 hrs.
10+ years	96.00 hrs.	3.6923 hrs.	200.00 hrs.	7.6923 hrs.

The maximum vacation leave balance shall be 400 hours. Employees shall not accrue vacation leave above 400 hours. There is no maximum on the number of sick leave hours that can be accrued.

Upon separation from employment the employee shall be paid for any unused vacation leave accrual balance.

Employees are encouraged to use their accrued vacation leave for vacation. An employee who fails to submit a vacation request to his or her supervisor, or to sign up for vacation time during any twelve-month period may be assigned by the City Manager or designee to use vacation leave for a vacation.

Employees may convert up to 80 hours of accrued Vacation Leave to salary compensation twice during a calendar year period on an emergency basis only approved by the City Manager. Requests for Vacation Leave conversion shall be made a minimum of two (2) weeks in advance of the start of the pay period. No employee may cash out Vacation Leave hours more than twice per calendar year. Employees may not convert Vacation Leave hours that would result in their accumulated Vacation balances being reduced below 80 hours

More information regarding the City's vacation and sick leave policies can be found in the Employee Handbook of Rules and Regulations.

Employees who are on an unpaid leave of absence shall not accumulate vacation or sick leave during such an absence.

### ***Bereavement Leave***

- 2.2 Employees receive up to 5 working days of paid leave for bereavement purposes upon the death of a member of the employee's immediate family (defined as employee's spouse, children, parents, step-parents, brothers, sisters, grandparents, spouse's grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, step child, domestic partner, or any relative, including a foster child, living in the immediate household).

***Management Leave Department Heads***

- 2.3 Department Head employees that are exempt from overtime compensation may receive additional Management Leave as authorized by the City Manager. Each fiscal year, the City Manager may grant up to 80 additional hours as Management Leave. To qualify for Management Leave hours, an employee must have received an overall merit rating of "meets job requirements" or better on their most recent performance evaluation. Management Leave hours, not used during the fiscal year, shall be converted to salary compensation at the end of the fiscal year.

***Other Leaves***

- 2.4 Department Head employees are eligible for limited paid leave benefits for Jury Duty as provided for other City employees. Pay for jury duty shall be limited to twenty (20) working days in any one calendar year and extensions of such service must be approved by the City Manager.

Employees are also eligible for unpaid leaves of absence as described in the California Family Leave Act and the Family Medical Leave Act or otherwise required by law.

### ARTICLE III: HOLIDAYS

- 3.1 The following paid holidays, except as provided in provision 3.2 below will be observed on the day specified.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday if February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
One (1) Floating Holiday	Available for use once per fiscal year

- 3.2 When any day, granted as holiday, falls on a Friday, the preceding Thursday shall be considered the holiday; if the holiday falls on a Saturday or Sunday, the following Monday shall be considered the holiday. When consecutive holidays fall on Thursday and Friday, the City may either: recognize the holidays on Wednesday and Thursday; or may recognize the holidays by providing a holiday on Thursday and adding a day of vacation leave to the employee's leave balance.
- 3.3 In order to be paid for a holiday, the employee must work the scheduled work period immediately before and after the holiday, unless the employee is absent from the scheduled work period immediately before and after paid leave.



**ARTICLE IV: COMPENSATION*****Pay Plan and Benefit Review***

- 4.1 Salary and benefit levels will be reviewed on a periodic basis. Such review will contain comparisons with other similar agencies within the appropriate job market. Such comparisons will be one of the factors utilized to recommend competitive salary and benefit levels. Salary and benefit levels for individual positions may be adjusted from time-to-time, within the budget appropriation levels authorized by the City Council.

***Compensation Adjustments***

- 4.2 Compensation and benefit levels for Department Head classifications may be modified from time to time by approval of the City Manager.
- 4.3 The Salary Range Table attached as Appendix A includes the current minimum and maximum monthly salary levels. The Salary Ranges shall continue to be effective until modified pursuant to Section 4.1 or otherwise modified by action of the City Manager or City Council.

***Other Compensation***

- 4.4 Non-represented employees are also eligible for special compensation consistent with that provided to other City employees; including uniform allowances; safety shoe allowances; acting assignment pay; and bi-lingual pay.
- 4.5 As of October 1, 2017, assignment pay for certain additional duties of an employee's existing classification may be warranted. The City Manager may designate other special assignment duties and responsibilities and authorize the assignment pay. Employees assigned such duties shall receive assignment pay at 5% of the employee's prevailing pay rate per month. The assignment pay shall cease when the employee is not assigned such duties. City Manager or designee may assign an employee, utilizing a selection method exclusively at his/her discretion. To be selected for a special assignment, an employee must have successfully completed their probationary period with the City.



## ARTICLE V: BENEFITS

### *Health, Dental and Vision Insurance*

TIER	PLAN	ER CONTRIBUTION
Employee Only	Anthem Blue Cross EPO	685.92
	Anthem Blue Cross PPO	657.08
	Kaiser HMO	430.59
	Dental PPO	57.79
	Dental HMO	14.60
	Vision	14.55
Employee & Spouse	Anthem Blue Cross EPO	1399.51
	Anthem Blue Cross PPO	1340.38
	Kaiser HMO	885.49
	Dental PPO	109.11
	Dental HMO	30.50
	Vision	24.95
Employee & Children	Anthem Blue Cross EPO	1270.49
	Anthem Blue Cross PPO	1217.14
	Kaiser HMO	810.42
	Dental PPO	135.87
	Dental HMO	31.60
	Vision	25.47
Employee & Family	Anthem Blue Cross EPO	1787.79
	Anthem Blue Cross PPO	1707.04
	Kaiser HMO	1096.23
	Dental PPO	124.90
	Dental HMO	4.12
	Vision	33.00

### *State Disability Insurance*

- 5.2 As of January 1, 2013, Department Head employees will no longer be covered by the State Disability Insurance Program. The City will offer a group Short- and Long-Term Disability insurance benefits for all Department Head employees. The premium costs for the Short- and Long-Term Disability insurance programs shall be the responsibility of the employee.

### *Life Insurance*

- 5.3 Department Head employees are eligible for group term life insurance coverage in the amount of \$100,000 subject to the eligibility requirements of the insurance carrier.

### *Deferred Compensation*

- 5.4 Employees are eligible to participate in a Deferred Compensation Plan as provided for in State and Federal Tax Codes. Employees may contribute deferred compensation to the Plan in accordance with Plan provisions.

***Tuition Reimbursement***

- 5.5 To provide encouragement for employees to continue educational development, the City shall reimburse department head employees for actual expenses upon successful completion of the class or classes not covered by other sources. The class or classes must be related to the employee's position and provide direct benefit to the City. Advance approval of the course must be obtained by the City Manager and funds must be appropriated in the budget to be covered by reimbursement. The City will reimburse the employee for fifty percent (50%) of the incurred costs of tuition, books, and fees, subject to a fiscal maximum of \$1,500 per year, and a lifetime maximum of \$4,500. If available and if funds are appropriated in the budget, should an employee enroll in the Working Scholars City Government program, the City will cover the cost of the program. Employees are expected to progress through the program at a reasonable pace. Any employee not meeting minimum participation milestones will be dropped from the program.

***Employee Assistance Program (EAP)***

- 5.6 The City shall offer an Employee Assistance Program to provide limited counseling services to employees in the areas of marriage conflicts, family/relationship problems, alcohol/drug abuse, legal matters, financial and credit problems, child care consultation and elder care. The City will pay any monthly premium amount for such services.
- 5.7 Services shall be provided as defined in the EAP pamphlet on file with the City's Human Resources Department.

**ARTICLE VI: RETIREMENT / END OF SERVICE*****PERS Contributions***

- 6.1 Department Head Miscellaneous employees hired prior to October 1, 2012 will continue to be covered under the contract between the City and PERS for Miscellaneous Employees which provides for the 2.7% at 55 retirement benefit level. Department Head employees in the Police Chief classification will continue to be covered under the contract between the City and PERS for Safety Employees. Any employees hired after January 1, 2013 in the Police Chief classification and determined to be either a "classic" employee under PEPRa shall be covered by the 3% at age 55 formula with a 3-year final compensation period or determined to be a new employee under PEPRa shall be covered by the 2.75% at age 57 formula with a 3-year final compensation period.
- 6.2 Department Head employees are responsible for paying the PERS Employee contribution rate. The Employee Contribution rate for Miscellaneous employees is currently 8% of the employee's eligible compensation and the Employee Contribution rate for Safety employees is currently 9% of the employee's eligible compensation. Contribution rates for Department Head employees hired after January 1, 2013 shall be determined by PERS for the employee's respective retirement formula.
- 6.3 Department Head Miscellaneous employees hired after October 1, 2012 and before January 1, 2013 or hired after January 1, 2013 and determined to be eligible by PERS to be "classic" employees within the provisions of PEPRa shall be covered by the 2% @ age 60 retirement formula with a 3-year final compensation period. Department Head employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan. The Employee Contribution rate is currently 7% for Miscellaneous employees in the 2% @ age 60 retirement formula.
- 6.4 Department Head Miscellaneous employees hired after January 1, 2013 and determined to be new employees by PERS under the provisions of PEPRa shall be covered by the 2% @ age 62 retirement formula with a 3-year final compensation period. Non-represented employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan. The

***Employment Severance Compensation***

- 6.5 In recognition that employees serve at the will and pleasure of the City Manager, the City Manager may offer employment separation pay to terminated employees. The period of such severance compensation shall be determined by the City Manager and may be included in the terms of a contractual agreement between the employee and the City made at the time the individual is hired or promoted.



**ARTICLE VII: PERFORMANCE EVALUATIONS*****Salary Advancement***

- 7.1 Progression in the salary range for Department Head employees shall be based on the employee's performance. The City Manager will evaluate work performance and implement any salary increases or decreases within the established salary ranges based on the employee's performance. Department Head employees will be evaluated periodically at the discretion of the City Manager. 7.3

***Police Officer's Bill of Rights***

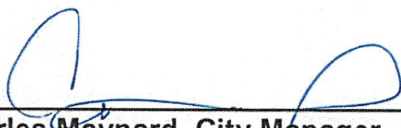
- 7.5 The Police Officer's Bill of Rights applies to Department Head employees in the Police Chief classification.



**APPENDIX A: SALARY SCHEDULE**

CLASSIFICATION	MINIMUM MONTHLY RATE	MAXIMUM MONTHLY RATE
Assistant City Manager	\$ 9,908.00	\$ 12,043.23
City Clerk	\$ 8,725.69	\$ 10,606.13
Community Development Director	\$ 11,213.56	\$ 13,630.15
Deputy City Manager	\$ 12,396.80	\$ 15,068.38
Finance Director	\$ 11,322.77	\$ 13,762.90
Human Resources Director	\$ 9,435.64	\$ 11,469.08
Police Chief	\$ 13,144.50	\$ 15,977.23
Public Works Director	\$ 10,945.34	\$ 13,304.13

City Council budget approval date: 10/01/2019

  
\_\_\_\_\_  
Charles Maynard, City Manager10-23-19  
\_\_\_\_\_  
Date

