



**COMPENSATION PLAN**

*between*

**CITY OF PETALUMA**

*and*

**DEPARTMENT DIRECTORS**

**July 1, 2023 THROUGH June 30, 2026**

**UNIT 8**



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## **SECTION 1 - TERM OF COMPENSATION PLAN**

This Compensation Plan shall be effective commencing July 1, 2023 and ending June 30, 2026.

### **SECTION 2 – SALARIES**

#### 2.1 Salaries

Salary Ranges shall be as specified in Exhibit “A.”

##### (A) Across-the-Board Cost of Living Increases

Effective the first full pay period following July 1, 2023, all unit employees shall receive a four percent (4.0%) base wage increase.

The City Manager is authorized in their discretion to amend and/or reissue the Unit 8 Compensation Plan to provide up to an additional three percent (3.0%) base wage increase for all Unit 8 positions to be effective no sooner than the first full pay period following July 1, 2024.

The City Manager is authorized in their discretion to amend and/or reissue the Unit 8 Compensation Plan to provide up to an additional three percent (3.0%) base wage increase for all Unit 8 positions to be effective no sooner than the first full pay period following July 1, 2025.

#### 2.2 Salaries – Emergency Operation Center

Employees of Unit 8 who are required to work when called to an activated Emergency Operation Center (EOC) local emergency shall be paid at their regular hourly rate for all hours beyond their normal workday.

### **SECTION 3 – SPECIAL COMPENSATION – UNIFORM ALLOWANCE**

The classifications of Police Chief and Fire Chief shall receive one thousand five hundred dollars (\$1500.00) per year as a Uniform Allowance. This amount shall be paid in December.

### **SECTION 4 – HOLIDAYS**

#### 4.1 Holidays – Fixed Holidays

The City shall observe twelve (12) fixed-date holidays. These holidays shall be established for the City's fiscal year as determined by City Council resolution.

Observance: The actual date of the observed holidays is determined by City Council resolution each fiscal year. If participating in a 5/8 schedule (five days/week, eight hours/day), when a holiday falls on a Saturday, that holiday will be observed on the prior Friday. When a holiday falls on a Sunday, that holiday will be observed on the following Monday. Should this conflict with a Friday or Monday designated holiday, the Friday or Monday holiday will occur on the preceding Thursday or following Tuesday. If participating in a 4/10 schedule, when a holiday falls on a Friday or Saturday, that holiday will be observed on Thursday. When a holiday falls

on a Sunday, that holiday will be observed on the following Monday. Should this conflict with a Friday or Monday designated holiday, the Friday or Monday holiday will occur on the preceding Wednesday or following Tuesday.

Observance by an employee of a designated religious event may be granted, if practical, with at least seven (7) days prior approval required for such leave, under the following methods:

- (A) Time charged to accrued vacation allowance; or
- (B) Time off without pay.

Fixed holidays currently provided for by City Council Resolution will be based on the employee’s regular work shift. For example, if an employee works a 4/10 schedule, s/he shall receive ten (10) hours of pay for the holiday. If an employee works a 9/80 schedule, s/he shall receive nine (9) hours of pay for the holiday, or eight (8) hours pay if the holiday falls on their regularly scheduled eight (8) hour workday as part of their 9/80 schedule. If an employee works a 5/8 schedule (five days/week, eight hours/day), s/he shall receive eight (8) hours of pay for the holiday. The same shall be true for any employee whose regular work week is fewer than forty (40) hours per week, except that no such employee shall receive more than eight (8) hours of pay for the holiday.

4.2 Holidays – Personal Leave (formerly Floating Holiday)

During the fiscal year the City will authorize eight (8) hours of Personal Leave per employee, which may be taken by the employee at a time selected by the employee, subject to operational requirements and approval determined by the City. Employees hired between July 1 and December 31, will be eligible for Personal Leave during the course of the fiscal year. Personal Leave is limited to eight (8) hours and may not be carried over to the next fiscal year.

**SECTION 5 – VACATION**

<b>Years of Service</b>	<b>Vacation Accrual (hrs)</b>	<b>Accrual Limit (hrs)</b>
0-4	80	240
5-9	120	360
10	128	384
11	136	408
12	144	432
13	152	456
14	160	480
15	168	504
16	176	528
17	184	552
18	192	576
19 or greater	200	600

5.1 Vacation – Accrual Rate and Maximum Accrual Limits

Employees shall accrue vacation hours at the rate specified in the above table. The City

Manager may at their discretion set an annual vacation accrual rate for an employee above the accrual rate in the table in section 5.

Vacation time shall not be accumulated in excess of three (3) years or three times an employee's annual vacation accrual as indicated in the vacation chart above.

5.2 Vacation – Scheduling

The times during a calendar year in which an employee may take his/her vacation shall be determined by the City Manager with due respect for the wishes of the employee and particular regard for the needs of the service. If the requirements of the service are such that an employee cannot take part or all of his/her annual vacation in a particular calendar year, such vacation shall be taken during the following calendar year.

5.3 Vacation - Adjustment for Holidays

Employees who are granted time off for scheduled holidays shall not have such holidays charged as vacation leave when the vacation leave and holiday(s) coincide.

5.4 Vacation – Payment at Separation

Employees who separate City employment shall be paid for all accrued unused vacation leave earned prior to the effective date of separation.

5.5 Vacation – Payout

During the month of December of each year, each employee who has at least one hundred and twenty (120) hours of accrued but unused vacation may make an irrevocable election to cash out vacation hours in the following calendar year. Vacation payouts under this section will be made in October of the tax year following the election. The employee must have a minimum balance of forty (40) hours after the cash out of vacation. If the employee's requested amount does not leave a minimum forty (40) hours of vacation remaining at the time of cash out, the employee's requested vacation cash out will be reduced to allow the remaining minimum balance to be maintained.

**SECTION 6 – LEAVES – ADMINISTRATIVE LEAVE**

6.1 Administrative Leave – Annual Credit of Leave

Employees shall be credited with eighty (80) hours of administrative leave each fiscal year.

6.2 Administrative Leave – Carry Forward of Leave

Employees may carry forward up to forty (40) hours of unused administrative leave into the next fiscal year. Employees shall not maintain balances of more than one hundred and twenty (120) hours.

6.3 Administrative Leave - Pro-Ration of Leave Hours

Employees hired or appointed after July 1 shall be credited with a pro-rated amount of administrative leave based upon hire or appointment date through June 30.

6.4 Administrative Leave – Annual Payment for Unused Leave

Employees shall receive payment for up to twenty (20) hours of unused administrative leave

at the end of the fiscal year. Payment shall be at the employee's base pay rate as of June 30. Payment shall be made on the last pay period of the fiscal year.

6.5 Administrative Leave - Payment at Separation

Employees who separate employment shall receive payment of up to forty (40) hours of unused administrative leave. Payment shall be at the base pay rate at the time of separation.

**SECTION 7 – LEAVES – SICK LEAVE**

7.1 Sick Leave – Eligibility

Sick leave with pay shall be granted to all employees as set forth in this section. Sick leave is not a right, which an employee may use at their discretion, but rather, shall be used only in case of personal illness, disability or the serious illness or injury of an employee's family member, which requires the employee's attention. The term family members shall include: spouse, children, parents, spouse's parents, brothers, sisters or other individuals whose relationship to the employee is that of a dependent or near dependent.

7.2 Sick Leave – Accrual

Sick leave shall accrue to all full-time employees at the rate of eight (8) hours for each month of continuous service. No employee shall accumulate more sick leave in any year than provided.

7.3 Sick Leave – Retirement Payout

In the event of the death or retirement of an employee who has completed ten (10) or more years of continuous service with the City, the employee shall be paid or shall receive to his/her benefit, fifty percent (50%) of his/her accumulated but unused sick leave, not to exceed four-hundred-eighty (480) hours. The employee may elect not to receive this benefit and instead place all sick leave hours into the CalPERS sick leave conversion benefit, or the employee may do a combination of both; to receive a payout of up to fifty percent (50%) of his/her accumulated but unused sick leave not to exceed four hundred eighty (480) hours with the balance placed into the CalPERS sick leave conversion benefit.

7.4 Sick Leave – Conversion

In February of each year, employees may convert a maximum of one hundred sixty (160) hours of sick leave to vacation at a ratio of four (4) sick leave hours to one (1) vacation hour. Example: Employee requests conversion of 160 hours of sick leave; 40 hours of vacation leave are added to the employee's vacation bank. An employee must have at least eighty (80) hours remaining in his/her sick leave bank after the conversion. Such conversion does not impact the ongoing accrual of sick leave at the rate of eight (8) hours for each month of continuous service.

**SECTION 8 – CATASTROPHIC MEDICAL EMERGENCY LEAVE SHARING PLAN**

A Catastrophic Medical Emergency Leave Sharing Plan shall be provided in accordance with the City's Catastrophic Leave Policy and shall apply to Unit 8 employees. The City's Catastrophic Leave



Policy replaces the section on Sick Leave Transfer.

**SECTION 9 – LEAVES – INDUSTRIAL INJURY LEAVE**

Benefits shall be payable in situations where miscellaneous employee absence is due to industrial injury as provided in California State Workers' Compensation Law. During the first three (3) workdays when the employee's absence has been occasioned by injury suffered during his/her employment and he/she receives workers' compensation, he/she shall receive full pay. Following this period, sick leave may be a supplement to the workers' benefits provided the employee. Compensation is at his/her regular rate for a period not to exceed six (6) months, or until such sick leave is exhausted, or the disability is abrogated, or that employee is certified "permanent and stationary" by a competent medical authority. The City shall pay him/her the regular salary, based on the combination of the workers' compensation benefit plus sick leave.

All public safety employees receiving full salaries in lieu of temporary disability payments pursuant to Section 4850 of the labor code are entitled to accumulate sick leave during such periods of sick leave. Sick leave for industrial injury shall not be allowed for a disability resulting from sickness, self-inflicted injury, or willful misconduct.

The City may retire any employee prior to the exhaustion of accumulated sick leave, at which time all accrued but unused sick leave shall be abrogated, subject only to the limitations provided under this Compensation Plan.

**SECTION 10 – LEAVES – BEREAVEMENT LEAVE**

An employee shall be granted up to thirty-two (32) hours of paid bereavement leave in the event of death in the employee's immediate family. Paid bereavement leave is granted per qualifying event. For the purpose of bereavement leave, immediate family shall mean spouse, qualified domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child (including stepchildren), step-parents, grandparents and grandchildren or person with whom the employee has a relationship in loco parentis. Up to an additional eight (8) hours of accrued leave, including sick leave, will be granted to supplement bereavement leave.

In the event an employee must travel more than three-hundred (300) miles to attend a funeral or memorial service, an additional eight (8) hours of paid bereavement leave shall be granted instead of the use of accrued leave.

**SECTION 11 – LEAVES – VICTIMS OF DOMESTIC VIOLENCE  
AND SEXUAL ASSAULT LEAVE**

The City of Petaluma provides appropriate leave, in accordance with California Labor Code Section 230.

## **SECTION 12 – LEAVES – MILITARY LEAVE**

The City of Petaluma shall grant military leave benefits to eligible employees in accordance with California's Military Leave Laws found in Military & Veteran's Code 389 *et seq.*, the Federal Uniformed Services Employment and Re-employment Rights Act (USERRA), found at 389 U.S.C. 4301 *et seq.*, and the City of Petaluma Resolution No. 2004-200 N.C.S. Employees in the Ready Reserves of the Armed Forces who are ordered to active military duty or training under Executive Order 13223, shall have continued benefits in effect throughout his/her active duty training for a period of three-hundred sixty-five (365) calendar days or until the date of discharge from military service, whichever occurs first, unless this policy is changed by action of the City Council.

## **SECTION 13 – LEAVES – ELECTION OFFICER LEAVE AND VOTING LEAVE**

When an employee's actual work schedule otherwise would prevent the employee from voting in any State, County, or General election, the employee may be granted up to two (2) hours of paid time to vote, in accordance with Election Code 14000. The employee must provide the City with at least two (2) working days' notice that he or she will be taking time off to vote.

## **SECTION 14 – LEAVES – SCHOOL VISITATION LEAVE**

Employees may take up to forty (40) hours in a year to participate in the child's school activities, in accordance with Labor Code section 230.8.

## **SECTION 15 – LEAVES – LEAVE OF ABSENCE WITHOUT PAY**

The City Manager may grant a regular or probationary employee leave of absence without pay pursuant to State and Federal Law. Good cause being shown by a written request, the City Manager may extend such leave of absence without pay or seniority or benefits for an additional period not to exceed six (6) months. No such leave shall be granted except upon written request of the employee setting forth the reason for the request, and the approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty shall be cause for discharge.

## **SECTION 16 – LEAVES – JURY DUTY LEAVE**

Any employee summoned for jury duty shall be entitled to a leave of absence with full pay for such period of time as may be required to attend the court in response to such summons. Any employee may retain payment for travel but shall make payable to the City any and all fees which the employee may receive in payment for service as a juror. For Grand Juries this compensation shall not extend beyond twenty (20) working days.

## **SECTION 17 - FAMILY CARE AND MEDICAL LEAVE (FMLA & CFRA)**

### 17.1 FMLA and/or CFRA Leave

The City shall provide family and medical care leave for eligible employees as required by City policy, state and federal law and as specifically provided in the Federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act of 1993 (CFRA). If possible, employees must provide thirty (30) days advance notice of leave.

### 17.2 FMLA and/or CFRA – Second Opinion

The employee shall provide the City with a health care provider certification. The City, at City expense, may require a second opinion on the validity of the certification. Should a conflict arise between health providers, a third and binding opinion, at City expense shall be sought.

## **SECTION 18 – LEAVES – PREGNANCY DISABILITY LEAVE**

The City shall provide pregnancy disability leave (PDL) for eligible employees as required by City policy and applicable law and as specifically provided in the Fair Employment and Housing Act and the Family Medical Leave Act. If possible, employees must provide thirty (30) days advance notice of leave.

## **SECTION 19 - DISCRIMINATION, HARASSMENT, & RETALIATION PROHIBITED**

The City and its employees are prohibited from discriminating against an applicant or employee because the employee is in a "protected class" (based on age, race, etc.) in taking any personnel actions (such as hiring, promotion, discipline, etc.) Employees are prohibited from harassing any employees due to race, sex, age, etc. The City and its employees are prohibited from retaliating against an employee because the employee has filed a complaint of discrimination or harassment or opposed actions by other employees that constituted discrimination or harassment.

## **SECTION 20 - REASONABLE ACCOMMODATION**

In accordance with the California Fair Employment and House Act (FEHA) and the Americans with Disability Act (ADA), the City will reasonably accommodate any know protected disability of an employee.

## **SECTION 21 – CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM**

### Tier 1

Safety – Fire and Safety – Police employees hired prior to November 15, 2012, the effective date of the contract amendment with California Public Employees’ Retirement System (CalPERS), shall receive the 3% at 50 formula retirement plan.

The City's contract with CalPERS for Safety – Fire includes the following optional benefits:

- Fourth Level - 1959 Survivor's Benefit as provided in Section 21574 (May 4, 1998).

- Military Service Credit as provided in Section 21024 (January 4, 1996).
- One-Year Final Compensation as provided Section 20042 (November 1, 1980).
- Credit for Unused Sick Leave as provided in Section 20965 (November 1, 1980).
- Post Retirement Survivors Allowance – fifty percent (50%) as provided by Sections: 21624, 21626, and 21628 (January 1, 1987).
- Cost of Living Allowance two percent (2%) as provided by Section 21329 (April 1, 1971).
- Retired Death Benefit of \$500 as provided in Section 21620 (December 1, 1969).
- Post Retirement Survivor Allowance Continues as provided in Section 21635 (January 1, 2000).
- Death Benefit Continues as provided in Section 21551 (January 1, 2000).
- Prior Service Credit as provided in Section 20055 (January 1, 1950).

The City's contract with CalPERS for Safety - Police includes the following optional benefits:

- Fourth Level - 1959 Survivor's Benefit as provided in Section 21574 (June 30, 1996).
- Military Service Credit as provide in Section 21024 (January 4, 1996).
- One-Year Final Compensation as provided in Section 20042 (November 1, 1980).
- Credit for Unused Sick Leave as provided in Section 20965 (November 1, 1980).
- Cost of Living Allowance two percent (2%) as provided by Section 21329 ( April 1, 1971).
- Retired Death Benefit of \$500 as provided in Section 21620 (December 1, 1969).
- Death Benefit Continues as provided in Section 21551 (January 1, 2000).
- Prior Service Credit as provided in Section 20055 (January 1, 1950).

Miscellaneous employees hired prior to December 28, 2012, the effective date of the CalPERS contract amendment, shall receive the 2% at 55 formula retirement plan.

The City's contract with CalPERS for Miscellaneous includes the following optional benefits:

- Third Level - 1959 Survivor's Benefit as provided in Section 21573 (April 5, 1999).
- Military Service Credit as provided in Section 21024 (January 1, 1992).
- One-Year Final Compensation as provided Section 20042 (November 1, 1980).
- Credit for Unused Sick Leave as provided in Section 20965 (November 1, 1980).
- Cost of Living Allowance two percent (2%) as provided by Section 21329 (April 1, 1971).
- Retired Death Benefit of \$500 as provided in Section 21620 (December 1, 1969).
- Death Benefit Continues as provided in Section 21551 (January 1, 2000).
- Prior Service Credit as provided in Section 20055 (January 1, 1950).

## Tier 2

Safety – Fire and Safety – Police employees who are considered by CalPERS to be “classic” members hired after November 15, 2012, the effective date of the amended contract with CalPERS, shall receive the 3% at 55 formula retirement plan and the three-year final average compensation.

The following optional benefits will remain in effect for Safety - Fire employees in the second retirement tier:

- Fourth Level - 1959 Survivor's Benefit as provided in Section 21574.
- Military Service Credit as provide in Section 21024.
- Credit for Unused Sick Leave as provided in Section 20965.
- Post Retirement Survivors Allowance as provided by Sections: 21624, 21626, and 21628.
- Cost of Living Allowance two percent (2%) as provided by Section 21329.
- Retired Death Benefit of \$500 as provided in Section 21620.
- Post Retirement Survivor Allowance Continues as provided in Section 21635.
- Death Benefit Continues as provided in Section 21551.
- Prior Service Credit as provided in Section 20055.

The following optional benefits will remain in effect for Safety - Police employees in the second retirement tier:

- Fourth Level - 1959 Survivor's Benefit as provided in Section 21574.
- Military Service Credit as provide in Section 21024.
- Credit for Unused Sick Leave as provided in Section 20965.
- Cost of Living Allowance two percent (2%) as provided by Section 21329.
- Retired Death Benefit of \$500 as provided in Section 21620.
- Death Benefit Continues as provided in Section 21551.
- Prior Service Credit as provided in Section 20055.

Miscellaneous employees who are considered by CalPERS to be “classic” members hired after December 28, 2012, the effective date of the amended contract with CalPERS, shall receive the 2% at 60 formula retirement plan and the three-year final average compensation.

The following optional benefits will remain in effect for Miscellaneous employees in the second retirement tier:

- Third Level - 1959 Survivor's Benefit as provided in Section 21573.
- 1957 Survivor Allowance as provided in Section 21546.
- Military Service Credit as provided in Section 21024.
- Credit for Unused Sick Leave as provided in Section 20965.
- Cost of Living Allowance two percent (2%) as provided by Section 21329.
- Retired Death Benefit of \$500 as provided in Section 21620.
- Death Benefit Continues as provided in Section 21551.
- Prior Service Credit as provided in Section 20055.

### Tier 3

New Safety employees hired on or after January 1, 2013 who meet the definition of a new CalPERS member under the Public Employees' Pension Reform Act (PEPRA) shall receive the 2.7% at 57 retirement formula with three-year final average compensation and applicable optional benefits.

New Miscellaneous employees hired on or after January 1, 2013 who meet the definition of a new CalPERS member under the Public Employees' Pension Reform Act (PEPRA) shall receive the 2% at 62 retirement formula with three-year final average compensation and applicable optional benefits.

The City shall continue to defer that portion of the employee's contribution paid to CalPERS through section 414(h)(2) of the Internal Revenue Code pursuant to City of Petaluma Resolution 90-363 N.C.S.

All employees shall pay an additional three percent (3%) towards PERS retirement. For Classic Safety – Fire and Safety – Police employees, this three percent (3%) is added to the nine percent (9%) member contribution, for a total contribution of twelve percent (12%). Employees subject to the PEPRA formula shall also pay an additional three percent (3%) on top of their required employee contribution, as established annually by PERS. For Classic Miscellaneous employees, this three percent (3%) is added to the seven percent (7%) member contribution, for a total contribution of ten percent (10%). Employees subject to the PEPRA formula shall also pay an additional three percent (3%) on top of their required employee contribution, as established annually by PERS.

## **SECTION 22 – HEALTH BENEFITS – ACTIVE EMPLOYEES**

### 22.1 Active Employees – PEMHCA Contribution

The City currently provides health benefits through the California Public Employees' Retirement System (CalPERS) Health Benefits Program under the Public Employees' Medical and Hospital Care Act (PEMHCA). The City's employer contribution for each employee's health benefits shall be the minimum required by PEMHCA ("PEMHCA minimum"). The City pays this contribution directly to CalPERS. This amount is established annually by PERS and is the minimum amount the agency must pay on behalf of the employee for medical insurance. It is separate and apart from the annual health insurance rates and the additional contribution noted below.

### 22.2 Additional Contribution – Effective January 1, 2023

The amount of the City's additional contribution for current employees and their covered family members shall be \$724.60 for employee only, \$1,592.66 for employee plus one, and \$2,113.48 for employee plus two or more. These amounts do not include the City PEMHCA contribution identified in 22.1. The City's additional contribution shall not exceed these amounts unless and until a different amount is defined by the compensation plan.

Coverage	2023 Health Rates (Based on 2023 Region 1- Kaiser Rates)	PEMHCA Contribution (Added to the City's Benefit Contribution)	2023 Health Rate Less the PEMHCA Contribution	City's Benefit Contribution of 95%	2023 City's Total Contribution Rate	Employee Contribution KAISER
Employee Only	\$913.74	\$151.00	\$762.74	\$724.60	\$875.60	\$38.14
Employee + 1	\$1,827.48	\$151.00	\$1,676.48	\$1,592.66	\$1,743.66	\$83.82
Employee + 2 or more	\$2,375.72	\$151.00	\$2,224.72	\$2,113.48	\$2,264.48	\$111.24

22.3 Additional Contribution – Effective January 1, 2024

The 2024 CalPERS premium for Kaiser – Region 1 and required 2024 PEMHCA contribution are unknown.

22.4 Additional Contribution – Effective January 1, 2025

The 2025 CalPERS premium for Kaiser – Region 1 and required 2025 PEMHCA contribution are unknown.

22.5 Additional Contribution – Effective January 1, 2026

The 2026 CalPERS premium for Kaiser – Region 1 and required 2026 PEMHCA contribution are unknown.

22.6 Employee Contribution

Employees shall contribute to his/her CalPERS Health Premium in the amounts less the City's PEMHCA contribution and less the additional benefit paid by the City.

**SECTION 23 – HEALTH BENEFITS – RETIRED EMPLOYEES**

23.1 Retired Employees – CalPERS and PEMHCA

The City currently provides health benefits through the CalPERS Health Benefits Program under the PEMHCA. In order for a retired employee to be eligible to receive health benefits through CalPERS upon retirement, a retired employee must meet the following definition of “annuitant” under CalPERS law:

- (A) Employee must be a member of CalPERS; and
- (B) Employee must retire within one-hundred-twenty (120) days of separation from employment with the City of Petaluma and receive a monthly retirement allowance from CalPERS.

23.2 PEMHCA Minimum

The monthly employer contribution for annuitants is the required minimum PEMHCA contribution.

The City pays this contribution directly to CalPERS. The retiree is required to contribute to the cost of the health benefit coverage. The retiree's monthly contribution shall be the cost of the monthly health benefit premium less the amount of the City's contribution.

23.3 CalPERS Annuitant – PEMHCA Health Benefits

In accordance with the PEMHCA provisions if an employee is a CalPERS annuitant and receives health benefits under the PEMHCA, the employee is eligible to receive the City's PEMHCA contribution amount specified in Section 23.5 below, regardless of the number of years of service with the City of Petaluma.

23.4 Less Than 12 Years of Service – Not Receiving PEMHCA Health Benefits

A retired employee with less than twelve (12) years of service with the City of Petaluma who is not enrolled in the CalPERS health benefit program does not receive any retiree benefit from the City.

23.5 Less Than 12 years of Service – Receiving PEMHCA Health Benefits

A retired employee with less than twelve (12) years of service with the City of Petaluma who is a CalPERS annuitant as defined in Section 23.1 and enrolled in the CalPERS health benefit program is eligible to receive the minimum PEMHCA contribution as set by CalPERS.

23.6 12-19 Years of Service – Not Receiving PEMHCA Health Benefits

A retired employee with twelve to nineteen (12-19) years of service with the City of Petaluma who is not enrolled in the CalPERS health benefits program shall receive direct payments in the amount of one-hundred and twenty-eight dollars (\$128.00) each month, effective the first month following the expiration of health benefit coverage.

23.7 12-19 Years of Service – Receiving PEMHCA Health Benefits

A retired employee with twelve to nineteen (12-19) years of service with the City of Petaluma who is a CalPERS annuitant as defined in Section 23.1 and enrolled in the CalPERS health benefit program is eligible to receive the minimum PEMHCA contribution as set by CalPERS.

The City's PEMHCA contribution amount is deducted from the retiree's monthly health premium and paid to CalPERS directly by the City.

It is the responsibility of the retiree to notify the City in writing if he or she is no longer participating in the CalPERS health benefit program. Following receipt of the written notice, the City will commence direct payment of the one-hundred and twenty-eight dollars (\$128.00) at the beginning of the following month.

23.8 20 Years or More of Service – Not Receiving PEMHCA Health Benefits

A retired employee with twenty (20) or more years of service with the City of Petaluma who is not enrolled in the CalPERS health benefits program shall receive direct payments in the amount of one-hundred-forty dollars (\$140.00) each month, effective



the first month following the expiration of health benefit coverage.

23.9 20 Years or More of Service – Receiving PEMHCA Health Benefits

A retired employee with twenty (20) years or more of service with the City of Petaluma who is a CalPERS annuitant as defined in Section 23.1 and enrolled in the CalPERS health benefit program is eligible to receive the minimum PEMHCA contribution as set by CalPERS.

The City's PEMHCA contribution amount is deducted from the retiree's monthly health premium and paid to CalPERS directly by the City.

It is the responsibility of the retiree to notify the City in writing if he or she is no longer participating in the CalPERS health benefit program. Following receipt of the written notice, the City will commence direct payment of the one-hundred-forty dollars (\$140.00) at the beginning of the following month.

**SECTION 24 - CASH IN-LIEU OF HEALTH AND DENTAL BENEFITS**

24.1 Cash In-Lieu

Employees with health and or dental benefit insurance coverage from a source other than the City, or employees with health and dental benefit insurance coverage from a City employee, may request cash in lieu of health and dental benefits. To be eligible for the cash in-lieu benefit program, employees must waive his/her coverage under the City's health and/or dental benefits, agree to the terms and conditions of the cash in-lieu benefit program and have written verification of health and/or dental benefits insurance.

24.2 Employees Hired Before June 1, 2017

For employees hired before June 1, 2017, the cash in-lieu amount for health coverage shall be in the amount of fifty percent (50%) of the health insurance premium amount of the CalPERS Kaiser – Bay-Area Region that the City would otherwise pay for the employee and his or her family members. The cash in-lieu amount for dental insurance benefits shall be in the amount of fifty percent (50%) of the established dental program composite rate.

Upon declining medical and/or dental insurance, the employee will be required to meet the terms and conditions regarding the City's medical and/or dental plan. If an employee decides to stop receiving the medical/dental cash back and wishes to re-enroll into the City's medical and/or dental plan, then he/she must meet the current terms and conditions of the City's medical and/or dental plan. The City cannot guarantee that once the employee leaves a particular medical and/or dental plan, he/she may be able to re-enroll in his/her prior plan and under the same terms and conditions of his/her prior plan.

24.3 All Employees Hired On or After June 1, 2017

For all employees hired on or after June 1, 2017, the cash in-lieu amount for health benefits shall be \$400.00 per month. Employees shall not be eligible for cash in-lieu for dental benefits.

Upon declining medical insurance, the employee will be required to meet the terms and conditions regarding the City's medical plan. If an employee decides to stop receiving the medical cash back and wishes to re-enroll into the City's medical plan, then s/he must meet the current terms and conditions of the City medical plan. The City cannot guarantee that once the employee leaves a particular medical plan, s/he may be able to re-enroll in his/her prior plan and under the same terms and conditions of his/her prior plan.

**SECTION 25 – SECTION 125 PLAN**

The City of Petaluma has established and shall offer to eligible employees an Internal Revenue Code (IRC) Section 125 plan. The Section 125 plan is subject to federal law and plan provisions.

The Section 125 Plan offered by the City provides employees with a tax savings through the following programs:

(A) Pre-Tax Health Insurance Premiums

This program allows employees to pay his or her share of health insurance premiums with pre-tax dollars.

(B) Flex Spending Accounts (FSAs)

(1) Medical Reimbursement

This program permits employees to pay for common out-of-pocket medical expenses (not covered by insurance) such as deductibles, co-pays, and vision and dental care with pre-tax dollars.

(2) Dependent Care Reimbursement

This program permits employees to pay for most child and or dependent care expenses with pre-tax dollars.

**SECTION 26 – DENTAL INSURANCE**

The City shall provide a dental plan for the term of the Compensation Plan and pay the total premium costs for the employee and eligible dependents. The annual maximum benefit amount is two thousand dollars (\$2,000.00) per person. Orthodontic coverage (for dependent children) shall be provided at 50% of the dentist's allowed fee (subject to a \$2,000 lifetime maximum per dependent child).

Dependent children are eligible for dental and orthodontic coverage from birth to age 26.

## **SECTION 27 – VISION INSURANCE**

The City shall provide a vision plan for employees and eligible dependents. The cost shall be paid for by the City. Employees are eligible for eye exams once a calendar year with a twenty-five-dollar (\$25.00) copay. Frames are available once a calendar year with a maximum benefit of one hundred eighty dollars (\$180.00). Single vision, lined bifocal, and trifocal lenses are available once a calendar year and are covered with no copay.

## **SECTION 28 – LIFE INSURANCE**

The City shall provide employees with life insurance in the amount of one and one-half (1.5) times the employee's annual salary rounded to the nearest even dollar, not to exceed two-hundred thousand dollars (\$200,000.00).

## **SECTION 29 – EMPLOYEE ASSISTANCE PROGRAM**

The City will provide an Employee Assistance Program to employees and his/her immediate families. This licensed counseling service will provide assistance and referrals for marriage and family problems, alcohol and drug dependency, emotional, personal, and stress-related concerns and other issues. All counseling services are confidential.

## **SECTION 30 – DISABILITY INSURANCE**

The City shall provide for a long-term disability plan, with the premium to be paid for by the City.

## **SECTION 31 - DEFERRED COMPENSATION**

### **31.1 Deferred Compensation Plan – 457 Plan**

The City of Petaluma shall make available to the employees of this unit the City's Deferred Compensation Plan.

### **31.2 Deferred Compensation Plan – Discretionary Plan – 401(A) Plan**

The City of Petaluma shall make available to the employees of this unit the City's 401 (A) Plan. New members will have an opportunity to designate a one-time choice of an additional employee contribution level within ninety (90) days of their appointment date. For additional information, contact the Human Resources office.

## **SECTION 32 – AUTOMOBILE ALLOWANCE**

All members who do not have dedicated access to a City vehicle for business use shall be entitled to receive a \$350 monthly automobile allowance. This allowance will replace any mileage reimbursement that an employee may have otherwise been eligible for day-to-day travel in a personal vehicle.

**EXHIBIT A – SALARY TABLES Unit 8  
Compensation Plan**

**EFFECTIVE THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2023**

UNIT 8 - MANAGEMENT					
Current Classification Title	COLA	PAY CYCLE	Minimum		Maximum
ASSIST CITY MANAGER	4.0%	MONTHLY	15,010.81		19,477.81
ASSIST CITY ATTORNEY	4.0%	MONTHLY	13,680.44		16,629.60
ASSISTANT TO CITY MANAGER	4.0%	MONTHLY	9,952.52		12,095.90
DIRECTOR OF COMMUNITY DEVELOPMENT	4.0%	MONTHLY	13,857.10		17,981.60
DIR OF ECONOMIC DEV & OPEN GOVERNMENT	4.0%	MONTHLY	12,809.75		16,625.99
DIRECTOR OF PARKS AND RECREATION	4.0%	MONTHLY	12,809.75		16,625.99
DIRECTOR OF HUMAN RESOURCES	4.0%	MONTHLY	12,584.42		16,330.36
DIRECTOR OF FINANCE	4.0%	MONTHLY	13,945.43		18,095.17
DEPUTY CITY MANAGER / DIRECTOR OF FINANCE	4.0%	MONTHLY	14,293.34		18,547.64
DIR OF PUBLIC WORKS & UTILITIES	4.0%	MONTHLY	13,857.10		17,981.60
FIRE CHIEF	4.0%	MONTHLY	16,314.14		19,576.96
POLICE CHIEF	4.0%	MONTHLY	16,150.09		21,395.85

**NOTE: Salaries are approximate and may vary slightly due to rounding**

**THE CITY MANAGER IS AUTHORIZED IN THEIR DISCRETION TO PROVIDE UP TO AN ADDITIONAL THREE PERCENT (3.0%) BASE WAGE INCREASE FOR ALL UNIT 8 POSITIONS TO BE EFFECTIVE NO SOONER THAN THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2024**

UNIT 8 - MANAGEMENT					
Current Classification Title	COLA	PAY CYCLE	Monthly Salary Ranges Based on a 3.0% COLA <sup>1</sup>		
			Minimum		Maximum
ASSIST CITY MANAGER	Up to 3.0%	MONTHLY	15,461.13		20,062.15
ASSIST CITY ATTORNEY	Up to 3.0%	MONTHLY	14,090.85		17,128.49
ASSISTANT TO CITY MANAGER	Up to 3.0%	MONTHLY	10,251.09		12,458.77
DIRECTOR OF COMMUNITY DEVELOPMENT	Up to 3.0%	MONTHLY	14,272.81		18,521.05
DIR OF ECONOMIC DEV & OPEN GOVERNMENT	Up to 3.0%	MONTHLY	13,194.04		17,124.77
DIRECTOR OF PARKS AND RECREATION	Up to 3.0%	MONTHLY	13,194.04		17,124.77
DIRECTOR OF HUMAN RESOURCES	Up to 3.0%	MONTHLY	12,961.95		16,820.27
DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	14,363.80		18,638.02
DEPUTY CITY MANAGER / DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	14,722.14		19,104.07
DIR OF PUBLIC WORKS & UTILITIES	Up to 3.0%	MONTHLY	14,272.81		18,521.05
FIRE CHIEF	Up to 3.0%	MONTHLY	16,803.56		20,164.27
POLICE CHIEF	Up to 3.0%	MONTHLY	16,634.59		22,037.72

**NOTE: Salaries are approximate and may vary slightly due to rounding**

<sup>1</sup> The City Manager is authorized in their discretion to provide up to a 3.0% COLA, actual increase is subject to City Manager discretion within the approved authority.

**THE CITY MANAGER IS AUTHORIZED IN THEIR DISCRETION TO PROVIDE UP TO AN ADDITIONAL THREE PERCENT (3.0%) BASE WAGE INCREASE FOR ALL UNIT 8 POSITIONS TO BE EFFECTIVE NO SOONER THAN THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2025**

UNIT 8 - MANAGEMENT					
Current Classification Title	COLA	PAY CYCLE	Monthly Salary Ranges Based on a 3.0% COLA <sup>2</sup>		
			Minimum		Maximum
ASSIST CITY MANAGER	Up to 3.0%	MONTHLY	15,924.96		20,664.01
ASSIST CITY ATTORNEY	Up to 3.0%	MONTHLY	14,513.58		17,642.34
ASSISTANT TO CITY MANAGER	Up to 3.0%	MONTHLY	10,558.63		12,832.54
DIRECTOR OF COMMUNITY DEVELOPMENT	Up to 3.0%	MONTHLY	14,701.00		19,076.68
DIR OF ECONOMIC DEV & OPEN GOVERNMENT	Up to 3.0%	MONTHLY	13,589.86		17,638.52
DIRECTOR OF PARKS AND RECREATION	Up to 3.0%	MONTHLY	13,589.86		17,638.52
DIRECTOR OF HUMAN RESOURCES	Up to 3.0%	MONTHLY	13,350.81		17,324.88
DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	14,794.71		19,197.16
DEPUTY CITY MANAGER / DIRECTOR OF FINANCE	Up to 3.0%	MONTHLY	15,163.81		19,677.19
DIR OF PUBLIC WORKS & UTILITIES	Up to 3.0%	MONTHLY	14,700.99		19,076.68
FIRE CHIEF	Up to 3.0%	MONTHLY	17,307.67		20,769.20
POLICE CHIEF	Up to 3.0%	MONTHLY	17,133.63		22,698.85
<b>NOTE: Salaries are approximate and may vary slightly due to rounding</b>					

<sup>2</sup> The City Manager is authorized in their discretion to provide up to a 3.0% COLA, actual increase is subject to City Manager discretion within the approved authority.