

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA  
ADOPTING THE SALARY RESOLUTION TO ESTABLISH SALARY AND  
BENEFITS FOR EXECUTIVE MANAGEMENT  
CLASSIFICATIONS

BE IT RESOLVED by the City Council of the City of Pasadena that the Executive Management Salary Resolution is adopted as follows:

SECTION 1. Adopt the attached Executive Management Salary Resolution in its entirety, replacing Resolution 9476 in its entirety.

This resolution shall be effective immediately upon adoption by the City Council.

Adopted by the following vote at the meeting of the City Council on this \_\_\_\_ day of November, 2016:

AYES:

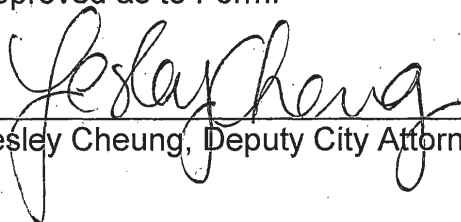
NOES:

ABSTAIN:

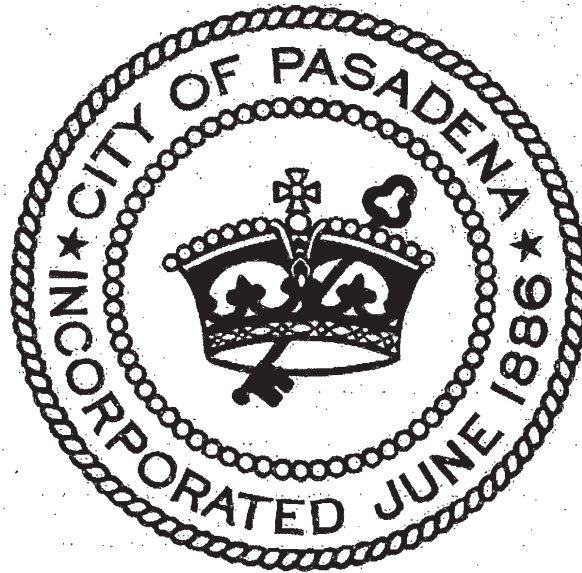
ABSENT:

\_\_\_\_\_  
Mark Jomsky, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Lesley Cheung, Deputy City Attorney

# City of Pasadena



## Executive Management Salary Resolution

Resolution No.

Approved  
November 14, 2016

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Article 1. EXECUTIVE MANAGEMENT CLASSIFICATIONS

Individuals in these classifications are confidential and at-will and require a fully executed employment agreement prior to appointment to the position. At-will employees may be released with or without cause at the discretion of the appointing authority.

A. Non-Safety Classifications

Assistant City Manager  
Chief Information Officer  
Director of Finance  
Director of Housing & Career Services  
Director of Human Resources  
Director of Human Services & Recreation  
Director of Libraries and Information Services  
Director of Planning & Community Development  
Director of Public Health  
Director of Public Works  
Director of Transportation  
General Manager of Water & Power

If the employment contract of the City Manager, City Attorney/City Prosecutor and/or City Clerk, references to items tied to the Executive Salary Resolution, those items align with the non-safety classifications identified above.

B. Safety Sworn Classifications

Fire Chief  
Police Chief

Article 2. COMPENSATION

A. Salary

1. The control rate of all executive classifications is reflected in Exhibit I. Employees with rates of pay less than the control rate will receive a base pay increase of 2% effective November 14, 2016.
2. The minimum of the salary range will be established as 20% below the control rate.

B. Movement within the Salary Range

Individuals are eligible for movement within the established salary range during the annual performance evaluation process. During the annual performance evaluation process, an individual demonstrating the ability to consistently meet expectations for the position which results in accomplishments achieved during the review period are eligible for salary increases up to the control rate. Salary adjustments should not exceed 5% of annual base pay at any one time, nor occur more frequently than once every twelve months.

C. Management Incentive Pay

1. Management Incentive Pay may be provided annually by the City Manager as a percentage of base pay not to exceed a maximum of 12% in any fiscal year due to the unique nature of executive management jobs.
2. Management Incentive Pay will be based upon consistent and highly meritorious or superior performance, achievement of planned results/accomplishments, or for the accomplishment of clearly defined objectives for the prior fiscal year as determined by the City Manager.
3. Management Incentive Pay shall be paid via payroll as a taxable lump sum payment.
  - a. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(1) Incentive Pay – Management Incentive.

Article 3. HOURS OF WORK/WORK SCHEDULES

A. Work Schedules

All classifications are assigned to work a 5/8 or the 9/80 alternative work schedule.

The City Manager may adjust work schedules at any time to meet operational needs.

B. Hours of Work

All classifications covered by this salary resolution are designated as exempt under the Fair Labor Standards Act. It is expected that employees work a minimum of forty hours per work week and any additional hours that may be required to fulfill the responsibilities and work assignments of the position. As all classifications are exempt, individuals are not eligible for overtime.

C. Partial Day Absences

Employees who are absent from work for three hours or more of their regularly assigned

work schedule are required to utilize appropriate accrued leave time to cover their absence. If accrued leave time is unavailable, the time will be recorded as leave without pay.

Article 4. LEAVES OF ABSENCE

A. Vacation

1. Vacation accrual and maximum for Non-Safety classifications:

Years of continuous service	Hours accrued per pay period	Annual Accrual	Vacation Maximum Accrual
Hire date to completion of five years	4.62	120 hours	240 hours
Six years – completion of 10 years	6.15	160 hours	320 hours
10 years+	7.69	200 hours	400 hours

2. Vacation accrual and maximum for Safety classifications:

Years of continuous service	Hours accrued per pay period	Annual Accrual	Vacation Maximum Accrual
Hire date to completion of ten years	6.15	160 hours	320 hours
10 years+	7.69	200 hours	400 hours

- a. The City Manager may authorize up to 120 hours to be placed in the vacation bank for a new hire or accrual at a higher rate as long as it does not result in the lump sum and annual accrual exceeding the rate of vacation earned at the individual's prior employer.
- b. Upon reaching the maximum accrual, employees will cease earning vacation until use of vacation brings the accrual below the maximum.
- c. Employees are allowed to cash out up to one year's earned but unused vacation once per calendar year at the base hourly rate of pay with the approval of the Assistant City Manager.
- d. Vacation use is subject to Assistant City Manager approval.
- e. Upon separation from employment, any accrued but unused vacation will be paid to the employee with the final paycheck.

## B. Sick Leave

1. Sick leave may be granted for personal illness or injury; absences for medical, dental, and/or vision care appointments.
2. Every employee who is unable to report to work for his/her scheduled shift shall either call, or have someone call the Assistant City Manager preceding the time he/she is scheduled to report to work to explain the absence. If the call isn't answered, a contact phone number shall be left as part of the message regarding the absence.
3. The Assistant City Manager or his/her designee has the authority to approve sick leave for department employees.
4. Employees requesting to use sick leave for four consecutive business days or longer may be requested submit a signed verification of the need for absence due to illness/injury or the need to care for an immediate family member. The verification must be provided by the personal physician, osteopath, chiropractor, or Christian Science practitioner attending to the employee or immediate family member, and presented to the Assistant City Manager before returning to work.
5. Employees who while on vacation become ill/injured and who provide a doctor's verification of illness/injury prior to returning to work that verifies that leave for injury or illness in excess of four days was required, may request that the vacation time be substituted with sick leave. Such requests are subject to approval by the Assistant City Manager.

## C. Sick Leave Accrual

Sick leave will accrue as follows:

1. Employees are eligible to accrue on a per pay period basis, up to eighty (80) hours of sick leave per year (3.08 hours per pay period), up to a maximum of 2080 hours.
2. Employees who retire from the City may convert up to 2080 hours of accrued and unused sick leave to CalPERS service credit.
3. Each calendar year, employees may use up to one-half of his/her annual accrual (40 hours) for family sick leave purposes (for family members as identified in California Labor Code Section 233).

## D. Holidays

1. The following eleven days shall be observed as holidays for employees:



- a. January 1;
  - b. The third Monday in January;
  - c. February 12;
  - d. the third Monday in February;
  - e. the last Monday in May;
  - f. July 4;
  - g. The first Monday in September;
  - h. The Monday or Friday closest to November 11 (if on a Wednesday, the holiday shall follow the City Hall calendar set by the City);
  - i. The fourth Thursday in November;
  - j. The day following the fourth Thursday in November; and
  - k. December 25
2. Holidays have a value equal to the regularly scheduled hours of work on the day the holiday is observed.
  3. If any of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If the preceding Friday is a regularly scheduled day off as identified as the 9/80 plan closed Friday, the holiday hours will be added to the floating holiday bank in the pay period that the holiday occurs. If any of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday.
  4. All executive employees will receive nine floating holiday hours with the pay period that includes January 1<sup>st</sup> of each calendar year. Floating holiday accrual is capped at fifty-four (54) hours. Should an individual be at the accrual maximum, no additional floating holiday hours will be granted until such time as the accrual is below fifty-four (54) hours.
  5. Employees who are required to work on a holiday may request to receive the value of the regularly scheduled hours as floating holiday hours. Requests for floating holiday hours must be approved by the City Manager or Assistant City Manager within two weeks of the designated holiday.
  6. At the time of separation from employment, earned but unused holiday hours will be paid to the employee with the final paycheck at the employees' base hourly rate of pay.

#### E. Bereavement Leave

Employees absent from leave due to bereavement at the time of death of an immediate family member (spouse, child, step-child, parent, grandparent, brother, sister, parent of spouse, or registered domestic partner) may receive regular compensation for a

maximum of three days. Three working days shall be defined as three regular work days under the employee's regular work schedule.

Under special circumstances, the Assistant City Manager, within his/her discretion may authorize bereavement leave for the death of an individual not specified as an employee's immediate family member, as herein defined.

F. Jury Duty

The City provides for paid jury duty service. Employees will submit proof of jury service to the Assistant City Manager when requested.

G. Management Time Off

1. Employees receive forty (40) hours of Management Time Off (MTO) with the pay period that includes January 1<sup>st</sup> of each calendar year. MTO can be used in hourly increments.
2. The City Manager may grant additional MTO hours up to a maximum of eighty (80) additional hours per calendar year.
3. The MTO bank cannot exceed one-hundred and twenty (120) hours.
4. At the time of separation, earned but unused MTO hours will be paid with the final paycheck at the employee's hourly based rate of pay.
5. A newly appointed executive may receive an initial amount of MTO upon hire at the discretion of the City Manager.

H. Workers' Compensation

1. The City will comply with the workers' compensation laws of the State of California.
2. Safety employees are eligible for workers' compensation benefits as provided under Labor Code section 4850.
3. For non-safety employees, if eligible, FMLA/CFRA runs concurrently with workers' compensation leave.
4. For non-safety employees, in addition to the benefits provided under the law, for workers' compensation claims which have been accepted by the City, the City will supplement workers' compensation temporary disability payments to provide salary continuance in an amount equal to the annual base pay of the employee (less any

required state and/or federal taxes). Claims that have been denied are not eligible for this benefit.

5. For non-safety employees, supplemental payments will begin from the date of accepted injury and will continue for a period of time not to exceed six (6) months. Employees who may return to work with work restrictions and who are offered modified/light duty which is consistent with the employee's work restrictions, as determined by his/her treating physician or workers' compensation physician will discontinue receiving supplemental payments.
6. If an employee returns to work or is able to return to work in a modified/light duty capacity and has not received the full six (6) months of supplemental payments and subsequently needs to be off work again for the same workplace injury/illness, the employee will be eligible for supplemental payments not to exceed a cumulative total of six (6) months for the same injury/illness.

I. Military Leave

Military leave will be granted and paid in accordance with the law and with the City's personnel policy on military leave.

J. Parental Leave

Employees are eligible for benefits pursuant to Pregnancy Disability Leave, California Family Rights Act (CFRA), and/or the Federal Family Medical leave Act (FMLA), when applicable, for purposes of parenthood leave (e.g., pregnancy, childbirth, adoption, or foster care placement). The City Manager may grant additional unpaid leaves of absence, with no additional benefits, for an additional period of up to four months for parenthood leaves (including employees of both genders) when such leave will not have a detrimental effect in maintaining operational needs.

K. Family Medical Leave

The City provides leave benefits pursuant to the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).

Article 5. BENEFITS

A. Life Insurance

The City will provide life insurance and accidental death and dismemberment coverage in the amount of \$200,000 for each employee who works thirty (30) or more hours per week.

B. Dental Plan

The City will contribute 100% of the employee only PPO premium for dental coverage. For employees who cover a dependent, the City will contribute up to an additional \$80.00 per month toward the dental care premium. In no case shall an employee receive more than the amount of the premium for the dental plan he/she is enrolled in.

C. Vision Care

The City offers vision care plans for employees. Enrollment in vision care is optional and the premiums are paid entirely by the employee.

D. Health Insurance/Employee Option Benefit Fund (EOBF)

The City of Pasadena participates in the CalPERS Medical program (per the Public Employee Medical and Hospital Care Act – “PEMHCA”). For employees enrolled in a CalPERS medical plan, the City contributes the required statutory minimum (per Government Code section 22892) toward the medical premium which is part of the EOBF allowance.

The Employee Option Benefit Fund (EOBF) allowance is used to offset health premium costs and includes the PEMHCA minimum.

Effective January 1, 2016, the EOBF allowance for employees hired on or before December 31, 2014 who are enrolled in a medical plan offered through the City is:

Tier 1:	Employee Only	\$1,239.11
Tier 2:	Employee +1	\$1,239.11
Tier 3:	Employee +2	\$1,413.96

Effective January 1, 2017, the EOBF allowance for employees hired on or before December 31, 2014 who are enrolled in a medical plan offered through the City is:

Tier 1:	Employee Only	\$1,239.11
Tier 2:	Employee +1	\$1,239.11
Tier 3:	Employee +2	\$1,492.11

Increases to each tier (employee only, EE+1, EE+2) will only occur when the premium for the CalPERS LA Region for Blue Shield Access+ or Kaiser exceed the current allowance. The allowance in each tier will equal the lower of the LA Region Blue Shield Access+ or Kaiser premium but shall not be lowered below the 2014 allowance. The allowance includes the PEMHCA minimum.

Employees hired by the City on or after January 1, 2015, will receive an EOBFF allowance (including the statutory minimum) that equals the premium of Blue Shield Access+ or Kaiser (LA Region) whichever is lower for the tier in which they enroll (employee only, employee+1 employee+2).

Effective January 1, 2016, the EOBFF allowance for employees hired on or after January 1, 2015 who are enrolled in a medical plan offered through the City is:

Tier 1:	Employee Only	\$543.83
Tier 2:	Employee +1	\$1,087.66
Tier 3:	Employee +2	\$1,413.96

Effective January 1, 2017, the EOBFF allowance for employees hired on or after January 1, 2015 who are enrolled in a medical plan offered through the City is:

Tier 1:	Employee Only	\$573.89
Tier 2:	Employee +1	\$1,147.78
Tier 3:	Employee +2	\$1,492.11

Employees hired on or before November 4, 2012 who elect to opt out of medical coverage offered by the City because they have provided proof of qualifying group medical coverage will receive an EOBFF opt out allowance of \$1,120.11 per month which will be designated to the employee's deferred compensation account. Employees may elect to have 65% of the EOBFF Opt Out allowance paid as cash in lieu of depositing the total allowance to a deferred compensation account offered by the City.

Employees hired on or after November 5, 2012 who elect to opt out of medical coverage offered by the City because they have provided proof of qualifying group medical coverage will receive an EOBFF opt out allowance of \$400 per month which will be designated to the employee's deferred compensation account. Employees may elect to have 65% of the EOBFF Opt Out allowance paid as cash in lieu of depositing the total allowance to a deferred compensation account offered by the City.

E. Retirement

1. Miscellaneous Employees

- a. Retirement benefits shall be provided as currently specified under the City of Pasadena's contract with Public Employees' Retirement System.
- b. Individuals employed by the City of Pasadena on or before December 31, 2012 and employees hired on or after January 1, 2013 who have less than a six month break in CalPERS covered service or are members of an agency with reciprocity, are provided the following retirement benefits:
  - i. Miscellaneous 2.5% @ 55 benefit formula.
  - ii. Final compensation based upon the highest annual average compensation earnable during the 36 months of employment immediately preceding the effective date of his/her retirement or some other 36 consecutive month period designated by the retiring employee.
  - iii. Employees pay the 8% employee/member contribution on a pre-tax basis.
  - iv. The City reports the value of Employer Paid Member Contribution as 0%.
- c. Individuals hired on or after January 1, 2013 who are "new members" as defined in the Public Employees' Pension Reform Act of 2013, are provided the following retirement benefits:
  - i. Miscellaneous 2% @ 62 benefit formula.
  - ii. Final compensation based upon the highest annual average compensation earnable during the 36 months of employment immediately preceding the effective date of his/her retirement or some other 36 consecutive month period designated by the retiring employee.
  - iii. Employees will pay one-half of the total normal cost toward retirement on a pre-tax basis. The normal cost is established by CalPERS. As of July 1, 2016, half of the normal cost is 6.25%.
- d. The City contracts for the following optional benefits which apply to all miscellaneous employees:
  - i. 1959 Survivor Benefit Level 4 (Section 21574)
  - ii. Pre-Retirement Option 2W Death Benefit (Section 21548)
  - iii. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (Section 21551)
  - iv. \$500 Retired Death Benefit (Section 21620)
  - v. 2% Annual Cost of Living Allowance Increase (Section 21329)
  - vi. Unused Sick Leave Credit (Section 20965)
  - vii. Military Service Credit (Section 21024)

## 2. Safety Employees

- a. Retirement benefits shall be provided pursuant to the City of Pasadena's contract with the California Public Employees' Retirement System (CalPERS) and in accordance with CalPERS regulations.
- b. Individuals employed by the City of Pasadena on or before December 31, 2012 and unit members hired on or after January 1, 2013 who have less than a six month break in CalPERS covered service or who are members of an agency with reciprocity, are provided the following retirement benefits:
  - i. Safety 3% @ 55 retirement formula (Section 21363.1)
  - ii. Final Compensation Period – One Year (Section 20042)
  - iii. Effective the pay period that includes December 1, 2014, safety employees will pay nine percent (9%) of the member contribution on a pre-tax basis.
  - iv. Effective the pay period that includes December 1, 2014, the City will pay and report the value of Employer Paid Member Contributions (per resolution) as 0%.
- c. Individuals hired on or after January 1, 2013 who are "new members" as defined in the Public Employees' Pension Reform Act of 2013, are provided the following retirement benefits:
  - i. Safety 2.7% @ 57 retirement formula
  - ii. Final Compensation period - Three Years. Final compensation based upon the highest annual average compensation earnable during the 36 consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee
  - iii. Employees contribute one-half of the total normal cost toward retirement on a pre-tax basis. The normal cost is established by CalPERS. As of July 1, 2016, half of the normal cost is 11.25%.
- d. The City contracts for the following optional benefits which apply to all safety employees:
  - i. 1959 Survivor Benefit Level 4 (Section 21574)
  - ii. Pre-Retirement Option 2W Death Benefit (Section 21548)
  - iii. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (Section 21551)
  - iv. Post Retirement Survivor Allowance (Section 21624/26/28)
  - v. Post-Retirement Survivor Allowance to Continue After Remarriage (Section 21635)



- vi. \$500 Retired Death Benefit (Section 21620)
- vii. 2% Annual Cost of Living Allowance Increase (Section 21329)
- viii. Unused Sick leave Credit (Section 20965)

#### F. Short-Term & Long-Term Disability

1. The City will provide a short-term disability plan with the following benefit provisions:
  - a. A thirty (30) calendar day elimination period.
  - b. The premium will be paid by the City.
  - c. The weekly benefit will be 66 2/3% of base wages up to a maximum of \$2,200 for a maximum of twenty-two (22) weeks.
  - d. The benefit is taxable.
  - e. Employees must use accrued sick leave during the thirty (30) day elimination period.
2. The City will provide a Long Term Disability plan with an elimination period of one-hundred and eighty days (180). The City will continue to pay the premium of the basic long-term disability plan which provides up to 66 2/3 % of salary up to a maximum of \$8,000 per month.

#### G. Tuition Reimbursement

Employees may request Tuition Reimbursement pursuant to the City's Tuition Reimbursement Policy up to \$1,000 per fiscal year.

#### H. Professional/Personal Allowance

1. Employees are eligible for an annual lump sum payment included with the second paycheck in March. The allowance is provided as follows:
  - a. Assistant City Manager - \$2,000
  - b. Department Director - \$1,000
2. The allowance is designed for professional and/or personal development and may be used at the employees' discretion. This allowance is taxable and is not reportable to CalPERS as special compensation.

#### I. Transportation

1. Auto Allowance



The City Manager may authorize an auto allowance of \$525 per month for Assistant City Managers or \$475 per month for department directors. Employees who are provided an auto allowance may not receive mileage reimbursement at any time.

## 2. City Provided Vehicle

The City Manager may authorize a City vehicle be issued to an employee in lieu of the auto allowance. Employees who are issued City vehicles must comply with the City's vehicle policy. Employees who are issued a City vehicle may not receive an auto allowance or mileage reimbursement at any time.

## 3. Prideshare Program

Employees must participate in the PrideShare program as identified in the City's Personnel Manual of Policies and Procedures. Solo drivers are required to pay \$35 per month (\$17.50 per pay period). Non-Solo drivers have benefits provided per the policy. Employees who follow the exceptions to the program (e.g., by using public transit or walking or riding a bicycle to work) do not have to pay the per month fee.

## J. Cell Phone/Smart Phone

Employees may be provided a city issued cell phone/smart phone or a stipend pursuant to City Manual of Personnel & Administrative Rules.

## K. Annual Physical Examination

Employees are eligible for reimbursement of up to \$500 per calendar year for an annual physical examination by a qualified medical physician. Reimbursement for a Computed Tomography (CT) or Electron Beam Tomography (EBT) scan may also qualify for reimbursement up to the \$500 annual maximum. Employees must submit receipts of expenses on the Annual Physical Exam form no later than January 31<sup>st</sup> following the year in which the expense was incurred.

## L. Uniforms

The City shall provide and maintain uniforms for the Police and Fire Chief as they are required to wear a city uniform in the course of his/her employment. Employees are responsible for cleaning and maintaining the uniforms. The value of uniforms is \$750 per year. To the extent permitted by law, this pay is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571 (a)(5) - Uniforms.

## M. Housing Assistance & Relocation

The City Manager may negotiate reimbursements of housing hunting and/or relocation

expenses for employees who relocate to Pasadena. Relocation expenses may include moving assistance (transportation of household items), travel costs for house-hunting, and temporary housing assistance for a period not to exceed three months. Such reimbursements shall not exceed reasonable and customary charges, nor exceed a maximum reimbursement of \$25,000.

The City Manager may negotiate a Housing Assistance Allowance not to exceed \$1,200 per month for the Fire Chief, Police Chief or General Manager of Water and Power whose primary household residence will be in the City of Pasadena.

#### N. Professional Licenses & Certifications

The City Manager may authorize payment for professional licensing/certification, memberships, training or other professional development related expenses not budgeted in the department's budget.

#### O. Technology

Employees may be provided with a laptop, tablet, IPAD or other device to be used for City business. This equipment may be stored and used at home. Included with the device will be city-paid internet service. At the end of employment, the employee shall return the City-owned equipment or purchase it for an amount set by the City.

### Article 6. SEVERANCE

At-will employees serve at the pleasure of the City Manager. At-will employees can be dismissed with or without cause. Should the City dismiss an at-will employee, the employee shall receive a lump sum severance payment equal to six (6) months base pay and six (6) months of medical COBRA at City expense (as long as the employee is enrolled in a CalPERS medical plan at the time of separation) or pursuant to the provisions in his/her employment agreement whichever is greater.

At-will employees who voluntarily resign or retire, who are convicted of a felony, or who are terminated for negligence, misconduct, or conduct unbecoming of an employee, are not eligible to receive severance or city-paid COBRA.

Exhibit I – Salary Schedule

EXECUTIVE MANAGEMENT

Effective the beginning of the pay period that includes November 14, 2016

Classification	Control Rate
Assistant City Manager	\$239,700
Chief Information Officer	\$209,100
City Attorney/City Prosecutor	Established by Contract
City Clerk	Established by Contract
City Manager	Established by Contract
Director of Finance	\$224,400
Director of Housing and Career Services	\$183,600
Director of Human Resources	\$209,100
Director of Human Services and Recreation	\$183,600
Director of Libraries and Information Services	\$183,600
Director of Planning and Community Development	\$224,400
Director of Public Health	\$198,096
Director of Public Works	\$224,400
Director of Transportation	\$209,100
Fire Chief	\$244,666
Police Chief	\$263,122
General Manager of Water and Power	\$260,100