RESOLUTION NO. 2008 - 062

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BALDWIN PARK AMENDING THE
EXECUTIVE EMPLOYEES BENEFITS MATRIX

WHEREAS, on April 20, 2005, the City Council adopted Resolution 2005-029 approving the Executive Employee benefits matrix.

NOW, THEREFORE, the City Council of the City of Baldwin Park does hereby RESOLVE, DETERMINE AND ORDER as follows:

SECTION 1. That this City Council does hereby approve the EXECUTIVE EMPLOYEE BENEFITS MATRIX attached hereto as Exhibit A.

SECTION 2. All Resolutions or portions thereof in conflict hereby are hereby repealed.

SECTION 3. The City Clerk shall forward a copy of this resolution to the Human Resources Manager and certify to the adoption of this Resolution.

APPROVED AND ADOPTED THIS 15th day of October, 2008.

Manuel Lozano
Mayor

ATTEST:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF BALDWIN PARK

I, LAURA M NIETO, Deputy City Clerk of the City of Baldwin Park, do hereby certify that the foregoing Resolution was duly and regularly approved and adopted by the City Council of the City of Baldwin Park at its regular meeting of the 15th day of October 2008, by the following vote:

AYES:	COUNCIL MEMBERS:	Marlen Garcia, Monica Garcia, Ricardo Pacheco, Mayor Pro Tem Anthony J. Bejarano and Mayor Manuel Lozano
NOES:	COUNCIL MEMBERS:	NONE
ABSTAIN:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCILMEMBERS:	NONE

Laura M. Nieto

LAURA M. NIETO
DEPUTY CITY CLERK

EXECUTIVE EMPLOYEES
BENEFIT MATRIX

ATTACHMENT "A"

Insurances/Supplemental Wage Payments

Benefits Plan

Effective July 1, 2004, the City will contribute a sum not to exceed $1,200.00 per month for each Executive employee towards benefits as detailed below:

The employee is required to maintain a minimum coverage for himself/herself in a plan of their choice, unless the employee can show proof they have adequate health insurance coverage through another source. In instances where the employee's medical insurance premium is less than the City's monthly contribution, such employee will have an option to have the excess monies placed toward an existing benefit program. These options include:

1. Placement in a City provided health insurance plan for self, two (2) party or family coverage.

2. Placement in a City provided dental insurance plan for self, two (2) party or family coverage.

3. Placement spread over a combination of the options listed above.

4. Elect to receive any excess monies in cash, which will be considered as taxable income, or

5. Elect to place the excess cash monies in a City provided deferred compensation program.

Vision Plan

Effective January 1, 2009, the City will provide a vision plan, and will contribute up to a maximum premium cost of **$34.05** per month.

Life Insurance

The City will provide term life insurance in the face amount of $60,000.

Vehicle/Vehicle Allowance

Effective July 1, 2004, the City will provide an Executive employee the choice to receive a City-owned vehicle or will provide an amount of $300.00 per month vehicle allowance for those Executive employees who choose to utilize their own personal vehicle for City business.

Cell Phone Allowance

Effective July 1, 2004, the City will provide an Executive employee an amount of $75.00 per month for use of a personal cell phone for City business.

Long-Term Disability and Short Term Disability

The City will provide long-term and short-term disability insurance coverage as set forth in the plan on file in the Personnel Services Office.

Retirement – Miscellaneous Employees

Effective July 1, 2005, the City will amend the City's contract with the Public Employees' Retirement System (PERS) to provide benefits at the 2.7% at 55 formula for the Local Miscellaneous Employees and to incorporate employee shared participation towards the contributions of said retirement benefit.

In order for the City to provide the benefits as stated herein, the City amended its contract with PERS. Pursuant to the amendments with PERS, the City is obligated to contribute 4.598% of the employees' base salary as its contributions to PERS. In addition, the employees are obligated to pay 8% of its base salary as its contribution to PERS.

Effective July 1, 2005, both the employees and the City agree that in order for the City to provide benefits as stated herein, the employees express agree and hereby enter into this Addendum to pay the City's cost of 4.598% of the employees' base salary in order to receive the benefits as agreed to herein. The City expressly agrees to pay 7% of the 8% of the employees' contribution to PERS. Employees expressly agree to pay its additional cost of 1% of employees' base salary. Accordingly, the employees agree to a pay a total cost of 5.598% of the base salary. The employees' cost will be reflected on the pay period ending date of July 2, 2005, pay date of July 7, 2005.

On July 1, 2006 – Employees will pay 5% and the City will pay 1.766% increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas) of their base salary. The employee's cost will be reflected after the pay period ending date of July 1, 2006.

On June 30, 2007 – Employees will pay 3% and the City will pay 3.766% increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas) of their base salary. The employee's cost will be reflected after the pay period ending date of June 30, 2007.

All such employee contributions shall be deposited in the member's retirement account.

The City will continue to pay the current employee's contribution of seven percent (7%) of the employee's base salary to the Public Employees' Retirement System in addition to the allocated percentages for the increase to normal cost (difference between 2% @ 55 and 2.7% @ 55 retirement formulas).

Retirement – Sworn Employees

The City will pay 100% of the employee's contribution to the CalPERS retirement program and provide retirement benefits at the 3% at 50 formula as currently specified under the City's contract with the California Public Employees' Retirement System. All such employee contributions shall be deposited in the member's retirement account.

Attendance and Leaves

Sick Leave

The general policy for sick leave will be as set forth, for all full-time employees, in Section 11.4 of the Personnel Rules.

Sick leave will accrue at the rate of 3.6923 hours on a biweekly basis and shall be debited on an hourly basis.

Effective September 7, 1994, each eligible employee shall elect their maximum sick leave hours accrual. Dependent upon the total number of currently accrued sick leave hours, the maximum sick leave hours accrual may be set at 300 hours, 600 hours or 900 hours. If an eligible employee wishes to elect a maximum sick leave accrual level that is at a higher level than their closest currently accrued sick leave hours, they may do so. The maximum accrual elected by the eligible employee will be irrevocable.

When an employee's service with the City is terminated for any reason, no compensation shall be paid for the unused sick leave hours accrual bank.

Annual Sick Leave Incentive – Sick leave shall accrue on hourly basis of eight (8) hours per month and shall be debited on an hourly usage basis. Each January 1, eligible employees will commence to accrue sick leave hours above their prior elected sick leave hours bank (300, 600 or 900).

At the close of the calendar year, each eligible employee will receive 50% of the unused portion of sick leave hours as compensation, calculated at their then straight time hourly rate. Payment will be made at the next closest pay period.

Vacation

All Executive employees shall accrue vacation leave in accordance with the following:

a. Employees having less than five (5) years service with the City: 3.6923 hours on a biweekly basis for time actually worked.

b. Employees having more than five (5) years service but less than ten (10) years service with the City 4.6154 hours on a biweekly basis for time actually worked.

c. Employees having more than ten (10) years but less than fifteen (15) years service with the City: 5.5385 hours on a biweekly basis for time actually worked.

d. Employees having more than fifteen (15) years but less than twenty (20) years service with the City: 6.4615 hours on a biweekly basis for time actually worked.

e. Employees having over twenty (20) years service with the City: 7.3846 hours on a biweekly basis for time actually worked.

Employees will be entitled to utilize accrued vacation leave after completion of six (6) months continuous employment with the City.

Bereavement Leave

Each Executive employee shall receive the equivalent of three (3) working days per incident, as needed, for a death in his or her immediate family. Immediately family shall mean and include only the employee's spouse, children, step-children, parents, spouse's parents, grandparents, spouse's grandparents, brothers and sisters. Said time will not be cumulative from one twelve month period to another nor will pay in lieu of unused leave for bereavement be provided.

Administrative Leave

Effective July 1, 2004, each Executive employee shall receive a maximum of seventy-two (72) hours of administrative leave with pay each fiscal year. Unused time at the end of each fiscal year, June 30, will be paid during the following month of July with said time being calculated at their then straight time hourly rate.

Holidays

All Executive employees are currently working on an alternate work schedule of four (4) days, ten (10) hours. While assigned to such work schedule, the following days shall be observed as holidays:

January 1st, the third Monday in February; the last Monday in May; July 4th; the first Monday in September; November 11th; the fourth Thursday in November; December 24th; December 25th; and such other days as may be designated as holidays by motion of the City Council.

If any of the foregoing holidays falls on a Friday and/or Saturday, the holiday will not be observed on the preceding Wednesday or Thursday. If any of the holidays fall on a Sunday, the Monday following is the holiday in lieu thereof.

Floating Holidays

For each Executive employee working the 4/10 plan such employee will receive two (2) ten (10) hour days of floating leave, for a total of 20 hours.

Holiday Bank

At the beginning of each calendar year, the City will determine how many of the set holidays fall on a Friday and/or Saturday. An employee will be credited with an equivalent number of hours of holiday time ("Holiday Bank"). Each affected employee will also be credited with the above floating holidays. For Executive Employees working the four (4) day, ten (10) hour alternate work schedule, the holiday bank will be calculated at ten (10) hours per holiday.

Employees may accumulate up to a maximum of one hundred (100) hours of holiday bank time. Each January 1, such excess hours will be removed form the employee's holiday bank hours accrual, calculated at their then straight time hourly rate and placed in a holiday hours bank to be paid no later than June 30 of the same year.

If an employee separates employment from the City, and has used holiday bank time prior to the occurrence of the actual holiday, he/she will have his/her vacation bank, administrative leave and/or final paycheck reduced to reflect the excess holiday bank time used.

If an employee separates employment from the City, and has not used any eligible accrued holiday bank time, he/she will be paid for such eligible holiday bank time at his/her straight time rate.

Compensation for Accrued Leave Time

Notwithstanding the maximum accruals established for vacation, administrative leave and holiday bank, Executive employees may accrue up to a maximum of three (3) months of additional paid leave time composed of a combination of vacation, administrative leave and/or holiday bank time.