

**RESOLUTION CC 2020-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING AN AMENDMENT TO THE EXECUTIVE MANAGEMENT BENEFIT SCHEDULE FOR EXECUTIVE MANAGEMENT CONTRACT EMPLOYEES (DEPARTMENT DIRECTORS) FOR THE CITY OF GLENDORA**

**THE CITY COUNCIL  
City of Glendora, California**

**THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**WHEREAS**, the City reviewed ancillary benefit offerings through a broker, Keenan and Associates and it was determined that the benefit offerings and premiums could be improved; and,

**WHEREAS**, after meeting with all represented employee groups, the City selected new/enhanced benefit plan designs and/or carriers for the following benefits effective July 1, 2020: Dental, Vision, Group Term Life and Accidental Death and Dismemberment Insurance, Voluntary Term Life Insurance, and Employee Assistance Program.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council approves and authorizes the City Manager to implement the benefit plan included in the attached, Exhibit A for Executive Management contract employees (Department Directors) effective July 1, 2020.

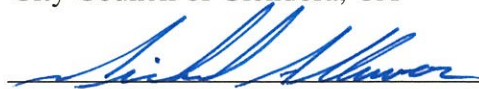
**SECTION 2.** The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution, shall enter the same into the Book of Original Resolutions and that this Resolution shall take effect and be in force on this date.

**SECTION 3.** The City Clerk is hereby directed to forward a copy of this Resolution to the Administrative Services Director.

**APPROVED and PASSED** this 16<sup>th</sup> day of June, 2020.

City Council of Glendora, CA

BY:



MICHAEL ALLAWOS, Mayor

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

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WILLIAM W. WYNDER, City Attorney

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City Council of Glendora, CA

BY: \_\_\_\_\_  
MICHAEL ALLAWOS, Mayor

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP




\_\_\_\_\_  
WILLIAM W. WYNDER, City Attorney

**CERTIFICATION**

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a special meeting held on the 16<sup>th</sup> day of June, 2020, by the following vote:

|          |                  |  |
|----------|------------------|--|
| AYES:    | COUNCIL MEMBERS: | Boyer, Fredendall, Thompson, Davis, and Allawos. |
| NOES:    | COUNCIL MEMBERS: | None.  |
| ABSENT:  | COUNCIL MEMBERS: | None.  |
| ABSTAIN: | COUNCIL MEMBERS: | None.  |

Dated: June 17, 2020

  
\_\_\_\_\_  
KATHLEEN R. SESSMAN,  
City Clerk/Communications Director

City of Glendora

Executive Management Benefit Schedule\*

**1. Pension and Retirement benefits**

- a. Social Security - No contributions are paid by the City or employee into Social Security
- b. Employer Paid Member Contributions (PERS EPMC) - City's PERS Contribution will be reported to PERS as additional compensation per Government Code Section 20636(c)(4) and IRS code section 414(h)(2).
- c. Employee CalPERS contribution rates which are statutorily set at eight (8) percent for Miscellaneous employees and nine (9) percent for Safety employees, shall be fully paid by the employee by reimbursing the City.
- d. PERS contract amendments - include 1959 Survivors Benefit, level 2 (Section 21572) for Miscellaneous and level 4 (Section 21574) for Safety, and purchase Military Service Credit as Public Service (Section 21024).
- e. Unused Sick Leave Credit - Sick leave is converted to service credit upon retirement when retirement date within four (4) months of employment separation or based on the current regulations promulgated by CalPERS at the time.

**2. Leaves**

- a. Vacation Leave – Full time employees shall accrue a maximum of 6.46 hours per pay period. Employees will stop accruing vacation once they hit the cap of 200 hours of vacation leave. Only under special circumstances may the cap be lifted and then only with the approval of the City Manager. Annually in December of each year, employees may request to cash out up to eighty (80) hours of vacation. In order to cash out vacation, an employee must have at least forty (40) hours of vacation remaining subsequent to the cash out.
- b. Administrative Leave - Full time employees shall receive twenty-four (24) hours of Administrative Leave each year effective in the first pay period in July.
- c. Sick Leave – Full time employees accrue 3.69 hours per bi-weekly pay period on an unlimited basis.
- d. Family Sick Leave -- A maximum of 48 hours may be used for attendance upon immediate family members in a 12-month period commencing with the first full pay period in January.
- e. Personal Emergency Leave – Up to 24 hours of sick leave per calendar year may be used as “Personal Emergency Leave” in a 12-month period commencing with the first full pay period in January.
- f. Bereavement Leave – Up to 40 hours of Bereavement Leave may be granted for a death in the employee’s immediate family (as defined by the labor code). In the event the deceased family

member's place of residence or the internment service is more than 500 miles from Glendora, an additional 8 hours may be allowed.

- g. Holidays - The following twelve (12) holidays are recognized, unless otherwise provided for:

|                             |                                   |        |
|-----------------------------|-----------------------------------|--------|
| New Year's Day              | Veterans' Day                     | Except |
| Martin Luther King, Jr. Day | Thanksgiving Day                  | for    |
| Presidents' Day             | Friday following Thanksgiving Day |        |
| Memorial Day                | Christmas Eve Day                 |        |
| Labor Day                   | Christmas Day                     |        |
| Independence Day            | New Year's Eve Day                |        |

Christmas Eve and New Year's Eve, when a recognized holiday falls on Saturday, the preceding Friday shall be observed, and when a holiday falls on a Sunday, the following Monday shall be observed. Christmas Eve and New Year's Eve will be recognized as holidays except when Christmas and New Year's days fall on Sunday or Monday.

Except as provided for above, whenever an employee is required to work on a recognized holiday or the recognized holiday falls on an employee's regularly scheduled day off, the employee shall accrue, on an hour for hour basis, up to a total of eight (8) hours of holiday time. Additionally, employees who are regularly scheduled to work on a recognized holiday, but are on an approved leave, shall receive holiday pay in lieu of leave pay.

### **3. Medical and Insurance benefits**

- a. Flexible Benefit Plan - All Executive Management will receive \$820 + 1.5% of salary monthly. An employee is required to carry one of the City's designated medical and dental plans unless the employee opts out by providing proof of coverage by an alternative comparable group health plan that satisfies the Patient Protection and Affordable Care Act (ACA) group health plan mandates. Employee may receive non used/required benefit amount in cash, however, not more than \$800 + 1.5% salary per month. Flexible Benefit Plan for Directors hired on or after January 1, 2017 shall have a cap on the cash out amount of \$650.00 per month.
- b. Vision - The City shall pay, employee only coverage (dependent vision insurance can be purchased with Flexible Benefit Plan).
- c. Basic Life and AD&D Insurance - The City shall pay for the benefit of full-time Executive Management employees, group term life and accidental death insurance policy in the amount of \$100,000 (premiums paid by the City).
- d. Voluntary Life and AD&D - Employees may purchase additional term life and accidental death insurance to a maximum of \$500,000 or five times annual salary (whichever is less), subject to carrier terms and conditions. Coverage is also available for Spouse and Child(ren) subject to carrier requirements.
- e. Disability – The City shall pay the premium for Executive Management employees to participate in the City's disability insurance program, which includes both short-term and long-term disability coverage.

- Short Term Disability Insurance. Short-term disability insurance plan benefit coverage shall include a provision for a seven (7) consecutive calendar day waiting period from the first day of disability before benefits begin. Benefits shall be sixty percent (60%) of base salary up to a maximum of \$1,847 per week. Benefits terminate when the employee is no longer disabled or after receiving ninety (90) days of benefits, at which time the employee would be eligible for long-term disability benefits if still medically disabled, subject to carrier requirements.
  - Long Term Disability Insurance. The long-term disability insurance plan benefit coverage shall be sixty percent (60%) of monthly salary, up to a maximum of \$11,000 per month and may continue until Social Security Normal Retirement Age (SSNRA) if still medically disabled, subject to carrier requirements.
  - Integration of leave balances (e.g., sick, vacation, etc.), either partially or fully, is allowed.
- f. Retiree Medical Plan contribution - Retire age 55+ with a minimum of 10 years of service (Miscellaneous) or retire age 50+ with a minimum of 15 years of service (Safety) with the City of Glendora is \$300/month until age 65. If retired after age 60, will receive the contribution for a maximum of 5 years after receiving Medicare benefits.
- g. Medicare - 1.45% of salary paid by City and employee for a total of 2.9%

4. Other Benefits

- a. Voluntary benefits offered to all other employees are also available to Executive Management. Examples include supplemental insurances, deferred compensation, employee assistance programs, etc.
- b. Auto Allowance – See Contract
- c. Community Service Expense - See contract
- d. Tuition Reimbursement - Job related and at State University rates.

\* Benefits listed in this Exhibit shall govern unless stated otherwise in the Department Director's employment contract. If the City Council adopts a Council resolution subsequent to the effective date of individual's most current employment contract, then that resolution shall govern when it comes to elements relating to Employee Benefits.