

**COMPENSATION
AND
BENEFITS PROFILE
*FOR***



**DESERT HOT SPRINGS
NON-REPRESENTED
EMPLOYEES**

Effective: July 1, 2014

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ARTICLE I: INTRODUCTION

Covered Employee Classifications

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

- Assistant to the City Manager
- City Clerk
- Deputy City Clerk
- Human Resources Specialist
- Information Technology Technician
- IT / Human Resources Manager
- Management Analyst
- Police Commander
- Police Records Supervisor
- Program and Financial Specialist
- Public Works Manager
- Senior Accountant
- Senior Planner

Comprehensive Profile – Terms and Conditions of Employment

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

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in effect and applicable to employees in the above listed classifications shall remain in effect unless expressly superseded by provisions within this document.

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

The various forms of compensation and benefits described in this comprehensive document recognize that individuals in non-represented classifications should be compensated appropriately, without regard to whether or not they are represented by an employee organization.

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

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

ARTICLE II: LEAVE BENEFITS

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

Vacation and Sick Leave

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

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

Length of Completed Employment	SICK LEAVE PER YEAR	SICK LEAVE PER PAY PERIOD	VACATION LEAVE PER YEAR	VACATION LEAVE PER PAY PERIOD
Less than 5 years	80.00 Hrs.	3.076923 Hrs.	80.00 Hrs.	3.076923 Hrs.
More than 5 years	80.00 Hrs.	3.076923 Hrs.	120.00 Hrs.	4.615385 Hrs.

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

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

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

Employees shall use sick leave as paid leave when they are absent from work because of an illness or injury. An employee who is absent because of illness or injury may be required to submit a written statement describing his or her illness or injury, which then must be approved by the City Manager or designee before the employee is eligible to receive such paid leave for an illness or injury. If an absence because of illness or injury extends beyond 3 consecutive workdays, or if an employee has used sick leave because of an illness or injury for more than 4 unverified days in a calendar year, the employee may be required to submit a physician’s written certification (release to return to work) to the City Manager or designee before the employee is eligible to use sick leave as paid leave for an illness or injury.

An employee may be required to take physical examinations at periodic intervals while using sick leave for an illness or injury from a physician designated and paid for by the City.

An employee may apply to receive a leave of absence without pay if the employee has exhausted all accrued vacation and sick leave and must miss work due to an illness or injury. Approval of any such extended leave is at the discretion of the City.

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

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

Bereavement Leave

- 2.2 Employees may receive up to 5 working days of paid leave for bereavement purposes upon the death of a member of the employee's immediate family (defined as spouse, children, parents, brother, sister, grandfather, grandmother, and the employee's mother-in-law, father-in-law, step-father, step-mother and step-children).

Management Leave

- 2.3 Non-represented employees in certain classifications that are exempt from overtime compensation may receive additional Management Leave as authorized by the City Manager. Each fiscal year, the City Manager may grant up to 40 additional hours as Management Leave. Management Leave hours, not used during the fiscal year, shall be converted to salary compensation at the end of the fiscal year.

Other Leaves

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

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

ARTICLE III: HOLIDAYS

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

New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

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

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

ARTICLE IV: COMPENSATION

Pay Plan and Benefit Review

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

Overtime Compensation

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

Other Compensation

- 4.8 Non-represented employees are also eligible for special compensation consistent with that provided to other City employees; including uniform allowances; acting assignment pay; and bi-lingual pay. Non-represented employees in the Police Commander classification are also eligible for education incentive and POST Certificate compensation that is consistent with their classification level and similar compensation provided to other safety employees.

ARTICLE V: BENEFITS

Health Insurance

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

Coverage Level/Plan	Monthly Contribution Amount
Employee Only- PPO Plan	\$ 546.34
Employee and Spouse – PPO Plan	\$ 1194.94
Employee and Child(ren)- PPO Plan	\$ 990.40
Employee and Family – PPO Plan	\$ 1280.76

Coverage Level/Plan	Monthly Contribution Amount
Employee Only- HMO Plan	\$ 523.26
Employee and Spouse – HMO Plan	\$ 1150.82
Employee and Child(ren) – HMO Plan	\$ 941.57
Employee and Family – HMO Plan	\$ 1261.12

Council approved 09/16/2014. Effective November 1, 2014 the City's new contribution rates are as follows:

Coverage Level/Plan	Monthly Contribution Amount
Employee Only	\$ 553.40
Employee and Spouse	\$ 1,203.49
Employee and Child(ren)	\$ 999.98
Employee and Family	\$ 1,280.76

Any remaining premium costs shall be the responsibility of the employee.

Dental Plans

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

Coverage Level/Plan	Monthly Contribution Amount
Employee Only – PPO Plan	\$ 52.09
Employee and Spouse –PPO Plan	\$ 105.39
Employee and Child(ren) – PPO Plan	\$ 95.63
Employee and Family – PPO Plan	\$ 107.94

Coverage Level/Plan	Monthly Contribution Amount
Employee Only – HMO Plan	\$ 13.03
Employee and Spouse – HMO Plan	\$ 26.06
Employee and Child(ren) – HMO Plan	\$ 31.85
Employee and Family – HMO Plan	\$ 39.78

Council approved 09/16/2014. Effective November 1, 2014 the City's new contribution rates are as follows:

Coverage Level/Plan	Monthly Contribution Amount
Employee Only	\$ 46.96
Employee and Spouse	\$ 98.54
Employee and Child(ren)	\$ 86.15
Employee and Family	\$ 107.94

Any remaining premium costs shall be the responsibility of the employee.

Vision Plan

- 5.3 The City shall contribute towards the premium amounts for employees and their eligible dependents that are enrolled in the City's Vision plan. The City's maximum monthly contribution amounts for each employee shall be as follows:

Coverage Level	Monthly Maximum Contribution Amount
Employee Only	\$ 9.72
Employee and Spouse	\$ 16.53
Employee and Child(ren)	\$ 17.50
Employee and Family	\$ 17.50

Council approved 09/16/2014 Effective November 1, 2014 the City's new contribution rates are as follows:

Coverage Level/Plan	Monthly Contribution Amount
Employee Only	\$ 7.82
Employee and Spouse	\$ 14.83
Employee and Child(ren)	\$ 17.40
Employee and Family	\$ 17.50

Any remaining premium costs shall be the responsibility of the employee.

State Disability Insurance

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

Life Insurance

- 5.5 Non-represented employees are eligible for group term life insurance coverage in the amount of \$20,000 subject to the eligibility requirements of the insurance carrier. The coverage amount for non-represented employees in the Police Commander classification is \$50,000.

Deferred Compensation

- 5.6 Employees are eligible to participate in a Deferred Compensation Plan as provided for in State and Federal Tax Codes. Employees may contribute deferred compensation to the Plan in accordance with Plan provisions.

Tuition Reimbursement

- 5.7 To provide encouragement for employees to continue educational development, the City shall reimburse non-represented employees for actual expenses upon successful completion of the class or classes not covered by other sources. The class or classes must be related to the employee's position and provide direct benefit to the City. Advance approval of the course must be obtained by the City Manager and funds must be appropriated in the budget in order to be covered by reimbursement. The City will reimburse the employee for fifty percent (50%) of the incurred costs of tuition, books, and fees, subject to a fiscal maximum of \$1,000 and a lifetime of \$3,000.

Employee Assistance Program (EAP)

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

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

- 6.1 Non-represented Miscellaneous employees hired prior to October 1, 2012 will continue to be covered under the contract between the City and PERS for Miscellaneous Employees which provides for the 2.7% at 55 retirement benefit level. Non-represented employees in the Police Commander classification will continue to be covered under the contract between the City and PERS for Safety Employees. Any employees hired after January 1, 2013 in the Police Commander classification and determined to be either a "classic" employee under PEPRA shall be covered by the 3% at age 55 formula with a 3 year final compensation period or determined to be a new employee under PEPRA shall be covered by the 2.75% at age 57 formula with a 3 year compensation period.
- 6.2 Non-represented employees are responsible for paying the PERS Employee contribution rate. The Employee Contribution rate for Miscellaneous employees is currently 8% of the employee's eligible compensation and the Employee Contribution rate for Safety employees is currently 9% of the employee's eligible compensation. Contribution rates for non-represented employees hired after January 1, 2013 shall be determined by PERS for the employee's respective retirement formula
- 6.3 Non-represented Miscellaneous employees hired after October 1, 2012 and before January 1, 2013 or hired after January 1, 2013 and determined to be eligible by PERS to be "classic" employees within the provisions of PEPRA shall be covered by the 2% @ age 60 retirement formula with a 3 year final compensation period. Non-represented employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan. The Employee Contribution rate is currently 7% for Miscellaneous employees in the 2% @ age 60 retirement formula.
- 6.4 Non-represented Miscellaneous employees hired after January 1, 2013 and determined to be new employees by PERS under the provisions of PEPRA shall be covered by the 2% @ age 62 retirement formula with a 3 year final compensation period. Non-represented employees are responsible for paying the PERS Employee contribution rate which is a minimum of 50% of the normal costs for the employee's retirement plan. The Employee Contribution rate is currently 6.25% for Miscellaneous employees in the 2% @ age 62 retirement formula.

ARTICLE VII: EMPLOYEE PERFORMANCE

Probation

- 7.1 All non-represented employees will be subject to a one-year probationary period upon initial employment and after a promotional appointment. The probationary period is an integral part of the testing process utilized for closely observing the employee's work performance and the employee's adjustment within the organization.
- 7.2 If a probationary employee is on leave for more than 30 consecutive calendar days during the probationary period, that employee's probationary period may be extended by the duration of the employee's consecutive leave. The City Manager may also extend an employee's probation period.
- 7.3 During the probationary period, an employee may be terminated without cause and without right of appeal. An employee on probation in a promotional position may be returned to his/her former classification, if available, without cause or and right of appeal.

Salary Advancement

- 7.4 Progression in the salary range for non-represented employees shall be based on the employee's performance. The employee's supervisor shall be responsible for evaluating the employee's work performance and recommending any salary increases based on the employee's performance. Non-represented employees will be evaluated annually, at a minimum.
- 7.5 Salary advancement shall be contingent upon the employee receiving a minimum overall rating of "Meets Job Requirements" or better on a performance evaluation to be considered for advancement within the pay range established for the employee's classification.
- 7.6 The City's full time pay range consists of nine (9) merit steps, A through I. The first step (A) shall require at least six (6) months performance at the designated step before eligibility for a merit increase. The last eight (8) steps (B through I) shall require at least twelve months performance at the designated step before eligibility for a merit increase to the next step, through the final step (I).

Acting Duty Pay

- 7.7 The City Manager may appoint an employee to acting duty status to perform the duties of a higher classification that is a vacant or newly created classification.
- 7.8 An employee may serve in acting duty status only until such time as the City Manager makes a regular appointment to the classification or until such time as the incumbent employee returns to work.
- 7.9 An acting duty appointment may be effective for a period of thirty (30) days. The City Manager may extend an acting duty appointment at his/her sole discretion.

- 7.10 An employee appointed to acting duty status shall be paid at a pay rate not less than the minimum pay rate in the pay range for the acting duty classification, but such acting duty pay rate shall be at least five percent (5%) more than the employee's prevailing pay rate immediately prior to acquiring acting duty status.
- 7.11 An employee shall not be paid more than the maximum pay rate in the pay range for the acting duty classification.
- 7.12 While serving in acting duty status, the employee shall continue to be eligible to receive any pay adjustments or advancements granted to the employee's permanent classification.
- 7.13 An employee appointed to acting duty status shall receive acting duty pay immediately upon assuming the acting duty position, provided the duration of the assignment is at least a scheduled work shift.
- 7.14 An employee has the right to refuse any acting duty assignment without justification, upon submittal of such in writing to the City Manager.
- 7.15 An employee appointed to acting duty status can discontinue the acting duty assignment by notifying his/her immediate supervisor in writing one (1) week in advance of the employee's intention to return to regular status.
- 7.16 An employee may be removed from acting duty status after serving in the acting assignment for one (1) workweek, at any time, at the discretion of the City Manager.

Police Officer's Bill of Rights

- 7.17 The Police Officer's Bill of Rights applies to non-represented employees in the Police Commander classification.

APPENDIX A: SALARY SCHEDULE

CLASSIFICATION	MINIMUM MONTHLY RATE	MAXIMUM MONTHLY RATE
Assistant to the City Manager	\$ 4,235.00	\$ 5,365.00
City Clerk	\$ 3,393.00	\$ 4,298.00
Deputy City Clerk	\$ 3,393.00	\$ 4,298.00
Human Resources Specialist	\$ 3,545.00	\$ 4,491.00
Information Technology Technician	\$ 2,853.00	\$ 3,615.00
IT / Human Resources Manager	\$ 4,634.00	\$ 5,871.00
Management Analyst	\$ 4,235.00	\$ 5,365.00
Police Commander	\$ 6,590.00	\$ 8,348.00
Police Records Supervisor	\$ 3,177.00	\$ 4,024.00
Program and Financial Specialist	\$ 5,557.00	\$ 7,040.00
Public Works Manager / City Engineer	\$ 7,565.00	\$ 9,583.00
Senior Accountant	\$ 3,545.00	\$ 4,491.00
Senior Planner	\$ 4,390.00	\$ 5,561.00

Salary Rates effective 12/28/2013