

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Deputy City Manager *DST*

DATE: December 9, 2010 (CC Regular Meeting of 12/15/10)

SUBJECT: Consider Revised Management Benefits Resolution Rescinding Resolution No. 2010-2945

BACKGROUND AND DISCUSSION

A special meeting of the Finance, Administration, and Police Safety (FAPS) Standing Committee (Mayor Parvin and Councilmember Mikos) was held on Thursday, September 23, and one of the agenda items discussed was management staff benefits. The FAPS Committee concurred with the majority of the revisions incorporated into the attached draft revised Management Benefits Resolution (which revisions are shown with the use of legislative format), although additional edits were subsequently made to the draft resolution for clarity purposes, including to Section 8, Separation Benefits, as described below. Following is a summary of the more substantive edits made to the Management Benefits Resolution ("Department Head" and "Management Employee" definitions are included on page 1 of the attached resolution).

Section 3, ADMINISTRATIVE LEAVE, pages 2-3 – Emphasis was added regarding the intent is that Administrative Leave must be taken by the end of the calendar year. Previously the Administrative Leave was accumulated and had to be used over a fiscal year, so language has been added to transition from a fiscal year to a calendar year. The Department Head annual cash out of up to 40 hours of Administrative Leave has been eliminated, and conversion of unused, accumulated Administrative Leave of up to 16 hours has been added for Department Heads, and conversion of up to 8 hours has been added for Management Employees.

Section 4, ANNUAL LEAVE, VACATION LEAVE, AND SICK LEAVE, pages 3-11 - The Department Head Annual Leave and Vacation Leave cash-out language has been modified to require no less than three years (36 months) of employment for a new Department Head, and no less than two years (24 months) of employment for a Department Head promoted from a Management Employee position, as well as use of a minimum of 15 days of paid leave time within the prior 12-month period to be eligible for cash-out of up to 80 hours of Annual Leave or Vacation Leave. Further clarification of grandfathered Vacation and Sick Leave benefits has also been added. Only the City Manager, Deputy City Manager, and one Parks/Landscape Maintenance Superintendent employee have grandfathered Vacation and

Sick Leave benefits. The reason for adding more detailed description of restrictions for Vacation and Sick Leave use into the Management Benefits Resolution is that the Vacation and Sick Leave language was previously referenced in the Personnel Rules; however, with the recent retirement of the one remaining Competitive Service employee with the grandfathered Vacation and Sick Leave benefit, the Vacation and Sick Leave language will be removed from the Personnel Rules with the next update.

Section 6, SALARY, page 11 - Changes were made to the language in this section pertaining to performance evaluation to permit more flexibility in modifying the performance evaluation procedures for Department Head and Management Employees, including the evaluation form and minimum overall score required to obtain a merit raise.

Section 7, INSURANCE AND HEALTH BENEFITS, Subsection B.1, Medical Insurance Cafeteria Plan, pages 12-13 - The medical insurance benefit for a new Department Head employed after July 1, 2010, is proposed to be the same as that for Competitive Service employees (which is a decrease in the paid benefit).

Section 8, SEPARATION BENEFITS, Pages 14-18 - Changes were made to more clearly identify with subheadings the separation benefits, including for Involuntary Separation: Paid Severance, Sick Leave Accrual Benefit, and Retirement Health Savings Benefit. For Department Head positions, the involuntary separation benefit has been reduced to require more months of service. For Management Employees, an involuntary separation benefit has been added, but requires an employment agreement for eligibility. Under Involuntary Separation without Cause, the Retirement Health Savings Benefit was added for Department Heads after no less than 15 years of cumulative service and for Management Employees after no less than 20 years of cumulative service. The Retirement Health Savings Benefit was already listed under Voluntary Separation, and this change permits an employee with long-term service with the City to receive the Retirement Health Savings Benefit if employment is terminated involuntarily without cause. The years of service required to receive the Involuntary Separation without Cause Retirement Health Savings Benefit are proposed to be five years more than that required to receive the Voluntarily Separation Retirement Health Savings Benefit (under Voluntary Separation, this benefit is only received at the time of termination of employment for CalPERS retirement). The Accumulated Sick Leave Benefit language was also revised in both the Involuntary Separation and Voluntary Separation sections for clarification purposes regarding eligibility. Only three current employees are eligible for the Sick Leave Benefit and all have over 20 years of service.

Section 12, CAR ALLOWANCE, Pages 19-20 - Language was added to add conditions for receipt of the car allowance, including maintaining a valid California automobile driver's license and providing proof of automobile insurance, and language was also added to direct the City Manager to suspend the car allowance if the employee receiving the car allowance is not able to drive on City business.

Section 13, DEFERRED COMPENSATION AND RETIREMENT, Pages 20-21 – Language was deleted regarding prorating Administrative Leave cash out, since it would no longer be permitted (consistent with changes made to Section 3, Administrative Leave, to delete cash-

out. Staff also added language to clarify current CalPERS retirement benefits, consistent with the City's contract with CalPERS. No additional CalPERS retirement benefit is proposed (all listed items are already in place).

Section 16, CITY MANAGER, pages 23-24 - The Administrative Leave cash-out provision has been deleted and language permitting 24 hours to be converted to Annual Leave or Vacation Leave has been added. In addition, the Annual Leave and Vacation cash-out language has been revised to require a minimum of 15 days of paid leave use in the prior 12-month period as a requirement for cash-out. The Retirement Health Savings Benefit language was revised to reference the Involuntary Separation benefit, which for the City Manager is proposed to be the same for both Voluntary Separation for retirement and Involuntary Separation.

FISCAL IMPACT

Administrative Leave cash-out for Department Heads and the City Manager has been reduced by one week, and cash-out of Annual and Vacation Leave requires use of an additional 40 hours of accumulated leave. The medical insurance benefit for new Department Heads has been reduced. The involuntary separation benefit for Department Heads has been reduced to require more months of service for eligibility.

An involuntary separation benefit has been added for Management Employees with an employment agreement. This added benefit is intended to serve as incentive for obtaining employment agreements for new and promoted at-will Management Employees, as recommended by the City Attorney's Office. The intent is to avoid litigation at the time of separation of employment.

Under Involuntary Separation without Cause, the Retirement Health Savings Benefit was added for the City Manager, Department Heads and Management Employees with long-term employment (as defined in the resolution). The benefit was already included under Voluntary Separation, and this change to add eligibility under Involuntary Separation without Cause is not expected to result in a fiscal impact given the limited circumstances for which this benefit would be paid.

STAFF RECOMMENDATION

Adopt Resolution No. 2010-_____.

Attachment: Revised Draft Revised Management Benefits Resolution

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ADOPTING A REVISED BENEFIT PROGRAM FOR MANAGEMENT EMPLOYEES AND RESCINDING RESOLUTION NO. 2010-2945

WHEREAS, the City Council recognizes that the management employees of the City are required to perform additional services to the City within the scope of their assignments; and

WHEREAS, in recognition of the additional time management employees devote in their service to the City without additional compensation, the City Council finds that it is appropriate to provide management employees benefits in addition to those provided to the competitive service employees of the City; and

WHEREAS, Resolution No. 2010-2945 adopted on July 21, 2010, previously established a revised benefit program for management employees and is now proposed to be rescinded and a revised benefit program adopted to modify language in Sections 2, 3, 4, 6, 7, 8, 12, 13, and 16.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. DEPARTMENT HEAD DEFINITION. When used in this Resolution, the term "Department Head" shall include the classification positions of Administrative Services Director; Assistant City Manager; Assistant to City Manager/City Clerk; City Engineer/Public Works Director; Community Development Director; Deputy City Manager; Finance Director; Parks and Recreation Director; Planning Director; Public Works Director; and such other classifications as the City Council may from time to time designate by resolution as being department head positions.

SECTION 2. MANAGEMENT EMPLOYEE DEFINITION. When used in this Resolution, the term "Management Employee" shall include the classification positions of Accountant I and II, Active Adult Center Supervisor, Assistant City Clerk, Assistant City Engineer, Assistant Engineer, Assistant to City Manager, Administrative Services Manager, Associate Civil Engineer, Budget and Finance Manager, City Clerk, Code Compliance Supervisor, Finance/Accounting Manager, Human Resources Analyst, Information Systems Manager, Information Systems Analyst, Landscape/Parks Maintenance Superintendent, Management Analyst, Parks and Facilities Supervisor, Parks and Landscape Manager, Planning Manager, Principal Planner, Public Works Superintendent/Inspector, Public Works Supervisor, Recreation/Community Services Manager, Recreation Superintendent, Recreation Supervisor, Redevelopment Manager, Senior Civil Engineer, Senior Information Systems Analyst, Senior Management Analyst, and such other classifications as the City Council may from time to time designate by resolution as being mManagement Employee positions.

SECTION 3. ADMINISTRATIVE LEAVE. The Department Heads and the Management Employees of the City shall be entitled to the following Administrative Leave benefits:

Department Heads: Department Heads shall be granted Administrative Leave at the rate of ninety-six (96) hours per fiscal year, accrued at the rate of 3.6923 hours per pay period. The amount of Administrative Leave earned will be prorated if service is less than one year. ~~On June 1 of each year following completion of one full year of service, the Department Head may, at his/her option, convert forty (40) hours of the annual Administrative Leave to cash, if a rating of "commendable" or higher was received on the most recent performance evaluation in the fiscal year. Any unused Administrative Leave balance at the end of a fiscal year may be approved by the City Manager to be converted to cash per the above provision; may be converted to Annual Leave or Vacation Leave, if the Department Head has used at least forty (40) hours of paid leave time in the prior fiscal year and if the maximum accumulated Annual Leave or Vacation Leave balance will not be exceeded; or the Administrative Leave may be extended for a period of up to four (4) months. Any unused, accumulated Administrative Leave totaling less than eight (8) hours at the end of a fiscal year will be automatically extended by four (4) months. Department Heads who terminate employment shall be paid for accumulated Administrative Leave based upon their then regular rate of pay.~~

Beginning in calendar year 2011, Administrative Leave must be taken by the end of the calendar year ending December 31. Any unused, accumulated Administrative Leave totaling sixteen (16) hours or less at the end of a calendar year will be automatically converted to Annual Leave or Vacation Leave (Vacation Leave is a grandfathered benefit as described in Section 4). Any accumulated Administrative Leave exceeding sixteen (16) hours at the end of a calendar year will not be carried over, and all Administrative Leave balances will be zero (0) at the beginning of each new calendar year. It is the responsibility of the Department Head to not permit the accumulated Administrative Leave exceeding sixteen (16) hours to remain after December 31 of any calendar year. Department Heads who terminate employment shall be paid for accumulated Administrative Leave as of their termination of employment date based upon their then regular rate of pay.

Management Employees: Management Employees at salary range 67 or higher shall be granted Administrative Leave at the rate of forty-eight (48) hours per fiscal year, accrued at the rate of 1.8461 hours per pay period. Management Employees at a salary range lower than range 67 shall be granted Administrative Leave at the rate of twenty-four (24) hours per fiscal year, accrued at the rate of .9231 hours per pay period, with the following exceptions: 1) A Management Employee at a salary range lower than range 67 that already receives an accrual rate of 1.8461 hours per pay period, prior to March 19, 2008, will continue to receive a grandfathered benefit at the higher accrual rate of 1.8461 hours per pay period; and 2) The City Manager may approve the Recreation Supervisor position at Range 62 to receive Administrative Leave at the rate of forty-eight (48) hours per fiscal year, accrued at the rate of 1.8461 hours per pay period, if the Recreation/Community Services Manager position is vacant and there is no Recreation Superintendent.

~~The amount of Administrative Leave earned will be prorated if service is less than one year. Administrative Leave must be taken by the end of the fiscal year. It is the responsibility of the Management Employee to not permit the accumulated leave to remain after June 30 of any fiscal year. Any unused Administrative Leave balance at the end of a fiscal year may be approved by the City Manager to be converted to Annual Leave or Vacation Leave, if the Management Employee has used at least forty (40) hours of paid leave time in the prior fiscal year and if the maximum accumulated Annual Leave or Vacation Leave balance will not be exceeded; or the Administrative Leave may be extended for a period of up to four (4) months. Any unused, accumulated Administrative Leave totaling less than eight (8) hours at the end of a fiscal year will be automatically extended by four (4) months. Management Employees who terminate employment shall be paid for accumulated Administrative Leave based upon their then regular rate of pay.~~

Beginning in calendar year 2011, Administrative Leave must be taken by the end of the calendar year ending December 31. Any unused, accumulated Administrative Leave totaling eight (8) hours or less at the end of a calendar year will be automatically converted to Annual Leave or Vacation Leave. Any accumulated Administrative Leave exceeding eight (8) hours at the end of a calendar year will not be carried over, and all Administrative Leave balances will be zero (0) at the beginning of each new calendar year. It is the responsibility of the Management Employee to not permit the accumulated Administrative Leave exceeding eight (8) hours to remain after December 31 of any calendar year. Management Employees who terminate employment shall be paid for accumulated Administrative Leave as of their termination of employment date based upon their then regular rate of pay.

~~On July 1~~During the month of January of each year beginning in 2012, following completion of one full year of Management service, the Management Employee may be approved by the City Manager to receive granted up to an additional twenty-four (24) hours of Administrative Leave based on the most recent performance evaluation by his/her Department Head if he/she received a rating of "commendable" or higher was received on his/her most recent performance evaluation and the employee's Department Head has indicated submitted written verification to the City Manager that the employee has spent an inordinate amount of additional work hours in performance of service to the City during the prior fiscal calendar year. To permit a transition of additional Administrative Leave granted from a fiscal year to a calendar year, during the month of January 2011, a Management Employee with no less than one full year of Management service may be approved by the City Manager to receive up to an additional twelve (12) hours of Administrative Leave if eligible based on the criteria established in this section.

SECTION 4. ANNUAL LEAVE, VACATION LEAVE, AND SICK LEAVE. All new Department Heads and Management Employees will accrue Annual Leave versus separate Vacation and Sick Leave accruals. Department Heads and Management Employees that receive grandfathered Vacation and Sick Leave in lieu of Annual Leave will be subject to the Vacation and Sick Leave accrual provisions in this resolution.

Annual Leave

Department Heads and Management Employees shall accrue Annual Leave in accordance with the accrual rates given below, with the exception of those employees with a grandfathered Vacation Leave/Sick Leave benefit. The provisions for use of Annual Leave shall be consistent with Section 13.5 of the Personnel Rules for Competitive Service employees. The dates for using Annual Leave may be selected by an employee, but shall be approved by the supervisor, department head, or City Manager, who shall consider the wishes of the employee and the service needs of the City. In the event that one or more municipal holidays fall within the requested Annual Leave time period, such holiday equivalent to eight hours shall not be charged as Annual Leave. Employees who terminate employment shall be paid for accumulated Annual Leave based upon their then current rate of pay. The estate of a deceased employee shall be paid the amount of that person's accumulated Annual Leave. Annual Leave shall be accrued per pay period on a pro-rata basis, with the exception of any unpaid leave of absence time, in accordance with the following accrual rates and maximum accrual amounts.

Department Heads: Annual Leave accrual rates for Department Heads shall be as follows:

1 to 60 Months – 7.6923 hours per pay period (equivalent to 25 eight-hour days per year);

61 to 72 Months – 8.0000 hours per pay period (equivalent to 26 eight-hour days per year);

73 to 84 Months – 8.3077 hours per pay period (equivalent to 27 eight-hour days per year);

85 to 96 Months – 8.6154 hours per pay period (equivalent to 28 eight-hour days per year);

97 to 108 Months – 8.9231 hours per pay period (equivalent to 29 eight-hour days per year);

109 to 120 Months - 9.2308 hours per pay period (equivalent to 30 eight-hour days per year);

121 to 132 Months – 9.5385 hours per pay period (equivalent to 31 eight-hour days per year);

133 and above Months – 9.8462 hours per pay period (equivalent to 32 eight-hour days per year, the maximum accrual rate).

In the event a Department Head was employed by another public agency (city, county, or special district) at the time or within one year of his/her appointment with the City, the Department Head may be offered at the time of appointment an Annual Leave accrual rate that is subject to the following restrictions: The Annual Leave rate must be at

generally the same rate he/she was accruing Annual Leave at the other agency, or will be based on annual Vacation Leave accrual combined with 60 percent (60%) of annual Sick Leave accrual at the time he/she left that prior position, not to exceed the accrual rates listed herein above, and not to exceed a maximum of 9.2308 hours per pay period (equivalent to 30 eight-hour days per year), but in no event less than 7.6923 hours per pay period (equivalent to 25 eight-hour days per year). He/she will continue to accrue Annual Leave at that rate until such time as he/she would be eligible for the next increase in accrual rate based on cumulative years of service with the City of Moorpark, consistent with rates listed herein above. All accrual rates shall be calculated based on an eight-hour day.

Department Heads receiving Annual Leave may accrue up to a maximum of five hundred twenty (520) hours of Annual Leave. When a Department Head's accumulated Annual Leave balance reaches the maximum of 520 hours, accrual of Annual Leave shall cease. The Department Head shall not accrue further Annual Leave until such time as their accumulated Annual Leave balance again falls below the maximum. The City Manager may approve in writing the accrual of an additional one hundred twenty (120) hours of Annual Leave based on City needs.

After no less than three years (36 months) of employment with the City of Moorpark for a new Department Head and no less than two years (24 months) of employment as a Department Head following promotion from a City Management Employee position, At any time during the period of January 1 through June 15 of each year, the Department Head may cash out up to eighty (80) hours of accumulated Annual Leave at any time during the period of January 1 through June 15 of each year, if the Department Head has taken no less than tenfifteen (105) days of paid leave time within the prior twelve (12)-month period.

The City Council may unilaterally restrict the lump-sum cash out for any single fiscal year. In such case, the maximum accumulated Annual Leave for the Department Heads shall be increased by the eighty (80) hours until such time as said restriction is lifted. Unless the restriction is retroactively lifted, the maximum accumulated Annual Leave for the Department Heads shall remain at the new maximum accumulated rate. If the restriction is retroactively lifted, the maximum accumulated balance shall revert to the 520 hours. Should the Council impose a restriction for more than one consecutive year, and less than the full term of the restriction is lifted, the maximum accumulated leave balance shall be reduced only by that amount of time for which the restriction is lifted.

Management Employees: Annual Leave accrual rates for Management Employees shall be as follows:

1 to 60 Months – 6.7692 hours per pay period (equivalent to 22 eight-hour days per year);

61 to 72 Months – 8.0000 hours per pay period (equivalent to 26 eight-hour days per year);

generally the same rate he/she was accruing Annual Leave at the other agency, or will be based on annual Vacation Leave accrual combined with 60 percent (60%) of annual Sick Leave accrual at the time he/she left that prior position, not to exceed the accrual rates listed herein above, and not to exceed a maximum of 9.2308 hours per pay period (equivalent to 30 eight-hour days per year), but in no event less than 7.6923 hours per pay period (equivalent to 25 eight-hour days per year). He/she will continue to accrue Annual Leave at that rate until such time as he/she would be eligible for the next increase in accrual rate based on cumulative years of service with the City of Moorpark, consistent with rates listed herein above. All accrual rates shall be calculated based on an eight-hour day.

Department Heads receiving Annual Leave may accrue up to a maximum of five hundred twenty (520) hours of Annual Leave. When a Department Head's accumulated Annual Leave balance reaches the maximum of 520 hours, accrual of Annual Leave shall cease. The Department Head shall not accrue further Annual Leave until such time as their accumulated Annual Leave balance again falls below the maximum. The City Manager may approve in writing the accrual of an additional one hundred twenty (120) hours of Annual Leave based on City needs.

After no less than three years (36 months) of employment with the City of Moorpark for a new Department Head and no less than two years (24 months) of employment as a Department Head following promotion from a City Management Employee position, At any time during the period of January 1 through June 15 of each year, the Department Head may cash out up to eighty (80) hours of accumulated Annual Leave at any time during the period of January 1 through June 15 of each year, if the Department Head has taken no less than fifteen (15) days of paid leave time within the prior twelve (12)-month period.

The City Council may unilaterally restrict the lump-sum cash out for any single fiscal year. In such case, the maximum accumulated Annual Leave for the Department Heads shall be increased by the eighty (80) hours until such time as said restriction is lifted. Unless the restriction is retroactively lifted, the maximum accumulated Annual Leave for the Department Heads shall remain at the new maximum accumulated rate. If the restriction is retroactively lifted, the maximum accumulated balance shall revert to the 520 hours. Should the Council impose a restriction for more than one consecutive year, and less than the full term of the restriction is lifted, the maximum accumulated leave balance shall be reduced only by that amount of time for which the restriction is lifted.

Management Employees: Annual Leave accrual rates for Management Employees shall be as follows:

1 to 60 Months – 6.7692 hours per pay period (equivalent to 22 eight-hour days per year);

61 to 72 Months – 8.0000 hours per pay period (equivalent to 26 eight-hour days per year);

73 to 84 Months – 8.3077 hours per pay period (equivalent to 27 eight-hour days per year);

85 to 96 Months – 8.6154 hours per pay period (equivalent to 28 eight-hour days per year);

97 to 108 Months – 8.9231 hours per pay period (equivalent to 29 eight-hour days per year);

109 to 120 Months - 9.2308 hours per pay period (equivalent to 30 eight-hour days per year);

121 to 132 Months – 9.5385 hours per pay period (equivalent to 31 eight-hour days per year);

133 and above Months – 9.8462 hours per pay period (equivalent to 32 eight-hour days per year, the maximum accrual rate).

In the event a Management Employee was employed by another public agency (city, county, or special district) at the time or within one year of his/her appointment with the City, the Management Employee may be offered at the time of appointment an Annual Leave accrual rate that is subject to the following restrictions: The Annual Leave rate must be at generally the same rate he/she was accruing Annual Leave at the other agency, or will be based on annual Vacation Leave accrual combined with 60 percent (60%) of annual Sick Leave accrual at the time he/she left that prior position, not to exceed a maximum of 7.6923 hours per pay period (equivalent to 25 eight-hour days per year), but in no event less than 6.7692 hours per pay period (equivalent to 22 eight-hour days per year). He/she will continue to accrue Annual Leave at that rate until such time as he/she would be eligible for the next increase in accrual rate based on cumulative years of service with the City of Moorpark, consistent with rates listed herein above. All accrual rates shall be calculated based on an eight-hour day.

Management Employees may accrue up to a maximum of four hundred (400) hours. When a Management Employee's accumulated Annual Leave balance reaches the maximum of 400 hours, accrual of Annual Leave shall cease. The Management Employee shall not accrue further Annual Leave until such time as their accumulated Annual Leave balance again falls below the maximum. The City Manager may approve in writing the accrual of an additional eighty (80) hours of Annual Leave based on City needs.

Vacation Leave

Department Heads: Eligible Department Heads with a grandfathered Vacation Leave benefit, based on a hire date with the City prior to 1989, shall accrue Vacation Leave with pay as follows:

~~133 and above Months – 8.0000 hours per pay period (equivalent to 26 eight-hour days per year, the maximum accrual rate).~~

For eligible employees, Vacation Leave shall be accrued per pay period on a pro-rata basis, with the exception of any unpaid leave of absence time. The dates for using Vacation Leave may be selected by an employee, but shall be approved by the supervisor, department head, or City Manager, who shall consider the wishes of the employee and the service needs of the City.

In the event that one or more municipal holidays fall within the vacation time, such holiday equivalent to eight hours shall not be charged as Vacation Leave. Employees who terminate employment shall be paid for accumulated Vacation Leave based upon their then current rate of pay. The estate of a deceased employee shall be paid the amount of that person's accumulated Vacation Leave.

Eligible Department Heads may accrue up to a maximum of five hundred and four (504) hours of Vacation Leave before accruals cease. The City Manager may approve a Department Head to accrue an additional one hundred twenty (120) hours of Vacation Leave based on City needs. Additional Vacation Leave accrual beyond 504 hours shall require the written approval of the City Manager. At any time during the period of January 1 through June 15 of each year, the Department Head with a grandfathered Vacation Leave benefit may cash out up to eighty (80) hours of accumulated Vacation Leave, if the Department Head has taken no less than tenfifteen (105) days of paid leave time within the prior twelve (12)-month period.

The City Council may unilaterally restrict the cash out for any single fiscal year. In such case, the maximum accumulated Vacation Leave for the Department Heads shall be increased by the eighty (80) hours until such time as said restriction is lifted. Unless the restriction is retroactively lifted, the maximum accumulated leave for the Department Heads shall remain at the new maximum accumulated leave rate. If the restriction is retroactively lifted, the maximum accumulated leave shall revert to the 504 hours maximum. Should the Council impose a restriction for more than one consecutive year, and less than the full term of the restriction is lifted, the maximum accumulated leave shall be reduced only by that amount of time for which the restriction is lifted.

Management Employees: Eligible Management Employees with a grandfathered Vacation Leave benefit, based on a hire date with the City prior to 1989, shall accrue Vacation Leave as follows:

~~109 and above Months~~—7.3846 hours per pay period (equivalent to 24 eight-hour days per year, the maximum accrual rate).

Eligible Management Employees may accrue up to a maximum of three hundred eighty-four (384) hours of Vacation Leave before accruals cease. The City Manager may permit a Management Employee to accrue an additional eighty (80) hours of Vacation Leave based on City needs. Additional v Vacation Leave accrual beyond 384 hours shall not be permitted unless written approval is received from the City Manager.

Sick Leave

Eligible Department Heads and Management Employees with a grandfathered Sick Leave benefit, based on a hire date with the City prior to 1989, shall accrue Sick Leave in accordance with the following provisions. ~~program approved by the City Council for Competitive Service employees, and shall be subject to such other rules and regulations pertaining to Sick Leave use and accrual as approved for Competitive Service employees in Section 13.6.2 of the Personnel Rules. Each eligible Department Head and Management employee shall accrue sick leave at the rate of 3.0769 hours per pay period, equivalent to ten (10) eight (8) hour days per year.~~

A. Sick Leave Accrual. The Employee shall accrue Sick Leave at the rate of 3.0769 hours per pay period (equivalent to 10 eight-hour days per year).

B. Allowable Uses. Use of Sick Leave shall be allowed only for the following reasons:

1. Illness and physical incapacity of the Employee due to non-work related illness, injury or temporary disability.
2. Enforced quarantine of the Employee in accordance with community health regulations.
3. Job-related injury or illness.
4. Appointments for health care for the Employee or immediate family as defined in items 5a.), 5b.), 5c.) and 5d.), to follow, provided that a note from the health care provider is provided to the City if requested and the supervisor or City Manager is informed of the intention to use Sick Leave for a medical appointment as soon as the appointment is scheduled.
5. Care of immediate family if a person is a member of the household or a dependent as follows:
 - a) "Spouse" (Spouse means a legal spouse as defined by State law.)
 - b) "Child" (Child means a biological, foster or adopted child, a stepchild, a legal ward, or a child of a person standing in loco parentis, to age 26, or currently enrolled under the City's health insurance program, whichever is longer.)
 - c) "Parent" (Parent means a biological, foster or adoptive parent, a stepparent, or a legal guardian.)
 - d) Other individual whose relationship to the employee is that of a dependent living in the same household as determined by the City Manager at his/her sole discretion. An employee must request a predetermination of such status and such information will be considered confidential to the extent permitted by law. The City

Manager shall make his/her determination within thirty (30) calendar days after receiving the request in writing.

6. Care of non-dependent child or parent not living in same household and care of domestic partner or domestic partner's child. Under this section "domestic partner" means a legal domestic partner, as defined by State law (California Family Code Section 297), including the filing of a Declaration of Domestic Partnership with the Secretary of State.

C. General Provisions

1. In order to receive compensation while absent on Sick Leave, the Employee shall notify his/her immediate supervisor or the person designated by the supervisor, Department Head, or City Manager of his/her illness or injury and location. Such notice shall at a minimum require:
 - a) That the supervisor or the person designated by the supervisor, Department Head, or City Manager to receive such verbal notice is provided a telephone message prior to or within one hour after the time set for the Employee's work shift to begin; and
 - b) That the Employee speak to the supervisor, or if not available speak to the person designated by the supervisor, Department Head, or City Manager to receive such verbal notice, prior to or within two hours after the time set for the Employee's work shift to begin. The Employee shall remain at home during the hours for which Sick Leave is to be charged, with the exception of the time an Employee needs to leave their residence for the purposes of a medical appointment, medical treatment, and/or related activities. Employees using Sick Leave would also be permitted to leave their residence for the purpose of providing transportation for their immediate family members (such as transportation to and from school or childcare).
2. The supervisor, Department Head, or City Manager may at his/her discretion require an Employee to submit a physician's written certificate, when the Employee has been absent on Sick Leave for more than three (3) consecutive regular work shifts. When in the judgment of the City Manager the Employee's reasons for being absent because of alleged sickness are inadequate, the Employee will be required to use other accumulated Vacation or Administrative Leave for the absence.
3. An Employee who becomes ill or injured while on vacation may have the use of Sick Leave substituted for use of Vacation Leave, if a written request for substitution of Sick Leave is submitted and approved by the City Manager or his or her designee. The Employee may be required to submit a physician's written certificate as verification.

4. An Employee shall have the equivalent number of hours deducted from his/her accumulated Sick Leave time for each regularly scheduled work day that the Employee is on paid Sick Leave. In the event that an Employee becomes ill during working hours and is placed on paid Sick Leave prior to the close of the work day, such paid Sick Leave shall be calculated to the nearest one-quarter hour.
5. Observed holidays occurring during Sick Leave shall not be charged against an Employee's accumulated Sick Leave.
6. An Employee may be required to take physical examinations at periodic intervals while on Sick Leave from a physician designated and paid for by the City.
7. In the event that an Employee uses all the Sick Leave he/she has accumulated, he/she shall then have Vacation Leave or Administrative Leave he/she has accumulated deducted for each work day he/she is absent due to qualifying medical reason. Vacation Leave or Administrative Leave shall continue to be deducted until the Employee either returns to work or all accumulated Vacation Leave and Administrative Leave is used. The Employee may apply to receive a leave of absence without pay, if the Employee does not have any accumulated Vacation Leave, Sick Leave, or Administrative Leave.

D. Sick Leave Approval

1. An Employee using more than twice his/her annual accrual of Sick Leave in less than 26 pay periods may be notified that a physician's certificate is to be provided to the supervisor with each absence due to illness or injury until his/her Sick Leave balance reaches forty (40) hours. This provision will not normally be invoked if the circumstances, which cause the Employee's Sick Leave use, included extended illness or recovery from surgery, and a physician's certificate was already provided.
2. Use of Sick Leave following notice of resignation shall in all cases require the Employee to provide a physician's certificate to verify need for the absence from work.

E. Conversion of Sick Leave

So long as an Employee has at least 280 accumulated Sick Leave hours as of December 31 of any year, the Employee may choose to convert up to forty (40) hours of the accumulated Sick Leave to Vacation Leave. The Employee must submit his/her written declaration to convert up to forty (40) hours of accumulated Sick Leave to accumulated Vacation Leave to the City Manager between January 1 and January 31 following the qualifying annual conversion period ending December 31 of the prior year. Once the Sick Leave is converted to

Vacation Leave, it shall be subject to the maximum accumulated Vacation Leave permitted by this resolution.

SECTION 5. OTHER LEAVE BENEFITS. Department Heads and Management Employees are entitled to receive the same leave of absence, military leave, holidays, jury duty, bereavement leave, pregnancy disability leave, family and medical leave, and California Family Rights Act leave benefits provided to Competitive Service employees, as described in the City's adopted Personnel Rules.

SECTION 6. SALARY. The Department Heads and the Management Employees of the City shall be entitled to the following Salary Adjustment benefits:

Department Heads and Management Employees shall be subject to the Salary Plan adopted by the City Council resolution for Competitive Service and Non-Competitive Service employees. Department Heads and Management Employees shall be eligible for the same "cost-of-living" adjustments as may be granted from time to time by the City Council to Competitive Service employees. Nothing herein shall preclude the City Council from granting Department Heads and Management Employees adjustments above those granted to the Competitive Service employees.

Department Heads and Management Employees may be considered annually for a merit raise increase in salary according to the following provisions:

- A. Any salary increase or denial of salary increase shall require the specific recommendation of the employee's department head and/or immediate supervisor and the approval of the City Manager following completion of a written performance evaluation.
- B. The City Manager shall have authority to establish and modify written performance evaluation procedures, including the evaluation form(s) to be used and minimum overall score required to obtain a merit raise, and the written procedures shall be applied consistently to all Department Head and Management Employees. Eligible employees receiving a performance evaluation rating of less than 7.0 out of a total 10.0 scale shall not receive a merit increase. Those eligible employees rated with a minimum commendable score of 7.0 or higher shall receive a five percent (5%) merit increase, so long as the raise does not exceed the highest step of the applicable salary range.
- C. Any salary increase granted pursuant to this Section shall be effective as of the first calendar day of the pay period in which the anniversary date occurs, unless a merit raise is not approved or is deferred, as recommended by the Department Head, and as determined by the City Manager based on performance or discipline. Salary range advancement shall not be automatic.

SECTION 7. INSURANCE AND HEALTH BENEFITS. Department Heads and Management Employees of the City shall be entitled to the following insurance and health benefits:

A. Dental and Vision Insurance

City shall continue to pay one hundred percent (100%) of premiums for Department Head and Management Employees and eligible dependents' coverage for the dental and vision insurance programs, consistent with that coverage provided to Competitive Service employees.

B. Medical Insurance and Health Benefits

The City's obligation for medical insurance and health benefits for Department Heads shall be as follows:

Department Heads:

1. Medical Insurance Cafeteria Plan

a) Employed by City as Department Head Prior to July 1, 2010:

The City shall continue a cafeteria plan (Section 125 Premium-Only Plan) for medical insurance. In calendar year 2010, the City's contribution for each employee shall consist of a medical insurance allowance of up to a maximum of the PERS Care insurance Preferred Provider Organization (PPO) plan family rate, and such contribution shall be inclusive of the minimum CalPERS medical insurance payment amount as specified in Section 22892 et seq. of the Government Code. Beginning in calendar year 2011, the City's contribution for each employee shall consist of a medical insurance allowance of up to a maximum of eighty percent (80%) of the PERS Care insurance Preferred Provider Organization (PPO) plan family rate, and such contribution shall be inclusive of the minimum CalPERS medical insurance payment amount as specified in Section 22892 et seq. of the Government Code. The medical insurance cafeteria plan contribution, as specified above, is intended to pay for medical insurance for the employee and eligible dependents. An employee may convert up to a maximum of \$300.00 of the medical insurance cafeteria plan allowance to cash or a deferred compensation payment each month, if not used for payment of CalPERS medical insurance costs for employee and/or eligible dependents (hereinafter referred to as in-lieu payment). The in-lieu payment shall be prorated over the twenty-six (26) pay periods in a calendar year; and upon termination of employment, the in-lieu payment shall be prorated for the final paycheck, based on actual days worked, including any use of paid leave or holiday pay in that final pay period.

For employees electing to waive medical insurance coverage for themselves, proof of alternative medical insurance coverage shall

be provided at the time of open enrollment each year, and the employee shall certify he/she will continue such alternative coverage so long as he/she receives an in-lieu payment. City agrees to provide this in-lieu payment option only so long as provider does not object and this action is consistent with applicable federal and state laws. Once the employee has selected an option for insurance coverage and/or in-lieu payment that would begin January 1 of the calendar year, he/she may not change his/her selected option until the next open enrollment date of the medical insurance plan, except as is permitted by law. All medical insurance costs that exceed the City's maximum allowance for the calendar year shall be paid by the employee through payroll deduction.

b) Employed by City as Department Head after July 1, 2010:

A Department Head employed by the City after July 1, 2010, shall be eligible to participate in the same medical programs as are made available to Competitive Service employees with the same contributions from the City toward the program premiums as provided to Competitive Service employees.

2. **Comprehensive Physical Examination:** After completion of the first year of service with the City, all Department Heads are eligible for a City-paid comprehensive physical examination every two (2) years prior to age 50, and every year after age 50, with a maximum, cumulative City contribution of nine hundred dollars (\$900.00) for each pre-approved comprehensive physical examination, as a supplement for costs not covered or funded by medical insurance (including any specialized examinations, tests, follow-up tests, and laboratory costs). To be eligible for the benefit, the Department Head shall obtain the prior written approval of the City Manager.
3. **Grandfathered Medicare Exemption:** Those Department Heads and/or City Manager hired prior to April 1, 1986, that were exempted from payment of the Medicare portion of Social Security, shall have the option of either enrolling in the Medicare Program (if allowed by the Social Security Administration) with the City paying the employer's share of such costs, or the eligible employee may choose not to enroll in Medicare and the City shall pay the equivalent amount of the employer's share as deferred compensation.

Management Employees:

Management Employees shall be eligible to participate in the same medical programs as are made available to Competitive Service employees with the same contributions from the City toward the program premiums as provided to Competitive Service employees.

C. Life Insurance

Department Heads: Department Heads shall be provided term life insurance policies at one hundred fifty thousand dollar (\$150,000) face value. Life insurance coverage for dependents of Department Heads shall be the same as that provided for Competitive Service employees.

Management Employees: Management Employees shall be provided term life insurance policies at fifty thousand dollar (\$50,000) face value. Life insurance coverage for dependents of Management Employees shall be the same as that provided for Competitive Service employees.

SECTION 8. SEPARATION BENEFITS. The Department Heads and the Management Employees of the City shall be entitled to the following Separation benefits:

Department Heads

A. Involuntary Separation without Cause.

1. Paid Severance. Department Heads: Department Heads shall be eligible to receive the following paid severance benefits at his/her then current salary rate, for cumulative months of service with the City of Moorpark (unpaid leave of absence time shall be deducted), if involuntarily separated from service with the City of Moorpark for any reason other than if separated from service due to cause, including but not limited to conviction of any misdemeanor concerning an act related to their official duties or moral turpitude or convicted of any felony:

<u>0 to 12 Months of service</u>	<u>-- 4 weeks of paid severance</u>
<u>13 to 24 Months of service</u>	<u>-- 6 weeks of paid severance</u>
<u>25 to 36 Months of service</u>	<u>-- 480 hours 9 weeks of paid severance</u>
<u>37 to 48 Months of service</u>	<u>-- 560 hours 12 weeks of paid severance</u>
<u>49 to 60 Months of service</u>	<u>-- 640 hours 14 weeks of paid severance</u>
<u>61 to 72 Months of service</u>	<u>-- 720 hours 16 weeks of paid severance</u>
<u>73 to 84 Months of service</u>	<u>-- 880 hours 18 weeks of paid severance</u>
<u>85 or more to 96 Months of service</u>	<u>-- 960 hours 22 weeks of paid severance</u>
<u>97 to 240 Months of service</u>	<u>-- 24 weeks of paid severance</u>
<u>241 or more Months of service</u>	<u>-- 25 weeks of paid severance</u>

2. Sick Leave Accrual Benefit. Department Heads with a grandfathered that accrue Sick Leave accrual benefit shall be eligible for a cash payment for accumulated Sick Leave as described in the following paragraph. If employed by the City of Moorpark for more than 180 cumulative months of service (unpaid leave of absence time shall be deducted), the Department Head shall be eligible to receive in cash payment of seventy-five percent (75%) of his/her Sick Leave balance,

accumulated as of the effective date of the involuntary separation ~~for any reason other than if separated from service due to conviction of any misdemeanor concerning an act related to their official duties or moral turpitude or convicted of any felony.~~ The cash payment shall also be paid to any qualified beneficiaries, if the separation is due to the death of the employee.

- 3. Retirement Health Savings Benefit.** In the case of involuntary separation after no less than fifteen (15) years (180 months) of cumulative service with the City of Moorpark, the City shall pay a retirement health savings benefit payment of \$75.00 for each full month of service into the Department Head's 457 and/or 401(a) deferred compensation accounts at the time of separation of employment; and after no less than twenty (20) years (240 months) of cumulative service with the City of Moorpark, the City shall pay \$100.00 for each full month of service into the Employee's 457 and/or 401(a) deferred compensation account(s) at the time of separation of employment. If the Department Head has already reached the maximum contribution limit for the year in their deferred compensation plan account(s), including catch-up provision, he/she may elect to receive the retirement health savings benefit payment in cash upon written approval of the City Manager.

The retirement health savings benefit shall be paid to any qualified beneficiaries, based on the eligibility established for a voluntary separation, if the separation occurs prior to retirement due to the death of the employee.

B. Voluntary Separation.

- 1. No Eligibility for Severance Pay.** In cases of voluntary separation from service with the City, including retirement under the City's retirement system ("Service Retirement"), or death of the employee, Department Heads shall not be eligible for the ~~involuntary sSeparation without Cause paid severance pay for Department Heads described in the preceding paragraphs of this section; however, Section 8.A.1. on the prior page.~~
- 2. Accumulated Sick Leave Benefit.** Department Heads with a grandfathered that accrue Sick Leave accrual benefit shall be eligible for a cash payment for accumulated Sick Leave as described in the following paragraph. If employed by the City of Moorpark for more than 180 cumulative months of service (unpaid leave of absence time shall be deducted), the Department Head shall be eligible to receive in cash payment of seventy-five percent (75%) of his/her Sick Leave balance, accumulated as of the effective date of the voluntary separation, for any reason other than if separated from service due to conviction of any misdemeanor concerning an act related to their official duties or moral turpitude or convicted of any felony. The cash payment for accumulated

Sick Leave shall also be paid to any qualified beneficiaries, if the separation is due to the death of the employee.

- 3. Retirement Health Savings Benefit.** In the case of voluntary separation for retirement under the City's retirement system ("Service Retirement"), and after no less than ten (10) years (120 months) of cumulative service with the City of Moorpark, the City shall pay a retirement health savings benefit payment of \$75.00 for each full month of service into the Department Head's 457 and/or 401(a) deferred compensation accounts, and after no less than fifteen (15) years (180 months) of cumulative service with the City of Moorpark, the City shall pay \$100.00 for each full month of service into the Employee's 457 and/or 401(a) deferred compensation account(s). If the retiring Department Head has already reached the maximum contribution limit for the year in their deferred compensation plan account(s), including catch-up provision, he/she may elect to receive the retirement health savings benefit payment in cash upon written approval of the City Manager. ~~This health savings benefit payment shall also be paid to any qualified beneficiaries, if the separation occurs prior to retirement due to the death of the employee.~~

The retirement health savings benefit shall be paid to any qualified beneficiaries, based on the eligibility established for a voluntary separation, if the separation occurs prior to retirement due to the death of the employee.

Management Employees

A. Involuntary Separation without Cause.

- 1. Paid Severance.** Management Employees who sign an employment agreement with the City at the time of hire, promotion, or reclassification, shall be eligible to receive the following paid severance benefit at his/her then current salary rate, for cumulative months of service with the City of Moorpark (unpaid leave of absence time shall be deducted), if involuntarily separated from service with the City of Moorpark for any reason other than if separated from service due to cause, including but not limited to conviction of any misdemeanor concerning an act related to their official duties or moral turpitude or convicted of any felony:

<u>37 to 48 Months of service</u>	<u>– 4 weeks of paid severance</u>
<u>49 to 60 Months of service</u>	<u>– 5 weeks of paid severance</u>
<u>61 to 72 Months of service</u>	<u>– 6 weeks of paid severance</u>
<u>73 to 84 Months of service</u>	<u>– 7 weeks of paid severance</u>
<u>85 to 96 Months of service</u>	<u>– 8 weeks of paid severance</u>
<u>97 or more Months of service</u>	<u>-- 9 weeks of paid severance</u>

2. **Accumulated Sick Leave Benefit.** Management Employees with a grandfathered Sick Leave accrual benefit shall be eligible for a cash payment for accumulated Sick Leave of fifty percent (50%) of his/her Sick Leave balance, accumulated as of the effective date of the involuntary separation. The cash payment for accumulated Sick Leave shall also be paid to any qualified beneficiaries, if the separation is due to the death of the employee.

3. **Retirement Health Savings Benefit.** In the case of involuntary separation after no less than twenty (20) years ((240 months) of cumulative service with the City of Moorpark, the City shall pay a retirement health savings benefit payment of \$75.00 for each full month of service into the Management Employee's 457 and/or 401(a) deferred compensation accounts at the time of separation of employment; and after no less than twenty-five (25) years (300 months) of cumulative service with the City of Moorpark, the City shall pay \$100.00 for each full month of service into the Employee's 457 and/or 401(a) deferred compensation account(s) at the time of separation of employment. If the Management Employee has already reached the maximum contribution limit for the year in their deferred compensation plan account(s), including catch-up provision, he/she may elect to receive the retirement health savings benefit payment in cash upon written approval of the City Manager.

The retirement health savings benefit shall be paid to any qualified beneficiaries, based on the eligibility established for a voluntary separation, if the separation occurs prior to retirement due to the death of the employee.

B. Voluntary Separation.

1. **No Eligibility for Severance Pay.** In cases of voluntary separation from service with the City, including retirement under the City's retirement system ("Service Retirement"), or death of the employee, Management Employees are not eligible for the ~~involuntary sSeparation without Cause paid severance pay for Management Employees described in Section 8.A.1., above, and on the prior page.~~

2. **Accumulated Sick Leave Benefit.** ~~—A Management Employees that accrue with a grandfathered Sick Leave accrual benefit shall be eligible for a cash payment for accumulated Sick Leave to receive the following benefits if voluntarily or involuntarily separated from service with the City of Moorpark for any reason other than if separated from service due to conviction of any misdemeanor concerning an act related to their official duties or moral turpitude or convicted of any felony. If employed by the City of Moorpark for more than 180 cumulative months of service (unpaid leave of absence time shall be deducted), the Management Employee shall be eligible to receive in cash payment of fifty percent (50%) of his/her Sick Leave balance, accumulated as of the effective date of the voluntary~~

separation. The cash payment for accumulated Sick Leave shall also be paid to any qualified beneficiaries, if the separation is due to the death of the employee.

3. Retirement Health Savings Benefit. In the case of voluntary separation for retirement under the City's retirement system ("Service Retirement"), and after no less than fifteen (15) years (180 months) of cumulative service with the City of Moorpark, the City shall pay a retirement health savings benefit payment of \$75.00 for each full month of service into the Management Employee's 457 and/or 401(a) deferred compensation account(s), and after no less than twenty (20) years (240 months) of cumulative service with the City of Moorpark, the City shall pay \$100.00 for each full month of service into the Employee's 457 and/or 401(a) deferred compensation account(s). If the retiring Management Employee has already reached the maximum contribution limit for the year in their deferred compensation plan account(s), including catch-up provision, he/she may elect to receive the retirement health savings benefit payment in cash upon written approval of the City Manager. ~~This health savings benefit payment shall also be paid to any qualified beneficiaries, if the separation occurs prior to retirement due to the death of the employee.~~

The retirement health savings benefit shall be paid to any qualified beneficiaries, based on the eligibility established for a voluntary separation, if the separation occurs prior to retirement due to the death of the employee.

SECTION 9. TUITION REIMBURSEMENT. The Department Heads and the Management Employees of the City shall be entitled to the following Tuition Reimbursement benefits:

Department Heads and Management Employees shall be eligible to receive tuition reimbursement for courses pre-approved by the City Manager and consistent with the rules, including tuition reimbursement rates, approved by the City Council for Competitive Service employees.

SECTION 10. LONGEVITY PAY. Department Heads that have completed sixty (60) cumulative months of service and Management Employees that have completed one hundred twenty (120) cumulative months of service shall be entitled to longevity pay benefits to be paid each pay period based on the gross base salary for that pay period, so long as the employee's performance evaluation is at least at a commendable level (7.0 or higher score) and the employee is not on unpaid leave. Longevity pay shall be calculated based on cumulative months of service as follows (and unpaid leave of absence time shall be deducted):

Department Heads:

61 to 120 Months of service – one percent (1.0%)

121 to 180 Months of service – one and one-half percent (1.5%)

181 to 240 Months of service – two percent (2.0%)

241 to 300 Months of service – two and one-half percent (2.5%)

301 or more Months of service – three percent (3.0%)

Management Employees:

121 to 180 Months of service – one percent (1.0%)

181 to 240 Months of service – one and one-half percent (1.5%)

241 to 300 Months of service – two percent (2.0%)

301 or more Months of service – two and one-half percent (2.5%)

SECTION 11. SUPPLEMENTAL LEAVE. Within the first 36 months of employment with the City, a Department Head may receive thirty (30) days of supplemental leave, which may be used only for a catastrophic illness or injury to the employee. The leave provided by this Section shall have no cash value at the time of separation of service from the City. Use of this leave shall be at the City Manager's sole discretion and shall be used to supplement short-term disability insurance benefits, and only after exhaustion of all accumulated Administrative Leave and Annual Leave, until the Department Head is eligible for the City's long-term disability benefits or is terminated from City employment, whichever comes first.

SECTION 12. CAR ALLOWANCE. A monthly car allowance shall be provided for the positions listed and for the amount listed as follows:

Assistant City Manager	\$310.00
City Engineer/Public Works Director	\$310.00
City Manager	\$515.00
Community Development Director	\$310.00
Deputy City Manager	\$310.00
Parks and Recreation Director	\$310.00
Public Works Director	\$310.00
Assistant City Engineer	\$200.00
Parks and Landscape Manager	\$200.00
Planning Director	\$200.00

Receipt of a car allowance is dependent upon Employee maintaining a valid California automobile driver's license and also providing proof of automobile insurance for Employee's private vehicle used for City business in compliance with all related City Manager administrative procedures and City Council policies. In addition, Employee receiving the car allowance shall operate any vehicle used in connection with the

performance of his/her duties in a safe manner and in observance of all established traffic safety laws. The City Manager shall suspend the car allowance if Employee is not permitted to drive on City business for any reason. The monthly car allowance shall be continued through any approved and paid leave of absence. The monthly car allowance shall be discontinued or suspended for an unpaid leave of absence.

SECTION 13. DEFERRED COMPENSATION AND RETIREMENT.

A. Deferred Compensation. The City Manager, Department Heads and Management Employees shall be entitled to the following deferred compensation payment:

The City Manager, Department Heads, and Management Employees shall be entitled to a deferred compensation contribution made by the City into an approved deferred compensation program, as follows: City Manager – Three percent (3.0%) of gross base salary, Department Head positions – Two and one-half percent (2.5%) of gross base salary, and Management Employees – Two percent (2.0%) of gross base salary.

~~Prior to the end of the first pay period in a calendar year, To the extent permitted by the City's 457 and 401A deferred compensation plans, a Department Head with at least 24 months of service with the City and 240 hours of accumulated Annual Leave or Vacation Leave may elect, with the concurrence of the City Manager and consistent with Sections 3, 4, and 5 of this Resolution, to have the Administrative Leave, Annual Leave, and/or Vacation Leave cash-outs, as described in this Resolution, prorated over 26 pay periods in lieu of a one-time payment. If such option is selected, the Department Head may designate all or a portion to be contributed deposited to his/her 457 or 401A deferred compensation plan(s) and such payment shall be considered as an additional employer contribution to such 401A account. Once this option is selected, it may not be changed until the next calendar year, so long as the maximum contribution for the year is not exceeded.~~

B. CalPERS Retirement. Department Head and Management Employees shall be enrolled in the State of California's Public Employees Retirement System (CalPERS), which shall include all of the City's contracted benefit provisions: ~~Effective with CalPERS Compensation Review Unit approval, and beginning no earlier than the first full pay period in July 2006, the City will report the value of Employer Paid Member Contributions (EPMC) to CalPERS as additional compensation for all City Department and Management employees that receive PERS retirement, pursuant to Government Code Section 20636(c) and California Code of Regulations Section 571(a)(1)~~

1. The City shall pay the employee contribution, not to exceed seven percent (7%) of base salary.

2. Section 20938 – The provisions of Section 20938 apply to limit prior service to members employed on CalPERS contract date.

3. Section 21354 - Local Miscellaneous Member 2 percent (2%) at age 55 CalPERS retirement benefit.
4. Section 21548 - Optional Pre-Retirement Settlement 2 death benefit.
5. Section 21574 - Fourth Level of 1959 Survivor Benefits.
6. Section 21623.5 - \$5,000 Retired Death Benefit.
7. The City shall report the value of Employer Paid Member Contributions (EPMC) to CalPERS as additional compensation pursuant to Government Code Section 20636(c) and California Code of Regulations Section 571(a)(1).

SECTION 14. CELLULAR TELEPHONE ALLOWANCE.

A monthly cellular telephone (cell phone) allowance of \$70.00 shall be provided for the City Manager and for each Department Head position. The City Manager may approve a monthly cell phone allowance of \$45.00 for a Management Employee whose duties, as determined by the City Manager, necessitate access to a cell phone. Employees receiving a cell phone allowance shall be subject to compliance with cell phone standards to be approved by the City Manager. Such standards shall include, but not be limited to, the cell phone company to be used, the service area, and voice mail and paging capabilities.

In addition to the monthly allowance, the City shall reimburse the City Manager, Department Heads, and designated Management Employees up to a maximum of \$125.00 every two years upon submittal of an invoice showing proof of payment for a new cell phone that is in compliance with the established cell phone standards. In lieu of receiving the \$125.00 reimbursement for a standard cell phone, the City Manager, Department Heads, and those Management Employees approved by the City Manager, may receive reimbursement up to a maximum of \$325.00 for a smartphone that functions as a Personal Digital Assistant (PDA). Prior to the purchase of the smartphone, written approval must be received from the Information Systems Manager, to confirm that the smartphone software is compatible with Microsoft Outlook software.

City Manager approval is required prior to an employee receiving the monthly allowance and prior to cell phone/smartphone acquisition to verify compliance with established standards. The monthly cell phone allowance shall be continued through any approved and paid leave of absence. The monthly cell phone allowance shall be discontinued or suspended for an unpaid leave of absence.

SECTION 15. INCONSISTENT ACTIVITIES AND OUTSIDE EMPLOYMENT.

Department Head and Management employees shall not engage in regular outside employment, activity or enterprise for compensation ("outside employment") without the express written approval of the City Manager. In making a determination as to the consistency or inconsistency of outside employment, activity, or compensation ("outside employment"), the City Manager shall consider the provisions of Government Code Section 1126, including whether the employment involves:

- A. The use for private gain or advantage of City time, facilities, equipment and supplies, or
- B. Receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his/her employment with the City or as a part of his/her duties as a City employee, or
- C. The performance of an act in other than his/her capacity as a City employee which act may later subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee of the City, or
- D. Such time demand as would render performance of his/her duties as a City employee less efficient.

Employees may be allowed to engage in outside employment if such secondary employment meets the following standards, as determined by the City Manager at his/her sole discretion:

- A. The outside employment is not inconsistent with the employee's employment with the City;
- B. The employee certifies that they will not contract with nor perform any services directly or indirectly with a developer, property owner, firm, partnership, and/or public agency(ies) owning property and/or processing an entitlement application for property in the City or its Area of Interest while employed by the City of Moorpark unless written consent is obtained from the City Manager;
- C. The employee certifies that he/she will not provide any services whether for remuneration or not to any person or organization for any land use entitlement or public or private improvement to real property including civil and structural engineering services, or appear before any elected body or appointed commission, committee or board of a general purpose government (city or county) or special district located within the County of Ventura, on behalf of any person or entity except the City of Moorpark.

- D. The outside employment will not be demanding on the employee or carry over into his/her regular duties;
- E. The outside employment is such that no problem will arise as to the City's responsibility for injury incurred on the outside job;
- F. The outside employment will never be allowed to interfere with the policy that the employee is always readily accessible in case of emergencies;
- G. Employee would be required to notify the outside employer that he/she may need to return to his/her regular duties immediately upon call;
- H. The basis for approval by the City Manager is:
 - 1. The employee is required to sign a waiver in regard to injuries occurring in outside employment. This waiver shall specifically waive any rights he/she would have against the City or any retirement system which the City might adopt as to disability which would be caused from, or arising out of, the outside employment for which the request is made. The employee shall also waive any rights to Worker's Compensation benefits or sick leave because of injury or sickness caused by, or arising out of, his/her outside employment.
 - 2. An employee whose leave record indicates excessive absenteeism or excessive tardiness, as determined by the City Manager at his/her sole discretion, will not be allowed to continue outside employment.
- I. The City Manager shall notify the employee of either the approval of the outside employment request or denial based on a determination not to allow the requested outside employment and the grounds therefore. The decision of the City Manager shall be final.

SECTION 16. CITY MANAGER. In addition to applicable provisions of the Municipal Code, or other Council policy, the provisions of Sections 3, 4, 5, 6, 7, 9, and 10 of this resolution pertaining to Department Heads and Sections 12, 13, and 14 shall also apply to the position of City Manager, with the following exceptions:

In Section 3, Administrative Leave accrual shall be revised to accrue at the rate of one hundred and twenty (120) hours per fiscal year, accrued at the rate of 4.6154 hours per pay period and ~~48~~twenty-four (24) hours may be converted to ~~cash~~Annual Leave or Vacation Leave.

In Section 4, accrual rates for Annual Leave shall be revised to add: 145-156 Months (year 13) of City employment shall be 10.1539 hours per pay period (equivalent to 33 eight-hour days per year), the accrual rate for 157 to 168 Months (year 14) of City employment shall be 10.4615 hours per pay period

(equivalent to 34 eight-hour days per year), the accrual rate for 169 to 180 Months (year 15) of City employment shall be 10.7692 hours per pay period (equivalent to 35 eight-hour days per year), the accrual rate for 181 to 192 Months (year 16) of City employment shall be 11.0769 hours per pay period (equivalent to 36 eight-hour days per year), and the accrual rate for 193 and above Months (year 17 and above) of City employment shall be 11.3846 hours per pay period (equivalent to 37 eight-hour days per year); and the maximum accumulated Annual Leave shall be seven hundred and eighty-four (784) hours.

In Section 5, the accrual rate for Vacation Leave for a City Manager with a grandfathered Vacation Leave benefit shall be revised for ~~193 and above Months (year 17 and above) of City employment to 9.5385 hours per pay period (equivalent to 31 eight-hour days per year);~~ and the maximum annual accumulated Vacation Leave shall be seven hundred and sixty (760) hours.

In Sections 4 and 5, the amount of the Annual Leave and Vacation Leave cash out shall be revised to up to one hundred twenty (120) hours of accumulated leave (Annual Leave or Vacation Leave) so long as he/she has taken ~~ten~~fifteen (10~~5~~) days of paid leave in the prior twelve (12)-month period; and as long as at least two hundred forty (240) hours of Vacation Leave (or 360 hours of Annual Leave) are accumulated, forty (40) hours of such accrual may be cashed out as deferred compensation in January of each year.

In Section 7, the amount of the City Manager reimbursement for a comprehensive physical examination shall be twelve hundred dollars (\$1,200.00), and the amount of the City Manager term life insurance policy shall be two hundred fifty thousand dollars (\$250,000).

In Section 8, for a City Manager with a grandfathered ~~s~~Sick ~~l~~Leave benefit, he/she shall be eligible to receive in cash payment seventy-five percent (75%) of his/her Sick Leave balance accumulated as of the effective date of his/her voluntary or involuntary separation from City service or upon his/her death. The cash payment shall also be paid to any qualified beneficiaries, if the separation is due to the death of the employee.

Consistent with Section 8, in the case of voluntary separation for retirement under the City's retirement system ("Service Retirement"), or involuntary separation, and after no less than ten (10) years (120 months) of cumulative service with the City of Moorpark, the City shall pay a retirement health savings benefit payment of \$75.00 for each full month of service into the City Manager's 457 and/or 401(a) deferred compensation account(s); and after no less than fifteen (15) years (180 months) of cumulative service with the City of Moorpark, the City shall pay \$100.00 for each full month of service into the City Manager's 457 and/or 401(a) deferred compensation account(s). If the retiring City Manager has already reached the maximum contribution limit for the year in their deferred compensation plan account(s), including catch-up provision, he/she may elect to receive the retirement health savings benefit payment in cash. This health

savings benefit payment shall also be paid to any qualified beneficiaries, if the separation occurs prior to retirement due to the death of the employee.

SECTION 17. EMERGENCY CALL-OUT MILEAGE REIMBURSEMENT. For a Department Head or Management Employee that does not receive a car allowance, the City will reimburse for private vehicle use round trip mileage for the home to work site and the return work site to home trip, not to exceed a total of 60 miles for the round trip, for an emergency call-out that occurs outside of the regular work schedule. An emergency call-out shall not include reporting to work as a result of activation of the City's Emergency Operations Center. In addition, this reimbursement shall not apply to a pre-planned work assignment outside of the regular work schedule, for which the home to work site and return trip would not be reimbursed, except as permitted by City Council policy. This reimbursement shall be limited to four (4) times per month. The mileage expense reimbursement for the use of a personal vehicle for travel shall be at the rate currently allowed by the Internal Revenue Service, and as verified by the Finance Director annually. The City Manager may terminate this reimbursement at any time with 30 days notice to affected employees.

SECTION 18. RESCIND PRIOR RESOLUTION AND IMPLEMENTATION.
Resolution No. 2010-2945 is rescinded and this resolution shall become effective on January 1, 2011.

SECTION 19. CERTIFICATION. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 15th day of December, 2010.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk