GENERAL INFORMATION

PROBATION: Probationary period is twelve months.

MERIT REVIEW: If appointed at (or promoted to) Step 1, employee is eligible for a merit review six months after date the action becomes effective. If appointed above Step 1, the merit review will be twelve months from effective date.

SALARY INCREASES:
- 4% base wage increase effective in July 2018
- 4% base wage increase effective in July 2019
- 4% base wage increase effective in July 2020

COMP TIME/OVERTIME: Employees will be eligible for overtime for all hours worked over eight in a day, or forty in a workweek; provided however, that employees on approved flex time schedules (including 9/80, 4/10 or other scheduled shifts) will not be eligible for overtime unless they work in excess of forty (40) hours in a designated workweek. Overtime may be paid as compensatory time off (CTO) or in pay, at the rate of 1 ½ hours per each hour of overtime worked. Employees are eligible to accrue a maximum of 100 hours of CTO. Employees with at least one (1) year of service may cash out up to 25% of existing CTO balances in the months of May and November.

BILINGUAL PAY: $100 per month

TUITION REIMBURSEMENT: Up to $4,000 annually

PERSONAL LEAVE: 32 hours annually. Shall be capped at an amount not to exceed two (2) times the annual accrual rate. Employees are eligible to use as it is accrued. 100% of personal leave accrued is available for cash out. Upon separation from the City, employee is paid for any unused balance.

VACATION: Eligible to use after 6 months of employment. The following vacation accrual rates are based on a 40 hour work week.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Accrual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of hire through 3 years</td>
<td>10 days</td>
</tr>
<tr>
<td>Beginning of year 4 through 10 years</td>
<td>15 days</td>
</tr>
<tr>
<td>Beginning of year 11 through 15 years</td>
<td>21 days</td>
</tr>
<tr>
<td>Beginning of year 16 through 20 years</td>
<td>22 days</td>
</tr>
<tr>
<td>Beginning of year 21 and over</td>
<td>23 days</td>
</tr>
</tbody>
</table>

Vacation leave may be accrued to a maximum of 2.0 times the employee’s current annual accrual rate. The accrual rate is reported on biweekly payroll. Employees may cash out up to 32 hours of their vacation balance each calendar year, provided a minimum balance of 80 hours of vacation is maintained. Upon separation from the City, employees are paid for any unused vacation.

HOLIDAYS: Eligible date of hire. Those scheduled for forty (40) hour work week receive the following holidays:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day and Day After
- Christmas Eve
- Christmas Day
- New Year’s Eve

PAID HOLIDAYS/VACATION IN-LIEU OF HOLIDAY: Employees who receive in-lieu holidays shall receive the same total number of in-lieu holidays as listed above. At the employee’s option, up to three of those holidays shall be paid, and the remainder will be added to vacation accrual.

SICK LEAVE: Annual accrual of 12 days. Employees are eligible to use sick leave as it is accrued.
HEALTH CARE, LIFE INSURANCE AND OTHER BENEFITS

HEALTH/DENTAL/VISION PLANS: Eligible first day of first month after date of hire. The City provides generous contributions towards medical, dental and vision plans. Please see current rate sheets in Employee Benefits Guide for more information.

HEALTH INSURANCE OPT-OUT: With proof of other coverage, employee may drop health/dental coverage and receive a maximum of $518 per month (taxable).

SHORT TERM DISABILITY: Eligible first of the month after 3 months of employment. The employee currently pays $6.00 per month premium on an after-tax basis. The City administers the self-funded STD plan. The STD benefit schedule shall match the State Disability Insurance (SDI) benefit schedule. Benefits commence after a seven-day waiting period, or immediately if hospitalized.

LONG TERM DISABILITY INSURANCE: Eligible first day of first month after date of hire. Effective 180 days after date of injury or illness causing the disability. Maximum compensation is equal to 60% of salary, subject to the benefit maximum.

BASIC/ADDITIONAL LIFE INSURANCE: Eligible first day of first month after date of hire. City provides $50,000 group term life insurance. Employees are eligible to purchase supplemental life insurance coverage equal to six (6) times their annual salary or $500,000, whichever is greater. Health questionnaire is required for the purchase of supplemental life insurance.

OTHER BENEFITS:
- City paid Employee Assistance Plan (EAP)
- Optional health care and dependent care FSAs
- Bereavement Leave

RETIREMENT/DEFERRED COMPENSATION

CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM (CALPERS): Employee retirement contributions will be on a pre-tax basis pursuant to IRS Section 414(h) (2). Employee pays survivor's benefit (currently $24 per year). City does not participate in Social Security; 1.45% of gross salary is a mandatory payroll deduction for Medicare coverage.

CLASSIC CALPERS MEMBER

<table>
<thead>
<tr>
<th>TIER</th>
<th>Retirement Formula</th>
<th>Single Highest Year Coverage</th>
<th>3 Year Average</th>
<th>Employee Contribution Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIER 1</td>
<td>2.7% at 55</td>
<td></td>
<td></td>
<td>10.5%</td>
</tr>
<tr>
<td>TIER 2</td>
<td>2.5% at 55</td>
<td></td>
<td></td>
<td>10.5%</td>
</tr>
</tbody>
</table>

**Employee Pays**

- Following Council adoption - 9.75%
- In July 2018 - 10.5%

**City Paid**

- .75%
- 0

NEW CALPERS MEMBER

Brought into CalPERS for the first time on or after January 1, 2013 with no prior membership in any California public retirement system.

- 2% @ 62 retirement formula
- 3 year average for final compensation
- Employee contribution shall be half the normal cost of the retirement plan as defined by CalPERS (currently 6%)

EMPLOYEE DEFERRED COMPENSATION ACCOUNTS:

457: Eligible date of hire. City contribution of $64.00 per month plus 1% of salary. Employee contribution is optional.

RETIREE MEDICAL EXPENSE PROGRAM: The City contributes $50 per month to the ICMA VantageCare Medical Expense Program. Sick leave hours accumulated beyond the thresholds indicated below will be converted to this program on an annual basis.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Thresholds</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 11 years</td>
<td>960</td>
<td></td>
</tr>
<tr>
<td>11-15 years</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>15 years and over</td>
<td>640</td>
<td></td>
</tr>
</tbody>
</table>

The statements on these pages are intended to be general and not inclusive of all benefits. Any conflict that may arise will be based on the MOU and City policy and not on this sheet. For further information on any of the above benefits, please see the current MOU or the Human Resources Department.