



City of National City
Human Resources Department

**SUMMARY OF FRINGE BENEFITS
EXECUTIVE GROUP
February 8, 2022**

The following is a summary of benefits for each Executive Employee whose position is assigned to a salary band. This is not meant to be an official document. For more specific information, contact the Human Resources Department. These provisions apply only to employees that are hired on a career basis.

Alternative Work Schedule

City employees work a 4/10 workweek, Monday through Thursday 7am to 6pm. City offices are closed on Fridays. For Police and Fire employees, work schedule may differ.

Holidays

Executive employees are entitled to the following fixed holidays:

- | | |
|---|--|
| 1. New Year's Day - January 1 st | 6. Labor Day - 1 st Monday in September |
| 2. Martin Luther King - 3 rd Monday in January | 7. Thanksgiving Day - 4 th Thursday in November |
| 3. Cesar Chavez Birthday - March 31 st | 8. Day after Thanksgiving |
| 4. Memorial Day - Last Monday in May | 9. Christmas Eve - December 24 th |
| 5. Independence Day - July 4 th | 10. Christmas Day - December 25 th |

City facilities will close for a period of approximately two weeks in December with time off for non-essential personnel.

The following days are credited as "Floating Holidays":

- | | |
|---|---|
| 1. Presidents' Day – 3 rd Monday in February | 3. Columbus Day - 2 nd Monday in October |
| 2. Juneteenth – June 19 th | 4. Veterans' Day - November 11 th |

Also each employee shall be credited with one (1) additional "Floating Holiday". Floating holidays are provided at the start of each fiscal year; and pro-rated according to date of hire for new employees.

Paid time-off may be taken for each floating holiday. This time cannot be converted to cash at any time. Scheduling of time-off is subject to approval by the City Manager, and must be used within the fiscal year earned. Executives will not normally be expected to work when all staff personnel are on paid holiday leave.

Annual Vacation Leave

All accrual rates are calculated on the basis of biweekly pay periods:

- | | | |
|-----------------------------|---|-----------------------|
| 1 through 10 year's service | ➤ | 10.00 hours per month |
| 11+ year's service | ➤ | 13.33 hours per month |

An eligible employee may take earned vacation in any increment of one (1) hour or more. Scheduling of vacation is subject to the approval of the City Manager. An employee may accumulate vacation to a maximum of three times their annual accrual. Accrual stops upon reaching maximum.

An employee may "sell-back" to the City accumulated vacation credits subject to the approval of the City Manager.

Administrative Leave

Executive employees earn nine (9) days Administrative Leave per year which shall be scheduled by the employee at the employee's discretion subject to approval by the City Manager. It must be used within the fiscal year earned and cannot be carried over or converted to cash. This benefit will be pro-rated for new employees depending on the percentage of the fiscal year remaining at the time of hire.

Sick Leave

Each regular full-time employee is entitled to accumulate sick leave at a rate of eight (8) hours per month or a major portion thereof. (A major portion consists of 87 hours or more on paid status.) After March 1, 2013, a newly hired employee either for the first time or after a break in service that resulted in the loss or disbursement of all leave accruals shall earn an additional eight (8) hours of sick leave credits per month during the first six (6) months of employment.

Upon separation in good standing after 10 years of service or upon retirement, an employee is paid for all accumulated sick leave up to a maximum of 45 days. An employee may convert a maximum of one (1) year's accrual to cash or vacation at a 50% conversion rate per fiscal year, providing employee maintains a 160-hour minimum sick leave balance.

An employee hired after April 20, 2004, may accrue up to a maximum of 480 hours of sick leave, after which point sick leave shall not again accrue until the accumulated balance falls below 480 hours. Upon separation or retirement in good standing after 10 years of service with the City of National City, shall be paid for accumulated sick leave only up to a maximum of 360 hours, except that an employee who is medically unable to return to work after using 480 hours of accumulated sick leave may be retired at that point, and shall thereafter only be entitled to compensation to a maximum of 40 hours for any unused accumulated sick leave. This limitation shall not apply to the sick leave accumulation and compensation benefits upon separation or retirement of current employees, nor to compensation provided for through an employment contract approved by the City Council.

Family and Medical Leave

An employee is entitled to family and medical care with or without pay for childbirth, illness, injury or death in the employee's family according to State and Federal Law.

Executive Salary Bands

Executive salaries are paid using a band system and may be paid any amount within the salary band. Salary changes within the salary band may be implemented at any time based upon the City Manager's or he/she's designee's evaluation of the employee's performance. A copy of the Executive Compensation Plan is available at the Human Resources Department.

Health and Dental Insurance

The City provides a Cafeteria-style plan in which each employee receives a fixed amount to purchase health and dental coverage. Health coverage is available through Kaiser Permanente and Health Net. Dental is available through Delta Dental. Proof of insurance is required for employees that do not choose to take health and/or dental coverage. The City provides \$1,200.00 per month, with cash-in-lieu option for unused contribution.

Employee Life Insurance

The City provides a Term Life Insurance equivalent to the employee's annual gross salary, up to a maximum of \$150,000. Additional Voluntary Life Insurance is available for employee at employee's own expense.

Long Term Disability Insurance

The City pays the total cost of this benefit to provide income protection in the event of an extended absence due to a non-job related illness or injury. Short Term Disability Insurance is available at employee's own expense.

Special Compensation

Compensation in lieu of an auto allowance for Executive employees, not currently assigned City vehicles shall be \$300.00 per month, except City Manager and City Attorney. The Assistant City Manager receives \$400.00 per month. (Revised 10/21/14)

Employees who are regularly required to use their bilingual skills in the performance of their duties shall receive a bilingual pay differential of 2%.

Retirement

All career City employees are members of the California Public Employees' Retirement System (CalPERS).

Tier 1: 3% @ 60 – Employees hired on or before March 21, 2011. (8% employee paid)

Tier 2: 2% @ 60 (7% employee paid)

- Employees hired between March 22, 2011 and December 31, 2012.
- Employees hired on or after January 1, 2013 who are classified as continuing or “classic” members of the California Public Retirement System as defined by the State of California Government Code and CalPERS regulations.

Tier 3: 2% @ 62 – Employees hired on or after January 1, 2013 who are new members to the California Public Retirement System as defined by the State of California Government Code and CalPERS regulations. (6.75% employee paid)

Additional 1% employee paid for tiers 1 & 2. For safety employees, please refer to the Police or Fire Association Retirement Benefits. The City does not participate in Social Security, except for the mandatory Medicare contribution.

Retiree Health Benefit

Employees who retire shall receive \$20.00 per month for each year of service with National City as the City's contribution towards their medical insurance premium.

Tuition Reimbursement

The City will reimburse up to \$800.00 per fiscal year for work related college level courses, professional workshops, seminars, professional development conferences, correspondence courses and training materials, subject to approval of the Director of Human Resources, and providing budget funds are available.

Employee Assistance Program

The City will provide an Employee Assistance Program at no cost to the employee. The program is available to employees and dependents for professional counseling services in the area of marital, drug and alcohol, stress and other psychological problems.

125 Flex Spending Program

Available to employees is a Section 125 reimbursement plan to allow pre-tax dollars to be used in the payment of employee's portion of medical, dental and insurance premiums, medical expenses and dependent care expenses. For more information, contact the Human Resources Department.

Deferred Compensation and Roth IRA Plans

Career employees are eligible to participate in a Deferred Compensation and/or Roth IRA plans. These plans enable the employee to defer a specified amount of his/her current income to supplement his/her retirement program and gain potential tax savings. The City's plan is administered by MissionSquare (formerly known as ICMA Retirement Corporation). Participation is handled through payroll deduction. The City does not make any contributions into this program.

Workers' Compensation

If an employee is injured on the job or becomes ill as a result of his/her employment, he/she received Workers' Compensation temporary or permanent payments during the time that he/she is unable to work. Also, the City pays all related medical expenses and, if appropriate and necessary, the cost of rehabilitation training. If you have an accident on the job or suffer an illness, which you believe is caused by your job, be sure to inform your supervisor as soon as possible. He/she will make an appropriate referral for health care, if needed.

Recreation and Entertainment Discounts

The City teamed up with "Wild at Work BenefitHub" to provide our employees access to corporate discount programs on recreation and entertainment activities. For more information on the types of discounts available, please go to <https://cityofnationalcity.benefithub.com> and register.

Employee Credit Union

The credit union, established under Federal rules and regulations, is available to all employees who wish to take advantage of a convenient savings and loan program. Loan payments and savings deposits are handled primarily by payroll deduction. For more information, call (858) 495-3400 or visit the MyPoint Credit Union at 3003 Highland Avenue, Suite C, National City.

Civil Service System

Provisions of the National City Civil Service Ordinance and Rules cover career employees. The Civil Service system is designed to define the responsibilities and the rights of the employer and the employees, promote employee morale and to provide for economy and efficiency in City services. The Civil Service Commission, which consists of five citizens of National City, oversees the implementation of the Civil Service System, hears, appeals and acts in an advisory capacity to the City Council and the Personnel Director on personnel matters in the City service. For more information about Civil Service Rules and employee rights and responsibilities under the Civil Service System, contact the Human Resources Department.

Equal Opportunity & Freedom From Discrimination

As an equal opportunity employer, the City fully complies with all applicable State and Federal Employment law. There shall be no discrimination in employment, promotion or any other personnel action based on race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. There is no mandatory retirement age. The City will make reasonable accommodations to meet the requirements of otherwise qualified applicants and employees who have physical or mental disabilities. Any questions concerning this policy or complaints of possible discrimination or harassment based on any of the above factors may be directed to the Director of Human Resources.

NCHR 03/02/22©