

RESOLUTION NO. 15-70

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, APPROVING THE AGREEMENT WITH MANAGEMENT & CONFIDENTIAL EMPLOYEE GROUP, AMENDING THE COMPENSATION AND BENEFIT PACKAGE FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2018**

**WHEREAS**, the representatives of the City and the employee group of Management & Confidential have met and conferred in good faith and have tentatively agreed to the terms and conditions set forth in Exhibit A – Agreement; and

**WHEREAS**, the members of the Management & Confidential employee group have agreed to have the City implement the compensation and benefit adjustments described in Exhibit A; and

**WHEREAS**, the City Council has reviewed and approved of the terms and conditions set forth therein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Grover Beach does hereby adopt this Resolution approving the new Agreement with the Management & Confidential Employees.


On motion by Mayor Pro Tem Lee, second by Council Member Nicolls, and on the following roll call vote, to wit:

AYES: Council Members Bright, Nicolls, Shah, Mayor Pro Tem Lee, and Mayor Shoals.  
NOES: Council Members – None.  
ABSENT: Council Members – None.  
ABSTAIN: Council Members – None.

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the City Council of the City of Grover Beach, California, this 7<sup>th</sup> day of December, 2015.

  
\_\_\_\_\_  
JOHN P. SHOALS, MAYOR

ATTEST:

  
\_\_\_\_\_  
DONNA L. McMAHON, CITY CLERK

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**Base Pay** Employees occupying job classes represented by this group shall earn a Base Pay within the ranges established by the salary schedule attached to this MOU as Exhibit "A" and incorporated by reference in full herein. This schedule shall be used by the City to establish an employee's exact Base Pay and base hourly rate of pay.

The job specifications listed below will receive an equity adjustment as follows:

Administrative Analyst

- 2% effective upon ratification of this agreement
- 2% effective July 1, 2016
- 1% effective July 1, 2017

Assistant Administrative Services Director

- 3% effective upon ratification of this agreement
- 3% effective July 1, 2016
- 1% effective July 1, 2017

City Clerk/Executive Assistant

- 3% effective upon ratification of this agreement
- 3% effective July 1, 2016
- 1% effective July 1, 2017

**Regular Pay** An employee's Regular Pay shall include the Base Pay plus Incentive Pay. Regular pay shall not include Standby Pay, Call-Out Pay, or Overtime Pay.

**PCD** An allowance of \$50 per month for Personal Communication Devices (PCD) use may be added to regular pay upon approval of the Department Head and City Manager.

**COLA** The base salary will be increased by 2% effective December 1, 2015 and lieu of retroactivity a lump sum payment of \$600.00 will be issued to each member of this unit, 2% on July 1, 2016, and 2% on July 1, 2017.

<b>Vacations</b>	0 - 1 year service	10 days per year	38 days of max accumulation
	1 - 2 years service	11 days per year	38 days of max accumulation
	2 - 3 years service	12 days per year	38 days of max accumulation
	3 - 4 years service	13 days per year	38 days of max accumulation
	4 - 5 years service	14 days per year	38 days of max accumulation
	5 - 7 years service	15 days per year	43 days of max accumulation
	7 - 9 years service	16 days per year	43 days of max accumulation
	10 or more years service	20 days per year	79 days of max accumulation

An employee may exchange Vacation Leave hours for cash. Upon request, the City shall buy back Vacation Leave hours accumulated in excess of 60% of the employee's maximum authorized accrual amount. The payment for these

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Vacation Leave hours shall be at 100% of the employee's regular hourly pay rate. The employee's request shall be in writing and may be made once annually during the last two months of the calendar year. No employee shall receive payment under the provisions of this Section for more than 80 hours of Vacation Leave in any calendar year.

**Holidays** Equivalent to 13 paid holidays per year. Lincoln's Birthday, observed on the 2<sup>nd</sup> Monday in February. This will only occur as long as all of the other employee groups also agree. Otherwise Lincoln's Birthday holiday will be taken on the actual day of February 12<sup>th</sup>.

**Administrative**

**Leave** 88 hours will be credited in January 2015 for those employees exempt under FLSA (pro-rated). Administrative Leave may be used at the discretion of the employee with the approval of the Department Director. Any unused balance existing at the end of a calendar year will be permitted to be carried over into the following year.

**Sick Leave** Accrues at 12 days per year. The Sick Leave maximum accrual limit is 2,000 hours. Sick Leave may be applied to a retiring employee's CalPERS service credit within compliance of existing PERS policies and applicable laws. If the sick leave is not applied toward the retirement credit, only 672 hours of accrued sick leave will be paid upon retirement, or when an employee with over 20 years of service leaves City employment.

Employees who have accumulated 672 hours of sick leave may request to be reimbursed in November of each year for ½ of any such sick leave in excess of 672 hours up to a maximum of 48 hours (i.e. 96 hours will be deducted from total sick accruals in exchange for 48 hours cashed out).

**Retirement** City belongs to the Public Employees Retirement System (CalPERS). The PERS Local Miscellaneous 2.5% at Age 55 with One-Year Final Compensation is provided for non-safety Management and Confidential employees. In accordance with the Public Employees' Pension Reform Act, or "PEPRA", CalPERS Miscellaneous 2% at Age 62 Retirement Plan with three-year Final Average Salary Compensation is provided for new employees in this group hired on or after January 1, 2013. Each non-safety Management/Confidential employee shall pay the full portion of the employee's retirement contribution under CalPERS, for a total of 8%.

All employees pay member contributions on a pre-tax basis [IRS 414(h)2]. The City also is part of the Social Security System. Employees pay their share of Social Security as a payroll deduction.

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**Group  
Insurance**

City pays the employee's portion of medical, dental and vision insurance costs for health insurance plans offered by the City up to a maximum of \$637.54. Any increase in health insurance costs for FY15 will be paid by the employees. The City shall pay for group life insurance coverage (\$100,000 policy for employee + \$5,000 for eligible spouse and \$2,000 per eligible child.) for employees, and contributes towards dependent health insurance coverage for family members only in the following amounts: \$601.85/month for employee + one dependent; \$1,011.20/month for employee + full family.

The City provides the benefits of the Public Employees Medical and Hospital Care Act (PEMHCA) to all eligible employees at a contribution level equivalent to the cost of the PERS Select PPO plan for medical coverage. 'Employee Only' coverage will be paid at the PERS Select PPO rate.

The City's payment amount will include the amount set forth in the CalPERS Health Care Resolution. If an employee elects to upgrade to a different plan, the employee will pay the difference (via payroll deduction) between that plan and the PERS Select PPO. The City will continue to contribute on a monthly basis up to the maximum of the amounts shown above, toward the cost of dependent care coverage for health insurance.

**Cafeteria  
Plan**

Effective January 1, 2016 the City implemented a full flex cafeteria plan for active employees in accordance with IRS Code Section 125. Active employees participating in the City's full flex cafeteria plan receive a monthly flex dollar allowance to purchase benefits under the full flex cafeteria plan.

The monthly flex dollar allowance effective January 1, 2016 shall be a dollar amount equal to the amounts defined below, which includes the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution hereby referred to as the PEMHCA minimum contribution, for an Employee, an Employee and One Dependent or an Employee and Two or More Dependents.

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits such as medical, dental, vision insurance coverage, or any other benefits the City may offer from time to time, or may be converted to taxable income.

There shall be an open enrollment period once each year prior to the insurance policy anniversary date to allow for changes in coverage.

If an employee has health, dental, and vision insurance coverage through a spouse, dependent, or a former employer and provides proof of other coverage to the Human Resources Department, the employee may elect to waive the City's health insurance coverage and elect to use flex dollars, equal to \$500.00 per month may be converted to taxable income.

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**Deferred  
Comp**

The City will contribute up to \$115/month maximum for employees who participate in one of two existing deferred compensation plans, matched on a dollar-for-dollar basis.

**Long-Term  
Disability**

City-paid insurance premium.

**Short-Term  
Disability**

EDD State Disability Insurance (SDI) paid by employee as a payroll deduction.

**Employee Assistance  
Program**

City-paid premium; five clinical consultations per incident.

**Longevity  
Pay**

Effective upon ratification of this agreement, the salary schedule will be revised to include an F step of 5.1% increase from E step. (This increase coincides with the elimination of 5% Longevity Pay.)

**Uniforms**

Any employee required to wear uniforms will be provided with them. The cost of required safety equipment such as steel-toed boots and safety glasses is reimbursable.

**Management  
Incentive  
Pay\***

Employees may receive five percent (5%) Management Incentive Pay to their base pay salary. The additional pay provides eligible Employees extra pay in recognition of the unique nature of their management or executive level positions and the special skills, knowledge, and abilities required of those positions. The compensation is paid as earned for normally required duties performed during normal work hours. It is not compensation in lieu of overtime or lieu of any other benefits.

**Education  
Incentive**

Education incentive pay is provided for certificates or degrees over and above what is required for the position: 2.5% for a Master's Degree.

**Agreement**

On or about March 1, 2018, the Management and Confidential employees shall provide to the City notice of intent to meet and confer concerning any proposed changes to this MOU affecting wages, hours or other terms and conditions of employment for the following year. The parties also agree that the terms and conditions of this agreement shall remain in full force and effect until a successor agreement is ratified or until impasse procedures have been exhausted.

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**Effective Date**

The effective date of this Agreement shall be the day that this MOU is duly adopted by resolution of the City Council.

**Reopener**

1. A reopener is established to discuss the new Personnel Rules & Regulations.

**Miscellaneous**

The City also offers the opportunity for employees to participate in credit union and deferred income programs (ICMA & Hartford). In addition, the City encourages employees to develop their knowledge and abilities by offering a variety of reimbursements for job-related educational programs.

**Signed and Agreed to:**

For the City of Grover Beach



Name \_\_\_\_\_ Date \_\_\_\_\_

 12-14-15

Name \_\_\_\_\_ Date \_\_\_\_\_

For the Management & Confidential group



Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_