2020

CITY OF EL MONTE EXECUTIVE BENEFITS PROFILE

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ARTICLE I. ADMINISTRATION

Section 1.01 Introduction

The 2020 City of El Monte Executive Benefits Profile ("Profile") is a summary of compensation and benefit practices, adopted by City Council, that apply to all Executive Management classifications identified in Section 1.03 of the Profile.

The Profile establishes the policies and procedures related to the implementation and administration of the Executive Management Compensation/Benefits Program. In the event of a conflict between the provisions of the Profile and the Administrative Policies & Procedures Manual, the provisions of the Profile shall prevail. In the event of a conflict between the provisions of the Profile and any individual employment agreement, the provisions of the employment agreement shall prevail.

The appointment of a person to a position on the Executive Management Team shall be made by the City Manager and will not require the establishment of an eligibility list. Employees in Executive Management positions serve at the will and pleasure of the City Manager, and are not represented by an employee organization.

Section 1.02 Purpose

The Executive Benefits Profile is intended to serve as a comprehensive document to define and describe the forms and amounts of compensation and benefits for Executive Management employees. The Profile reflects all City Council actions in effect relating to the Executive Management Compensation/Benefits Program.

The various forms of compensation and benefits described in the Profile recognize that employees of the Executive Management Team should be compensated appropriately for exhibiting accountability, cost effectiveness, application of new technologies and maximization of the utilization of human, physical and fiscal resources; for exerting leadership to enhance the mission and future of the City; and for stimulating the development of employees and work methods to accomplish program goals and objectives.

Section 1.03 Executive Management Classifications

The following Executive Management Team classifications are covered by this Profile:

- Assistant City Manager
- Chief of Police
- Community & Economic Development Director
- Deputy Director of Parks, Recreation & Community Services
- Deputy Director of Public Works & Utilities
- Finance Director
- Human Resources/Risk Management Director
- Parks, Recreation & Community Services Director
- Public Works & Utilities Director

ARTICLE II. COMPENSATION

Section 2.01 Salary

A. The City of El Monte Classification and Compensation Plan, as adopted and periodically updated/amended by the City Council, provides the minimum and maximum salary levels for each Executive Management classification. At the time of appointment, salaries for Executive Management Team members shall be set by the City Manager at any amount within the respective/prescribed salary range based on the Executive Management Team member's qualifications and any applicable financial and recruitment considerations.

B. At any time that a cost of living adjustment (COLA) is granted to the City of El Monte General Mid-Management Unit, represented by SEIU Local 721, or the City of El Monte Police Mid-Managers' Association, the salary ranges for the corresponding non-Safety or Safety Executive Management Team classifications shall be adjusted by the same rate at the same time.

   Following any such COLA, all current members of the Executive Management Team in the affected salary ranges shall receive a salary adjustment equal to the COLA at the same time the COLA takes effect.

C. Salary and benefit levels will be reviewed on a periodic basis. Such review will contain comparisons with other similar agencies within the appropriate labor market, and will be utilized to recommend competitive salary and benefit levels for Executive Management positions. Salary and benefit levels for individual positions may be adjusted from time-to-time by the City Manager (if within established ranges), or with the approval of the City Council.

Section 2.02 Performance Management

A. The City recognizes that to recruit and retain well-qualified Executive Management Team members, those members should be compensated appropriately. To facilitate and enhance effectiveness and productive efforts of Executive Management Team members, individual employee performance and compensation will be reviewed on a periodic basis, consistent with the provisions below:

   1. Performance Evaluations

      a. Progression in the salary range for Executive Management members shall be based on the individual member's performance. The City Manager and the Executive Management Team member will develop performance goals, and the City Manager shall be responsible for evaluating the Executive's performance in relation to the achievement of such goals on a periodic basis, but no less frequently than on an annual basis.

b. Performance goals to be considered include, but are not limited to the following:
    - Customer Service
    - Managing Finance and Material Resources
    - Leadership
    - Communication
    - Quality and Quantity of Work
    - Interpersonal Characteristics (i.e., listening and communication skills)
    - Meeting and/or exceeding assigned goals and objectives

2. Compensation

   The compensation philosophy for the City of El Monte is to establish a compensation package that will attract the highest caliber individuals. Therefore, the second component will contain comparisons with peer and subordinate compensation within the organization as well as comparison with other similar agencies within the appropriate labor market. These factors will be utilized to recommend salary and benefit levels that will facilitate continuation of this philosophy.

ARTICLE III. LEAVES

There exists a variety of different circumstances and situations which require an Executive Management Team member's absence from work. The following is a compilation of leave benefits afforded to Executive Management Team members.

Executive Management Team members work a 4/10 schedule. As such, when referring to leave benefits, 10 hours = 1 day.

Section 3.01 Holidays

A. The following paid holidays will be observed on the day/date specified, or on any alternate day/date as may be established by the federal government within a given calendar year:

- New Year's Day – January 1st
- Martin Luther King's Birthday – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Veteran's Day – November 11th
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve – December 24th (½ Day)
- Christmas Day – December 25th
- New Year's Eve – December 31st (½ Day)

B. If an established holiday falls on a day that City Hall is normally closed to the public, a floating holiday (10 hours) shall be granted for that holiday.

C. In addition to the holidays listed above, Executive Management Team members shall receive one floating holiday per year (10 hours).

D. All floating holidays shall be applied to the Executive Management Team member's leave accrual during the first full pay period of a calendar year, or at the time of employment. All floating holidays must be used within the calendar year for which they were granted, and may not be carried over to a subsequent year. Executive Management Team members shall not receive any compensation for any unused floating holidays, nor for any unused portions thereof.

Section 3.02 Vacation Leave

A. Executive Management Team members shall accrue up to 160 hours of vacation leave per calendar year on a per pay period basis (6.67 hours per pay period).

B. The City Manager may authorize up to 80 hours to be placed in the vacation bank for a new hire.

C. Effective January 1, 2019, the maximum vacation leave balance for Executive Management Team members shall be 360 hours. Vacation hours earned in excess of the 360 hours accrued will be paid out to the employee at the employee's current rate of pay on the following pay period.

D. Upon approval by the City Manager, Executive Management Team members may convert any unused vacation leave to taxable cash or deferred compensation. Such cash-outs shall be processed in the earliest available pay period following City Manager approval.

E. Upon separation of employment with the City, all accrued vacation hours shall be paid out at the Executive Management Team member's then current rate of pay. The employee may elect to receive such payout as taxable cash or deferred compensation, up to the legal limits.

Section 3.03 Sick Leave

A. Executive Management Team members shall accrue 10 hours of sick leave each calendar month of service, at a rate of 5 hours per pay period.

B. Upon retirement, Executive Management Team members may convert up to 100% of accrued sick leave to service credit in accordance with CalPERS regulations, procedures, and limits.

Section 3.04 Executive Leave

A. Executive Management Team members shall be granted 80 hours of executive leave annually. Executive leave shall be applied to the member's leave accrual during the first full pay period of the calendar year.

B. Executive leave must be used within the calendar year for which it was granted, and may not be carried over to a subsequent year, unless written approval from the City Manager is received and processed through the Human Resources/Risk Management Department. Effective

December 17, 2019, in the case of the City Manager, written approval to carry over executive leave to a subsequent year must be received from the Mayor. Executive Management Team members shall not receive any compensation for any unused executive leave, nor for any unused portion thereof.

Section 3.05 Bereavement Leave

Executive Management Team members shall be granted four (4) working days (40 hours) of paid bereavement leave for the death of a member of the employee's immediate family (defined as spouse, state registered domestic partner, child, parent, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, step-father, step-mother, and step-children). Executive Management Team members may use accrued sick leave as bereavement leave with full pay.

Section 3.06 Statutory Leave

A. The City shall continue to provide statutory leave, including but not limited to Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL), as required by law.

B. While on statutory leave, Executive Management Team members will continue to be eligible to participate in the City's group health insurance to the same extent that coverage is provided while the member is actually working. Executive members must exhaust all accrued leave balances in connection with any statutory leave.

ARTICLE IV. BENEFITS

Section 4.01 Medical Insurance

A. Cafeteria Plan Allotment and Plan Options:

The City will maintain an IRS Code Section 125 qualifying Cafeteria Plan to allow employees to pay for certain group health insurance benefits offered by the City on a pre-tax basis.

Employees must enroll in a City offered medical insurance plan, unless the employee satisfies the conditions of the eligible opt out arrangement below.

Effective January 1, 2020, the Cafeteria Plan Allotment will be $1,612 per month.

After enrolling in selected coverage, eligible employees may take the remainder of the City's Cafeteria Plan Allotment as taxable cash, subject to the provisions of Section 4.01(B) below.

If payments for the individual employee's selected benefits exceed the City's Cafeteria Plan Allotment, the balance will be paid through payroll deductions from the pay of the individual employee.

B. Employees declining medical insurance coverage through City sponsored plans must file proof of alternative medical insurance coverage with the Human Resources/Risk Management Department. Employees declining coverage must provide waiver verification documentation annually at open enrollment, or within 30 days after the start of each plan year, if the employee would like to receive cash in lieu.

Effective January 1, 2020, Executive Management Team members will receive up to $600.00 per month as taxable cash in-lieu of enrolling in a City offered medical insurance plan or for any unused portion of the Cafeteria Plan Allotment.

Section 4.02 Dental Insurance

The City shall provide Dental coverage for Executive Management Team members and their eligible dependents under the City's Dental Plan. This benefit shall not be deducted from the employee's Cafeteria Plan Allotment, nor shall it have any cash-out value.

Section 4.03 Vision Insurance

The City shall provide Vision coverage for Executive Management Team members and their eligible dependents under the City's Vision Plan. This benefit shall not be deducted from the employee's Cafeteria Plan Allotment, nor shall it have any cash-out value.

Section 4.04 Long Term Disability Insurance

The City shall pay the employee only premium for the City's Disability Insurance Program. Benefit level will be at 66.67% of eligible earnings, up to a maximum monthly benefit of $10,000, when an employee is disabled and unable to work for a period in excess of 90 days. This benefit shall not be subject to deduction from the Cafeteria Plan Allotment, nor shall it have any cash-out value.

Section 4.05 Life and Accidental Death & Dismemberment Insurance

Executive Management Team members may participate in the City's group term life insurance and accidental death and dismemberment (AD&D) insurance plan. The City will pay the premiums for life insurance policies of $25,000 for basic life and $25,000 for accidental death and dismemberment. This benefit shall not be subject to deduction from the Cafeteria Plan Allotment, nor shall it have any cash-out value.

Additional coverage, as well as supplemental life insurance, if available/offered through the City, may be purchased through the member's Cafeteria Plan Allotment or payroll deduction.

Section 4.06 Long Term Care Insurance

Executive Management Team members shall be eligible to participate in a Long Term Care Plan. The City will cover the required premium as long as the Executive Management Team member is employed with the City. Continuation of the plan following separation from the City, including payment of required premiums and any other related costs, will become the sole responsibility of the plan participant (former employee).

Section 4.07 Flexible Spending Account Plan

Executive Management Team members shall be eligible to participate in the City's Flexible Spending Account Plan (FSA Plan) to make pre-tax deductions for qualifying medical, dental, vision, and dependent care expenses (up to the legal limits). The plan is established and administered in accordance with Section 125 of the Internal Revenue Service Code.

Section 4.08 Deferred Compensation

Executive Management Team members are eligible to participate in and make voluntary contributions to the City's 457(b) deferred compensation plan, subject to Plan provisions and legal limitations.

Section 4.09 Employee Assistance Program

Executive Management Team members are eligible to participate in the City's Employee Assistance Program. Confidentiality regarding a member's use of this program will be maintained in full compliance with state and federal regulations.

Section 4.10 Technology Allowance

A. Executive Management Team members shall be entitled to receive an allowance of $125.00/month in lieu of being provided a cellular phone for conducting City of El Monte business.

B. While receiving this benefit, members must maintain a personal cellular phone for the purpose of conducting City of El Monte business, and the corresponding phone number must be on file with the Human Resources/Risk Management Department and the City Manager's Office.

Section 4.11 Vehicle Allowance

A. The City shall provide vehicle and/or allowance for Executive Management Team members, as designated by the City Manager, in accordance with the following:

Classification:	Monthly Allowance:
Assistant City Manager	$400.00
Chief of Police	$400.00 OR City-issued vehicle
Community & Economic Development Director	$400.00
Deputy Director of Park, Recreation & Community Services	$200.00
Deputy Director of Public Works & Utilities	$200.00
Finance Director	$400.00
Human Resources/Risk Management Director	$400.00
Parks, Recreation & Community Services Director	$400.00
Public Works & Utilities Director	$400.00

B. Executive Management Team members receiving an auto allowance or assigned a City vehicle must provide the following to the Human Resources/Risk Management Department (during the onboarding process, and as may be requested periodically thereafter):

1. Proof of valid insurance with acceptable levels as set by the City; and
2. Proof of valid, class C California driver's license.

C. Executive Management Team members must participate in the City's DMV Pull Notice Program.

D. If assigned a City-owned vehicle, the Executive Management Team member may use said vehicle for City business and for commuting to and from the member's residence. The City will incur all costs related to the provision of the vehicle, including maintenance and insurance. The Executive Management Team member shall be responsible for ensuring the City's vehicle is appropriately secured when parked at the member's residence.

Section 4.12 Uniform Allowance

The Chief of Police, who is required to wear and maintain uniforms for public ceremonies and/or for operational necessity, is entitled to a stipend as designated by the City Manager not to exceed $1,250.00 per fiscal year, to be paid each July for the fiscal year in which the stipend is issued.

ARTICLE V. RETIREMENT – END OF SERVICE

Section 5.01 California Public Employees' Retirement System (CalPERS)

A. Tier 1 Retirement Benefits (applicable to "Classic Members" as defined by CalPERS)

1. Miscellaneous (Non-Safety)
   2%@55 formula for CalPERS Classic Employees, with the same CalPERS optional contract benefits and employee share of contributions as the most generous of those collectively bargained, or otherwise implemented consistent with the Public Employee's Pension Reform Act of 2013 ("PEPRA"), for union-represented miscellaneous employees in this category.

2. Safety
   3%@50 formula for CalPERS Classic Employees, with the same CalPERS optional contract benefits and employer pick-up of employee share of contributions as the most generous of those collectively bargained, or otherwise implemented consistent with the Public Employee's Pension Reform Act of 2013, for union-represented safety employees in this category.

B. Tier 2 Retirement Benefits (applicable to "New Members" as defined by CalPERS)

1. Miscellaneous (Non-Safety)
   2%@62 formula for CalPERS New Members, with the same CalPERS optional contract

benefits and employee share of contributions as the most generous of those collectively bargained, or otherwise implemented consistent with the Public Employee's Pension Reform Act of 2013, for union-represented miscellaneous employees in this category. Pursuant to current law, the employee contribution for new miscellaneous member shall be the greater of fifty percent (50%) of the total normal cost, as determined annually by CalPERS, or the current contribution rate of similarly situated employees, and shall be paid entirely by the employee.

2. Safety
   2.7%@57 formula for CalPERS New Members with the same CalPERS optional contract benefits and employer pick-up of employee share of contributions as the most generous of those collectively bargained, or otherwise implemented consistent with the Public Employee's Pension Reform Act of 2013, for union-represented safety employees in this category. Pursuant to current law, the employee contribution for new safety members shall be the greater of fifty percent (50%) of the total normal cost, as determined annually by CalPERS, or the current contribution rate of similarly situated employees, and shall be paid entirely by the employee.

Section 5.02 Public Agency Retirement Services (PARS)

A. 1%@55 formula through the PARS Supplemental Retirement Plan (SRP), which combines with the PERS 2%@55 formula for a total retirement formula of 3%@55, up to a maximum combined benefit of one hundred percent (100%) of the employee's single highest year.

B. The employee share of contributions for this benefit shall be the same as the most generous of those collectively bargained, or otherwise implemented consistent with the Public Employee's Pension Reform Act of 2013 ("PEPRA"), for union-represented miscellaneous employees in this category.

C. This benefit is applicable only to "classic members" hired on or before July 1, 2008.

Section 5.03 Police Chief Separation

Upon retirement or honorable resignation, the Police Chief has the option to purchase the employee's service weapon under the same conditions and procedures in effect for all other police safety personnel.

Section 5.04 Severance Pay

In recognition that Executive Management Team members serve at the will and pleasure of the City Manager, the City Manager may offer severance pay to a member upon termination of employment without cause, in an amount up to the equivalent of three (3) months of the employee's then current base salary and benefit levels.

At the City Manager's discretion, severance pay shall be issued as a lump sum or in accordance with the City's regular pay periods.

NOTES