

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**

**THE CITY COUNCIL OF THE CITY OF PASADENA RESOLVES AS
FOLLOWS:**

SECTION 1. That the attached Executive Management Salary Resolution is
adopted, replacing all prior resolutions in their entirety, effective September 29, 2026.

Adopted at the _____ meeting of the City Council on the _____ day of
_____, 2026 by the following vote:

AYES:

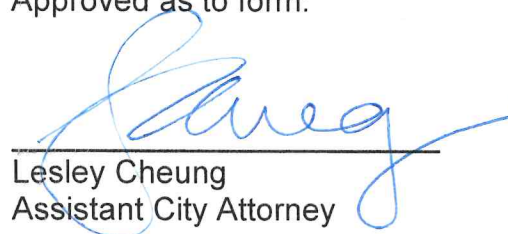
NOES:

ABSENT:

ABSTAIN:

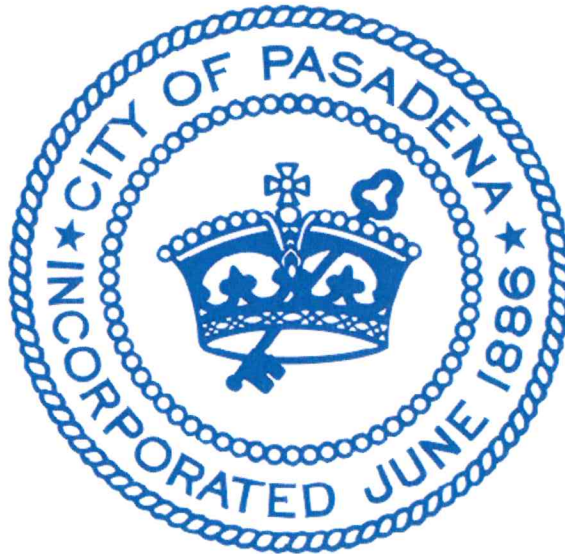
Mark Jomsky
City Clerk

Approved as to form:



Lesley Cheung
Assistant City Attorney

City of Pasadena



Executive Management Salary Resolution

Resolution No.

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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
Director of Human Resources
Director of Parks, Recreation & Community Services
Director of Libraries and Information Services
Director of Planning & Community Development
Director of Public Health
Director of Public Works
Director of Rent Stabilization
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. Effective July 14, 2025, the salary range of all executive classifications (excluding Council appointees) will be increased by 3%. Employees with rates of pay less than or equal to the control rate will receive a base pay increase of 3% effective July 14, 2025.
2. Effective July 14, 2025, the following classifications will receive an additional labor market and/or internal equity increase to the control rate as follows:

Fire Chief: 0.81%
Police Chief: 0.63%

3. Effective July 13, 2026, the salary range for all executive classifications (excluding Council appointees) will be increased by 3%. Employees with rates of pay less than or equal to the control rate will receive a base pay increase of 3% effective July 13, 2026.
4. Effective October 5, 2026, the Police Chief classification will receive a 4.71% wage increase.

The control rates of all executive classifications are reflected in Exhibit I. 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 7% of annual base pay at any one time, nor occur more frequently than once every twelve months.

C. Bonus Pay

1. Bonus Pay may be provided annually by the City Manager as a percentage of base pay not to exceed a maximum of 12% due to the unique nature of executive management jobs.
2. Bonus Pay will be based upon highly meritorious or superior performance and achievement of performance goals and objectives established at the start of the evaluation year by the City Manager or their designee.
3. Bonus Pay shall be paid via payroll as a taxable lump sum payment and will be reported as earned in compliance with CalPERS payroll reporting procedures.
4. CalPERS has determined that the Bonus Pay described in this section does not meet the definition of "compensation earnable" to be reportable as special compensation.

D. Temporary Upgrade Pay (Acting Assignments)

1. Employees may be assigned on a temporary basis to assume the full duties of a higher-level position when that position is temporarily vacant due to an extended leave of absence or scheduled to be filled following the completion of a recruitment process. Acting assignments will be filled in accordance with the Acting Assignments Policy located in the City's Manual of Personnel and Administrative Rules.

2. Employees in acting assignment will receive 10% of base pay as acting pay.
3. To the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR Section 571(a)(3) Temporary Upgrade Pay as special compensation.
4. Employees may be assigned on a temporary basis to assume the full duties of a position that is equal to or lower in compensation than their regular assignment when that position is temporarily vacant. At the discretion of the City Manager and on a case-by-case basis, employees in temporary assignments may receive 10% of base pay for serving in such a role. This is pay is not reportable to CalPERS as special compensation.

E. Education Incentive Pay (Sworn Safety)

1. The Police Chief will receive additional compensation in the amount of 3% of base salary for possession of the Executive POST certificate or a Master's degree.
2. The Fire Chief will receive additional compensation in the amount of 3% of base salary for possession of the State Marshal Executive Chief Fire Officer certificate or a Master's degree.
3. The parties have determined that possession of the above certificates or Master's degree enhance an employee's ability to perform their duties.

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

1. The intent of the partial day absence rule is to allow for some flexibility for exempt employees, while still recognizing the principle of public accountability. Public accountability means that employees are expected to work their regular work

schedule, and should not regularly be absent for less than three hours per day. If an employee needs to occasionally be absent for less than three hours on a working day, he/she will not have to use leave, but will be expected to complete his/her work.

2. 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.
3. Exempt employees should be averaging at least forty hours a week of work, with the 9/80 schedule that is eighty hours in a pay period along with any additional hours that may be required to fulfill the responsibilities of the position.
4. Partial day absences are subject to supervisor approval, whether use of leave time is required or not. The use of vacation, sick leave and MTO require advance approval. Flexibility of an exempt employee's work hours may or may not be granted based on operational need including the need for supervisors to be available to supervise non-exempt staff and/or to provide service to the public and internal customers.

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

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. Vacation use is subject to City Manager or Assistant City Manager approval.

B. Vacation Cash Out

1. By the last pay period of the calendar year with a pay date in the same calendar year (the first year being 2025), employees may make an irrevocable election to cash out up to one year's annual vacation accrual amount at their base hourly rate of pay that will be earned in the following calendar year.
2. The employee will be paid for the vacation hours (up to one year's annual vacation accrual) they irrevocably elected to cash out on the last pay date in December of the calendar year.
3. If an employee makes an irrevocable election to cash out vacation in the following calendar year and uses vacation in that subsequent year, the vacation used will come from vacation the employee had earned prior to January 1 of the year the employee has elected to cash out vacation. This is to ensure that assuming an employee had a vacation balance prior to January 1, the vacation used will not result in a reduction in the amount of vacation the employee will be eligible to cash out.
4. Upon separation from employment, any accrued but unused vacation will be paid to the employee at the base hourly rate of pay with the final paycheck.

C. 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 City Manager or Assistant City Manager proceeding 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 City Manager or 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 City Manager or 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 City Manager or Assistant City Manager.

D. 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. Accrued and unused sick leave will not be cashed out upon separation from employment.
3. Employees who retire from the City may convert up to 2080 hours of accrued and unused sick leave to CalPERS service credit, provided that the effective date of retirement from CalPERS is within 120 days of separation from the City.
4. 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).

E. 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. November 11;
 - 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 1st 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.
7. The City will recognize Farmworkers Day (March 31) and Juneteenth (June 19) as City holidays upon agreement with all bargaining groups. Simultaneously, Lincoln's Birthday (February 12) and Washington's Birthday will be combined and observed as President's Day (third Monday in February). Effective the pay period that includes January 1st, for the calendar year of 2027 only, each executive employee will receive one (1) additional floating holiday (9 hours) credited to their floating holiday bank, up to the accrual maximum of fifty-four (54) hours, contingent upon agreement with all bargaining units.

F. Bereavement Leave

Employees absent from leave due to bereavement at the time of death of an immediate family member (spouse, child, stepchild, parent, grandparent, sibling, 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. Employees may request an additional two working days off per incident using their own accrued leave banks (vacation, MTO, sick, and/or floating holiday) or unpaid leave. Employees may use bereavement leave for up to three (3) months after the death of their immediate family member.

Under special circumstances, the City Manager or 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.

G. Jury Duty

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

H. Management Time Off

1. Effective July 14, 2025, employees will receive a one-time lump sum of 40 additional hours of Management Time Off (MTO).
2. Employees receive forty (40) hours of Management Time Off (MTO) with the pay period that includes January 1st of each calendar year. MTO can be used in hourly increments.
3. The City Manager may grant additional MTO hours up to a maximum of eighty (80) additional hours per calendar year.
4. The MTO bank cannot exceed one-hundred and twenty (120) hours. Any MTO received in excess of 120 hours will automatically be cashed out.
5. 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.
6. A newly appointed executive may receive an initial amount of MTO upon hire at the discretion of the City Manager.

I. 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 70% of the 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.
7. Additional information regarding this benefit is available in the City of Pasadena Procedures Manual of Personnel and Administrative Rules, Section 9. A – Workers' Compensation Policy.

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 all 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 an Employee Option Benefit Fund (EOBF) allowance that is used to offset health premium costs and includes the statutory PEMHCA minimum (per Government Code section 22892).

The 2026 EOBF monthly allowance (including the PEMHCA minimum) for employees enrolled in a medical plan offered through the City is:

Tier	Hired by the City on or Before December 31, 2014	Hired by the City on or After January 1, 2015
Employee Only	\$1,239.11	\$917.92
Employee + 1	\$1,835.82	\$1,835.82
Employee + 2 or more	\$2,386.58	\$2,386.58

The 2027 EOBF monthly allowance (including the PEMHCA minimum) for employees enrolled in a medical plan offered through the City is:

Tier	Hired by the City on or Before December 31, 2014	Hired by the City on or After January 1, 2015
Employee Only	\$1,239.11	\$975.20
Employee + 1	\$1,950.38	\$1,950.38
Employee + 2 or more	\$2,535.50	\$2,535.50

For employees hired by the City on or before December 31, 2014, increases to each tier (employee only, EE+1, EE+2) will only occur when the premium for the CalPERS Region 3 for Blue Shield Access+ or Kaiser exceed the current allowance. The allowance in each tier will equal the lower of the Region 3 Blue Shield Access+ or Kaiser premium but shall not be lowered below the 2014 allowance.

Employees hired by the City on or after January 1, 2015, will receive an EOBF allowance

(including the statutory minimum) that equals the premium of Blue Shield Access+ or Kaiser (Region 3) whichever is lower for the tier in which they enroll (employee only, employee+1 employee+2).

Conditional Opt-Out Allowance: To the extent permitted by law, employees 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 opt out allowance as listed below:

EOBF Opt-Out Allowance	
Employees Hired on or before November 4, 2012	\$1,120.11
Employees Hired on or After November 5, 2012	\$400

The EOBf opt-out allowance shall be designated to the employee's deferred compensation account. Employees may elect to have 65% of the EOBf 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. In addition to the requisite member contribution, effective November 13, 2017, employees will contribute 2% of pensionable compensation toward retirement on a pre-tax basis as cost-sharing under Government Code 20516(f).
- 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. For the requisite member contribution, employees will pay one-half of the total normal cost toward retirement on a pre-tax basis. The normal cost is established by CalPERS on an annual basis and is subject to change. As of July 1, 2025, half of the normal cost is 7.75%.
- 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. In addition to the requisite member contribution, effective November 13, 2017,

employees will contribute 2% of pensionable compensation toward retirement on a pre-tax basis as cost-sharing under Government Code 20516(f).

- 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 on an annual basis and is subject to change. As of July 1, 2025, half the normal cost is 13%.
- 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 prior to becoming eligible for benefits.
- 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 base salary up to a maximum of benefit \$8,000 per month.

G. Tuition Reimbursement

Employees may request Tuition Reimbursement pursuant to the City's Tuition Reimbursement Policy up to \$5,000 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 \$625 per month for Assistant City Managers or \$575 per month for department directors. Employees who are provided an auto allowance may not receive mileage reimbursement at any time except pursuant to the non-local travel policy.

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 31st 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 their 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.

Pursuant to the 2017 Tax Cuts and Job Act, relocation expense reimbursements are subject to applicable payroll taxes (Medicare, Federal Income, and State Income taxes). Therefore, the applicable taxes will be withheld at the time of reimbursement. In addition, the reimbursement amount(s) and withheld taxes will reflect in the employee's Form W-2 totals.

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 and dental COBRA premiums at City expense (as long as the employee is enrolled in a City-sponsored CalPERS medical plan and/or City-sponsored dental 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.

City of Pasadena
Executive Management Classifications
City Council Adoption Date: September 29, 2026

Effective: October 5, 2026

Classification	Annual Minimum	Annual Maximum
Assistant City Manager	\$259,852	\$324,814
Chief Information Officer	\$218,920	\$273,650
City Attorney/City Prosecutor		Established by Contract
City Clerk		Established by Contract
City Manager		Established by Contract
Director of Finance	\$232,612	\$290,765
Director of Housing	\$212,794	\$265,992
Director of Human Resources	\$218,920	\$273,650
Director of Libraries & Information Services	\$212,794	\$265,992
Director of Parks, Recreation & Community Services	\$218,920	\$273,650
Director of Planning & Community Development	\$232,612	\$290,765
Director of Public Health/Health Officer	\$218,920	\$273,650
Director of Public Works	\$232,612	\$290,765
Director of Rent Stabilization	\$212,794	\$265,992
Director of Transportation	\$218,920	\$273,650
Fire Chief	\$274,157	\$342,696
General Manager of Water & Power	\$302,869	\$378,586
Police Chief	\$295,113	\$368,891