

City of Hollister
EXECUTIVE MANAGEMENT UNIT

SALARY AND BENEFITS PLAN

EFFECTIVE JANUARY 1, 2016

TABLE OF CONTENTS

Section	1.	APPLICATION OF SALARY AND BENEFITS PLAN	Page 1
Section	2.	SALARY ADJUSTMENT	Page 1
Section	3.	HOLIDAYS	Page 2
Section	4.	VACATION	
		A. Entitlement	Page 2
		B. Accrual	Page 2
		C. Maximum Accrual	Page 2
		D. Floating Holidays	Page 3
Section	5.	SICK LEAVE	
		A. Entitlement	Page 3
		B. Accrual	Page 3
		C. Sick Leave Conversion to Cash	Page 3
		D. Vacation Conversion to Cash	Page 4
Section	6.	ADMINISTRATIVE LEAVE	Page 4
Section	7.	INSURANCE	
		A. Description	Page 5
		B. Health Insurance Options	Page 5
		C. IRS Code Section 125 Flexible Benefits/Cafeteria Plan	Page 5
		D. Terms of Health Care Participation	Page 6
		E. Health Care Contributions	Page 6
		F. Vision Insurance	Page 7
		G. Dental Insurance	Page 7
		H. Life Insurance	Page 7
		I. Long Term Disability Insurance	Page 7
		J. Health Insurance Waiver Option	Page 8
		K. Optional Health Benefits	Page 8
		L. Flexible Spending Accounts	Page 9
		M. Life Insurance	Page 9
		N. Miscellaneous	Page 9
Section	8.	RETIREMENT	
		A. Contribution	Page 10
		B. 1959 PERS Survivor Death Benefit	Page 11
		C. One-Year Final Compensation Benefit	Page 11

Section	9.	PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM	
		A. Professional Certificates	Page 12
		B. College Degrees and Certificates	Page 12
		C. Additional Eligibility Requirements	Page 12
Section	10	PROFESSIONAL CERTIFICATE PAY	Page 13
Section	11.	TUITION REIMBURSEMENT	Page 14
Section	12.	DEFERRED COMPENSATION PROGRAM	Page 14
Section	13.	BILINGUAL ALLOWANCE	Page 14
Section	14.	DRUG FREE WORKPLACE POLICY	Page 14
Section	15.	MILEAGE REIMBURSEMENT	Page 14
Section	16.	JURY DUTY AND SUBPOENAED WITNESS	Page 14
Section	17.	LONGEVITY BONUS PAY	Page 15
Section	18.	EVENT PAY	Page 15
Section	19.	TELEPHONE STIPEND	Page 15
Section	20.	SAFETY EQUIPMENT	Page 15
Section	21.	TERM OF AGREEMENT	Page 15

City of Hollister – Executive Management Salary and Benefits Plan

1. APPLICATION OF SALARY AND BENEFITS PLAN

This Salary and Benefits Plan shall apply to the Executive Management Employees' Unit (hereafter referred to as "Executive Management Employees". This Unrepresented Unit includes the following Unrepresented Classifications.

- Airport Director
- Fire Division Chief/Fire Marshall
- Information Systems Manager
- Police Captain
- Program Manager
- Recreation Manager
- Human Resource Manager
- Community Services Director

2. SALARY ADJUSTMENT

Wage Increases:

Effective upon execution of the MOU, as part of a joint savings arrangement between the City and the Union for health care coverage, the City shall provide a one-time retention incentive payment in the amount of \$1,250.00 to each unit employee, ***with the exception of the Information Systems Manager***. First payment to be issued no later than the first full pay period after the execution of the MOU.

1. The City shall apply a two and a half percent (2.5%) across-the-board increase to the base salary of all unit classifications, Said payment to be issued no later than the first full pay period after January 1, 2016.
2. The City shall give a one-time retention incentive payment in the amount of \$1,000.00 to each unit employee still currently employed effective the first full pay period of July 1, 2016.
3. The City shall apply a two percent (2.0%) across-the-board increase to the base salary of all unit classifications effective the first full pay period of January 1, 2017 and the City shall provide a one-time retention incentive payment in the amount of \$1,000.00 to each unit employee still currently employed on January 1, 2017. Said payment to be issued no later than the first full pay period after January 1, 2017.
4. The City shall apply a one percent (1.0%) across-the-board increase to the base salary of all unit classifications effective the first full pay period of July 1, 2017.

City of Hollister – Executive Management Salary and Benefits Plan

3. HOLIDAYS

All Executive Management employees are entitled to 10.5 paid holidays per year. These holidays are as follows:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr. Day
Third Monday in February	Presidents Day
Last Monday in May	Memorial Day
July 4 th	Independence Day
First Monday in September	Labor Day
November 11 th	Veterans Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving
December 24 th (1/2 day)	Christmas Eve
December 25 th	Christmas Day

4. VACATION

A. Entitlement

All Executive Management employees are entitled to accrue vacation based on B. Accrual below. Employees may take accrued vacation after the completion of six (6) months of service.

B. Accrual

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
<i>1st through completion of 3rd</i>	<i>10 days</i>
<i>4th through completion of 7th</i>	<i>15 days</i>
<i>8th through completion of 15th</i>	<i>20 days</i>
<i>16th through completion of 20th</i>	<i>22 days</i>
<i>Beginning of 21st year</i>	<i>25 days</i>

C. Maximum Accrual

Executive Management Employees may only accumulate a maximum of 35 working days (280 hours) of vacation without the authorization of the City Manager. Accumulated vacation time of more than 35 days (280 hours) authorized by the City Manager must be used prior to the end of the calendar year or it will be lost.

City of Hollister – Executive Management Salary and Benefits Plan

D. Floating Holidays

Executive Management Employees shall receive two (2) floating holidays for the fiscal year for their use beginning on July 1 of each fiscal year.

5. SICK LEAVE

A. Entitlement

Sick leave shall be accrued at a rate of twelve (12) days per year (8 hours per month).

B. Accrual

Unused Sick Leave may be accrued without limit.

C. Sick Leave Conversion to Cash

All Executive Management Employees may be compensated for a percentage of accrued, unused sick leave to cash at retirement or death from City employment. The provisions for this policy are as follows:

1. Executive Management Employees may not "cash out" or be compensated for any of the first 240 hours of sick leave accrued.
2. Any Executive Management Employees having completed 10 years of continuous service with the City and who retires from City service, will be compensated for fifty percent (50%) of accrued, unused sick leave in excess of 240 hours at the employee's hourly rate of pay at the time of retirement from City service.
3. The surviving spouse or State-registered Domestic Partner, beneficiary(s), dependent(s), or estate of any current employee of this unit who has completed 10 years of continuous service with the City and dies while employed by the City prior to retirement, will be compensated for fifty percent (50%) of accrued, unused sick leave in excess of 240 hours at the employee's hourly rate of pay at the time of death.
4. Any Executive Management Employee having completed 10 years of continuous service with the City and having an unused sick leave accrual balance exceeding 500 hours may, at their option, "cash out" up to a maximum of 96 hours (12 days) of unused sick leave annually as long as the "cashed out" hours do not diminish the unused sick leave accrual balance to an amount less than 500 hours.
5. Compensation for unused, accrued sick leave will be made at the employee's rate of pay at the time of "cash out". Requests for payment of unused sick leave as described herein, shall be made in writing to the Administrative Services Department at least 30

City of Hollister – Executive Management Salary and Benefits Plan

days in advance of June 1st and December 1st of each year.

6. Payments of "cashed out" unused sick leave will be made on the first pay day which follows June 1st and December 1st of each year.

D. Vacation Conversion to Cash

Executive Management Employees may cash out vacation leave hours in the increments of ten (10) hours as long as it has been budgeted and must have the City Manager's Approval. Compensation for vacation leave cashed out will be made at the employee's rate of pay at the time of cash out. Request for payment of vacation time shall be made in writing to the Department of Administrative Services at least thirty (30) days in advance.

Payments of cashed-out vacation leave will be made on the first full pay day which follows the end of the thirty (30) day advance. This payment will be made in the regular payroll check issued for that pay period.

6. ADMINISTRATIVE LEAVE

All Executive Management Employees shall receive eighty (80) hours Administrative Leave on July 1st of each fiscal year. The terms for use of Administrative Leave are as follows:

- A. Administrative Leave credit will be accrued at the rate of 3.08 hours per pay period.
- B. The entire eighty (80) hours of Administrative leave will be advanced and be available for use on July 1 of each fiscal year.
- C. Leave usage must be identified and recorded on the official time card for the period in which leave was taken.
- D. Residual Administrative Leave not utilized during the fiscal year may not be carried over into a subsequent year unless prior approval by the City Manager. Administrative Leave shall not be cumulative and shall not be converted into monetary compensation, except upon termination or retirement.
- E. Excluding the provisions pursuant to Paragraph [G] below, in the event an eligible employee terminated during the year, unused accrued Administrative Leave shall be paid out in the same manner as unused vacation. If leave has been taken beyond that which is accrued, the employee must pay back all excess leave taken.
- F. For eligible employees hired during the year, prorated leave credit will be accrued from the date of hire.
- G. Each Executive Management Employee shall have the right to donate at any time all or

City of Hollister – Executive Management Salary and Benefits Plan

a portion of his or her Administrative Leave to any City Employee pursuant to Resolution 2006-15 (Catastrophic Illness or Injury). Such donations shall not be subject to the requirement for repayment of Administrative Leave under Section [6] (E) herein.

7. INSURANCE

A. Description

The City of Hollister Flexible Benefits Plan/Cafeteria Plan (hereinafter "Plan") is available to full-time employees (hereinafter "Employees"). There will be three participation levels as referenced under Section [E]. Optional benefits are listed below. Once an election is made, it will remain in force until the next open enrollment period. A Third Party Administrator (T.P.A.) fee will be paid by the employees that participate in the Plan.

B. Health Insurance Options

The City shall provide employees with the choice of participating in either the Public Employees' Medical and Hospital Care Act (PEMHCA) program or the Anthem Blue Cross HMO program offered by CALPERS.

C. IRS Code Section 125 Flexible Benefits/Cafeteria Plan

1. The City shall provide for unit members an IRS Code Section 125 Flexible Benefits/Cafeteria Plan in accordance with all applicable state and federal laws and regulations.
2. The City shall contribute towards the medical, dental and vision care plan amounts allocated in accordance with the City's IRS Code Section 125 Flexible Benefits/Cafeteria Plan as specified below.
3. The City shall allocate specified amounts of "Flex Credits" to the employee's flexible benefit account. These amounts shall consist of the following:
 - a. An amount up to and not to exceed the City's contribution towards medical insurance, based upon either the Anthem Blue Cross HMO or PEMHCA's PERS Choice medical plans, whichever plan is greater for Calendar year 2015. For Calendar year 2016, it will be whichever plan is the lessor of the two plans. The required contribution for employees electing dependent coverage in accordance with Section [E] below shall be excluded from this total.
 - b. An amount equivalent to the City's contribution towards dental insurance. The required contribution for employees electing dependent coverage in accordance with Section [E] below shall be excluded from this total.

City of Hollister – Executive Management Salary and Benefits Plan

- c. An amount equivalent to the City’s contribution towards vision insurance. The required contribution for employees electing dependent coverage in accordance with Section [E] below shall be excluded from this total.
4. In the event that surplus Flex Credits are available, any Executive Management employees shall have the option to allocate such Flex Credits to one or more of the following:
 - a. Executive Management Employees Flexible Spending Account.
 - b. Roth Individual Retirement Account (IRA).
 - c. ICMA or City-authorized 457 Deferred Compensation Plan.

If a Unit Employee’s residual “Flex Credits” are reduced, the employee will have the responsibility to pay the contribution no longer covered by the Surplus Flex Credits.

5. Employees who waive either dental and/or vision coverage shall have the option to apply available flex credits towards the cost of any optional premium listed in the Section K. The cost of the optional premium not covered by available flex credits shall remain the employee’s responsibility.
6. Employees who elect to waive any or all health coverage shall be subject to the terms and provisions described under Section [J] below.

D. Terms for Health Care Participation

Participation and coverage in the medical, dental, and vision care plans shall be in accordance with the terms and conditions of the insurance carrier.

E. Health Care Contributions

1. Employee-only Premium

The City shall contribute towards the medical, dental, and vision insurance plans an amount equal to the employee-only premium at the time of adoption of this Salary and Benefits Plan for each member of the unit for the term of this Salary and Benefits Plan. The employee-only premium for medical insurance shall be based on the higher premium for Calendar year 2015 and the lower of the two for Calendar year 2016 of either PEMHCA’s PERS Choice or Anthem Blue Cross HMO in accordance with Section [C] above.

City of Hollister – Executive Management Salary and Benefits Plan

2. Employee Option for Dependent Coverage

For those employees who elect the option for dependent coverage for medical, dental, and vision insurance plans, the City shall contribute monthly amounts toward such dependent coverage based upon the higher premium for Calendar year 2015 and the lower of the two for Calendar year 2016 of either PEMHCA’s PERS Choice or Anthem Blue Cross HMO in accordance with Section [C] above, so that the employee pays no more than the following:

<i>Medical - One Dependent</i>	<i>\$ 32.55</i>
<i>Medical - Family</i>	<i>\$ 57.54</i>
<i>Dental - One Dependent</i>	<i>\$ 8.69</i>
<i>Dental - Family</i>	<i>\$ 19.39</i>
<i>Vision - One Dependent</i>	<i>\$ 29.93</i>
<i>Vision - Family</i>	<i>\$ 29.93</i>

F. Vision Insurance

The City shall provide a vision care insurance plan which is available to eligible unit members and qualified dependents during the term of this Salary and Benefits Plan.

The City shall offer vision care insurance for employees and qualified dependents as a pre-tax flexible benefit option. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier.

G. Dental Insurance

The City shall offer dental care insurance for employees and qualified dependents as a pre-tax flexible benefit option. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier.

H. Life Insurance

The City shall provide term life insurance in the amount equal to \$100,000 for each member of the unit for the term of this Salary and Benefits Plan. Additional term life insurance may be purchased by the employee in increments of \$10,000 up to a total of \$250,000.

I. Long Term Disability Insurance

The City agrees to provide to all employees within this unit at City cost a Supplemental Long Term Disability Plan, coordinated with other existing benefits to provide no more than a thirty (30) day exclusion or elimination period; no less than a one year benefit for

City of Hollister – Executive Management Salary and Benefits Plan

accident or illness; and a minimum scheduled benefit of sixty-six percent (66%) or two-thirds (2/3) of gross salary to a maximum of \$3,500 per month for the term of this Salary and Benefits Plan. The City in its sole discretion shall select the Supplemental Long Term Disability Plan carrier that meets these requirements.

J. Health Insurance Waiver Option

1. Effective January 1, 2014, employees within this bargaining unit who elect not to participate in the City's health care insurance program will be compensated in an amount as follows:

\$535	Employee Only
\$1,075	Employee plus one
\$1,380	Employee plus family

The compensation will be based on the employer's contribution towards the premiums for the City's health plan at the level in which the employee is eligible to participate (employee only, employee plus one dependent, employee plus two or more dependents) at the time of waiving City insurance coverage in accordance with Section [3] below. This cash amount will be paid as part of the employee's bi-weekly payroll.

2. Employees within this unit shall be eligible to elect not to participate in the City's health care program only after participating for a minimum period of one year immediately preceding the election.
3. Employees within this bargaining unit electing not to participate in the City's health care insurance program must annually provide proof of medical insurance coverage by an outside provider in order to maintain payment under this waiver option.
4. For employees who elect not to participate in the group medical coverage offered by the City, the City will provide dental and vision coverage for the employee and his/her dependents at no cost to the employee.
5. In addition to the coverage options specified under Article 7. Insurance of the Memorandum of Understanding between the City of Hollister and Executive Management Employees, the following optional health benefits shall be available to the employees of this bargaining unit.

K. Optional Health Benefits

Employees within this unit that have elected to participate in a City-offered medical plan can also elect to participate in the optional benefits. If the employee has any surplus flex credits after making all elections required to participate in the medical insurance, the employee can use that surplus toward optional qualified insurance benefits or one or both

City of Hollister – Executive Management Salary and Benefits Plan

of the pre-tax spending accounts. Employees that wish to participate in the optional benefits plan, but do not have any surplus credits, can elect to have a pre-tax payroll deduction in an amount to cover the cost of their elections.

Employees may pay the premiums for the following benefits on a voluntary basis:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Group Term Insurance up to \$50,000 for Employees only
- Accidental Death and Dismemberment Insurance
- Short Term Disability
- Cancer Insurance
- Supplemental Health Insurance
 - Accidental Only Insurance
- Intensive Care Insurance

L. Flexible Spending Accounts (FSA's)

The City agrees to offer a pre-tax dependent care reimbursement account up to the maximum reimbursement allowed by law to be funded by employee.

The City agrees to offer a pre-tax medical reimbursement account, up to two thousand five hundred dollars (\$2,500) per year per employee.

M. Life Insurance

The City shall offer a voluntary supplemental life insurance plan through the flexible benefits plan for pre-tax contributions by the employees. Participation and coverage shall be in accordance with the terms and conditions of the insurance carrier. Employees may also elect pre-tax payroll deductions to support other City sponsored voluntary supplemental insurance benefits.

N. Miscellaneous

The City of Hollister does not allow the employee to take the surplus credits in taxable cash.

City of Hollister – Executive Management Salary and Benefits Plan

8. RETIREMENT

A. Contribution (Based on Retirement Category):

Airport Director, Information Systems Manager, Program Manager and Recreation Manager:

Tier 1

- a. Effective the first full pay period after the execution of the Salary and Benefits Plan, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Miscellaneous CalPERS "2.5% @ age 55" Retirement Benefit Plan shall pay eight percent (8%) of their Compensation and all unit employees under the Public Safety (Police and Fire) CalPERS "3% @ age 50" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

- b. Effective the first full pay period after the execution of the Salary and Benefits Plan, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Miscellaneous CalPERS "2% @ age 60" Retirement Benefit Plan shall pay seven percent (7%) of their Compensation and all unit employees under the Public Safety (Police and Fire) CalPERS "3% @ age 55" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution .

Tier 3

- c. Effective on or after January 1, 2013, all new employees hired on or after January 1, 2013, and who are defined as a "new member" under the Public Employee Pension Reform Act of 2013 (PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

Police Captain HPOA:

Tier 1

- a. Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Police CalPERS "3% @ age 50" Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

- b. Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Police CalPERS "3% @ age 55" Retirement Benefit Plan shall pay nine percent (9%) of

City of Hollister – Executive Management Salary and Benefits Plan

their Compensation as part of the Employees' contribution .

Tier 3

- c. Effective on or after January 1, 2013, all new employees hired on or after January 1, 2013, and who are defined as a “new member” under the Public Employee Pension Reform Act of 2013 (PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

Fire Division Chief-HFFU

Tier 1

- a. Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Fire CalPERS “3% @ age 50” Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution.

Tier 2

- b. Effective the first full pay period after the execution of the MOU, and the City's subsequent adoption of the Resolution changing the CalPERS Retirement Employee Contribution Rate, all unit employees under the Public Safety - Fire CalPERS “3% @ age 55” Retirement Benefit Plan shall pay nine percent (9%) of their Compensation as part of the Employees' contribution .

Tier 3

- c. Effective on or after January 1, 2013, all new employees hired on or after January 1, 2013, and who are defined as a “new member” under the Public Employee Pension Reform Act of 2013 (PEPRA), AB 340 shall pay the employee contribution rate as established by State of California law.

B. 1959 PERS Survivor Death Benefit

The City shall provide the PERS Section 21574 "Fourth Level 1959 Survivor Death Benefit" for all eligible unit members for the term of this contract. The City shall pay the employer rate contribution. The employee shall pay the member rate contribution.

C. One-Year Final Compensation Benefit

The City shall provide the PERS Section 20042 "One Year Final Compensation" benefit for eligible unit members.

All new employees hired on or after January 1, 2013, and who are defined as a “new Member” under PEPRA, are subject to the new State Formulas, Final Compensation Period, and Contribution requirements as established by the PEPRA.

City of Hollister – Executive Management Salary and Benefits Plan

9. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

Employees who have successfully completed probation shall be eligible to receive a one-time professional development incentive for obtaining certificates or degrees received after the date of this Salary and Benefits Plan. A professional development incentive shall not be awarded if the certification or degree is a minimum requirement for their position.

The certificate must relate to the employee's current position or future lateral or promotional opportunities with the General Employees Unit, Mid-Management Association or the unrepresented units of Confidential Employees and Executive Management. Vocational Training, for purposes of this section, is defined as a minimum of 100 hours of specific training in a career field which results in a certificate of completion. The minimum one hundred (100) hours shall be documented classroom time or in the case of a correspondence program identified as the average length of time required to complete the program certification as documented by the certifying agency or institution. Only one (1) professional development incentive per calendar year can be received by an employee. If an employee receives a Ph.D., Master's degree or Bachelor's degree in a calendar year, the employee may also receive one (1) additional professional development incentive for a certificate earned in the same calendar year.

A. Professional Certificates - \$2,500.00 Lump Sum

- Fire – Emergency Medical Technician, Hazard Materials Certification.

B. College Degrees and Certificates - \$2,500.00 Lump Sum

- Ph.D.
- Master's Degree
- Bachelor's Degree
- Associate's Degree

C. Additional Eligibility Criteria

Additional licenses and certificates eligible for these professional development incentives, not listed in this Article, may be reviewed and approved by the City Manager in accordance with the following criteria:

- The license or certificate submitted for consideration must directly relate to the employee's current position or future lateral or promotional opportunities in accordance with the provisions of this section.
- The employee earning the license or certificate shall be subject to duties and assignments commensurate with the level of proficiency attained under the City's

City of Hollister – Executive Management Salary and Benefits Plan

Professional Development Incentive Program.

- After the effective date of this Salary and Benefits Plan, all such requests for consideration for eligibility for such license and certificate incentives shall be submitted to the Department Head for review, with final approval by the City Manager at his/her sole discretion. The City Manager's determination is not subject to appeal.

The process for receiving a professional development incentive under this program shall be:

- Prior to beginning any class, program, seminar or study toward a desired certificate or degree, the employee must submit a request to his/her department head for consideration and approval of bonus award. Qualifying classes, programs, seminars or study toward a desired certificate or degree shall not be denied.
- If prior approval is not obtained, the class, program, seminar or study toward a desired certificate or degree shall not fall within the scope of this Professional Development Incentive Program.
- Upon obtaining a copy of the certificate or degree, payment will be processed for the specified incentive. Professional development incentives shall not be granted prior to receiving a copy of the degree or certificate.

The following are not eligible for consideration under this Section:

- Any driver's licenses
- Certificates, licenses, or degrees required for the position the employee holds
- Certificates, licenses, or degrees earned at the expense of the City including City sponsored training programs and consortium training programs except for approved tuition reimbursement pursuant to Section 8.10 (D) and (E) of the City of Hollister Personnel Rules & Regulations for Associate degrees, Bachelor's degrees, Master's degrees, and Ph.D. degrees.

10. PROFESSIONAL CERTIFICATE PAY

The Executive Management members who possess and maintains a Professional Certificate up to a maximum of three (3) shall be entitled to Certification Pay in the amount of Two-Percent of salary based upon the obtaining of and maintaining the Certificate. The Certificate must pertain to the member's position and shall remain subject to the needs and requirements of the City.

Examples of Professional Certificates are:

City of Hollister – Executive Management Salary and Benefits Plan

Police – Intermediate, Advance, Supervisory, Management and Executive
Fire – Emergency Medical Technician, Hazard Materials Certification

11. TUITION REIMBURSEMENT

Executive Management Employees are eligible to participate in the City's Tuition reimbursement Program, which provides reimbursement of up to Three thousand five hundred dollars (\$3,500) per employee per year of expenses incurred in job related educational programs which are approved by the City Manager.

12. DEFERRED COMPENSATION PLAN

The City shall continue to provide a voluntary Deferred Compensation Plan for all employees of this unit for the term of this Salary and Benefits Plan.

13. BILINGUAL ALLOWANCE

Employees who perform technical bilingual skills (reading, writing, translation) and who successfully pass a City-administered proficiency test shall receive an allowance of one hundred twenty-five dollars (\$125.00) per month.

14. DRUG FREE WORKPLACE POLICY

The City's Drug Free Workplace Policy, City Personnel Rule 2.05, adopted by Resolution 92-116 (August 3, 1992), is incorporated by reference into this Salary and Benefits Plan.

15. MILEAGE REIMBURSEMENT

The City shall reimburse all eligible unit members for mileage driven in their personal vehicles while conducting City Business at the rate specified by the Internal Revenue Service. Claims for such reimbursement must be submitted on the proper City form and approved by the city before payment can be made.

16. JURY DUTY AND SUBPOENAED WITNESS

Any eligible employee of this unit shall be allowed to take leave from his/her City Duties without loss of wages, leave time or other benefits for the purpose of responding to jury selection or serving on a jury for which he/she has been selected, subject to the limitation that an employee receive paid leave for jury duty not more than once per calendar year. In the case of serving on a jury more than one time during a year, the employee has the option of using leave time to mitigate loss of pay. No employee shall suffer loss of wages or other benefits responding to a subpoena to testify in court on behalf of the City.

City of Hollister – Executive Management Salary and Benefits Plan

17. LONGEVITY PAY

A longevity bonus shall be paid to employees of this unit who complete the following specified consecutive years of service:

<u>NUMBER OF CONSECUTIVE YEARS</u>	<u>LONGEVITY BONUS</u>
<i>10 - 14 Years</i>	<i>Three Percent (3.0%) of Base Salary</i>
<i>15 - 19 Years</i>	<i>Six Percent (6.0%) of Base Salary</i>
<i>20 or more Years</i>	<i>Nine Percent (9.0%) of Base Salary</i>

18. EVENT PAY

Any Executive Management Employee who is required to work a special event (i.e. Rally, Airshow, HazMat Day, OTS Grant etc.) or any disaster with City Manager's approval will be compensated \$400.00 per day

19. TELEPHONE STIPEND

The City will pay a cell phone allowance of \$40 per month to Executive Management Employees. Employees receiving this allowance shall keep the phone in service at all assigned times and shall maintain the phone in proper working order at the employee's expense. No employee will be allowed the Cell Phone Allowance if they also maintain a City provided Cell Phone. City has no financial responsibility for lost or damages cell phones.

20. SAFETY EQUIPMENT

The City agrees to provide all necessary protective clothing and safety equipment for members in this unit. In addition, the City shall comply with all applicable State laws regarding damage and loss of uniforms and/or personal equipment. Personal protective vests will be replaced at City cost as per manufacturer's recommendations or repaired at City's option.

21. TERM

The term of this Salary and Benefits Plan shall commence on January 1, 2016.