

# 2020



CITY OF  
**RIALTO**  
MANAGEMENT – (UNREPRESENTED)  
BENEFITS PROFILE

The following is an informational guide provided to serve as a general outline of employee compensation and benefits associated with those Confidential At-will Management employees with the City of Rialto.

The following classifications comprise this at-will group:

- City Manager's Executive Assistant
- City Manager's Assistant
- Community Compliance Manager
- Community Development Manager
- Human Resources/Risk Manager
- Principal Budget and Financial Analyst
- Utilities Manager

## COMPENSATION

### **Salary:**

Established by City Council via the City of Rialto Classification and Compensation Plan.

### **Salary Range:**

Salary ranges consist of seven (7) steps.

### **Salary Adjustments:**

Salary adjustments established by City Council.

### **Salary Progression:**

Employees shall be paid in accordance with the Classification and Compensation Plan. Step advancement may take place after six (6) months if hired at step 1. Otherwise, advancement is typically following twelve (12) months of satisfactory service.

### **Education and Certification Incentive Pay:**

- Employees with a Masters' degrees will receive a seven percent (7.5%) pay increase. The increase in pay only applies if the employee has a degree higher than required of the position / classification.

## BENEFITS

### **Cafeteria Plan Allotment:**

Employees in the Unit shall be provided with a Cafeteria Plan, which will be administered by the City pursuant to Section 125 of the Internal Revenue Code. The Cafeteria Plan is designed to give employees the flexibility to choose various medical and dental benefits provided through City plans. The employee may also choose the opt-out provision of the Cafeteria Plan as outlined below. The City's contribution to the Cafeteria Plan for each employee will be one thousand, three hundred dollars per month to go towards the employee's contributions for health, vision, and dental insurance premiums.

**Medical Insurance:**

<b>Plan Year 2020 (LA, San Bernardino, Ventura Region Rates)</b>	<b><u>Employee Only</u></b>		<b><u>Employee +1</u></b>		<b><u>Employee + Family</u></b>	
Health Insurance Plan Name	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>
Anthem HMO Select	\$619.93	\$309.97	\$1,239.86	\$619.93	\$1,611.82	\$805.91
Anthem HMO Traditional	\$902.63	\$451.32	\$1,805.26	\$902.63	\$2,346.84	\$1,173.42
Blue Shield Access+	\$813.17	\$406.59	\$1,626.34	\$813.17	\$2,114.24	\$1,057.12
Blue Shield Trio	\$624.93	\$312.47	\$1,249.86	\$624.93	\$1,624.82	\$812.41
Health Net Salud Y Mas HMO	\$392.31	\$196.16	\$784.62	\$392.31	\$1,020.01	\$510.01
Health Net SmartCare HMO	\$648.42	\$324.21	\$1,296.84	\$648.42	\$1,685.89	\$842.95
Kaiser Permanente HMO	\$664.39	\$332.20	\$1,328.78	\$664.39	\$1,727.41	\$863.71
PERS Choice PPO	\$710.29	\$355.15	\$1,420.58	\$710.29	\$1,846.75	\$923.38
PERS Select PPO	\$435.74	\$217.87	\$871.48	\$435.74	\$1,132.92	\$566.46
PERS Care PPO	\$931.12	\$465.56	\$1,862.24	\$931.12	\$2,420.91	\$1,210.46
United Healthcare HMO	\$668.31	\$334.16	\$1,336.62	\$668.31	\$1,737.61	\$868.81

**Cafeteria Plan – Opt Out Provision:**

Employees may opt to receive an in-lieu payment of up to one thousand one hundred dollars (\$1,100) per month of the City’s contribution if they do not purchase any of the benefits provided by the city. Effective January 1, 2019; any newly hired employees shall be limited to a one hundred dollar (\$100.00) twice per month (24 times per year) opt out allowances for not using City medical insurance.

An employee must provide the city with written notice/waiver of paid health insurance premiums for which the employee is eligible.

**Retiree Medical:** Retirees are not eligible for the full Cafeteria Plan amount. Retirees, however, shall retain all current CalPERS health benefits. The City shall contribute to the retired employees PERS Health plan according to the following schedule:

<b><u>Retirement Status:</u></b>	<b><u>Contribution:</u></b>
Retiree Only	\$279.25 / month
Retiree + 1	\$558.49 / month
Retiree + 2 or More	\$726.04 /month

The City’s contribution amounts above for retirees, and the City’s contribution amounts provided in Article 6 for employees, include the Public Employee’s Medical and Hospital Care Act statutory minimum insurance amount required under Government Code Section 22892(B)(2) (which is currently \$125 per month as of 2016) for each retiree and employee enrolled in CalPERS.

The City shall not reimburse Medicare premiums for employees or retirees.

Retirees and dependents must meet the definition of “annuitants” as defined by PERS to be eligible for this provision.

**Dental Insurance:** Employees may utilize their Cafeteria Plan provision to cover the costs associated with Dental Insurance.

<b>Delta Dental Plan</b>	<b>Employee Only</b>		<b>Employee +1</b>		<b>Employee + Family</b>	
Health Insurance Plan Name	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>
Liberty Dental – DHMO	\$15.04	\$7.52	\$27.08	\$13.54	\$39.11	\$19.56
Delta Dental - (DPPO)	\$46.54	\$23.27	\$90.75	\$45.38	\$137.28	\$68.64

**Vision Insurance:** Employees may utilize their Cafeteria Plan provision to cover the costs associated with Vision Care Insurance.

<b>EyeMed Vision Plan</b>	<b>Employee Only</b>		<b>Employee +1</b>		<b>Employee + Family</b>	
	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>	<u>Monthly</u>	<u>Semi-Monthly</u>
Plan Options	\$9.44	\$4.72	\$17.60	\$8.80	\$26.00	\$13.00

**Life Insurance:** The City will pay the cost of employee and dependent life insurance coverage at the following base levels:

<b>Covered Unit</b>	<b>Coverage Amount:</b>
Employee	\$75,000
Spouse	\$10,000
Registered Domestic Partner	\$10,000
Children	\$5,000

**Income Protection Insurance (Short-Term Disability):** The City shall contribute one hundred percent (100%) of the premium annually for income protection insurance for active employees. (The actual benefit amount equates to \$125.00 per week) if utilized.

**Flexible Spending Account (FSA):** Employee paid through pre-tax payroll deductions, subject to IRS annual limits.

**Deferred Compensation:** All Bargaining Unit employees receive four hundred dollars (\$400.00) per month in deferred compensation.

Employees will have access to the 401A, Money Purchase Pension Plan and Trust, subject to City Council modification of the plan as authorized by federal and state laws.

**Employee Assistance Program (EAP):** Offers limited free and confidential counseling and referral services to employees related to work, personal, and life issues.

**State Disability Insurance:** Employees shall pay one hundred percent (100%) of the cost of State Disability Insurance (SDI) through payroll deduction.

## LEAVES

### Holidays:

The City recognizes the following holidays per calendar year:

New Year's Day – January 1<sup>st</sup>  
Martin Luther King Jr., Birthday – 3<sup>rd</sup> Monday in January  
President's Day – 3<sup>rd</sup> Monday in February  
Cesar Chavez Day – March 30<sup>th</sup>  
Memorial Day – last Monday in May  
Independence Day – July 4<sup>th</sup>  
Labor Day – 1<sup>st</sup> Monday in September  
Veteran's Day – November 11<sup>th</sup>  
Thanksgiving Day – 4<sup>th</sup> Thursday in November  
Christmas Eve – December 24<sup>th</sup>  
Christmas Day – December 25<sup>th</sup>

**Holiday Closure:** During the week of Christmas Eve through New Year's Day, the City offices will be closed. Employees may utilize accrued administrative leave, vacation leave, compensatory time, or floating holidays, in addition to the holidays; in order to receive full pay for the closure time period.

### Vacation Leave:

Years of Service	Annual Accrual
0 – 4 years	120 hours
5 + years	160 hours

Employees shall be eligible to cash out up to two hundred (200) hours of vacation and/or sick leave, combined, per fiscal year. The cash-out may be taken in any increment amount up to 200 hours and at any time during the fiscal year. The cash-out of leave will be at the employee's base salary rate at the time of cash out.

**Sick Leave:** Employees with the bargaining unit will accrue at the rate of 120 hours per fiscal year or (4.615 per pay period).

Employees shall be eligible to cash out up to two hundred (200) hours of vacation and/or sick leave, combined per fiscal year. The cash out may be taken in any increment amount up to 200 hours and at any time during the fiscal year. The cash out of leave will be at the employee's base salary rate at the time of cash out.

**Administrative Leave:** Employee's will be credited with one hundred twenty (120) hours of administrative leave on July 1 of each fiscal year. Hours must be used by June 30<sup>th</sup> of the following year. Administrative leave hours will be pro-rated and credited based on an employee's entrance (onboarding) into the unit.

**Bereavement Leave:** Any eligible employee whom is absent from work by reason of death in the immediate family may be allowed a leave of absence with pay. Up to three (3) cumulative working days (30 hours) per occurrence may allowed to attend funeral services, which will not be deducted from the employee's leave bank.

**Jury Duty:** An employee may be absent for up to ten (10) hours per day for jury duty.

**Military Leave:** In accordance with the Military Leave and Veterans Code, Section 395, any public employee who is a member of the reserve corps of the U.S. or National Guard, or the Naval Militia shall be entitled to temporary leave of absences as provided by federal law while engaged in active military duty (including training, encampment, naval cruises, special exercises, or like activity) providing that the period of ordered duty does not exceed 180 calendar days.

## RETIREMENT

### California Public Employees' Retirement System (CalPERS):

Tier 1 ("Classic" Members): 2.7% at 55 formula with widow's one-half continuance.

Tier 2 ("New" Members/PEPRA): 2% at 62 formula.

Employees who are new members, as defined above, shall be required to pay fifty percent (50%) of the expected normal cost rate for their benefits. (This amount is six and three-quarters percent (6.75%) of reportable compensation as of January 1, 2013).

Employees who are not new members shall be required to pay a total of eight percent (8%) of their salary, on a pre-tax basis, towards PERS costs. All contributions made by employees described in the previous section above shall be in accordance with IRS Code Section 414(h)(2) (or any subsequent amendments to said IRS code section), whereby employee contributions described above shall be tax deferred (not subject to taxation until time of constructive receipt).

## ADDITIONAL BENEFITS

**Educational Reimbursement:** The City agrees to reimburse employees up to two thousand five hundred dollars (\$2,500) per fiscal year for expenses for tuition and books, provided that the employee achieves a passing grade in the course.

**Rialto Fitness Center:** Employees, employees' spouses, retirees, and retirees' spouses shall be allowed free use of the Rialto Fitness Center during normal operating hours as long as the City has managerial control of the facility. Employees, employees' spouses, retirees, and retirees' spouses shall adhere to the same regulations regarding reservations and use and care of the facilities as the general public.

**Severance Pay:** Specific to "Managers" within the Management, Unrepresented, At-Will Group, namely the following classifications; Community Compliance Manager, Community Development Manager, Human Resources/Risk Manager and Utilities Manager may be offered severance pay to a member upon termination of employment without cause, in the amount of two (2) months of the employee's then current base salary and benefit levels.

At the City Manager's discretion, severance pay shall be issued as a lump sum or in accordance with the City's regular pay periods.