

COMPENSATION & BENEFIT PLAN
FOR
THE CITY OF BURLINGAME
DEPARTMENT HEAD &
UNREPRESENTED CLASSIFICATIONS



January 1, 2016-December 31, 2018

This Compensation and Benefit Plan covers the City of Burlingame (City) Department Head and Unrepresented Group (DH/UR). The parties have entered into this agreement after meeting and agree to the following terms:

1. RECOGNITION

1.1 Positions Covered

The positions covered by this agreement include all Department Head and Unrepresented classifications that work under the direction and at the will of the City Manager. These positions are all "confidential" classifications based on the nature of their work. The classifications that are covered by this compensation and benefit plan are as follows:

Department Head Classifications:

City Clerk
Community Development Director
Finance Director
Human Resources Director
Library Director
Parks & Recreation Director
Police Chief
Public Works Director

Unrepresented Classifications:

Executive Assistant
Human Resources Technician
Human Resources Analyst II
Assistant Public Works Director/City Engineer
Chief Building Official
Deputy Finance Director
Parks Superintendent/City Arborist
Planning Manager
Public Works Superintendent

The City Manager and City Attorney are not included as part of this agreement, but receive the same benefits plan as the City of Burlingame Department Head and Unrepresented Group (DH/UR) unless specifically noted in their employment agreements.

2. SALARY

2.1 Salary Adjustments

In order to maintain consistency with the other miscellaneous employee units: Department Heads and Unrepresented employees will receive a general increase equal to what AFSCME receives:

- 3% increase effective first pay period in January 1, 2016
- 3% increase effective first pay period in January 1, 2017

- 3% increase effective first pay period in January 1, 2018

2.2 Deferred Compensation

The City will maintain a matching contribution to deferred compensation of \$45 per bi-weekly pay period. Deferred compensation is part of the total salary and will be included as such for future salary market analysis.

3. BENEFITS

3.1 Health Insurance Coverage

3.1.1 No Plan

Employees who demonstrate they have medical insurance through another source will receive \$350 per month in lieu of health insurance. The \$350 per month allowance may be put into a deferred compensation plan or taken in cash. If taken in cash it is subject to normal taxation.

3.1.2 Contributions for Department Head and Unrepresented Classifications

The City shall contribute the below-listed amount per month toward each employee's Section 125 Plan benefit allowance components. All contributions listed below include the PERS required Minimum Employer Contribution (MEC).

- Employee Only: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for Employee only
- Employee plus one: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for Employee plus one
- Employee plus two or more: 92.5% of the selected medical plan premium up to a maximum of 92.5% of the Blue Shield HMO rate for family coverage

An employee that enrolls in a medical plan that has a higher premium than the City's contribution as stated above will pay the difference via pre-tax payroll deductions.

3.2 Retiree Medical

3.2.1 Retiree Medical for Employees Hired Prior to March 31, 2008 and Retire on or after January 1, 2015

Effective January 1, 2015, employees hired prior to March 31, 2008 who retire on or after January 1, 2015 with a minimum of five years of City service will receive a retiree medical benefit as follows:

- The City will contribute up to the Bay Area Region premiums for Blue Shield Access HMO Single for single retirees, Blue Shield Two-Party for retiree plus one, or Kaiser Family for retiree plus two or more.
- Eligible retirees who are 65 years of age or older must enroll in Medicare. The City will contribute up to the Medicare supplement plan premium for the Bay Area Region for Blue Shield Access HMO for single retirees, Blue Shield Two-Party for retiree plus one,

or Kaiser for retiree plus two or more. If Blue Shield Access HMO is not available, the third highest CalPERS Medical Plan will be used to determine the City's contribution. For CalPERS Plan Year 2017, that plan will be United Healthcare HMO.

3.2.2 Retiree Medical for Employees Hired Between March 31, 2008 and October 31, 2011

Employees hired between March 31, 2008 and October 31, 2011 who retire with a minimum of five years of service with the City will receive a retiree medical benefit based upon years of service as follows:

Years of City Service	Monthly Contribution
0 to the end of 9 th year of service	Minimum monthly amount as governed by the CalPERS Health System.
10 years to the end of the 14 th year of service	100% of the lowest medical premium provided through CalPERS approved medical providers for employee only.
15 years to the end of the 19 th year of service	75% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent.
20 years of service or more	100% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent.

3.2.3 Retiree Medical for Employees Hired On or After November 1, 2011

Employees hired on or after November 1, 2011 will receive the following contributions to a Retirement Health Savings Account, based on years of service with the City.

Years of Service	Monthly Contribution
0- to the end of the 5th year of service	0.0%
6 years of service to the end of the 19 th year of service	2.0% of base pay
20 years of service or more	2.5% of base pay

In the event the Bamm and/or the American Federation of State, County and Municipal Employees (AFSCME) units receive higher benefit levels than those offered to the members covered by this compensation and benefit plan, the members can request that the compensation and benefit plan be reopened relative to retiree medical benefits.

3.3 Dental and Vision Plans

3.3.1 Dental Plan

Effective January 1, 2016 and each calendar year thereafter, the City will reimburse up to \$1900 per year per employee for dental related expenses. In addition, all enrolled eligible dependents will receive a maximum combined benefit of \$1800 of reimbursable dental expenses per calendar year.

3.3.2 Vision Plan

Effective January 1, 2016 and each calendar year thereafter, the maximum reimbursement for an employee for vision eligible expenses will be \$600 annually not including an eye examination. If an eye examination is included in the reimbursement the maximum reimbursement will be

increased to \$700. The maximum cumulative reimbursement for eligible dependents shall not exceed \$300 per calendar year or \$350 per calendar year if an eye examination is included for reimbursement, for vision eligible expenses.

3.4 Long Term Disability (LTD)

The City agrees to provide Long-Term Disability (LTD) coverage to Department Heads and Unrepresented classifications. The coverage is 60% of covered earnings with a maximum monthly benefit of \$8,000. If the Police Chief elects to obtain LTD coverage through his or her respective professional organizations, the City agrees to pay the premium of such LTD coverage.

3.5 Life Insurance

The City agrees to provide a term life-insurance policy in an amount equal to annual salary for the Department Head group, and \$100,000 for the Unrepresented group.

4. RETIREMENT

4.1.1 Retirement Formula

- Effective 03/31/2008, the City amended its contract with CalPERS to provide for the 2.5% at 55 retirement formula for all miscellaneous employees.
- Miscellaneous employees hired after January 1, 2013, who are not considered “classic employees,” shall receive the 2% @ 62 retirement benefit and are subject to the PEPR rules.
- The Police Chief shall receive the 3% @ 50 retirement benefit afforded to other sworn Police Personnel. A Police Chief who is new to the PERS system shall receive the 2% @ 57 retirement benefit.

4.1.2 Retirement Contribution

- Department Head and Unrepresented employees will contribute 1.50% of the employer’s contribution to PERS retirement via payroll deduction on a pre-tax basis. The City shall “pick-up” the employer contribution amount that is being paid by the employees through a payroll reduction under IRS Code Section 414(h)(2). Department Head and Unrepresented employees who were hired 01/01/2013 and after and who are subject to the PEPR rules as noted in Paragraph 4.1.1 are exempt from this contribution.

4.2 One-Year Final Compensation

- Classic employees, who are those employees hired prior to January 1, 2013, shall receive the One-Year Final Compensation Benefit (GC Section 20042). Miscellaneous employees hired after January 1, 2013 who are not “classic employees” are subject to the average of the last three years of final compensation for retirement calculations.

4.3 Military Buy Back for Creditable Service

- The City contracts with CalPERS to provide for Military Service Credit (GC 21024).

4.4 Pre-Retirement Optional Settlement 2 Death Benefit

- The City’s contract with CalPERS provides the Pre-Retirement Optional Settlement 2 Death Benefit (GC 21548), which gives the surviving spouse of a retirement-eligible active

employee the highest possible retirement benefit as though the employee had retired the day before death and selected the option.

5. VACATION

5.1 Vacation Accrual

Vacation Accrual rates will change on an employee’s anniversary date as follows:

<u>Length of Service</u>	<u>Biweekly Accrual Rate</u>	<u>Additive Amount</u>	<u>Maximum Accrual</u>
0-4 years	3.07		160
5	4.62	+40	240
11	4.93	+8	256
12	5.24	+8	272
13	5.54	+8	288
14	5.85	+8	304
15	6.16	+8	320
16	6.47	+8	336
17	6.78	+8	352
18	7.09	+8	368
25	7.39	+8	384

Note: The maximum vacation accrual for the Police Chief is 448 hours.

5.2 Vacation Accrual Maximum

An employee shall not be allowed to have an accumulation of more than two years' credit at any time.

6. SICK LEAVE

6.1 Sick Leave Accrual

Employees will accrue 3.69 hours of sick leave per pay period.

6.2 Sick Leave Conversion

Upon retirement, employees with sick leave balances may convert all sick leave hours to CalPERS credible service per GC Section 20965, with the exception of the Police Chief, who will receive the same sick leave conversion benefit as granted to the Police Administrators. The Police Administrators can elect to have all sick leave hours converted to CalPERS credible service, or they can elect to be compensated for up to 600 hours of accumulated sick leave. Any remaining sick leave hours can then be converted to CalPERS credible service.

6.3 Maximum Accrual

The maximum sick leave accrual is 2,000 hours, except that the maximum accrual for the Police Chief is 2,080 hours.

7. HOLIDAY PAY

7.1 Holidays for Regular Full-time Employees

Regular full-time employees shall be entitled to observe all authorized holidays at full pay, not to exceed eight hours for any one day.

7.2 Holidays Listed

The following are the authorized holidays:

New Year’s Day	January 1 st
Martin Luther King’s Birthday	3 rd Monday in January
Washington’s Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran’s Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th , ½ day
Christmas Day	December 25 th
New Year’s Eve	December 31 st , ½ day
Two floating holidays per calendar year	

7.3 Holiday Observance

If a holiday falls on a Sunday, such holiday shall be observed on the Monday following. If a holiday falls on a Saturday, such holiday shall be observed on the preceding Friday.

7.4 Vacation on Holiday

In the event any of the holidays specified above occurs while an employee is on vacation, the holiday shall not be charged to vacation.

8. ADMINISTRATIVE LEAVE

8.1. Department Head Classifications

Effective July 1 of each year, all Department Head classifications shall be granted 80 hours of administrative leave per year. The City Manager may approve up to an additional 40 hours of administrative leave for Department Heads when warranted.

8.2. Unrepresented Classifications

Effective July 1 of each year, all unrepresented classifications, with the exception of the HR Technician and Executive Assistant, shall be granted 80 hours of administrative leave per year. With the consent and recommendation of the Department Head, an employee may request that the City Manager authorize additional administrative leave up to a maximum of 16 hours per year. This additional leave may be granted based on:

- Excessive hours worked;
- The value of the extraordinary effort, and
- The performance of the employee

The City Manager has full discretion in deciding whether to grant additional leave.

The HR Technician and Executive Assistant positions are considered FLSA non-exempt positions and are not eligible for administrative leave.

8.3 Administrative Leave Payout

Employees eligible for administrative leave may have a maximum of one year of administrative leave on the books and may request administrative leave pay out at any time by submitting the payout request on the timesheet. When administrative leave balances exceed the one-year maximum (80 hours), hours that exceed the one-year maximum will automatically be paid out.

9. PROFESSIONAL DEVELOPMENT & ALLOWANCES

9.1. Professional Development

Department Head classifications are eligible to receive up to \$2,500 per fiscal year for professional development expenses. This includes reimbursement for educational programs and events and/or computer related devices. For details, refer to the Professional Development Policy.

9.2 Auto Allowance

Department Head classifications are eligible to receive auto allowance as enumerated below. Department Heads can elect to waive their monthly auto allowance and defer an equivalent amount into their Section 457 – Deferred Compensation Account. Such elections can be changed annually with an effective date of January 1.

<u>Classification</u>	<u>Monthly Amount</u>
Finance Director	\$200
City Clerk	\$200
Community Development Director	\$200
Human Resources Director	\$200
City Librarian	\$200
Parks & Recreation Director	\$350
Public Works Director	\$350

9.3. Uniform Allowance

The Police Chief will receive an annual uniform allowance the same as granted to the Association of Police Administrators.

9.4 POST Certificate Pay

The Police Chief shall be eligible to receive \$950/month upon obtaining the POST Executive Certificate.

10. Term

This agreement shall be effective on January 1, 2016 and will remain in effect through December 31, 2018.

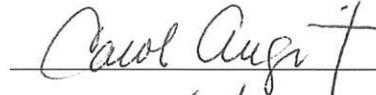
The City agrees not to alter, amend, or reduce any existing benefit included in this document without meeting and conferring regarding such change.

For the City:



Date: 12/6/16

For the DH/UR:



Date: 12/7/16