



City of National City
Human Resources Department

SUMMARY OF FRINGE BENEFITS CONFIDENTIAL GROUP December 19, 2017

The following summary is not an official document. For more specific information, consult the Resolution of the City and the Civil Service Rules, or contact the Human Resources Department. These provisions apply only to career full-time employees.

Holidays

The following days are fixed holidays:

1. New Year's Day - January 1st
2. Martin Luther King - 3rd Monday in January
3. Cesar Chavez Birthday - March 31st
4. Memorial Day - Last Monday in May
5. Independence Day - July 4th
6. Labor Day - 1st Monday in September
7. Thanksgiving Day - 4th Thursday in November
8. Day after Thanksgiving
9. Christmas Eve - December 24th
10. Christmas Day - December 25th

The following days are credited as "Floating Holidays":

1. Lincoln's Birthday - February 12th
2. Washington's Birthday - 3rd Monday in February
3. Columbus Day - 2nd Monday in October
4. Veterans' Day - November 11th

Also each employee shall be credited with an additional two (2) "Floating Holidays". An employee may use floating holidays in any increment of 15 minutes. Scheduling of time-off must be approved by department head and must be within fiscal year earned. New employees shall not receive credit for holidays which occurred prior to their starting date.

Annual Vacation Leave

All accrual rates are calculated on the basis of biweekly pay periods:

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|------------------------------|---|---------------------------|
| 1 through 5 year's service | ➤ | 3.08 hours per pay period |
| 6 through 10 year's service | ➤ | 4.62 hours per pay period |
| 11 through 12 year's service | ➤ | 4.94 hours per pay period |
| 13 through 14 year's service | ➤ | 5.23 hours per pay period |
| 15+ year's service | ➤ | 6.15 hours per pay period |

New employees will receive, during their initial probationary period, five (5) days (totaling 40 hours) of accrued vacation at completion of nine (9) months of employment and five (5) days (totaling 40 hours) of accrued vacation at completion of probationary period. Then the employee will accrue at the above rates until the maximum of 2.5 times annual accrual is reached. An employee may take earned vacation in any increment of 15 minutes or more. Scheduling of vacation is subject to the approval of the department head.

Vacation Sell-Back

Employees using a minimum of 50 vacation hours during the eligibility period, and having at least 80 hours "on the books" before and after the request, may convert a minimum of 20 hours and maximum of 80 hours of their accumulated vacation time each year.

Sick Leave Accumulation

Each regular full-time career or probationary employee earns sick leave at a rate of 3.69 hours per biweekly pay period. An employee may accumulate sick leave up to a maximum of 400 hours.

Sick Leave Incentive Pay

Employees using 36 hours of sick leave or less during the 26 complete pay periods of each fiscal year and having a minimum accrual of 160 hours may sell for cash the excess over 160 hours according to the following schedule:

Unused Sick Leave From Current Year's Accrual	Annual Maximum Sell Back
96 Hours	48 Hours
From 80-95 Hours	44 Hours
From 60-79 Hours	40 Hours
Payment will be made during the month of August of each year	

Family and Medical Leave

An employee is entitled to family and medical care with or without pay for childbirth, illness, injury or death in the employee's family according to State and Federal law.

Overtime

A. Standard Overtime

Employees receive pay or by mutual agreement compensatory time-off at a rate of one and one-half (1½) hours for each hour of overtime worked. Maximum accumulation of compensating time off is 100 converted hours. The smallest unit of time credited as overtime is one-quarter (1/4) hour.

B. On-Call and Call Back

Employees classified in the Management Information Systems series may be assigned to on-call status for possible work and will be required to be available after working hours where the employee can be reached by telephone or pager and can respond within 30 minutes.

On-Call Pay shall be compensated at a rate of one and one-half (1½) hours at current hourly rate per each day of on-call status.

- For a normal work day shift, pay shall be the dollar equivalent to one and one half (1½) hours at current hourly rate per each day of on-call status.
- For a normal weekend shift (Saturday and Sunday), pay shall be the dollar equivalent to two (2) hours at current hourly rate per each day of on-call status.
- For a fixed holiday on which the Civic Center is closed, pay shall be the dollar equivalent to two and one half (2½) hours at current hourly rate per each day of on-call status.

Whether on assigned on-call or not, Management Information Systems employees may be directed to respond during other than normal working hours for emergency purposes which shall constitute a "call-back", and paid at the rate of one and one-half (1½) times the number of hours worked, with two (2) hours being the minimum for any call-back that requires return to the work site. Call-back time earned shall not be counted as actual time worked for overtime purposes.

Salary Steps

The salary range for all classifications consists of five (5) steps; step "A" is the minimum rate and is the normal hiring rate. Eligible for advancement to step "B" after six (6) months of satisfactory service. Advancement to steps "C" and "D" and "E" after 12 months of satisfactory service at the preceding step. See salary schedule for actual pay rate.

Wages

Employees shall receive a 2% COLA increase on 07/05/16, a 4% market adjustment for the classifications of Executive Assistants I thru IV & Payroll Technician on 07/04/17, and a 2% COLA increase on 07/03/18.

Health and Dental Insurance

The City shall provide up to \$1,000.00 per month for medical and dental benefits. Cash-in-lieu will continue to be available to employees providing proof of coverage under a non-City sponsored health plan. The maximum cash-in-lieu will be limited to the difference between \$658.19 per month and the cost of the employee's City of National City medical and dental coverage selection.

Employee Life Insurance

The City provides a Term Life Insurance of \$25,000 for each employee. Additional Voluntary Life Insurance is available for employee and/or dependents at employee's own expense.

Short Term/Long Term Disability Insurance

All employees shall participate in the City sponsored Disability Insurance Program through payroll deduction at their own expense. If you are unable to work due to medical reasons for an extended period, be sure to check with the Human Resources Department or Payroll Division concerning this income protection program.

Retirement

Career City employees are members of the California Public Employees' Retirement System (CalPERS).

Tier 1: 3% @ 60 – Employees hired on or before March 21, 2011.

Tier 2: 2% @ 60

- Employees hired between March 22, 2011 and December 31, 2012.
- Employees hired on or after January 1, 2013 who are classified as continuing or "classic" members of the California Public Retirement System as defined by the State of California Government Code and CalPERS regulations.

Tier 3: 2% @ 62 – Employees hired on or after January 1, 2013 who are new members to the California Public Retirement System as defined by the State of California Government Code and CalPERS regulations.

The City does not participate in Social Security, except for the mandatory Medicare contribution.

Education Expenses Reimbursement

This plan is available to employees who have successfully completed probation and wish to improve their work performance through furthering their education. The plan provides up to \$1,200 per fiscal year for fees and related expenses. Obtain a copy of the reimbursement form which has the procedures from the Human Resources Department before signing-up for the course.

Bilingual Pay

Those employees who successfully complete the Bilingual Performance Evaluation administered by the Human Resources Department or provide other evidence acceptable to the Human Resources Department of their competence, who are regularly required to use their bilingual skills in Spanish, Tagalog or any other second language approved by the Director of Human Resources, shall receive a pay differential of \$50.00 per pay period. Each Department Director shall recommend the position to receive bilingual pay in writing to the Director of Human Resources for approval.

Retiree Health Benefit

Employees who retire from the City after July 1, 2016, and who have at least 20 years of service shall receive \$20/month for each year of pensionable service with the City as the City's contribution towards medical insurance when the employee retires from CalPERS simultaneously with separating from the City of National City. This contribution shall continue until the retiree qualifies for Medicare, and a qualifying retiree may receive this contribution even if not enrolled in a City health plan, so long as the retiree annually provides the City with written proof that the retiree is using the contributions to pay for health premiums.

Other Reimbursements

Employees may be reimbursed for the actual cost of the certificate or license expenses and any required medical examinations when such certificate or license is required by the City or law in the performance of their duties. Claims and proof of costs shall be submitted to the Human Resources Department for approval of payment.

125 Flex Spending Program

Available to employees is a Section 125 reimbursement plan to allow pre-tax dollars to be used in the payment of employee's portion of medical, dental and insurance premiums, medical expenses and dependent care expenses. For more information, contact the Human Resources Department.

Deferred Compensation and Roth IRA Plans

Career employees are eligible to participate in a Deferred Compensation and/or Roth IRA plans. These plans enable the employee to defer a specified amount of his/her current income to supplement his/her retirement program and gain potential tax savings. The City's plan is administered by the ICMA Retirement Corporation. Participation is handled through payroll deduction. The City does not make any contributions into this program.

Employee Assistance Program

The City will provide an Employee Assistance Program at no cost to the employee. The program is available to employees and dependents for professional counseling services in the area of marital, drug and alcohol, stress and other psychological problems.

Workers' Compensation

If an employee is injured on the job or becomes ill as a result of his/her employment, he/she received Workers' Compensation temporary or permanent payments during the time that he/she is unable to work. Also, the City pays all related medical expenses and, if appropriate and necessary, the cost of rehabilitation training. If you have an accident on the job or suffer an illness, which you believe is caused by your job, be sure to inform your supervisor as soon as possible. He/she will make an appropriate referral for health care, if needed.

Recreation and Entertainment Discounts

The City teamed up with "Wild at Work" to provide our employees access to corporate discount programs on recreation and entertainment activities. For more information on the types of discounts available, contact the Human Resources Department.

Employee Credit Union

The credit union, established under Federal rules and regulations, is available to all employees who wish to take advantage of a convenient savings and loan program. Loan payments and savings deposits are handled primarily by payroll deduction. For more information, call (858) 495-3400 or visit the Point Loma Credit Union at 3003 Highland Avenue, Suite C, National City.

Civil Service System

Provisions of the National City Civil Service Ordinance and Rules cover career employees. The Civil Service system is designed to define the responsibilities and the rights of the employer and the employees, promote employee morale and to provide for economy and efficiency in City services. The Civil Service Commission, which consists of five citizens of National City, oversees the implementation of the civil service system, hears, appeals and acts in an advisory capacity to the City Council and the Personnel Director on personnel matters in the City service. For more information about Civil Service rules and employee rights and responsibilities under the Civil Service System, contact the Human Resources Department.

Equal Opportunity & Freedom From Discrimination

As an equal opportunity employer, the City fully complies with all applicable State and Federal Employment law. There shall be no discrimination in employment, promotion or any other personnel action based on ethnic background, religion, national origin, marital status, sex, age or disability, unless directly job-related and consistent with the applicable law. There is no mandatory retirement age. The City will make reasonable accommodations to meet the requirements of otherwise qualified applicants and employees who have a physical or mental disabilities. Any questions concerning this policy or complaints of possible discrimination or harassment based on any of the above factors may be directed to the Director of Human Resources.

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