

BENEFIT GUIDELINES

DINUBA CITY ADMINISTRATIVE EMPLOYEES

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INSURANCE

HEALTH INSURANCE: The City shall provide each employee a description of the current health insurance plan.

The City agrees to make sufficient contribution on a monthly basis towards health insurance costs to maintain the current benefit levels of the existing medical insurance coverage. The contribution shall increase by the CPI (Consumer Price Index, All Urban Consumers, U.S. City Average, December to December). Employee contributions may be made on a pre-taxable basis.

In the event that the City makes available alternate medical insurance plans, employees may elect to enroll into one of those plans during the open enrollment period. Employees will then be required to pay the premium, if any, that is specified at the time for that particular coverage.

DENTAL/VISION: Commencing July 1, 2006, the employee will bear the cost above \$100.00. The City shall provide each employee a description of the current dental and vision insurance plan.

TERM LIFE INSURANCE: The City shall provide term life insurance at least equal to the current policy in the amount of two times the employee's annual salary up to \$350,000. The City shall also provide coverage of accidental death or dismemberment benefits.

SHORT-TERM DISABILITY: The City shall provide employees with short-term disability at least equivalent to the current policy of up to 60% of employee's weekly earnings with a 60-day waiting period.

LONG-TERM DISABILITY: The City shall provide employees with long-term disability insurance at least equivalent to coverage of the current policy of up to 60% of employee's monthly earnings with a 180-calendar-day waiting period.

STATE DISABILITY INSURANCE: This group elects to participate in the State Disability Insurance (SDI) Program for disability insurance with all costs associated with the program borne solely by the employee. SDI is administered by the State of California Employment Development.

UNEMPLOYMENT INSURANCE: The City pays the cost of Unemployment Insurance to provide employees a weekly income when out of work through no fault of the employee (layoff).

INDUSTRIAL INJURY OR ILLNESS: Industrial injury or illness benefits shall be payable in situations where employee's absence is due to industrial injury or illness as provided in California Worker's Compensation Law and City policies.

RETIREE HEALTH INSURANCE/MEDICARE SUPPLEMENT: Employees retiring from the City with at least 15 years of continuous full-time service to the City of Dinuba shall have 75% of their City employee medical/prescription plan premium, including dependent coverage, paid by the City. See details under "Forfeiture of Sick Leave" section.

City pays 100% for retirees for the City of Dinuba's approved Medicare Supplement and RX plan. Retiree must have at least 15 years of continuous full-time service to the City and have maintained continuous coverage under the City of Dinuba's health insurance plan.

The City to discontinue city-paid contributions toward contributions toward Retiree Health and the Medicare Supplement for full-time employees hired on or after 7/1/13. Employees hired on or after 7/1/13, upon retirement, may continue insurance benefits subject to the provisions in Forfeiture of Sick Leave (a).

RETIREMENT

Employees shall be provided retirement benefits under the California Public Employees Retirement System (CALPERS).

<u>Employee Classification</u>	<u>Retirement Program</u>
Classic Miscellaneous	2% @ 55 Plan
Classic Public Safety	2% @ 50 Plan
PEPRA Miscellaneous	2% @ 62 Plan
PEPRA Public Safety	2.7% @ 57 Plan

Employee Contributions towards retirement:

Classic Miscellaneous:

Employee Paid Member Contribution	6%
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Classic Public Safety:

Employee Paid Member Contribution	9%
Employee Cost Share of City's PERS Cost	.5%

PEPRA Miscellaneous:

Employee Paid Member Contribution	6.25%
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PEPRA Public Safety:

Employee Paid Member Contribution	11.5%
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Under Public Employees' Pension Act (PEPRA), for "new members" on or after January 1, 2013, will pay the full employee contribution, which will be one-half the normal rate as determined by CalPERS.

Specific details regarding these retirement plans are available to employees from either the Payroll or Human Resources Departments. The City shall provide each employee with a description of the retirement plan covering their classification.

SICK LEAVE

STATEMENT OF POLICY: Sick leave shall not be considered as a privilege which an employee may use at his/her own discretion, but shall be granted only for bona fide necessity as defined herein.

ELIGIBILITY OF SICK LEAVE:

- a) All regular and probationary full-time employees upon completion of 30 calendar days of continuous service shall be eligible for sick leave with pay.
- b) Employees accrue sick leave from the first day of employment and may use sick leave as it accrues, in accordance with City policy.
- c) Temporary or part-time employees shall not be eligible for sick leave with pay, under this policy. Refer to the Paid Family Leave.

ACCRUAL OF SICK LEAVE: Sick leave shall be accrued and credited biweekly from the first day of employment by all regular full-time employees who are on a pay status. Sick leave shall accrue at the rate of four (4) hours per pay period (based on 26 pay periods/year).

SICK LEAVE INCENTIVE: In addition to current accrual rates for Sick Leave, employees reaching the following anniversaries will also receive incentive hours credited to the sick leave accrual balance on July 1st of each year as follows:

<u>Years of Service</u>	<u>Incentive Hours</u>
5-9 years	16 hours
10-14 years	32 hours
15+ years	48 hours

The anniversary date must be reached in the fiscal year prior to July 1st.

ACCUMULATION OF SICK LEAVE: Sick leave may be accumulated by all full-time employees for an unlimited number of days.

HOLIDAYS WITHIN SICK LEAVE: Observed holidays occurring during sick leave shall not be counted as a day of sick leave.

DEPLETION OF SICK LEAVE: If the employee is unable to return to work at the end of this period, he/she must request further medical leave which will be subject to approval by the City Manager. If further leave is granted, the employee must notify the City of his/her intent to return to work every 30 days. If further leave is not granted, the employee's service with the City shall be considered terminated. Refer to Leave of Absence without Pay.

Disability retirement from City service shall be subject to the terms and conditions of the City's retirement system.

FORFEITURE OF SICK LEAVE: Employees leaving City service shall forfeit all accumulated sick leave except:

- a) Upon retirement, an employee may choose to be paid for up to 60 days of accumulated sick leave at employee's rate of pay at retirement; or to cash in total sick leave accumulation at employee's rate of pay at retirement and put the money in trust with the City to be used to pay medical and dental insurance and Administrative Employees' life insurance premiums (at City's rate) until retiree becomes entitled to Medicare or to be paid for up to 30 days of accumulated sick leave at employee's rate of pay at retirement and place the remainder in trust. If amount is exceeded before entitlement to Medicare, retiree has the option of paying the premiums to the City for insurance coverage or dropping coverage. If money in the employee's trust account is not depleted prior to entitlement to Medicare, the money shall be removed from the trust account and revert back to City use.
- b) When separating because of disability, the termination date shall be the date of exhaustion of sick leave.
- c) An employee with a minimum of five years of continuous service shall be entitled to 50% of up to 60 days of accumulated sick leave with a maximum of 30 paid days at employee's current rate of pay.

ILLNESS WHILE ON VACATION: An employee who becomes ill while on vacation may have such period of illness charged to his/her accumulated sick leave instead of to vacation provided that:

- a) Immediately upon return to duty, the employee submits to the City Manager a written request for sick leave and a written statement signed by the employee's physician stating the nature and dates of the illness;
- b) The Personnel Officer/City Manager approves the granting of such leave.

DEDUCTION OF SICK LEAVE: Sick leave shall be deducted at the rate of one hour sick leave for each hour absent; less than one hour used will be charged as one full hour. After one full hour off, time in less than one-half hour increments will be charged to the last full hour; time in more than one-half hour increments will be charged to the next hour.

EVIDENCE OF ILLNESS: A physician's certificate will be required after being absent five work-days. A physician's certificate may be required regardless of length of absence at the request of the City Manager.

USAGE OF SICK LEAVE: Sick leave may be used as needed and approved, to the point of depletion, at which time the employee will no longer receive pay for sick leave. Sick leave may be taken for:

- a) an employee's personal illness or disability;
- b) medical, dental or vision examinations or treatment of the employee, immediate family, or domestic partner as defined in Section 297 of the California Family Code;
- c) care of an ill or injured member of immediate family or domestic partner;
- d) death of a member of immediate family, domestic partner, or close relative (leaves should not exceed five working-days for any one death).

VACATION LEAVE

VACATION ACCRUAL: Each full-time regular and probationary employee shall accrue and have vested vacation leave with pay as follows:

1-2 years of service	3.08 hours biweekly	10 days/year
3-6 years of service	4.62 hours biweekly	15 days/year
7+ years of service	6.15 hours biweekly	20 days/year

Vacation time accrues from the date of hire at biweekly rates consistent with the above schedule.

USE OF VACATION: Vacation time may be taken in increments of one-hour when approved by the City Manager.

SCHEDULING OF VACATION: Vacation scheduling shall be done departmental with regard to the employee's desires and needs. However, vacations shall be scheduled and approved by the City Manager so as to not interfere seriously with or impair departmental efficiency. Seniority will be considered should there be a conflict of dates within the City.

HOLIDAYS WITHIN VACATION LEAVE: If a holiday falls within a scheduled vacation period, vacation hours will not be charged against employee.

ILLNESS WITHIN VACATION LEAVE: Employees who become ill or injured during annual vacation leave may have such periods of illness charged to his/her accumulated sick leave instead of vacation provided the requirements are met as stated in the "Sick Leave" rule.

MAXIMUM ACCRUAL OF VACATION: Vacation time may not exceed an accumulated amount of 240 hours beyond January 1st of any calendar year.

In the last quarter of each calendar year, Administrative Services shall provide a list for each department showing the number of accumulated hours of vacation which each employee will have on January 1st of the next calendar year. The City Manager shall review with each employee the number of hours accrued by the employee. If the amount accrued exceeds the limits specified above, the employee shall take the excess vacation accumulation before January 1st of the next calendar year. If the employee chooses not to take the vacation in excess of the accrued limit, he/she will forfeit it unless the City Manager approves carrying over the excess due to unusual circumstances.

VACATION & LEAVES OF ABSENCE: No personal leave of absence without pay for more than one day shall be granted as long as the employee has accumulated vacation.

PAYMENT FOR VACATION LEAVE UPON SEPARATION: Employees who terminate or retire shall be paid for any accrued vacation at the employee's current rate of pay.

VACATION BUY-BACK: On a fiscal year basis, July through June, employees may cash out actual vacation leave time provided the following conditions are met:

- a) Accumulated vacation time shall be in excess of 240 hours;

VACATION BUY-BACK (Con't):

- b) Cash-out shall be at a ratio of one week vacation (five consecutive working days) per one week vacation cash-out, up to a maximum of two weeks per year;
- c) Requests for vacation cash-out shall be approved by the City Manager no later than two weeks before the start of the vacation leave; forwarded to the payroll no later than two weeks before the start of the approved vacation leave.

HOLIDAYS

The following holidays are to be recognized by the City:

- a) Independence Day (July 4)
- b) Labor Day (First Monday in September)
- c) Veteran's Day (November 11)
- d) Thanksgiving Day (Fourth Thursday in November)
- e) Day after Thanksgiving
- f) Christmas Eve
- g) Christmas Day
- h) New Year's Day
- i) Martin Luther King (Third Monday in January)
- j) President's day (Third Monday in February)
- k) Memorial Day (Last Monday in May)
- l) Two floating holidays to be accrued on July 1 and used before June 30 of the following year.

If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be observed as a holiday. If any of the foregoing holidays fall on a Sunday, the Monday following shall be observed as a holiday.

To earn holiday pay, an employee must be on paid status the work day before and after the holiday.

Employees may choose to take floating holidays at any time during the fiscal year subject to City Manager approval. These holidays do not accumulate beyond a fiscal year and must be taken as actual time off.

Employees hired after July 1st shall receive credit for floating holidays on a pro-rated basis.

LEAVES WITH PAY

All employees shall be granted leaves of absence with pay for the following:

Jury Duty: Employees required to report for jury duty shall be granted a leave of absence with pay from their assigned duties until released by the court, provided the employee remits to the City all fees received for such duties other than employee's expenses and mileage within 30 calendar days from termination of the jury service.

Subpoenas: Employees who are subpoenaed to appear as witness in behalf of the City shall be granted leaves of absence with pay from their assigned duties until released. The employee shall remit all fees received for such appearances to the City within 30 calendar days from the termination of his/her service (employee's expenses and mileage are not considered fees).

Court Appearances: Employees who must appear in court resulting from their official duties shall be granted leaves of absence with pay from their assigned duties until released by the court.

Military: Refer to the Military Leave Policy #96-05.

Administrative Leave: At the beginning of each fiscal year, administrative employees shall be granted eleven (11) days of administrative leave to be used when the employee's work schedule permits. Administrative employees must have prior approval of the City Manager. There will be no accumulation of administrative leave beyond the fiscal year in which it was granted and there shall be no pay off for administrative leave not taken should employee separate from City service. Employees entering City service after July 1st shall be granted administrative leave on a pro-rated basis.

Administrative Leave Cash-Out Provision: Exempt employees may cash-out up to three days (24 hours) of administrative leave in a fiscal year provided the following conditions are met:

- a) At least 40 hours (5 days) of administrative leave shall be taken prior to or concurrent with requesting cash-out.
- b) No more than 24 hours of administrative leave cash-out shall be taken per fiscal year.
- c) Only one cash-out request shall be made per fiscal year.
- d) Requests shall be submitted to the City Manager no later than March 15th.
- e) Approved requests shall be forwarded to payroll no later than two weeks prior to the effective date of the cash-out.

LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay may be granted in case of emergency or need, or where such absence would not be contrary to the best interests of the City. Such leaves should be regarded as a privilege and not a right. There should also be the expectation that the employee will return to City employment at the expiration of such leave. For leaves that qualify for protected leave status (Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), etc.), employees must exhaust all available accrued leave before requesting leave without pay.

PROCEDURE TO REQUEST LEAVE OF ABSENCE:

- 1) Employee shall submit a written request for leave to the City Manager;
- 2) Requested leaves of less than 30 working-days may be approved in writing by the City Manager; requested leaves of 30 or more working-days must have City Manager's approval and in no case shall an unpaid leave of absence exceed six (6) months.

LEAVE OF ABSENCE LESS THAN 30 WORKING-DAYS: When a leave of absence is less than 30 working-days, there is no adjustment to employee's benefits, seniority or anniversary date.

LEAVE OF ABSENCE 30 WORKING-DAYS OR MORE: An employee on a leave of absence of 30 or more working-days:

- 1) ceases to accrue sick leave and vacation time on the 30th day;
- 2) loses all insurance benefits beginning on the first day of the next month after the month in which the 30th day falls. The employee may keep the policy in force by paying the City for the cost of the insurance premium;
- 3) shall have his/her seniority status adjusted to allow for the time over 30 days spent on leave;
- 4) shall have his/her anniversary date set back by the number of days spent on leave from the 30th day;
- 5) shall not have such leave considered as a "break in service" in regard to continuous service for pay off of sick leave upon separation from City service;
- 6) in no case shall a leave of absence exceed six (6) calendar months,.

RETURNING TO WORK AFTER LEAVE OF ABSENCE: 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 five (5) working-days after notice to return to duty shall be cause for discharge. The depositing in the United States mail of a first class letter, postage paid, addressed to the employee's last known place of address shall be reasonable notice of termination.

EDUCATIONAL ASSISTANCE

A voluntary vocational training program is available to all employees and is designed to give employees incentive to improve skills within the job classification held and to improve work performance. Regular full-time employees are eligible for class(es) or course(s) that are work related and/or working towards a degree from an accredited school.

TUITION REIMBURSEMENT: Prior to registration of course(s), the class(es) must be approved in writing by the City Manager or designee (City Manager requires approval of the City Council) to qualify for this benefit.

The City will issue the allowance in two (2) payments; 1st payment at the time of registration and the 2nd payment after proof of satisfactory completion of course(s) from an accredited school. The 1st payment may be requested in the amount of \$60.00 or the estimated expenses of tuition and books, whichever is less, and must be approved by the City Manager or designee. The advancement will be paid back by employee or deducted through a payroll deduction set by the City if for some reason the employee is unable to attend the classes or if canceled. An expense report will be turned in along with receipts to justify actual expenses to a maximum amount of \$500/fiscal year.

Classes required by the City shall be paid for by the City.

SALARY

DEFERRED COMPENSATION: The City shall contribute the following amounts per pay period pay toward deferred compensation.

1-4 years of service	\$108.15 per pay period
5-10 years of service	3.5% of base salary
11+ years of service	4.5% of base salary

OUT OF CLASSIFICATION PAY(Acting Pay): Employees shall receive five (5%) percent out-of-class for performing the majority of their assigned duties at levels significantly above their current job classification for a period exceeding thirty (30) calendar days.

MISCELLANEOUS

AMBULANCE SERVICE: City to accept insurance consignment as payment in full for ambulance services rendered for all full-time employees, their dependents (dependents as specified in insurance coverage), and retirees covered under the City's medical plan.

COMMUNITY INVOLVEMENT: The City encourages administrative employees to become involved in local community affairs. The City will make a reasonable amount of time available for this type of involvement if in the opinion of the City Manager this involvement is beneficial to the City and the employee.

EMPLOYEE ASSISTANCE PROGRAM (EAP): The EAP is extended as a benefit to all employees and their immediate families. EAP assessment and referral sessions and counseling provided by the EAP office are limited to the current policy. Services not provided by the EAP office or EAP counseling provided beyond the current policy are at the expense of the employee.

LICENSES & CERTIFICATES: Licenses and certificates required by the City shall be paid for by the City.

NOTARY SERVICE: Employees are granted free notary service; this service is provided at City Hall and at various City departments.

SEVERANCE PAY: As stated in the individual employee's agreement.

UNIFORMS: Administrative employees who are public safety employees shall be reimbursed for uniform purchases in amounts not exceeding \$700/year for Fire Chief and \$800/year for Police Chief. To be eligible for this benefit employee must wear uniform 50% of the time.

VEHICLE ALLOWANCE/CITY VEHICLES: Unless stated otherwise in the individual employee's agreement, Administrative employees receive \$121.46 per pay period for 26 pay periods. Administrative employees that are assigned a city-provided vehicle are not eligible for vehicle allowances.

WELLFITNESS INCENTIVE: Employees who successfully complete the Safety Cash Value Reimbursement Program will receive a maximum of \$350 for full-time employees and \$200 for part-time employees to be payable in December. This program is designed to promote employees' overall health and well-being by completing an annual physical, dental exam, vision exam, certifying the non-use of a tobacco substance, attending designed city trainings and by receiving a city provided flu shot. Refer to the Safety Cash Value Reimbursement Policy.