

**COMPENSATION
AND
BENEFITS PROFILE
FOR**



**DESERT HOT SPRINGS
NON-REPRESENTED
EMPLOYEES**

October 1, 2019

TABLE OF CONTENTS

<i>ARTICLE I: Introduction</i>	3
Covered Employee Classification	3
Comprehensive Profile – Terms and Conditions of Employment	3
<i>ARTICLE II: Leave Benefits</i>	5
Vacation and Sick Leave	5
Bereavement Leave	6
Management Leave	6
Other Leaves	6
<i>ARTICLE III: Holidays</i>	7
<i>ARTICLE IV: Compensation</i>	8
Pay Plan and Benefit Review	8
Overtime Compensation	8
Other Compensation	8
<i>ARTICLE V: Benefits</i>	10
Health Insurance	10
Dental Plans	10
Vision Plan	10
State Disability Insurance	10
Life Insurance	10
Deferred Compensation	10
Tuition Reimbursement	11
Employee Assistance Program	11
<i>ARTICLE VI: Retirement</i>	12
PERS Contributions	12
<i>ARTICLE VII: Employee Performance</i>	13
Probation	13
Salary Advancement	13
Acting Pay	13
Police Officer's Bill of Rights	14
<i>APPENDIX A: Salary Schedule</i>	15

ARTICLE I: INTRODUCTION

Covered Employee Classifications

- 1.1 This profile covers employees in the following Confidential and Non-represented employment classifications:

Administrative Assistant - Confidential
Assistant Engineer
Associate Engineer
Assistant Planner
Building Official
Compliance Manager
Deputy City Clerk
Deputy Police Chief
Executive Program Manager
Finance Manager
IT Manager
IT Technician
Management Analyst
Payroll Clerk and HR Specialist
Police Commander
Police Records Supervisor
Police Support Services Manager
Program and Financial Specialist
Public Works Analyst
Public Works Manager
Senior Accountant
Senior Planner

Comprehensive Profile – Terms and Conditions of Employment

- 1.2 The Non-Represented Employee Compensation/Benefit Profile is a summary of benefits and compensation practices approved by the City Council to be applied on an ongoing basis. The provisions of this document apply to all employees appointed to the classifications that are listed in 1.1.

This document sets forth policies and procedures to follow in implementing and administering this Compensation/Benefit program for the City's non-represented employees. The various sections and provisions of the Government Code, City Charter, Municipal Code, Personnel Rules and Regulations, and other documented City policies in effect and applicable to employees in the above listed classifications shall remain in effect unless expressly superseded by provisions within this document.

Employees in non-represented classifications are not represented by an employee organization and are considered to share a community of interest as City employees in classifications that are management, supervisory, technical, or confidential. The terms and conditions of employment for these employees are provided in this Profile and the City's Personnel Rules and Regulations and not within any Memoranda of Understanding

between the City and any recognized employee organizations.

The various forms of compensation and benefits described in this comprehensive document recognize that individuals in non-represented classifications should be compensated appropriately, without regard to whether they are represented by an employee organization.

The Profile may be amended on a periodic basis by the City Manager. The impacts of amendments to the Profile shall not exceed the budget authorizations provided by the City Council.

- 1.3 It is recognized that the non-represented employees in the Police Commander and Deputy Police Chief classifications have some terms and conditions of employment that differ from other non-represented employees. For non-represented employees in the Police Commander and Deputy Police Chief classifications references within this Profile that describe terms and conditions similar to "other City employees" is generally meant to describe terms and conditions of employment applicable to other safety employees represented by the Desert Hot Springs Police Officers Association.

ARTICLE II: LEAVE BENEFITS

It is understood that there exists a variety of different circumstances and situations, which require the employee's absence from work. The following is a compilation of leaves for Non-represented employees:

Vacation and Sick Leave

2.1 The purpose of vacation and sick leave is to provide Non-represented employees the ability to accrue paid time off for vacation, sick leave and personal leave situations.

Employees shall accrue vacation and sick leave hours per pay period. The accrual rates shall be based upon the employee's length of employment with the City. The accrual rates for Non-represented employees are as follows:

Length of Completed Employment	SICK LEAVE PER YEAR	SICK LEAVE PER PAY PERIOD	VACATION LEAVE PER YEAR	VACATION LEAVE PER PAY PERIOD
Less than 5 years	80.00 hrs.	3.076923 hrs.	80.00 hrs.	3.08 hrs.
5-10 years	80.00 hrs.	3.076923 hrs.	120.00 hrs.	4.62 hrs.
11-15 years	80.00 hrs.	3.076923 hrs.	160.00 hrs.	6.15 hrs.
16 plus years	80.00 hrs.	3.076923 hrs.	180.00 hrs.	6.92 hrs.

The maximum vacation leave balance shall be 300 hours. Employees shall not accrue vacation leave above 300 hours. There is no maximum on the number of sick leave hours that can be accrued.

Upon separation from employment the employee shall be paid for any unused vacation leave accrual balance.

Employees are encouraged to use their accrued vacation leave for vacation. An employee who fails to submit a vacation request to his or her supervisor, or to sign up for vacation time during any twelve-month period may be assigned by the City Manager or designee to use vacation leave for a vacation.

Employees may convert up to 80 hours of accrued vacation leave to salary compensation twice during a calendar year period on an emergency basis only approved by the City Manager. Requests for vacation leave conversion shall be made a minimum of two (2) weeks in advance of the start of the pay period. No employee may cash out vacation leave hours more than twice per calendar year. Employees may not convert vacation leave hours that would result in their accumulated vacation leave balances being reduced below 80 hours.

More information regarding the City's vacation and sick leave policies can be found in the Employee Handbook of Rules and Regulations.

Employees who are on an unpaid leave of absence shall not accumulate vacation or sick leave during such an absence.

Bereavement Leave

- 2.2 Employees may receive up to 5 working days of paid leave for bereavement purposes upon the death of a member of the employee's immediate family (defined as employee's spouse, children, parents, step-parents, brothers, sisters, grandparents, spouse's grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, step child, domestic partner, or any relative, including a foster child, living in the immediate household.).

Management Leave

- 2.3 Non-represented employees in certain classifications that are exempt from overtime compensation may receive additional Management Leave as authorized by the City Manager. Each fiscal year, the City Manager may grant up to 40 additional hours as Management Leave. To qualify for Management Leave hours, an employee must have received an overall merit rating of "meets job requirements" or better on their most recent performance evaluation. Management Leave hours, not used during the fiscal year, shall be converted to salary compensation at the end of the fiscal year.

Other Leaves

- 2.4 Non-represented employees are eligible for limited paid leave benefits for Jury Duty as provided for other City employees. Pay for jury duty shall be limited to twenty (20) working days in any one calendar year and extensions of such service must be approved by the City Manager.

Employees are also eligible for unpaid leaves of absence as described in the California Family Leave Act and the Family Medical Leave Act or otherwise required by law.

ARTICLE III: HOLIDAYS

3.1 The following paid holidays, except as provided in provision 3.2 below will be observed on the day specified.

New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
One (1) Floating Holiday	Available for use once per fiscal year

3.2 When any day, granted as a holiday, falls on a Friday, the preceding Thursday shall be considered the holiday; if the holiday falls on a Saturday or Sunday, the following Monday shall be considered the holiday. When consecutive holidays fall on Thursday and Friday, the City may either: recognize the holidays on Wednesday and Thursday; or may recognize the holidays by providing a holiday on Thursday and adding a day of vacation leave to the employee's leave balance.

3.3 In order to be paid for a holiday, the employee must work the scheduled work period immediately before and after the holiday, unless the employee is absent from the scheduled work period immediately before and after on paid leave.

ARTICLE IV: COMPENSATION

Pay Plan and Benefit Review

- 4.1 Salary and benefit levels will continue to be reviewed on a periodic basis consistent with the reviews for other represented City employees. Salary and benefit levels for individual positions may be adjusted from time-to-time, within the budget appropriation levels authorized by the City Council.
- 4.2 The Salary Range Table attached as Appendix A includes the minimum and maximum monthly salary levels for non-represented employees. These salary ranges shall continue to be in effect until modified as provided for in Section 4.1 above or until otherwise modified by action of the City Council.

Overtime Compensation

- 4.3 Non-represented employees that are not considered exempt under the Fair Labor Standards Act (FLSA) are eligible to receive overtime, in either paid or compensatory time-off, calculated at the rate of one and one-half (1½) times their base pay rate for actual hours worked over 40 hours per work week. Compensatory time off can be accumulated up to a cap of 480 hours for work in public safety and a cap of 240 hours for all other employees. The capped hours represent overtime hours worked calculated at time and one half.
- 4.4 The compensation rate for employees that are considered exempt under the Fair Labor Standards Act (FLSA) is for all hours worked. FLSA exempt employees are not eligible for overtime compensation or compensatory time off.
- 4.5 No employee shall work overtime unless authorized to do so in advance by the department head, City Manager or designee.
- 4.7 The City Manager shall establish and may modify an employee's standard work week to facilitate operations of the City.

Other Compensation

- 4.8 Non-represented employees are also eligible for special compensation consistent with that provided to other City employees; including uniform allowances; safety shoe allowances; acting assignment pay; and bi-lingual pay. Non-represented employees in the Police Commander and Deputy Police Chief classification are also eligible for education incentive and POST Certificate compensation that is consistent with their classification level and similar compensation provided to other safety employees.
- 4.9 As of October 1, 2017, assignment pay for certain additional duties of an employee's existing classification may be warranted. The City Manager may designate other special assignment duties and responsibilities and authorize the assignment pay. Employees assigned such duties shall receive assignment pay at 5% of the employee's prevailing pay rate per month. The assignment pay shall cease when the employee is not assigned such duties. City Manager or designee may assign an employee, utilizing a selection method

exclusively at his/her discretion. To be selected for a special assignment, an employee must have successfully completed their probationary period with the City.

ARTICLE V: BENEFITS

Health, Dental and Vision Insurance

- 5.1 The City shall contribute towards payment of the premium amounts for employees and eligible dependents that are enrolled in the City's Health plans. The City's monthly contribution amounts for each employee shall be as follows:

TIER	PLAN	ER CONTRIBUTION
Employee Only	Anthem Blue Cross EPO	685.92
	Anthem Blue Cross PPO	657.08
	Kaiser HMO	430.59
	Dental PPO	57.79
	Dental HMO	14.60
	Vision	14.55
	Employee & Spouse	Anthem Blue Cross EPO
Anthem Blue Cross PPO		1340.38
Kaiser HMO		885.49
Dental PPO		109.11
Dental HMO		30.50
Vision		24.95
Employee & Children		Anthem Blue Cross EPO
	Anthem Blue Cross PPO	1217.14
	Kaiser HMO	810.42
	Dental PPO	135.87
	Dental HMO	31.60
	Vision	25.47
	Employee & Family	Anthem Blue Cross EPO
Anthem Blue Cross PPO		1707.04
Kaiser HMO		1096.23
Dental PPO		124.90
Dental HMO		4.12
Vision		33.00

State Disability Insurance

- 5.4 As of January 1, 2013, Non-represented employees will no longer be covered by the State Disability Insurance Program. The City will offer a group Short- and Long-Term Disability insurance benefits for all non-represented employees. The premium costs for the Short- and Long-Term Disability insurance programs shall be the responsibility of the employee.

Life Insurance

- 5.5 Non-represented employees are eligible for group term life insurance coverage in the amount of \$50,000 subject to the eligibility requirements of the insurance carrier.

Deferred Compensation

- 5.6 Employees are eligible to participate in a Deferred Compensation Plan as provided for in

State and Federal Tax Codes. Employees may contribute deferred compensation to the Plan in accordance with Plan provisions.

Tuition Reimbursement

- 5.7 To provide encouragement for employees to continue educational development, the City shall reimburse non-represented employees for actual expenses upon successful completion of the class or classes not covered by other sources. The class or classes must be related to the employee's position and provide direct benefit to the City. Advance approval of the course must be obtained by the City Manager and funds must be appropriated in the budget to be covered by reimbursement. The City will reimburse the employee for fifty percent (50%) of the incurred costs of tuition, books, and fees, subject to a fiscal maximum of \$1,500 per year, and a lifetime maximum of \$4,500. If available and if funds are appropriated in the budget, should an employee enroll in the Working Scholars City Government program, the City will cover the cost of the program. Employees are expected to progress through the program at a reasonable pace. Any employee not meeting minimum participation milestones will be dropped from the program.

Employee Assistance Program (EAP)

- 5.8 The City shall offer an Employee Assistance Program to provide limited counseling services to employees in the areas of marriage conflicts, family/relationship problems, alcohol/drug abuse, legal matters, financial and credit problems, child care consultation and elder care. The City will pay any monthly premium amount for such services.
- 5.9 Services shall be provided as defined in the EAP pamphlet on file with the City's Human Resources Department.

ARTICLE VI: RETIREMENT***PERS Contributions***

- 6.1 Non-represented Miscellaneous employees hired prior to October 1, 2012 will continue to be covered under the contract between the City and PERS for Miscellaneous Employees which provides for the 2.7% at 55 retirement benefit level. Non-represented employees in the Police Commander classification will continue to be covered under the contract between the City and PERS for Safety Employees. Any employees hired after January 1, 2013 in the Police Commander classification and determined to be either a "classic" employee under PEPRRA shall be covered by the 3% at age 55 formula with a 3-year final compensation period or determined to be a new employee under PEPRRA shall be covered by the 2.75% at age 57 formula with a 3-year compensation period.
- 6.2 Non-represented employees are responsible for paying the PERS Employee contribution rate. The Employee Contribution rate for Miscellaneous employees is currently 8% of the employee's eligible compensation and the Employee Contribution rate for Safety employees is currently 9% of the employee's eligible compensation. Contribution rates for non-represented employees hired after January 1, 2013 shall be determined by PERS for the employee's respective retirement formula
- 6.3 Non-represented Miscellaneous employees hired after October 1, 2012 and before January 1, 2013 or hired after January 1, 2013 and determined to be eligible by PERS to be "classic" employees within the provisions of PEPRRA shall be covered by the 2% @ age 60 retirement formula with a 3-year final compensation period. Non-represented employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan. The Employee Contribution rate is currently 7% for Miscellaneous employees in the 2% @ age 60 retirement formula.
- 6.4 Non-represented Miscellaneous employees hired after January 1, 2013 and determined to be new employees by PERS under the provisions of PEPRRA shall be covered by the 2% @ age 62 retirement formula with a 3-year final compensation period. Non-represented employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan.

ARTICLE VII: EMPLOYEE PERFORMANCE***Probation***

- 7.1 All non-represented employees will be subject to a one-year probationary period upon initial employment and after a promotional appointment. The probationary period is an integral part of the testing process utilized for closely observing the employee's work performance and the employee's adjustment within the organization.
- 7.2 The probationary period is automatically extended by the length of any absence of one work week or more. The probationary period can also be extended by the Agency at the discretion of the City Manager or designee.
- 7.3 During the probationary period, an employee may be terminated without cause and without right of appeal. An employee on probation in a promotional position may be returned to his/her former classification, if available, without cause or and right of appeal.

Salary Advancement

- 7.4 Progression in the salary range for non-represented employees shall be based on the employee's performance. The employee's supervisor shall be responsible for evaluating the employee's work performance and recommending any salary increases based on the employee's performance. Non-represented employees will be evaluated annually, at a minimum.
- 7.5 Salary advancement shall be contingent upon the employee receiving a minimum overall rating of "Meets Job Requirements" or better on a performance evaluation to be considered for advancement within the pay range established for the employee's classification.
- 7.6 The City's full time pay range consists of five (5) merit steps, A through E. The first step (A) shall require at least six (6) months performance at the designated step before eligibility for a merit increase. The last four (4) steps (B through E) shall require at least twelve months performance at the designated step before eligibility for a merit increase to the next step, through the final step (E).

Acting Duty Pay

- 7.7 The City Manager may appoint an employee to acting duty status to perform the duties of a higher classification that is a vacant or newly created classification.
- 7.8 An employee may serve in acting duty status only until the City Manager makes a regular appointment to the classification or until the incumbent employee returns to work.
- 7.9 An acting duty appointment may be effective for a period of thirty (30) days. The City Manager may extend an acting duty appointment at his/her sole discretion.
- 7.10 An employee appointed to acting duty status shall be paid at a pay rate not less than the minimum pay rate in the pay range for the acting duty classification, but such acting duty pay rate shall be at least five percent (5%) more than the employee's prevailing pay rate

immediately prior to acquiring acting duty status.

- 7.11 An employee shall not be paid more than the maximum pay rate in the pay range for the acting duty classification.
- 7.12 While serving in acting duty status, the employee shall continue to be eligible to receive any pay adjustments or advancements granted to the employee's permanent classification.
- 7.13 An employee appointed to acting duty status shall receive acting duty pay immediately upon assuming the acting duty position, provided the duration of the assignment is at least a scheduled work shift.
- 7.14 An employee has the right to refuse any acting duty assignment without justification, upon submittal of such in writing to the City Manager.
- 7.15 An employee appointed to acting duty status can discontinue the acting duty assignment by notifying his/her immediate supervisor in writing one (1) week in advance of the employee's intention to return to regular status.
- 7.16 An employee may be removed from acting duty status after serving in the acting assignment for one (1) workweek, at any time, at the discretion of the City Manager.

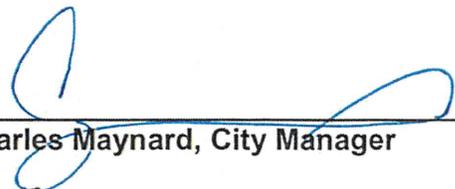
Police Officer's Bill of Rights

- 7.17 The Police Officer's Bill of Rights applies to non-represented employees in the Police Commander and Deputy Police Chief classifications.

APPENDIX A: SALARY SCHEDULE

CLASSIFICATION	MINIMUM MONTHLY RATE	MAXIMUM MONTHLY RATE
Associate Engineer	\$ 6,515.59	\$ 7,919.74
Building Official	\$ 8,856.10	\$ 10,764.65
Compliance Manager	\$ 6,134.26	\$ 7,456.23
Deputy Police Chief	\$ 10,670.40	\$ 12,969.93
Economic Development Manager	\$ 8,347.16	\$ 10,146.02
Executive Program Manager	\$ 5,877.73	\$ 7,144.42
Finance Manager	\$ 8,347.16	\$ 10,146.02
IT Manager	\$ 8,435.50	\$ 10,253.40
IT Technician	\$ 4,638.63	\$ 5,638.29
Management Analyst	\$ 5,606.64	\$ 6,814.91
Payroll and HR Specialist	\$ 4,694.40	\$ 5,706.07
Police Commander	\$ 8,726.40	\$ 10,606.99
Police Records Supervisor	\$ 4,206.25	\$ 5,112.73
Police Support Services Manager	\$ 5,522.04	\$ 6,712.07
Program and Financial Specialist	\$ 6,415.06	\$ 7,797.55
Public Works Analyst	\$ 4,197.27	\$ 5,101.81
Public Works Manager	\$ 7,489.73	\$ 9,103.81
Senior Accountant	\$ 4,693.00	\$ 5,704.37
Senior Planner	\$ 6,102.00	\$ 7,417.01

City Council budget approval date: 10/01/2019



 Charles Maynard, City Manager

10-21-19

 Date