

**COMPENSATION  
AND  
BENEFITS PROFILE  
*FOR***



**DESERT HOT SPRINGS**  
DEPARTMENT HEAD EMPLOYEES

**Effective: July 1, 2014**

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## ARTICLE I: INTRODUCTION

### ***Covered Employee Classifications***

1.1 This profile covers employees in the following Department Head classifications:

Administrative Services Director  
Community Development Director  
Police Chief

### ***Comprehensive Profile – Terms and Conditions of Employment***

1.2 The Department Head 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 Department Head classifications listed in 1.1. The benefit provisions of this document also apply to elected officials to the extent allowed by operative statutes.

This document sets forth policies and procedures to follow in implementing and administering this Department Head Compensation/Benefit program. 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City policies in effect and applicable to the above mentioned positions will remain in effect unless expressly superseded by provisions within this document.

The terms and conditions of employment for Department Head employees may also be addressed in individual employment contracts. Such contracts are considered to be supplemental to this document to address terms and conditions of employment that may not be addressed in this document. However, if an individual's employment agreement is in conflict with this document, then the provisions of the agreement will supersede the provisions of this document.

Employees in Department Head positions are considered to serve at the will and pleasure of the City Manager. The appointment of a person to a Department Head position will be made by the City Manager.

Employees in listed Department Head positions are not represented by an employee organization. The terms and conditions of employment for these Department Head employees are provided in this Profile and/or employment agreements between the City and Department Head employees.

The various forms of compensation and benefits described in this comprehensive document recognize that individuals in Department Head positions should be compensated appropriately for exhibiting accountability, cost effectiveness, application of new technologies and maximizing the utilization of human, physical and fiscal resources to enhance the mission and future of the City; and for stimulating the development of people and methods which will facilitate the meeting of program goals and objectives.

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.

**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 Department Head employees:

***Vacation and Sick Leave***

2.1 The purpose of this leave is to provide Department Head employees the ability to accrue time 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:

<b>Length of Completed Employment</b>	<b>SICK LEAVE PER YEAR</b>	<b>SICK LEAVE PER PAY PERIOD</b>	<b>VACATION LEAVE PER YEAR</b>	<b>VACATION LEAVE PER PAY PERIOD</b>
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.

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 Manager. 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 balances being reduced below 80 hours

***Bereavement Leave***

2.2 Employees 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 Employees may receive additional Management Leave as authorized by the City Manager. At the beginning of each fiscal year, the City Manager may grant up to 80 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 Years Day	January 1 <sup>st</sup>
Martin Luther King’s Birthday	3 <sup>rd</sup> Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veteran’s Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

3. 2 When any day, granted as 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.

**ARTICLE IV: COMPENSATION*****Pay Plan and Benefit Review***

- 4.1 Salary and benefit levels will be reviewed on a periodic basis. Such review will contain comparisons with other similar agencies within the appropriate job market. Such comparisons will be one of the factors utilized to recommend competitive salary and benefit levels. Salary and benefit levels for individual positions may be adjusted from time-to-time, within the budget appropriation levels authorized by the City Council.

***Compensation Adjustments***

- 4.2 Compensation and benefit levels for Department Head classifications may be modified from time to time by amendment to this document approved by the City Manager.
- 4.3 The Salary Range Table attached as Appendix A includes the current minimum and maximum monthly salary levels. The Salary Ranges shall continue to be effective until modified pursuant to Section 4.1 or otherwise modified by action of the City Council.

**ARTICLE V: BENEFITS**

**Health Insurance**

5.1 The City shall contribute towards payment of the premium amounts for 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	\$ 1,194.94
Employee and Child(ren)- PPO Plan	\$ 990.40
Employee and Family – PPO Plan	\$ 1,280.76

Coverage Level/Plan	Monthly Contribution Amount
Employee Only- HMO Plan	\$ 523.26
Employee and Spouse – HMO Plan	\$ 1,150.82
Employee and Child(ren) – HMO Plan	\$ 941.57
Employee and Family – HMO Plan	\$ 1,261.12

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

Council approved 09/16/2014

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 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, Department Head 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 Department Head employees. The premium costs for the Short and Long Term Disability insurance programs shall be the responsibility of the employee.

**Life Insurance**

- 5.5 Department Head employees are eligible for group term life insurance coverage in the amount of \$100,000 subject to the eligibility requirements of the insurance carrier.

**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.

***Mobile Telephone Allowance***

- 5.10 The City Manager may authorize an allowance of \$72.00 per month for employees that use their mobile phones in the conduct of City business.

**ARTICLE VI: RETIREMENT / END OF SERVICE*****PERS Contributions***

- 6.1 Department Head 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. Department Head employees in the Police Chief 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 Chief 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 final compensation period.
- 6.2 Department Head 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 Department Head employees hired after January 1, 2013 shall be determined by PERS for the employee's respective retirement formula
- 6.3 Department Head 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. Department Head 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 Department Head 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.

***Employment Severance Compensation***

- 6.5 In recognition that employees serve at the will and pleasure of the City Manager, the City Manager may offer employment separation pay to terminated employees. The period of such severance compensation shall be determined by the City Manager and may be included in the terms of a contractual agreement between the employee and the City made at the time the individual is hired or promoted.

**ARTICLE VII: PERFORMANCE EVALUATIONS**

- 7.1 Progression in the salary range for Department Head employees shall be based on the employee's performance. The City Manager will evaluate work performance and implement any salary increases or decreases within the established salary ranges based on the employee's performance. Department Head employees will be evaluated periodically at the discretion of the City Manager.

***Salary Advancement***

- 7.2 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.
- 7.3 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.
- 7.4 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).

***Police Officer's Bill of Rights***

- 7.5 The Police Officer's Bill of Rights applies to Department Head employees in the Police Chief classification.

**APPENDIX A: SALARY SCHEDULE**

<b>CLASSIFICATION</b>	<b>MINIMUM MONTHLY RATE</b>	<b>MAXIMUM MONTHLY RATE</b>
Administrative Services Director	\$ 8,552.00	\$ 10,833.00
Community Development Director	\$ 8,552.00	\$ 10,833.00
Police Chief	\$ 10,270.00	\$ 13,010.00

**Salary Rates effective 12/28/2013**