

**CITY OF BALDWIN PARK**

**DIRECTOR OF RECREATION AND COMMUNITY SERVICES  
EMPLOYMENT AGREEMENT**

This DIRECTOR OF RECREATION AND COMMUNITY SERVICES AGREEMENT (“Agreement”) is entered into by and between the CITY OF BALDWIN PARK, a municipal corporation (“City”) and Maria Moreno, an individual (“Employee”).

**RECITALS**

WHEREAS, pursuant to Baldwin Park Municipal Code (BPMC) Section 31.03 the Chief Executive Officer has the authority, upon consultation and concurrence by the City of Baldwin Park City Council (“City Council”), to appoint certain department heads and managers; and

WHEREAS, pursuant to BPMC Section 33.05, all Unclassified Service Employees, including the Director of Recreation and Community Services, are At-Will and may be terminated from employment at any time without cause or without right of appeal or hearing, and not covered by the City’s Personnel System; and

WHEREAS, at the regular City Council meeting of August 6, 2025, the City Council authorized the Chief Executive Officer to execute an employment agreement with Maria Moreno, to serve as Director of Recreation and Community Services, subject to certain conditions, which position shall be At-Will and serve at the pleasure of the City Council; and

WHEREAS, Employee desires to perform and assume responsibility for the provision of services as the Director of Recreation and Community Services to the City and its related agencies; and

WHEREAS, the parties wish to establish the terms and conditions of Employee’s services as the Director of Recreation and Community Services to the City and its related agencies through this Agreement.

WHEREAS, the parties understand that this Employment Agreement will only become effective once the conditions have been satisfied as stipulated herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

**AGREEMENT**

**1.0 EMPLOYMENT & DUTIES**

1.1 Duties. City hereby employs Maria Moreno as the Director of Recreation and Community Services to perform the functions and duties as specified in the job description for this position attached hereto as Exhibit “A”, and to perform such other legally permissible and proper functions and duties as the Chief Executive Officer shall, from time-to-time, direct or

assign. Employee shall perform these functions and duties in an efficient, competent, and ethical manner and shall devote his/her best efforts and full-time attention thereto.

1.2 Work Schedule. It is recognized that Employee is expected to engage in the hours of work that are necessary to fulfill the obligations of the position, must be available at all times, and must devote a great deal of time outside the normal office hours to the business of the City. Employee acknowledges that proper performance of the duties of the Director of Recreation and Community Services will require Employee to generally observe normal business hours, as set by the City and may be duly revised from time-to-time (currently 7:30 a.m. to 6:00 p.m., Monday through Thursday), and will also often require the performance of necessary services outside of normal business hours. Employee's compensation (whether salary or benefits or other allowances) is not based on hours worked, and Employee shall not be entitled to any compensation for overtime.

1.3 Other Activities. Employee shall focus their professional time, ability, and attention to City business during the term of this Agreement. Employee shall not engage, without the express prior written consent of the Chief Executive Officer, in any other business duties or pursuits whatsoever, or directly or indirectly render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, that is or may be competitive with the City, that might cause a conflict-of-interest with the City, or that otherwise might interfere with the business or operation of the City or the satisfactory performance of the functions and duties of the Director of Recreation and Community Services.

1.4 Employment Status. Upon appointment to the Director of Recreation and Community Services position, Employee shall serve at the will and pleasure of the City Council and understands that he/she shall be an "At-Will" employee without recourse to bumping or other demotion rights and shall be subject to summary dismissal without any right of notice or hearing, including any so-called due process pre-disciplinary *Skelly* hearing, except as expressly provided in this Agreement. The City may terminate Employee at any time in accordance with Section 3.4 below.

1.5 City Documents. All data, studies, reports and other documents prepared by Employee while performing his/her duties during the term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law, except as may be required by any governmental agency or court of competent jurisdiction. Such materials shall not be used by Employee, without the prior written consent of the Chief Executive Officer, for any purposes other than the performance of his/her duties. Additionally, no such materials may be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by (a) law, (b) any governmental agency, (c) subpoena, or (d) an order issued by a court of competent jurisdiction.

1.6 Exclusion from Competitive Service. Employee understands, acknowledges and agrees that he/she is exempt from the City's competitive (Civil Service) system, and as such remains an At-Will employee serving at the pleasure of the City Council.

1.7 FLSA Exempt Status. Employee agrees that his/her position is that of an exempt employee for the purposes of the Fair Labor Standards Act.

## **2.0 COMPENSATION AND REIMBURSEMENT**

2.1 Compensation. For the services rendered pursuant to this Agreement, Employee's initial base compensation shall be \$15,329.98 per month ("Salary"), Step 1 of the City of Baldwin Park's Salary Schedule, to be paid on a pro-rated basis bi-weekly at the same time as other employees of the City are paid. Such Salary shall be adjusted for state and federal tax withholdings. Said Salary may be modified from time to time by a written amendment to this Agreement, and/or an amended salary resolution approved and adopted by the City Council, and shall be based upon the performance evaluation conducted pursuant to Section 5.0 of this Agreement.

2.2 Annual Salary Review. The Chief Executive Officer, in coordination with the City Council and Employee, agree to conduct an annual salary review concurrently with the annual performance evaluation set forth in Section 5.0. Upon conclusion of such review, the Chief Executive Officer may, within his/her discretion, increase Employee's Salary as he/she deems appropriate not to exceed the maximum of the Director of Recreation and Community Services salary range in accordance with the City's Salary Schedule.

2.3 Cost of Living Adjustment. Employee shall not be entitled to any cost of living adjustment ("COLA"), except Employee shall be entitled to a COLA when specifically approved for the Director of Recreation and Community Services position by action of the City Council.

## **3.0 TERM**

3.1 Commencement & Effective Date. Employee shall commence their services hereunder at 12:01 a.m. Pacific daylight savings time on September 15, 2025, or such earlier or later date upon which the Chief Executive Officer and Employee may mutually agree, in either event such date will also be deemed the effective date of this Agreement ("Effective Date"). This Agreement shall become effective upon the Effective Date, only upon the satisfaction of all pre-employment conditions by the Employee to the reasonable satisfaction of the City.

3.2 Term. Subject to satisfaction of the conditions listed in Section 3.1, the City hereby employs Employee as of the Effective Date until their services are terminated as provided for herein.

3.3 Termination by Employee. Employee may terminate this Agreement at any time, provided Employee provides the Chief Executive Officer with at least thirty (30) days' advance written notice, unless the parties agree to an alternative timeframe. In the event Employee

terminates this Agreement, Employee expressly agrees that he/she shall not be entitled to any Severance Pay (as defined below).

3.4 Termination by City. The City may terminate this Agreement at any time with or without cause. The City's right to terminate Employee pursuant to this Section 3.4 shall not be subject to or in any way limited by the City's Personnel Rules or past City practices related to the employment, discipline, or termination of the City's employees. Employee expressly waives any rights provided for department heads and certain managers under the City's Personnel Rules, Municipal Code, or under other state or federal law to any other form of pre- or post-termination hearing, appeal, or other administrative process pertaining to termination. Nothing herein, however, shall be construed to create a property interest, where one does not exist by rule of law, in the position of Director of Recreation and Community Services. Upon appointment to the Director of Recreation and Community Services position, Employee remains an At-Will employee serving at the pleasure of the City Council.

(a) Termination by City for Cause. The City may terminate this Agreement for cause at any time by providing Employee with five (5) business days' written notice of the termination for cause and the facts and grounds constituting such cause. The term "cause" shall be defined to include any misconduct materially related to performance of official duties, including but not limited to any of the following: 1) Breach of this Agreement, 2) Willful or persistent material breach of duties, 3) Résumé fraud or other acts of material dishonesty, 4) Unauthorized absence or leave, 5) Conviction of a misdemeanor involving moral turpitude (i.e., offenses contrary to justice, honesty, or morality) or conviction of a felony under California law, 6) Violation of the City's anti-harassment policies and/or a finding that legally prohibited personal acts of harassment against a City official or employee or legally prohibited personal acts of discrimination against a City official or employee has occurred, 7) Violation of the Municipal Code, Ordinances, Rules, and Regulations, including but not limited to the City's Personnel Rules, 8) Use or possession of illegal drugs, 9) Engaging in conduct tending to bring embarrassment or disrepute to the City, 10) Any illegal or unethical act involving personal gain, 11) A pattern of repeated, willful, and intentional failure to carry out materially significant and legally constituted direction of the Chief Executive Officer or the policy decisions of the City Council, 12) Gross misfeasance or gross malfeasance, and 13) "abuse of office or position" as defined in Government Code Section 53243.4 (i.e., waste, fraud, and violation of the law under color of authority and crimes against public justice, including crimes involving bribery and corruption). For any of the foregoing, the City may, in its discretion, place Employee on paid or unpaid administrative leave until resolution. If the City terminates for cause this Agreement and the services of Employee hereunder, the City shall have no obligation to pay severance.

(b) Termination by City Without Cause. By providing Employee at least thirty (30) days' prior written notice thereof, the City may terminate Employee without cause. In the event Employee is terminated without cause, Employee expressly agrees that they shall not be entitled to any severance pay as the result of the termination of this Agreement except as provided in Section 4.1 below.

#### **4.0 SEVERANCE AND WAIVER AND RELEASE**

4.1 Severance Pay. In the event the City terminates Employee's employment as Director of Recreation and Community Services without cause pursuant to Section 3.4(b) of this Agreement, and if Employee is not otherwise in breach of the terms of this Agreement, and if Employee executes a written waiver of any and all claims the Employee may have against the City, including but not limited to, a Civil Code Section 1542 waiver, then and only then, subject to the limitations set forth in Government Code Section 53260, the City shall pay a lump sum cash payment equal to three (3) months base salary, with no benefits included in the severance calculation ("Severance Pay") to Employee. Only base salary will be used to calculate the three months' severance. However, the City shall be relieved of its obligation to pay Severance Pay as provided in Section 4.2 or if Employee is terminated for malfeasance in carrying out the duties obligated under this Agreement or if the Employee is convicted of any illegal act involving moral turpitude or personal gain or if Employee refuses to sign a complete waiver releasing the City of any and all claims the Employee may have against the City. Employee shall also be entitled to any accrued compensable leave as Employee may have accumulated, subject to Section 6 of this Agreement and consistent with the Executive and Unclassified Managers Benefits Matrix and/or City Personnel Rules.

4.2 No Severance Pay if Termination for Cause or Initiated by Employee. As provided in Section 3.4(a), should Employee be terminated for cause, the City shall have no obligation to pay the Severance Pay provided for in Section 4.1 above. As provided in Section 3.3, should Employee initiate termination of this Agreement, the City shall have no obligation to pay the Severance Pay provided for in Section 4.1 above.

4.3 Sole Rights. The severance rights provided in this Section 4.0 shall constitute the sole and only entitlement of Employee with respect to severance pay in the event of the termination, other than for cause. Employee expressly waives any and all other rights with respect to severance pay except as provided herein.

#### **5.0 PERFORMANCE EVALUATIONS**

5.1 Purpose. The performance review and evaluation process set forth herein is intended to provide review and feedback to Employee so as to facilitate a more effective management of the City's personnel. Nothing herein shall be deemed to alter or change the employment status of Employee (as set forth in Section 1.3 above), nor shall this Section 5.0 be construed as requiring "cause" to terminate this Agreement, or the services of Employee hereunder.

5.2 Annual Evaluation. The Chief Executive Officer, in consultation with the City Council, shall review and evaluate the performance of Employee, within thirty (30) days after each anniversary of the Effective Date. In addition, Employee shall submit for the Chief Executive Officer's consideration at those times established by the Chief Executive Officer, but at least annually, Employee's proposed performance goals and objectives and incorporate the Chief Executive Officer's suggestions. Such review and evaluation shall be conducted concurrently with an annual salary review, and in accordance with the purpose noted in Section 5.1 above.

5.3 Written Summary. The Chief Executive Officer may, at his/her sole discretion, elect to provide a written summary of each performance evaluation to Employee within two (2) weeks following the conclusion of the review and evaluation process, and may, at his sole discretion, schedule at least one (1) closed personnel session with Employee to deliver and discuss the evaluation.

## **6.0 BENEFITS**

6.1 Provision of Benefits. Except as otherwise provided in this Agreement, the Employee shall receive all fringe benefits as are defined in the City of Baldwin Park's Executive and Unclassified Managers Benefits Matrix, Effective July 1, 2024, as approved by the City Council, attached as "Exhibit" C.

6.2 Changes to Benefits. To the extent the benefits enumerated in this Section 6.0 are increased, decreased, modified, or eliminated by the City Council, said increase, decrease, modification or elimination of said benefits shall be applicable to Employee at the time it becomes effective.

## **7.0 PROFESSIONAL DEVELOPMENT**

7.1 Membership. The City encourages Employee's continued professional development and shall provide payment of appropriate related costs for such activities, including membership in relevant professional organizations, as approved by the Chief Executive Officer.

7.2 Out-of-Town Meetings & Seminars. The City agrees to reimburse Employee the actual cost for registration, travel, lodging, meals, and other reasonable expenses incurred by Employee while attending overnight, out-of-town meetings or seminars related to his/her employment with the City, in accordance with the City's policies for expense reimbursement. Moreover, to be eligible Employee must have budgeted funds available for same; provided, however, that the Chief Executive Officer may, in his/her sole discretion, approve such unbudgeted expenditures if s/he deems it in the best interests of the City.

7.3 Local Meetings & Seminars. The City agrees to reimburse Employee the actual cost of registration, meals, and other expenses necessarily incurred while in attendance at local meetings or seminars related to his/her employment with City in accordance with the City's policies for expense reimbursement.

7.4 Incidental Expenses. The City agrees to reimburse Employee the actual cost of those incidental expenses necessarily incurred by Employee while engaged in the business of the City upon the presentation of an appropriate receipt therefor, in accordance with the City's policies for expense reimbursement.

7.5 Approval by Chief Executive Officer. To be eligible to receive reimbursement for the memberships and travel and other expenses incurred pursuant to this Section 8.0, Employee shall obtain advance approval of the Chief Executive Officer or his/her designee.

## **8.0 BONDS AND INDEMNIFICATION**

8.1 Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of the services provided by Employee under this Agreement, or any other intentional or malicious conduct or gross negligence of Employee.

8.2 Bonds. City shall bear the full cost of any fidelity or other bonds, which may be required in the performance of Employee's services under this Agreement.

## 9.0 GENERAL PROVISIONS

9.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to Employee's employment by the City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this Agreement shall be valid or binding upon either party.

9.2 Amendment. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing, which amendment shall require City Council approval, except where Chief Executive Officer approval is expressly authorized herein.

9.3 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows:

To City:  
Chief Executive Officer (CEO)  
City of Baldwin Park  
14403 E. Pacific Avenue  
Baldwin Park, California 91706

To Employee:  
Maria Moreno  
[On file with Human Resources Division.]

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

9.4 Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 87100 et seq., Section 1090 and Section 1125 of the Government Code, and all other similar statutory and administrative rules.

9.5 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

9.6 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution and delivery by each party hereto.

9.8 AB 1344. Assembly Bill 1344, which was subsequently enacted as Government Code §§ 53243 - 53243.4, sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. These statutes also require that contracts between local agencies and its employees include provisions requiring an employee who is convicted of a crime involving an abuse of his/her office or position to provide reimbursement to the local agency for the following forms of payment: (i) paid leave salary; (ii) criminal defense costs; (iii) cash settlement payments; and (iv) any non-contractual settlement payments. Accordingly, the Parties agree that it is their mutual intent to fully comply with these Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

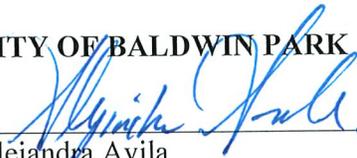
Employee represents that Employee has reviewed, is familiar with, and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee, including that Employee agrees that any cash settlement or severance related to the termination that Employee may receive from the City shall be fully reimbursed to the local agency if Employee is convicted of a crime involving an abuse of his/her office or position. The Government Code provisions referenced in this section are attached hereto in Exhibit "B".

9.9 Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, or had the opportunity to do so, and the City and Employee further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

[Signatures on following page]

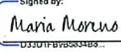
IN WITNESS WHEREOF, the City of Baldwin Park has caused this Agreement to be signed and executed on its behalf by its City Official, and duly attested by its officers thereunto duly authorized, and Employee has signed and executed this Agreement.

**CITY OF BALDWIN PARK**

  
\_\_\_\_\_  
Alejandra Avila  
Mayor

\_\_\_\_\_  
Date

**EMPLOYEE**

Signed by:  
  
\_\_\_\_\_  
Maria Moreno

8/28/2025  
\_\_\_\_\_  
Date

**ATTEST**

  
\_\_\_\_\_  
Christopher Saenz, City Clerk

9/3/25  
\_\_\_\_\_  
Date

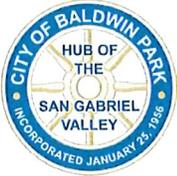
**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Christian L. Bettenhausen, City Attorney

9/4/25  
\_\_\_\_\_  
Date

**EXHIBIT A**

[Director of Recreation and Community Services Job Description on following page]



## JOB DESCRIPTION

### Director of Recreation and Community Services

Revised: August 6, 2025

Position Code: 20092  
Group: Executive  
FLSA: Exempt

**SUMMARY:** Under the direction of the Chief Executive Officer, the Director of Recreation and Community Services, plans, develops, and directs the provision of comprehensive recreation and community services programs; assists the Chief Executive Officer in coordinating the development, analysis, and implementation of City Council policies, goals and objectives; assures programs meet community needs and are delivered in a safe manner and within budget constraints.

**SUPERVISION RECEIVED AND EXERCISED:**

Administrative direction is provided by the Chief Executive Officer.

Responsibilities include direct and indirect supervision of the Recreation and Community Services Manager, Community Services Supervisors, Program Supervisors, Program Coordinators, and clerical personnel. Assignments may require indirect supervision of all other recreation and community services personnel.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Direct and participate in the development and implementation of goals, objectives, policies, procedures, and priorities.
- Plan, direct, supervise, and coordinate the work and programs of the department.
- Plan and direct the design and development of new recreation and community services programs.
- Assist in the development of plans and specifications for the development and use of new recreation facilities and buildings and improvements to existing facilities.
- Prepare and submit reports and recommendations and provide technical advice to the Chief Executive Officer and City Council.
- Coordinate activities, programs, and plans for facilities with other city departments and divisions, community groups, schools, and other outside agencies and neighborhood interest groups.
- Negotiate and monitor contracts with local school districts for the use of school facilities and the conduct of social and recreation programs.
- Prepare grants and administer grant funded recreation and community services programs.
- Respond to the most difficult citizen service and facility use related complaints and requests.
- Survey and evaluate the need for and develop plans and schedules for long range parks and recreation programs.
- Identify maintenance, improvement, and repair needs of parks and recreation facilities.
- Direct the establishment and maintenance of files and records of departmental activities.
- Supervise the collection of recreation-related fees.
- Prepare forecasts of recreation fees and charges, revenue sources, and expenditures.

- Prepare and administer the departmental budget, including operation and capital improvement.
- Select, supervise, train, and evaluate staff.
- Process legal agreements on conditions of understanding with schools.
- Make determinations and direct the acquisition of park and recreation areas, including carrying out legal description and title report procedures.
- Supports the relationship between the City of Baldwin Park and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties and special assignments as required or assigned.

**Knowledge of:**

- Principles, practices, and methods used in recreation and community services administration, management, and program and facility acquisitions and maintenance.
- Recreational, cultural, and social needs of all age groups, plus knowledge in areas of horticulture, landscape, park facility design, and use.
- Record-keeping and reporting procedures.
- Principles and practices of organization, administration, budget, and personnel management.

**Ability to:**

- Understand and implement the recreation and community services needs of the community and recommend additional areas, facilities, and programs to meet the needs.
- Prepare detailed plans and specifications and conduct reliable studies and research as needed.
- Prepare and maintain accurate and complete records and reports.
- Properly interpret and make decisions in accordance with appropriate laws, regulations, and policies.
- Communicate clearly and concisely, orally and in writing.
- Serve as a liaison between the City and various private and public agencies and deal successfully with the public and other interest groups.
- Plan, direct, and coordinate comprehensive recreation and community services activities.
- Select, supervise, train, and evaluate staff.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience**

Five (5) years of increasingly responsible administrative experience in recreation and community services program management.

**Education**

Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, Recreation Administration, or a related field.

Twenty-years (20) years of administrative, technical, and leadership service with the City is sufficient to satisfy the education requirement and may be considered.

**Licenses and/or Certifications:**

A valid California Class C Driver's License.

**EXHIBIT B**

GOVERNMENT CODE SECTION 53243-53243.4 and 53260(a)

53243. On or after January 1, 2012, any contract executed or renewed between a local agency and an officer or employee of a local agency that provides paid leave salary offered by the local agency to the officer or employee pending an investigation shall require that any salary provided for that purpose be fully reimbursed if the officer or employee is convicted of a crime involving an abuse of his/her office or position.

53243.1. On or after January 1, 2012, any contract executed or renewed between a local agency and an officer or employee of a local agency that provides funds for the legal criminal defense of an officer or employee shall require that any funds provided for that purpose be fully reimbursed to the local agency if the officer or employee is convicted of a crime involving an abuse of his/her office or position.

53243.2. On or after January 1, 2012, any contract of employment between an employee and a local agency employer shall include a provision which provides that, regardless of the term of the contract, if the contract is terminated, any cash settlement related to the termination that an employee may receive from the local agency shall be fully reimbursed to the local agency if the employee is convicted of a crime involving an abuse of his/her office or position.

53243.3. On or after January 1, 2012, if a local agency provides, in the absence of a contractual obligation, for any of the payments described in this article, then the employee or officer receiving any payments provided for those purposes shall fully reimburse the local agency that provided those payments in the event that the employee or officer is convicted of a crime involving the abuse of his/her office or position.

53243.4. For purposes of this article, "abuse of office or position" means either of the following:

- (a) An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority.
- (b) A crime against public justice, including, but not limited to, a crime described in Title 5 (commencing with Section 67) or Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

53260. (a) All contracts of employment between an employee and a local agency employer shall include a provision which provides that regardless of the term of the contract, if the contract is terminated, the maximum cash settlement that an employee may receive shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 18.

**EXHIBIT C**

**EXECUTIVE AND UNCLASSIFIED MANAGERS**  
**BENEFITS MATRIX**



## **City of Baldwin Park**

Executive and Unclassified Managers

### **Benefit Matrix**

July 1, 2024 through June 30, 2027

**EXECUTIVE EMPLOYEES  
BENEFIT MATRIX**

**ATTACHMENT A**

**COST OF LIVING ADJUSTMENTS**

The following unadjusted base salary shall receive the following:

**COLA**

Effective June 23, 2024 - 7% COLA

Effective June 22, 2025 5% COLA

Effective June 21, 2026 3% COLA

**INSURANCES/SUPPLEMENTAL WAGE PAYMENTS**

Benefits Plan

Effective the first full pay period commencing on or after January 12, 2020, the City will contribute a sum not to exceed \$1,625 per month for Executive employees.

Effective July 1, 2025, the City will contribute a sum not to exceed \$1,700 per month towards health benefit premiums.

Effective July 1, 2026, the City will contribute a sum not to exceed \$1,800 per month towards health benefit premiums.

The employee is required to maintain minimum coverage in a plan of of choice, unless the employee can show proof of 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.

Employees hired on or after July 1, 2024;

The cash out options for new hires will be eliminated. Pre-existing part time employees hired full time on or after July 1, 2024, will not be eligible for the cash out options.

Employees who decline medical coverage may use the City's contribution towards any dental plan/tier premium, with no cash out options.

Benefits Plan for Elected Officials

Effective the first full pay period commencing on or after January 20, 2021, the City will contribute a sum not to exceed \$1,625 per month for each Elected Official.

Effective July 1, 2025, the City will contribute a sum not to exceed \$1,700 per month towards health benefit premiums.

Effective July 1, 2026, the City will contribute a sum not to exceed \$1,800 per month towards health benefit premiums.

The employee is required to maintain minimum coverage in a plan of their choice, unless the employee can show proof of 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:

- A. Use funds to purchase City sponsored Health dental and/or vision insurance
- B. Be reimbursed for purchasing Health, Dental, vision insurance on the open market (not through the city) and/or
- C. Deposit funds into the City sponsored Retirement Plan

***\*Special Note for Elected Officials: COLA's, Premium bonuses or any other Cash out of benefits as taxable income is not permitted under the law***

#### Vision Plan

Effective the first full pay period commencing on or after July 1, 2017, the City will provide a vision plan, and will contribute up to a maximum premium cost of \$37.55 per month.

#### Life Insurance

The City will provide term life insurance in the face amount of \$100,000.

#### 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**

#### Retirement — Miscellaneous Employees

In accordance with City Resolution 2015-094, effective October 25, 2015, employees will pay 100% of the employee's membership contribution to the California Public Employees Retirement System (CalPERS). All such employee contributions shall be deposited in the member's retirement.

#### Retirement — Sworn Employees

In accordance with City Resolution 2015-094, effective October 25, 2015, employees will pay 100% of the employee's membership contribution to the California Public Employees Retirement System (CalPERS). All such employee contributions shall be deposited in the member's retirement account.

#### **Retiree Health Benefit Plan for Employees Hired Before July 1, 2020:**

For all employees hired prior to July 1, 2020, if upon retirement from the City, the employee enrolls in the City's CalPERS medical care plan, the City will pay the minimum employer contribution to CalPERS that is required by Government Code Section 22892(b). In addition, the City will also pay the premium cost for retiree-only coverage in the retiree's chosen medical plan.

Effective the first full pay period following the date of MOU approval by City Council the Health reimbursement Account (HRA) will be terminated.

**Retiree Health Benefit Plan for Employees Hired on or After July 1, 2020:**

For all employees hired on or after July 1, 2020, if upon retirement from the City, the employee enrolls in the City's CalPERS medical care plan, the City will pay only the minimum employer contribution to CalPERS that is required by Government Code section 22892(b).

**TRANSPORTATION ALLOWANCE**

Effective the first full pay period commencing on or after July 1, 2017, the City will provide an Executive employee an amount of \$500.00 per month transportation allowance except for the Police Chief who may choose a take-home, City-owned vehicle. Included is the use of a City provided take home vehicle so that employee may respond to emergencies. The use of a City vehicle does not include personal vacations and does not include personal travel a distance more than a 50 mile radius from the City. Transportation allowance may be used for public or alternative transportation.

**ELECTRONIC DEVICE MONTHLY ALLOWANCE**

Effective the first full pay period commencing on or after July 1, 2017, the City will provide an Executive employee an amount of \$150.00 per month to obtain and maintain access to personal electronic communication devices (smart phones, tablets, laptops, etc.) also used for City business.

**BILINGUAL PAY**

Effective the first full pay period commencing on or after July 1, 2017, the City agrees to increase the bilingual pay amount from one hundred dollars (\$100.00) to one hundred fifty dollars (\$150.00) per month to an employee who is capable of speaking, reading, writing and/or interpreting the language of Spanish, Chinese, Japanese, Vietnamese, Tagalog, and Signing. Qualifying test established by the City shall make determination of capability. Re-testing of individuals will be required to determine bilingual capability in the above stated languages. Only those individuals who score at the level of "Good" or better will be eligible for bilingual pay.

**LONGEVITY PAY**

Effective the first full pay period following the date of MOU approval by City Council the City agrees to provide a monthly longevity premium to each eligible employee as follows:

<b>Years of Service</b>	<b>Monthly Premium</b>
Five (5) – Nine (9) Years	\$100
Ten (10) – Fourteen (14) Years	\$150
Fifteen (15) – Nineteen (19) Years	\$200
Twenty (20) – Twenty-four (24) Years	\$250
Twenty-five (25) Years or more	\$300

Part-time longevity will be applied at fifty percent (50%). For example, one year of part-time work cannot count for more than one half year of longevity. Employees hired full-time after July 1, 2020 will not receive part-time credit for longevity. This section is effective upon ratification and shall not result in back pay or retro pay.

## 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 75% 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 of service with the City: 3.6923 hours on a biweekly basis for time actually worked.
- b. Employees having more than five (5) years of service but less than ten (10) years of 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 of 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 of service with the City: 6.4615 hours on a biweekly basis for time actually worked.
- e. Employees having over twenty (20) years of 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.

Executive Employees will be allowed to bank excess vacation accrual time for business necessity reasons only. Business necessity is defined as an urgent operational need requiring the employee's presence, as determined by the City Manager.

Human Resources will send out an email reminder on a semi-annual basis reminding employees to routinely check their vacation balances online to determine if they are at a use or lose status.

### Bereavement Leave

Each employee shall receive up to five days of unpaid job-protected bereavement leave. The City will provide employees with the equivalent of one (1) work week of paid bereavement leave, per incident. Employees may utilize their own forms of accruals for the additional time taken.

Family members covered:

Employee's: spouse, children, siblings, parents, grandparents, step- children, foster children, grandchildren, and State registered domestic partners.

Spouse's: parents, and grandparents

Said time will not be cumulative from one twelve (12) month period to another nor will pay in lieu of unused leave for bereavement is provided.

### Administrative Leave

Effective July 1, 2017, the CEO shall receive a maximum of one hundred twenty-five (125) hours of administrative leave. Payouts for unused time is discretionary and can be paid out at any time during each fiscal year. All other Executive employees shall receive a maximum of one hundred twenty (120) hours of administrative leave each fiscal year. For all other Executive employees, unused time at the end of each fiscal year, June 30th, 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:

New Year's Day- January 1st  
Marthin Luther King Jr. Day – The third Monday in January  
President's Day- The third Monday in February  
Cesar Chavez Day – Monday closest to March 31st (March 31, 2025, March 30, 2026, March 29, 2027).  
Memorial Day- The last Monday in May  
Independence Day- July 4th  
Labor Day- The first Monday in September  
Veteran's Day- November 11th  
Thanksgiving Day- The fourth Thursday in November  
The Friday following the fourth Thursday in November (5/40 & 9/80 schedules only)  
Christmas Eve- December 24th Christmas Day- December 25th

If any of the foregoing holidays fall 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

At the beginning of each calendar year, employees working the 4/10 schedule will receive one (1) ten (10) hour day of floating leave, for a total of 10 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 from 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.

### **DEFERRED COMPENSATION PLANS**

The City's deferred compensation plans are designed to provide employees with a supplemental retirement savings plan.

#### **457(b) Plan**

Employee paid through pre-tax payroll deductions, subject to IRS annual limits.

#### **401(a) Plan**

Effective the first full pay period commencing on or after January 12, 2020, the City will contribute \$750.00 per month into a 401(a) City sponsored defined contribution retirement plan.

**UNCLASSIFIED MANAGERS  
BENEFITS MATRIX**

**ATTACHMENT B**

**COST OF LIVING ADJUSTMENTS**

The following unadjusted base salary shall receive the following:

**COLA**

Effective June 23, 2024 – 7% COLA  
Effective June 22, 2025 – 5% COLA  
Effective June 21, 2026 – 3% COLA

**INSURANCES/SUPPLEMENTAL WANE PAYMENTS**

Benefits Plan

Effective July 1, 2024, the City's contribution to medical and dental premiums shall be increased to \$1,600 per month.

Effective July 1, 2025, the City's contribution to medical and dental premiums shall be increased to \$1,700 per month.

Effective July 1, 2026, the City's contribution to medical and dental premiums shall be increased to \$1,800 per month.

The employee is required to maintain minimum 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, the 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.

Employees hired on or after July 1, 2024;

The cash out options for new hires will be eliminated. Pre-existing part time employees hired full time on or after July 1, 2024, will not be eligible for the cash out options.

Employees who decline medical coverage may use the City's contribution towards any dental plan/tier premium, with no cash out options.

Vision Plan

Effective the first full pay period commencing on or after July 1, 2017, the City will provide a vision plan to all affected employees, and will contribute up to a maximum premium cost of \$37.55 per month. If the premium exceeds the amount, then the employee shall be responsible to pay the difference in excess of \$37.55.

Life Insurance

The City will provide term life insurance in the face amount of \$60,000 effective April 6, 2016.

The City will provide a supplemental life insurance program to enable employees to purchase additional life insurance at the employee's cost and no contribution from the City.

Long-Term Disability and Short Term Disability

The City will provide each employee with long-term disability insurance coverage as set forth in the plan on file in the Human Resources Office. Effective June 1, 1993, affected employees will be eligible to receive benefits commencing on the 31st day of non-work related injury or illness, and employees will be eligible to receive a maximum benefit of 66 2/3% of their current base salary up to a maximum of \$5,000 per month.

**RETIREMENT**

Employees Hired Before January 1, 2013

The City contracts with the State of California Public Employees Retirement System (CalPERS) for the classifications contained in this agreement. The plan shall include the following options:

1. 2.7% @ 55 retirement formula (Government Code §21354.4);
2. Single highest year final compensation (Government Code §20042);
3. Military service credit as public service option (Government Code §21024);
4. 1959 Survivors Benefit Level 1 for which each employee contributes ninety-three cents (\$.93) per pay period (Government Code §21571);
5. Pre-Retirement Death Benefits to continue after remarriage of survivor (Government Code §21551);
6. 2% Annual Cost of Living Allowance (Government Code §21329);
7. \$500 Retired Death Benefits.

In accordance with City Resolution 2015-094, effective October 25, 2015, employees will pay 100% of the employee's membership contribution to the California Public Employees Retirement System (CalPERS). All such employee contributions shall be deposited in the member's retirement account.

New CalPERS Members Hired On or After January 1, 2013

The City contracts with the State of California Public Employees Retirement System (CalPERS) for the classifications contained in this agreement. The plan shall include the following options:

1. 2% at 62 formula (Government Code §7522.20);
2. Three (3) year average final compensation period (Government Code §20037);
3. Pre-Retirement Death Benefits to continue after remarriage of survivor (Government Code §21551);
4. Military Service Credit as Public Service (Government Code §21024);
5. 1959 Survivors Benefit Level 1 for which each employee contributes ninety-three cent (\$.93) per pay period (Government Code §21571);
6. 2% Annual Cost of Living Allowance (Government Code §21329);
7. Employees will pay 50% of the normal cost as determined by CalPERS.
8. \$500 Retired Death Benefits

**Retiree Health Benefit Plan for Employees Hired Before July 1, 2020:**

For all employees hired prior to July 1, 2020, if upon retirement from the City, the employee enrolls in the City's CalPERS medical care plan, the City will pay the minimum employer contribution to CalPERS that is

required by Government Code Section 22892(b). In addition, the City will cover the premium cost for retiree-only coverage in the retiree's chosen medical plan.

Effective the first full pay period following the date of MOU approval by City Council the Health reimbursement Account (HRA) will be terminated.

**Retiree Health Benefit Plan for Employees Hired on or After July 1, 2020:**

For all employees hired on or after July 1, 2020, if upon retirement from the City, the employee enrolls in the City's CalPERS medical care plan, the City will pay only the minimum employer contribution to CalPERS that is required by Government Code section 22892(b).

**BILINGUAL PAY**

Effective the first full pay period commencing on or after July 1, 2017, the City agrees to increase the bilingual pay amount from one hundred dollars (\$100.00) to one hundred fifty dollars (\$150.00) per month to an employee who is capable of speaking, reading, writing and/or interpreting the language of Spanish, Chinese, Japanese, Vietnamese, Tagalog, and Signing. Qualifying test established by the City shall make determination of capability. Re-testing of individuals will be required to determine bilingual capability in the above stated languages. Only those individuals who score at the level of "Good" or better will be eligible for bilingual pay.

**ELECTRONIC DEVICE MONTHLY ALLOWANCE**

Effective the first full pay period commencing on or after July 1, 2017, the City will provide an Executive employee an amount of \$100.00 per month to obtain and maintain access to personal electronic communication devices (smart phones, tablets, laptops, etc.) also used for City business.

**LONGEVITY PAY**

Effective the first full pay period following the date of MOU approval by City Council the City agrees to provide a monthly longevity premium to each eligible employee as follows:

<b>Years of Service</b>	<b>Monthly Premium</b>
Five (5) – Nine (9) Years	\$100
Ten (10) – Fourteen (14) Years	\$150
Fifteen (15) – Nineteen (19) Years	\$200
Twenty (20) – Twenty-four (24) Years	\$250
Twenty-five (25) Years or more	\$300

Part-time longevity will be applied at fifty percent (50%). For example, one year of part-time work cannot count for more than one half year of longevity. Employees hired full-time after July 1, 2020 will not receive part-time credit for longevity. This section is effective upon ratification and shall not result in back pay or retro pay.

## 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.

Each eligible employee shall elect his/her 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. Once the election is made by the employee, such excess hours will be removed from the employee's sick leave hours accrual, calculated at their then straight time hourly rate and placed into a sick leave hours bank to be paid at 75% of the total value, with the timing and method of payment to be determined by the City.

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

### 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 75% 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.

### Bereavement Leave

Each employee will receive up to five days of unpaid job-protected bereavement leave. The City will provide employees with the equivalent of one (1) workweek of paid bereavement leave, per incident. Employees may utilize their own forms of accruals for the additional time taken.

Family members covered:

Employee's: spouse, children, siblings, parents, grandparents, step- children, foster children, grandchildren, and State registered domestic partners.

Spouse's: parents, and grandparents

Said time will not be cumulative from one twelve (12) month period to another nor will pay in lieu of unused leave for bereavement is provided.

### Vacation

Employees will be entitled to utilize accrued vacation leave after completion of six (6) months continuous employment with the City. Employees may be eligible to utilize accrued vacation leave at an earlier time, upon written request to and approval of their department head.

The times during which an employee may take his/her vacation leave shall be determined by the department head with due regard for the wishes of the employee and for the needs of the service.

Employees shall, each calendar year, be required to take a minimum of forty (40) consecutive hours vacation leave. In addition, an employee may, with approval of the appointing authority, use vacation leave in lesser increments during the calendar year.

Employees may accumulate up to a maximum of two (2) vacation periods in any one calendar year for the purpose of a vacation leave. A vacation period is defined as the maximum amount of vacation leave accrued by an employee in any calendar year, in accordance with Subsections (a), (b), (c), (d) and (e), as stated below.

- a. Employees having less than five (5) years of employment (vacation accrual = 96 hours per year) the maximum amount of vacation that may be accumulated shall be 192 hours.
- b. Employees having more than five (5) years of service but less than ten (10) years of employment (vacation accrual = 120 hours per year), the maximum amount of vacation that may be accumulated shall be 240 hours.
- c. Employees having more than ten (10) years but less than fifteen (15) years of employment (vacation accrual = 144 hours per year), the maximum amount of vacation that may be accumulated shall be 288 hours.
- d. Employees having more than fifteen (15) years but less than twenty (20) years of employment (vacation accrual = 168 hours per year), the maximum amount of vacation that may be accumulated shall be 336 hours.
- e. Employees having over twenty (20) years of employment (vacation accrual — 192 hours per year). The maximum amount of vacation that may be accumulated shall be 384 hours.

If the employee, because of business necessity, is not able to utilize excess accrued vacation hours, upon written request to and approval of the Department Head, an employee will be given an extension in order to take his/her vacation. In cases where the employee forfeits vacation leave time at the request of the City, upon approval of the Chief Executive Officer or designated representative(s), said employee shall be compensated for forfeited vacation leave time at the employee's current rate of pay. It is the employee's responsibility to schedule vacation time well in advance to avoid forfeiting his/her vacation or to avoid any conflicts.

Business necessity is defined as an urgent operational need requiring the employee's presence, as determined by the Department Head, Human Resources Manager and City Manager.

Human Resources will send out an email reminder on a semi-annual basis reminding employees to routinely check their vacation balances online to determine if they are at a use or lose status.

In the event a legal holiday falls during a vacation leave, such holiday shall not be charged as vacation leave, and the vacation leave shall be extended or accredited accordingly.

Employees who separate from the service of the City shall be eligible to receive compensation for all unused, accrued vacation leave.

#### Administrative Leave

Effective the first pay period including July 1, 2017, each employee shall receive a maximum of eighty (80) hours of administrative leave with pay each fiscal year. The use of such leave shall be at the reasonable discretion of the employee.

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

For employees working a 4/10 plan, the following days shall be observed as holidays:

New Year's Day- January 1st  
Marthin Luther King Jr. Day – The third Monday in January  
President's Day- The third Monday in February  
Cesar Chavez Day – Monday closest to March 31st (March 31, 2025, March 30, 2026, March 29, 2027).  
Memorial Day- The last Monday in May  
Independence Day- July 4th  
Labor Day- The first Monday in September  
Veteran's Day- November 11th  
Thanksgiving Day- The fourth Thursday in November  
The Friday following the fourth Thursday in November (5/40 & 9/80 schedules only)  
Christmas Eve- December 24th Christmas Day- December 25th

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

Employees working a 4/10 plan will receive one (1) ten (10) hour day of floating leave, for a total often (10) 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. The actual date for the use of such leave shall be subject to the approval of the Chief Executive Officer. This holiday bank leave can be used in hourly increments and combined with other leave. Employees may accumulate up to a maximum of one hundred (100) hours of holiday bank time.

If an employee, because of business necessity, is not able to utilize accrued holiday bank hours, upon written request to, and approval of the Chief Executive Officer, the employee will be paid for any excess hours over his/her maximum holiday bank hours accrual. Each January 1, such excess hours will be removed from 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 not 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.

### **DEFERRED COMPENSATION PLANS**

The City's deferred compensation plans are designed to provide employees with a supplemental retirement savings plan.

**457(b) Plan** Employee paid through pre-tax payroll deductions, subject to IRS annual limits.

**401(a) Plan** Effective the first full pay period commencing on or after January 12, 2020, the City will contribute \$150.00 per month into a 401(a) City sponsored defined contribution retirement plan.