

DEPARTMENT HEAD CLASSIFICATION LIST

Deputy City Manager (Confidential)
Director Community Development
Director of Community Services
Director of Electric Utilities
Director of Finance (Confidential)
Director of Human Resources/Risk Manager (Confidential)
Director of Public Works/City Engineer
Director of Water Resources
Fire Chief

6.06 DEPARTMENT HEAD UNIT

Term

The Term of this Agreement begins on July 10, 2022 through September 18, 2025.

Salary

Year 1: Effective retro to the first full pay period in July 2022, all unit members will receive a 5% increase to base salary.

Year 2: Effective the first full pay period following September 19, 2023, all unit members shall receive a 3% increase to base salary.

Year 3: Effective the first full pay period following September 19, 2024, all classifications will receive a 3% salary increase to base salary, unless the local economic benchmark – consisting of total revenue collected for property tax, sales tax and transient occupancy tax – falls below the combined total for the past audited Fiscal Year of 2022/2023. Should the audited revenues fall below the benchmark, the increase will revert to the CPI calculation of the average of U.S. City and SF-Oakland-Hayward figures for April, to a maximum of 2%. In no case shall this result in a decrease in compensation.

Longevity Performance Program

An employee is eligible for Longevity Performance Pay if the following apply (2018-2021):

1. Employee has worked full time, including full time limited-term assignments exceeding one (1) year, for the City of Ukiah for a minimum of seven (7) years, and
2. Employee has received a satisfactory or above rating on his/her last annual performance evaluation.

Such employee will be eligible to receive a lump sum payment on their anniversary date each year in which he/she receives a satisfactory or above rating on his/her last annual performance evaluation according to the following schedule:

- a) Upon the 7th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$1,000.
- b) Upon the 12th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$2,500.
- c) Upon the 20th anniversary date of employment, and each year thereafter in which the employee receives a satisfactory or above performance evaluation rating, on their anniversary date, a full time employee with the City of Ukiah will receive \$3,500.

The lump sum payment will not adjust the salary range, and will not count toward the calculation of annual salary for the purpose of computing life insurance coverage or long-term disability (LTD) wages.

Pension Reform Act of 2013 (PEPRA)

The Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement Law (PERL) amendments in Assembly Bill (AB) 340 became law on September 12, 2012, and the provisions were effective January 1, 2013.

The Department Head Unit and the City agree to implement all PEPRA provisions, and all applicable amendments thereto. Effective January 1, 2013 Department Head employees defined by PEPRA as "*new members*" shall pay 50% of the total normal cost for the new Miscellaneous pension formula 2% @ 62, which is currently 6.75% of reportable compensation, with a three-year final compensation period. "*Classic members*" (employees hired prior to January 1, 2013) will retain the 2.7% @ 55 Miscellaneous PERS formula, 8% member contribution (EPMC), with a one-year final compensation period.

The PEPRA defines a "*new member*" as : a) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system; b.) A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; 3.) A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months.

PERS Employee Member Contribution (2000-2002) MOU

Employees in the Unit pay the full required PERS employee member contribution of 8%. Employer paid member contribution (EPMC) is in place with the City reporting the value of EPMC to CalPERS as additional compensation.

Flex Dollars

Unit members currently participate in the City's flex plan system, subject to the rules and procedures of the City's flex plan system. Effective the first full pay period following September 19, 2018, in order to maintain an appropriate salary differential between the department head and mid-management salary classifications, the City agrees to add the Unit's \$1,858.87/month flex dollars to the each unit classification monthly base salary, adjusted to \$1,312.99/month for the Fire Chief classification and \$1,453.64 for all other classifications, to be applied on a cost-neutral basis to the City. Unit members will no longer be eligible to receive flex dollars in addition to base salary (2018-2021).

Health Insurance Contribution

The City shall offer employees and their eligible dependents, a health insurance program under the terms set forth below:

Effective upon the ratification of this Agreement, the City will pay 85% of the REMIF EPO 500, PPO 500 and HSA medical plans, including dental and vision plans. For employees electing the REMIF EPO 250 plan, the City will pay equivalent to the 85% portion for the EPO 500 plan (2018-2021).

Those employees who choose not to have City health coverage must show proof of health coverage under another plan. An employee who is covered under a non-City health plan can only enter a City plan upon a

qualifying event approved by the health plan, or during open enrollment period of the health plan.

Section 125 Plan (Cafeteria Plan)

Effective March 1, 1998, a Cafeteria Plan is available for pre-tax benefits at the option of the employee. (97-98; 97-99)

Long-Term Disability

A Long-Term Disability Plan is available. Participation will be voluntary and automatic payroll deductions will be available for those that join the plan. *This plan is offered in lieu of State Disability Insurance, which the City does not contribute to. (Addendum 10/93)

* Employees who do not enroll in this voluntary plan within 30 days of their hire date may elect to enroll at a later date, but will be subject to medical underwriting review in accordance with insurance company policy.

Retiree Insurance

An employee retiring with ten or more years of City of Ukiah service may purchase at his/her own expense, City group insurance if offered by the carrier and subject to the carrier's requirements (84-85; City Council 02/16/00; 7/1/14 REMIF). Premium payments must be made to the City of Ukiah no later than the 15th of the month preceding the month of coverage, or the City may have no choice but to terminate coverage. For example, the premium is due by June 15 for July coverage. Once a retiree has discontinued coverage, she/he shall no longer be eligible to continue coverage at a later date. (1984-86)

Holidays

Employees are provided with the following paid holidays (Memo 7/1/90):

<u>DATE</u>	<u>HOLIDAY</u>
December 31	New Year's Eve
January 1	New Year's Day
3rd Monday, January	Martin Luther King Birthday
3rd Monday, February	President's Day
Last Monday, May	Memorial Day
July 4	Independence Day
1st Monday, September	Labor Day
2nd Monday, October	Columbus Day
November 11	Veterans' Day
4th Thursday, November	Thanksgiving Day
4th Friday, November	Day following Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
Added to vacation accrual each fiscal year	8 hours floating Holiday credit

The 8-hours floating holiday credit is added to each employee's vacation accrual in the beginning of the fiscal year of each year (addendum 2015-18).

Vacation Schedule

Vacation is earned and accrued hourly each pay period according to the following schedule (2004-05):

Years of Service	Hours Earned Per Pay Period	Maximum Accrual
0 – 8	6.2 Hours	338.4 Hours
9 – 15	7.7 Hours	416.4 Hours
15 +	8.4 Hours	452.8 Hours

Effective the first full pay period in October 2004, and continuing each year thereafter, five (5) additional vacation days shall be credited lump sum to each Department Head Unit member on the first full pay period of October (2004-05).

Vacation Cash-Out

Unit members may cash out up to two (2) weeks of vacation when they are within two pay periods of reaching one-half of their maximum vacation accrual, limited to two (2) times per fiscal year. (95-96; 2004-05)

Executive Leave Pay

The City provides 15 days of Executive Leave Pay annually to Department Heads (2013-15) on a non-accruing basis. Management Incentive Pay can be taken as cash payment at straight time, or as time off. New and promotional employees shall be granted pro-rated Management Incentive Pay beginning the first full pay period following date of hire. (Memo 5/18/90; 92-94; 94-95; Addendum 95-96; 95-96; 6/20/06 Memo)

Bereavement Leave

An employee is entitled to three days bereavement leave for the death of any member of his/her immediate family. An additional two days may be granted for travel exceeding 350 miles one way (84-85, 91) [Refer to Bereavement Leave Policy, Section 4.06.3 for definition of immediate family.]

Service Credit

New employees will receive credit of up to 50% for prior comparable government entity service toward vacation accrual. The applicable service experience will be determined by the City Manager. (Synopsis 1/89)

Military Service Credit as PERS Public Service

PERS eligible employees may elect to purchase up to four years of service credit for any continuous active military or merchant marine service prior to employment. The employee must contribute an amount equal to the contribution for current and prior service that the employee and the City would have made with respect to that period of service. Interested employees should contact the Human Resources Department or Cal-PERS for more information. (1998-2000)

Introductory Period

Department Heads who serve as "at will" employees have no introductory period and are not under the Civil Service rules. (Personnel Policies; FLSA; 95-96 Addendum)

Service Clubs

Upon approval by the City Manager, service club expenses (ex: Kiwanis, Soroptimists) will be reimbursed. Each employee may receive reimbursement for only one service club, and only two members of each category (City Council, exempt employees, Department Heads, and Management/Supervisory personnel) may belong to any one club.

Reimbursement is limited to annual dues, fines, meals, and special assessments to specified maximums. (Policy Resolution #17)

Uniform Allowance

The Fire Chief will receive the \$1,000/year uniform allowance on a bi-weekly basis as earned, or \$38.46 per pay period, subject to ordinary taxes. While remaining a non-PERSable allowance, purchases must conform to the PERS Uniform Allowance standard for the purposes of defining the use. The applied standard shall limit the allowance to be used for the purchase, rental and/or maintenance of required uniform clothing, including clothing made from specially designed protective fabrics, which is a ready substitute for personal attire the employee would otherwise have to acquire and maintain. This excludes items that are solely for personal health and safety such as protective vests and safety shoes.

It is the Fire Chief's responsibility to purchase and maintain his/her uniform in a clean and orderly condition in accordance with the established departmental Standard Operating Procedures (SOP's).

Separation Agreement

If the City terminates the employment of a Department Head without cause, including but not limited to lay off or elimination of position, and the Department Head is willing and able to perform his/her job duties, then the Department Head shall be placed on administrative leave to maintain current pay and benefits for up to six (6) months while seeking other employment options. At the employee's election any remaining balance of the 6 month administrative leave shall be paid in a lump sum payment within (30) days of the request for payment.

For a period of six (6) months following termination, the City shall pay its share of costs to continue health, dental, and vision insurance for the Department Head and all dependents. (2015-18)