



EXECUTIVE MANAGEMENT EMPLOYEES BENEFITS SUMMARY

January 1, 2010

The following is a summary of the benefits available to Executive Management employees of the City of Clovis. For more information on any of the benefits listed below, contact the Personnel/Risk Management Division at (559) 324-2725.

Executive Management classifications include the City Manager, Assistant City Manager, City Clerk, Community and Economic Development Director, Planning and Development Services Director, Finance Director, Fire Chief, General Services Director, Police Chief and Public Utilities Director.

1. PAID VACATION

Vacation is provided to allow employees paid time away from work to rest, recreate, and return to work with renewed vigor and fresh perspectives. Increases in vacation accrual rates provide reinforcement for and recognition of length of service. Paid vacation time will accrue as follows per pay period/work days per year/maximum accrual. However, Executive Managers that enter City employment with prior public agency experience will accrue vacation leave at the level commensurate with their years of public service for benefit accrual purposes.

Years of Service	40 hour week Employees	56 hour week Employees
0 to 7 th anniversary	5 hrs./15 days/280 hrs. Max.	7 hrs./15 days/392 hrs. Max.
8 th to 14 th anniversary	6 hrs./18 days/328 hrs. Max.	8.4 hrs./18 days/459.2 hrs. Max.
15 th to 19 th anniversary	6.7hrs./20 days/360 hrs. Max.	9.3 hrs./20 days/504 hrs. Max.
20 th anniversary plus	8 hrs./24 days/424 hrs. Max.	11.2 hrs./24 days/593.6 hrs. Max.

2. PAID SICK LEAVE and SICK LEAVE INCENTIVE

In order to ensure that employees have the opportunity to tend to health issues and to provide incentive for judicious use of the sick leave benefit, the City provides paid sick leave and a sick leave incentive program.

The sick leave incentive benefit compensates employees up to 50% of a calendar year's unused accrual based on usage after an accumulation of 20 days of sick leave. The incentive is paid automatically on December 1st of each year, and is prorated if an employee leaves City employment prior to this date.

Executive Managers will receive a 50% cash-out of total accrued sick leave at the time of retirement, or a 25% cash-out at the time of separation of employment in good standing for reasons other than a "normal" retirement. The cash-out may be applied to the Retiree Health Savings Plan, deferred compensation plan, or may be received in cash. For public safety Executive Managers, the unused sick leave hours available for cash-out will be

based on those hours that remain following any applicable credit received for the PERS benefit known as “Credit for Unused Sick Leave”.

One-half (½) of the annual accrual of sick leave per calendar year may be used to attend to the health issues of a child, parent, or spouse. (Labor Code 233(a)).

Sick Leave Incentive - 40 Hour Week Employees		
Hours Used During Preceding 12 Month Period	Number of Cash-Out Hours Available	Percent of Cash-Out
-0-	96	50%
.1 to 8	88	45%
8 to 16	80	40%
16 to 24	72	35%
24 to 32	64	30%
32 to 40	56	25%

3. PAID HOLIDAYS

The City recognizes ten (10) scheduled paid holidays, and one (1) paid floating holiday to be used at the mutual agreement of the employee and their supervisor. A 4-hour floating holiday for all managers is available to be used on either the workday before Christmas Day or the workday before New Year’s Day, subject to the needs of the City.

4. MANAGEMENT LEAVE

In recognition of the effort and contributions required of Executive Management employees beyond the “normal” workday, the City provides additional leave time. Executive Management employees receive ninety-six (96) hours of management leave per fiscal year (posted July 16th). By request, up to forty (40) hours of unused management leave may be carried over until December 31st. Management leave cannot accumulate to an amount greater than 96 hours.

5. MANAGEMENT INCENTIVE PAY

In recognition of the effort and contributions required of Management employees beyond the “normal” workday, the City also provides Management Incentive Pay equal to one (1) hour of pay each pay period that a Manager is in paid status.

6. FAMILY ILLNESS & BEREAVEMENT LEAVE

The City provides paid leave of up to 24 hours per calendar year for the purpose of providing personal care for family members. The City also provides 40 hours of paid bereavement leave per calendar year for employees who experience the death of a family member to allow the employee to attend to various matters related to the passing of the family member.

7. MILITARY LEAVE

The City supports employees who serve in the military. Military Leave requests shall be administered in accordance with the provisions of applicable federal and state law. Employees may be on unpaid leave for any period of active duty over (30) calendar days in one fiscal year pursuant to state law.

8. MEDICAL, DENTAL, PHARMACY, OPTICAL, and GROUP LIFE INSURANCE

In order to provide employees with an opportunity to maintain the health and wellness of themselves and their dependents, the City provides health insurance that includes medical, prescription, dental, and vision coverages. In addition, the City provides life insurance coverage.

The medical plan choices offered by the City include a \$10 co-pay HMO with Blue Shield as well as a \$10 co-pay HMO with Kaiser. The City also offers a Blue Shield 90/70 PPO and a Blue Shield 80/60 PPO and a High Deductible Health Plan (HDHP). Employees may also elect dental, vision and life coverage only at a reduced rate or waive health benefits entirely. Employees who waive *all health coverage* (medical, dental, prescription, and vision coverage) are eligible for a cash payment each month equal to the employee only premium for medical only coverage from the lowest cost plan.

City-paid life insurance coverage for Executive Managers is \$275,000 for the employee and \$10,000 for dependents.

9. RETIREE HEALTH INSURANCE

Employees with a minimum of five years of service as a regular full time employee immediately preceding separation and who retire in accordance with PERS age and service requirements are allowed to continue in a City sponsored Medical and Prescription plan at their expense. Retired employees can participate in the plan as long as they pay the required premium *whether or not* they are enrolled in Medicare.

Retired employees are eligible to enroll in Medicare provided they are age 65 or older, under age 65 with certain disabilities or any age with End-Stage Renal Disease, without exception. The cost to participate in Medicare varies based on the number of credits you have earned either through your employment or the employment of a spouse or ex-spouse. Retirees are not required to participate in Medicare to have access to the retiree health plan. Employees considering retirement should contact the Social Security Administration to determine when they are eligible to enroll in Medicare and what it will cost to enroll.

Retiring Managers who do not meet the eligibility guidelines for the Retiree Health Insurance program or Medicare will be eligible to continue the City Health Insurance at their own expense by exercising their COBRA rights.

10. SUPPLEMENTAL LIFE INSURANCE

Employees have the option to purchase supplemental life insurance in addition to the life insurance coverage provided by the City in Item 8 above. Supplemental Group Life Insurance is available at the employee's expense by payroll deduction. There is a 30 day guaranteed purchase provision from date of hire. After 30 days from the date of hire, the insurance company, through the underwriting process, has discretion over policy issuance

and amount of issuance. The guaranteed issue amounts are: \$100,000 for the employee, \$25,000 for the spouse and \$10,000 for children. The maximum insurance amount is \$500,000 for employees, \$250,000 for spouses and \$12,000 for children.

11. BUSINESS TRAVEL INSURANCE

A \$500,000 death benefit for Executive Management employees who are killed while traveling on City business is provided by the City. Benefits are also paid for bodily dismemberment.

12. SHORT TERM/LONG TERM DISABILITY INSURANCE

In order to provide income replacement due to a non-work related event, the City provides Short and Long Term Disability Insurance. Short Term Disability Insurance provides a benefit equal to 66.67% of base salary up to \$7,000 per month for up to 24 weeks after 14 days of disability. This benefit is paid for by each employee through payroll deduction.

If an employee continues to be disabled, the Long Term Policy begins after 24 weeks. Long Term Disability provides a benefit equal to 66.67% of base salary up to \$7,000 per month for up to two years after 180 days of disability. If an employee is permanently disabled from all occupations, a lifetime monthly benefit (to age 65) is paid to the employee. This benefit is paid for by each employee through payroll deduction.

13. EMPLOYEE ASSISTANCE PROGRAM

The Insight program is provided to help full-time City employees and household members obtain guidance to help resolve personal problems that may be interfering with work or home life and to promote wellness. Each employee or household member is entitled to three (3) free visits every six (6) months. Insight may be reached 24 hours a day at (559) 226-7437.

14. RETIREMENT

The City has contracted with the California Public Employees Retirement System (PERS) for employee retirement benefits. The benefits provided are based on the benefit formula, age at retirement, the twelve highest paid consecutive months and length of service in the system. The contract provisions also include a 2% cost of living adjustment, the Level 4 1959 Survivor Benefit, and sick leave service credit conversion for Safety Managers.

Employees are classified as Miscellaneous or Safety for retirement purposes. Based on this classification, one the following formulas will apply.

<u>Misc.</u>	2.7% at 55 formula with 8% Employee paid on a pre-tax basis.
<u>Safety</u>	3% at 50 formula with 9% Employee paid on a pre-tax basis.

15. PRE-RETIREMENT DEATH BENEFITS

The retirement contract with PERS includes a pre-retirement death benefit. If you are **not eligible to retire** (age 50 and 5 years of service) your beneficiary will receive the Basic Death Benefit which is a refund of your contributions plus interest and up to six

months' pay. In addition your beneficiary will receive the 1959 Survivor Benefit which provides a monthly allowance of up to \$2,280 for three or more eligible survivors.

If you **are eligible to retire**, your beneficiary can elect to receive the same benefit as noted above or the 1957 Survivor Benefit which provides a monthly allowance equal to one half of what your highest service retirement allowance would have been had you retired on the date of your death.

When the death of a safety employee who is **not eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 75 percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

When the death of a safety employee who is **eligible to retire** is determined to be **job related** the beneficiaries may receive the Special Death Benefit which provides a monthly allowance equal to one half of final compensation. If the cause of death is some external violence or physical force while on the job, and there are eligible children in addition to a spouse or registered domestic partner, the allowance may be increased to 100 percent. The beneficiary may elect to receive the Basic Death Benefit and the 1959 Survivor Benefit in place of the Special Death Benefit.

16. DEFERRED COMPENSATION AND VANTAGE CARE PLANS

An IRC Section 457 deferred compensation plan is available to all Management employees as a supplemental retirement plan, with the City matching the employee's contribution on a dollar for dollar basis up to 3% of the employee's base pay. **For FY 2009-2010, the City's matching contribution is suspended for certain groups of Managers.**

Eligible employees are enrolled in the tax free Vantage Care Plan and contribute to the Plan through a fixed payroll deduction, redirection of the deferred compensation plan match and/or deposits of eligible leave cash-outs.

17. VEHICLE ALLOWANCE

Executive Managers receive a \$500 per month vehicle allowance, unless modified by an employment agreement, in lieu of an assigned City vehicle for business and personal use pursuant to IRS regulations. Miles driven in excess of 50 miles round-trip will be paid at the current IRS set mileage rate.

18. CELLULAR TELEPHONE PROGRAM

Executive Management employees will receive a \$50 per month cellular phone allowance for business and personal use pursuant to IRS regulations.

19. COMPUTER LOAN PROGRAM

The computer loan program is intended to encourage computer ownership in order to improve computer skills and organizational efficiency. The City will loan up to \$3,000

for a period of 24 months, interest free, for Executive Management employees to purchase a computer, software, and related devices for professional development and personal use.

20. PROFESSIONAL DEVELOPMENT

The City encourages its employees to further their education. With prior authorization and upon completion of coursework with a grade 'C' or better, the City reimburses for: books, tuition, course required supplies, and other applicable fees up to the amount for comparable classes at CSUF.

The maximum reimbursement rate for accelerated, condensed or other non-traditional courses from accredited institutions shall be equal to the per unit cost of the CSUF undergraduate fee for seven (7) or more units. For graduate courses, the rate will be the CSUF graduate fee for seven or more units. The reimbursement rate for each course will be based on the fees in effect on the date the course(s) begin.

21. SOCIAL SECURITY/MEDICARE

The City of Clovis does not participate in Social Security, except as required for Medicare for employees hired after April 30, 1986.

22. PUBLIC SAFETY FITNESS INCENTIVE

In the interest of public safety, the City encourages its public safety managers to maintain a state of health, wellness, and fitness. To that end, employees in police and fire management classifications who participate in physical fitness testing and attain the necessary benchmarks will receive the same incentive provided to represented employees in the respective departments.

23. UNIFORMS

Uniform allowance is provided to public safety Executive Management employees as follows:

- Fire \$1000.00 per fiscal year, paid annually
- Police \$1000.00 per fiscal year, paid quarterly