



Sunnyvale

# City of Sunnyvale

## Salary Resolution

Posted Date: ~~January 9, 2024~~April 24, 2024

## **Table of Contents**

1.000	Pay Plan Schedules .....	1
1.050	Retroactive Payment – Separated/Retired Employees .....	2
1.100	Mandated Deductions .....	2
1.110	Unemployment Insurance .....	2
3.000	Leave Benefits.....	2
3.010	Leave Authorization.....	<u>33</u>
3.020	Leave Benefits – To Whom Applicable .....	<u>33</u>
3.030	Leave Payment.....	<u>33</u>
3.040	Leave Substitution .....	<u>33</u>
3.100	Paid Time Off Leave (PTO) and Paid Medical Leave (PML) – Management .....	<u>33</u>
3.200	Bereavement Leave .....	<u>66</u>
3.300	Holiday Leave.....	<u>77</u>
3.310	Floating Holiday Leave .....	<u>77</u>
3.320	Special Schedule – Holiday Leave .....	<u>87</u>
3.400	Jury Leave .....	<u>88</u>
3.500	Military Leave .....	<u>88</u>
3.550	Military Reservists – Extension of Benefits and Supplemental Salary.....	<u>88</u>
3.620	Long Term Disability .....	<u>99</u>
3.630	Paid Medical Leave – Authorization .....	<u>109</u>
3.640	Paid Medical Leave Requirement Waiver.....	<u>109</u>
3.900	Management Leave for Management.....	<u>1010</u>
3.910	Exempt Leave for Confidential Employees.....	<u>1010</u>
3.950	Employee Emergency Leave Relief Fund .....	<u>1110</u>
4.000	Overtime Pay – Who Is Entitled.....	<u>1111</u>
4.010	Overtime Authorization.....	<u>1111</u>
4.020	Overtime Computation.....	<u>1211</u>
4.030	Overtime Pay – When Applicable .....	<u>1211</u>
4.100	Compensatory Time.....	<u>1211</u>
4.300	Confidential Premium Pay .....	<u>1211</u>
4.305	Lead Worker/Supervisor Premium Pay .....	<u>1212</u>
5.000	Wage Supplements.....	<u>1312</u>
5.010	Interim/Acting Pay or Out-Of-Class Pay for Special Assignment Work – Management.....	<u>1312</u>

5.020	Y-Rating Pay .....	<u>1413</u>
5.100	Uniforms .....	<u>1414</u>
5.200	Work Equipment.....	<u>1514</u>
5.210	Safety Glasses .....	<u>1514</u>
5.220	Safety Footwear.....	<u>1514</u>
5.300	Training Assistance .....	<u>1514</u>
5.500	Health Insurance – Eligibility and Effective Dates .....	<u>1515</u>
5.501	Cash in-Lieu – Medical Coverage.....	<u>1615</u>
5.502	Cash Reimbursement – City Retiree Council Members.....	<u>1716</u>
5.505	City Contribution – Medical Insurance .....	<u>1716</u>
5.506	City Contribution – Dental Insurance .....	<u>1817</u>
5.507.	City Contribution – Vision Insurance. ....	<u>1817</u>
5.515	City Contribution – Cafeteria Benefits Plan .....	<u>1818</u>
5.520	Maximum City Contribution – Health Insurance .....	<u>1918</u>
5.525	Employee Contribution – Health Insurance .....	<u>2019</u>
5.540	Post-Retirement Medical Benefits.....	<u>2019</u>
5.550	Life Insurance.....	<u>2121</u>
5.560	Dependent Care Reimbursement Account.....	<u>2121</u>
5.561	Health Care Reimbursement Account .....	<u>2221</u>
5.562	Commuter Transportation Benefits.....	<u>2221</u>
5.600	Workers' Compensation Benefits .....	<u>2221</u>
5.700	Retirement Systems.....	<u>2222</u>
5.710	California Public Employees' Retirement System (CalPERS).....	<u>2222</u>
5.711.	California Public Employees' Retirement System. Qualified Employees.....	<u>2322</u>
5.720	Tier 1 – 3% at 50 Safety Plan .....	<u>2322</u>
5.721	Tier 2 – 3% at 55 Safety Plan .....	<u>2322</u>
5.722	Tier 3 – 2.7% at 57 Safety Plan .....	<u>2322</u>
5.730	Tier 1 – 2.7% at 55 Miscellaneous Plan .....	<u>2323</u>
5.731	Tier 2 – 2% at 60 Miscellaneous Plan .....	<u>2423</u>
5.732	Tier 3 – 2% at 62 Miscellaneous Plan .....	<u>2423</u>
5.740	CalPERS Contribution.....	<u>2423</u>
5.745.	Public Agency Retirement Services Alternative Retirement System (PARS-ARS).....	<u>2424</u>
5.746	Public Agency Retirement Services Alternative Retirement System (PARS-ARS) – Qualified Employees .....	<u>2524</u>

5.747	PARS-ARS Contribution.....	<u>2524</u>
5.750	Social Security – FICA Portion .....	<u>2524</u>
6.000	Special Provisions .....	<u>2524</u>
6.100	Work Schedules .....	<u>2524</u>
6.200	Alternate Schedules – Management Employees.....	<u>2525</u>
6.300	Deferred Compensation .....	<u>2525</u>
6.500	Automobile Allowance.....	<u>2625</u>
6.600	Relocation Assistance .....	<u>2726</u>
6.700	Executive Mortgage Assistance Program .....	<u>2726</u>
7.000	Administration – Classified Service and Unclassified Management.....	<u>2726</u>
7.100	Hourly Rates.....	<u>2726</u>
7.105	Salary Rates.....	<u>2727</u>
7.110	Salary Ranges – Management .....	<u>2827</u>
7.115	Differential Pay – Management.....	<u>2827</u>
7.120	Merit Increase – Non-Management .....	<u>2827</u>
7.130	Merit Increase – Management .....	<u>2928</u>
7.140	Promotion – Non-Management .....	<u>2928</u>
7.150	Promotion – Management .....	<u>3029</u>
7.170	Grant Funded Employment .....	<u>3029</u>
7.180	Term Limited Employment .....	<u>3130</u>
7.190	Severance.....	<u>3231</u>
8.000	Casual/Temporary Pay Rate Assignments and Step Increases.....	<u>3332</u>
9.000	Pay Basis .....	<u>3332</u>
10.000	Effective Date.....	<u>3332</u>

## **1.000 Pay Plan Schedules**

The schedule of pay for each classification in the Classified Service and in the Unclassified Service enumerated by pay categories A, B, C, G, L, and TL consist of hourly pay rates for each available step in each classification. The schedule of pay for Unclassified and Classified Management classifications enumerated by pay categories D, E, F, K and M consists of minimum and maximum salary range for each classification.

All pay ranges and rates are contained in Exhibit "A" (posted Salary Tables) and incorporated by this reference.

Pay Plan Schedules A through TL apply to employee categories as follows:

Pay Plan Category A applies to employees represented by the Communications Officers Association (COA).

Pay Plan Category B applies to employees represented by the Sunnyvale Employees Association/IFPTE Local 21 (SEA).

Pay Plan Category C applies to employees represented by the Public Safety Officers Association (PSOA).

Pay Plan Category D applies to unrepresented Classified Management employees. This category represents mid-management employees.

Pay Plan Category E applies to employees represented by the Sunnyvale Managers Association (SMA).

Pay Plan Category F applies to employees in Unclassified Department Director positions who report directly to the City Manager. These classes are the highest level management positions at the department level. Employees in these positions are responsible for overall direction of their respective department operations within the context of City policy.

Pay Plan Category G applies to unrepresented Classified Confidential employees. [Note: For purposes of wage increases/decreases, benefits and leaves, Category G employees receive the same treatment as Category B employees, except as provided in Section 3.910, Section 4.000, Section 4.100, and Section 4.300].

Pay Plan Category K applies to employees in unrepresented Unclassified Management classifications appointed directly by the City Attorney.

Pay Plan Category L applies to Classified Regular Part-time employees represented by the Service Employee International Union (SEIU).

Pay Plan Category M applies to employees represented by the Public Safety Managers Association (PSMA).

Pay Plan Category TL applies to employees in Unclassified Term-Limited classifications. [Note: For purposes of wage increases/decreases, benefits and leaves, Category TL employees receive the same treatment as Category B employees, except as provided in Section 3.910, Section 4.000, Section 4.100, and Section 4.300].

The Pay Ranges and Rates for each subclass of a classification for which subclasses have been established shall be as set forth for the applicable classification.

The effective dates for each Pay Plan are indicated on the respective Pay Plan Schedules as set forth in Exhibit "A" (posted Salary Tables).

#### **1.050      Retroactive Payment – Separated/Retired Employees**

Retroactive salary adjustments which occur as a result of a collective bargaining settlement will be provided to those employees who are actively employed by the City at the time of the Memorandum of Understanding adoption by the City Council, and to those employees who have retired between the effective date for retroactivity and date of adoption by the City Council. Any employees who have separated or have been terminated prior to this adoption will not be eligible for any retroactive adjustments. Retroactivity will be provided for salary adjustment only. To be eligible for any other salary adjustment as a result of Memorandum of Understanding (MOU) provisions, the employee must be employed as of the established effective date of such action.

#### **1.100      Mandated Deductions**

Any state or federally mandated deductions are made in accordance with applicable law.

All employees hired from April 1, 1986 shall be covered by Medicare. The employee and the City will each contribute the mandated percentage of the employee's wage toward the cost of Medicare.

#### **1.110      Unemployment Insurance**

Unemployment insurance is provided to employees at no cost to the employee.

#### **3.000      Leave Benefits**

~~The enumerated leave benefits are part of the Pay Plan or applicable Memoranda of Understanding.~~

**3.010 Leave Authorization**

~~All leaves, with the exception of those of Category K members, must be approved in advance by the City Manager or designated Management representative under established procedure. Leaves of Category K members must be approved in advance by the City Attorney.~~

**3.020 Leave Benefits – To Whom Applicable**

~~Except as otherwise provided for herein, leave benefits are applicable to employees in Pay Plan Categories A, B, C, D, E, F, G, K, L, M, and TL.~~

**3.030 Leave Payment**

~~All leave time shall be paid at the hourly straight time rate. Only one type of paid leave shall be paid at any given time and when paid shall be to the exclusion of any other paid time.~~

**3.040 Leave Substitution**

~~No leave may be substituted for the authorized leave once the employee is on leave except as provided in the Administrative Policy; nor may any leave be authorized in addition to another leave for the same period.~~

**3.100 Paid Time Off Leave (PTO) and Paid Medical Leave (PML) – Management**

(a) Employees in Categories D, F and K are eligible to accrue and use Paid Time Off Leave (PTO). ~~Such leave shall be used for vacation, medical appointment, illness or injury, family emergency, and may also be used for personal business, care of sick children or other family members, school visits, etc. Leaves not included in PTO which remain separate leaves are bereavement, jury duty, military duty, management or exempt leave, workers' compensation, floating holiday, and holiday. Refer to the applicable MOU or the Administrative Policy Manual for rules and administrative details.~~

~~Except for illness, injury or emergency, all PTO shall be pre-planned and pre-approved. The minimum advance notice is 1 week. The City may at any time require written verification from a physician for a non-pre-planned absence for illness or injury, family emergency or visits to a doctor, dentist or licensed mental health practitioner.~~

(b) PTO begins accruing on the first day of employment ~~and is prorated on an hourly basis for each paid hour. PTO shall not accrue during any unpaid leave, except as provided in Section 3.100(l).~~ Time off is paid provided there is adequate PTO accrued to cover the absence. Time off in excess of PTO accruals and other available leave shall be leave without pay. As

employees use PTO, the time used shall be deducted from the employee's current PTO balance.

- (c) The accrual rates are listed below:

Table A

<u>Pay Periods of Service</u>	<u>Years of Service</u>	Accrual Rate - Hours/Pay Period	Accrual Rate - Hours/Year
<del>1-26.99</del>	0 to 1	6.5	169
<del>27-130.99</del>	1+ to 5	7.5	195
<del>131-260.99</del>	5+ to 10	9.0	234
<del>261-442.99</del>	10+ to 17	10.5	273
<del>443-650.99</del>	17+ to 25	11.5	299
<del>651+</del>	25+	12.0	312

- (d) Eligible employees will accrue at the rates shown in Table A for the first 870 hours.

After 870 hours are accrued, the employee will start accruing at the reduced rate levels of Table B.

Table B

<u>Pay Periods of Service</u>	<u>Years of Service</u>	Accrual Rate - Hours/Pay Period	Accrual Rate - Hours/Year
<del>1-130.99</del>	0 to 5	5.0	130
<del>131-650.99</del>	5+ to 25	6.5	169
<del>651+</del>	25+	8.0	208

Accruals at this level will stop at 1040 hours (maximum cap) until total accrual is reduced below 1040.

- (e) If at any time the total accrual falls below 870 hours, the accrual rate will revert to the rates in Table A.

- (f) No minimum usage per year is required. Accruals carry over from one ~~payroll calendar plan~~ year to the next.

- (g) For a newly hired or promoted Category F employee, the City Manager may authorize an initial accrual rate higher than that provided in the above and/or an initial credit of hours. Such provision will be documented in the offer letter to the employee.

- (h) For a newly hired or promoted Category D employee, the City Manager may authorize an initial accrual rate higher than that provided in the above.

- (i) For a newly hired or promoted Category K employee, the City Attorney may

authorize an initial accrual rate higher than that provided in the above and/or an initial credit of hours. Such provision will be documented in the offer letter to the employee.

(j) PTO and Separation/Retirement. ~~PTO accrues and is prorated on an hourly basis for each paid hour during the last pay period of service. PTO shall be paid off to the employee on the employee's last day of work (pay included in final paycheck).~~ The City Manager may, ~~however,~~ approve the utilization of available accrued PTO to extend the date of retirement, and in special circumstances, the date of separation within the same calendar year.

(k) PTO and Paid Medical Leave. After ~~26 consecutive pay periods 1 year~~ of service, the City shall provide full pay for a medically certified (same occurrence) illness or injury, beginning with work hour 121 through 90 calendar days of illness or injury. No Paid Medical Leave (PML) will be provided unless the requirements of the Administrative Policy provisions are satisfied.

To access the PML, an employee must provide acceptable written medical documentation (a doctor's note and medical information in accordance with current Administrative Policy) showing that the illness or injury is a single illness or injury, whether continuous time off has been taken or not for that illness or injury. The first 120 hours of a single illness or injury are charged to the employee's PTO bank. Hours 121 up through the maximum of calendar day 90 are eligible for coverage under the PML.

After 90 calendar days of (same occurrence) illness or injury, the employee shall be eligible to apply for Long Term Disability coverage as outlined in Section 3.~~630620~~. In addition, if, after having been off work for 120 hours on a same illness or injury and becoming eligible for PML pay, the employee continues to be unable to return to work full-time, but is able to work partial days, the employee remains eligible for PML pay for the part of the day that the employee is unable to work.

(l) PTO and Workers' Compensation. During the first ~~26 pay periods 1 year~~ of service, the employee will be eligible for Workers' Compensation benefits as provided by state law. The employee, at this time, will have the option to use PTO or any other leave balance available, or keep it in their leave bank for future use upon their return.

After ~~26 consecutive pay periods 1 year~~ of service, the City shall provide full pay for a medically certified work-related (same occurrence) illness or injury, beginning with workday 1 through 60 calendar days of illness or injury. After 90 calendar days of (same occurrence) work-related illness or injury, the employee shall be eligible to apply for Long Term Disability coverage

as outlined in Section 3.630620. Employee will accrue full seniority for the first 90 days of Workers' Compensation leave regardless of whether they use PTO or any other leave balance to supplement Workers' Compensation benefits.

(m) If an employee has no available leave hours, pay may be deducted for any hours short of 40 worked in a week. This policy is established pursuant to principles of public accountability.

(n) PTO Cash Out. Employees in Categories D, F and K who accrue less than 9.6 hours in the last pay period of the December prior to the year of cash out have the option to cash-out up to 130 hours of PTO effective the last pay day in October of each calendar year. Employees who accrue 9.6 hours or more in the last pay period of the December prior to the year of cash out have the option to cash-out up to 200 hours of PTO effective the last pay day in October of each calendar year.

This cash-out will be allowed as long as the employee maintains a balance of 120 hours in the PTO leave bank. If the employee elects this option, the minimum number of hours that may be cashed-out is 8.

To be eligible to cash out PTO, an employee must submit an irrevocable election form in the calendar year preceding the cash-out specifying the number of hours that the employee irrevocably elects to cash out.

### **3.200 Bereavement Leave**

Employees in Categories D, F and K are entitled to bereavement leave where death has occurred to an employee's spouse or registered domestic partner, father, step-father, mother, step-mother, son, daughter, brother, sister, grandparents or grandchildren, or to the father, step-father, mother, step-mother, son, daughter, brother, sister, grandparents or grandchildren of an employee's spouse or registered domestic partner. The City reserves the right to require proof of death from the employee.

Employees in Categories D, F and K shall be entitled to bereavement leave in an amount not to exceed 40 work hours per eligible incident immediately upon employment. Except as provided herein, all bereavement leave must be used within six calendar months of the date of the eligible incident. Employees who are designated as the executor for a qualifying decedent's estate may use bereavement leave beyond the six-month limitation. Any use of bereavement leave more than six months after the eligible incident requires the approval of the Human Resources Director.

The City reserves the right to require proof of death from the employee including, but not limited to death certificates, obituaries, and funeral cards.

**3.300 Holiday Leave**

Employees in Categories B, C (except those scheduled to work holidays), D, E, F, G, K, M, and TL who were on pay status both before and after each holiday shall be entitled to take leave on each of the following holidays and be paid at the straight time rate, except as provided in Section 3.320.

**City Observed Holidays**

Independence Day	Christmas Eve	Martin Luther King, Jr. Birthday
Labor Day	Christmas Day	President's Holiday
Thanksgiving Day	New Year's Eve	Memorial Day
Day After Thanksgiving	New Year's Day	

When a City holiday falls on a Saturday, the holiday will be observed on the Friday; when a holiday falls on a Sunday, the holiday will be observed on Monday; or as designated by the City Council.

**3.310 Floating Holiday Leave**

Employees in Categories D, F and K shall be credited with 30 hours of floating holiday leave ~~at the beginning of each payroll calendar year on January 1 of each year and available for use until the last pay period processed in the same year.~~

~~Floating holiday granted for new hire, promotion, separation, and moving into or out of an eligible group is pro-rated based upon partial year eligibility. New employees shall be credited with a pro rata share based upon the proportion of the payroll calendar year remaining after their date of hire.~~

~~Unused floating holiday hours at the end of each plan year will be paid out in cash.~~

~~Use of floating holiday leave shall be subject to the approval of the employee's supervisor. Upon separation of employment, unused pro-rated floating holiday balance shall be paid to the employee with the final paycheck. Employees terminating City employment shall have their allotment of floating holiday leave for that year pro-rated based upon their date of separation. Employees who have used less than their pro-rated allotment for the portion of the payroll calendar year worked shall have the balance paid to them on their final paycheck. Employees who have used more than their pro-rated allotment for the portion of the payroll~~

calendarplan year worked, shall have the overage deducted from their final paycheck.

~~Employees in Categories D, F and K who have unused floating holiday hours at the end of the payroll calendar year will be paid out in cash for all the unused hours.~~

Refer to the applicable MOU or the Administrative Policy Manual for rules and administrative details.

### **3.320 Special Schedule – Holiday Leave**

Holiday leave for employees on a Special Schedule is paid in accordance with policies set forth in the Special Schedule Agreement, applicable MOU, or in the Administrative Policy Manual as the same exists or is amended hereafter.

### **3.400 Jury Leave**

An employee is entitled to jury leave subject to conditions and limitations contained in the applicable MOU, or in the Administrative Policy Manual, as the same exists or is amended hereafter.

### **3.500 Military Leave**

Employees assigned to active military duty are entitled to military leave in accordance with the provisions of applicable State and Federal laws, and the Administrative Policy Manual as the same exists or is amended hereafter. This leave is granted on a fiscal year basis.

### **3.550 Military Reservists – Extension of Benefits and Supplemental Salary**

(a) A person is eligible for the benefits established in this section if they meet all of the following qualifications:

- (1) Is an active probationary or regular part-time or full-time employee of the City in Pay Plan Categories A, B, C, D, E, F, G, K, L, M, or TL;
- (2) Is a member of the Armed Forces, Naval Militia or National Guard;
- (3) Is called to active duty per Executive Order 13223 issued on September 14, 2001;
- (4) Returns to City employment within 60 days after the end of active duty status; and
- (5) Remains as an employee of the City for at least six months following their return to City employment.

Eligible employees will be required to sign an agreement with the City which details their

rights and obligations with respect to these benefits and supplemental salary prior to their initial receipt of benefits beyond the mandatory 30 days of benefits otherwise provided by law. Employees who elect not to return to City service shall be required to repay the City for the cost of the supplementary salary and benefits plus interest at the 26-week T-bill rate at the time that the final supplementary compensation was provided and for the period that exceeded the mandatory 30 days of benefits otherwise provided by law.

(b) The City will continue to pay a bi-weekly check to eligible employees equal to base salary, plus any other compensation the employee would have received had they been actually working. The employee then will reimburse the City the amounts paid for military service plus allowances, including Basic Allowance for Housing.

(c) Eligible employees will be required to send copies of their military pay stubs to the Department of Human Resources for purposes of reconciliation. The payments will be reconciled by the Payroll unit of the Accounting Division of the Department of Finance. If the Payroll unit has not received the copies within three weeks after the end of the month, future checks will be withheld until the information is provided.

(d) All employees who receive the benefits and supplemental salary under this section will be eligible to remain covered under their current retirement, medical, dental, employee assistance, and vision plans while Executive Order 13223 remains active or until such time as Council takes action to amend or discontinue such benefits and supplemental salary. The City will provide eligible employees, along with the supplemental salary, the amount that the City currently contributes toward the benefits plans. If the employee is currently paying a deduction toward these plans, the employee will continue to make those payments.

### **3.620 Long Term Disability**

For employees in Categories A, B, D, E, G, K, M, and TL, the City shall provide, after ~~completion of 26 consecutive pay periods 1 year~~ of service, income protection insurance which will take effect after 90 calendar days from the original date of disability and which, subject to standard policy provisions, exclusions and limitations, will pay 67% of the employee's annual base salary while the employee is disabled and unable to work.

For employees in Category F, income protection insurance is provided as of the first of the month after date of hire. Eligibility and procedural limitations are set forth in the Administrative Policy Manual and the current Long Term Disability contract as the same now exists or is hereafter

amended.

**3.630      Paid Medical Leave – Authorization**

~~Paid Medical leave may be authorized by Management staff in accordance with procedures set forth in the applicable MOU or Administrative Policy Manual as the same now exists or is hereafter amended.~~

**3.640      Paid Medical Leave Requirement Waiver**

~~For employees in Categories D, E, F, K and M, the requirement of 26 pay periods of service for eligibility for City provided Paid Medical Leave, i.e., full pay for a medically certified (same occurrence) illness/injury beginning with work hour 121 through 90 calendar days, may be waived by the City Manager in the case of catastrophic and/or life threatening illness/injury.~~

**3.900      Management Leave for Management**

Employees in Categories D and K shall be credited with 60 hours of Management ~~or Exempt~~ Leave ~~at the beginning of the first pay period of the payroll calendar year, and~~ Employees employees in Category F shall be credited with 70 hours of Management Leave on January 1 of each year and available for use until December 31 of the same year. Unused time may not rollover to the next year, and there shall be no cash value for Management ~~or Exempt~~ Leave time.

Management Leave granted for new hire, promotion, regaining eligibility with improvement on the performance evaluation, and moving into an eligible group is pro-rated based upon partial year eligibility. For new hire employees or promotions from another bargaining unit, the amount of credited Management or Exempt Leave in the initial calendar year of appointment will be pro-rated based on the pay period of hire. Use of Management or Exempt Leave for Category F is subject to the City Manager's approval, Category D to Department Director's approval, and to the additional provisions in the Administrative Policy.

Refer to the applicable MOU or the Administrative Policy Manual for rules and administrative details.

**3.910      Exempt Leave for Confidential Employees**

Employees in Category G designated as FLSA-exempt as provided in Section 4.000 shall be credited with 40 hours of ~~Management or~~ Exempt Leave ~~at the beginning of the first pay period of the payroll calendar year on~~ January 1 of each year and available for use until December 31 of the same year. Unused time may not rollover to the next year, and there shall be no cash value for

~~Management or~~ Exempt Leave time.

~~Exempt Leave granted for new hire, promotion, regaining eligibility with improvement on the performance evaluation, and moving into an eligible group is pro-rated based upon partial year eligibility. For new hire employees or promotions from another bargaining unit, the amount of credited Management or Exempt Leave in the initial calendar year of appointment will be pro-rated based on the pay period of hire. Use of Management or Exempt Leave is subject to the employee's manager approval and to the additional provisions in the Administrative Policy.~~

[Refer to the Administrative Policy Manual for rules and administrative details.](#)

### **3.950 Employee Emergency Leave Relief Fund**

The Employee Emergency Leave Relief Fund is a program that allows any City employee who has leave hours accrued, the opportunity to donate a portion of their accrued leave to benefit another employee needing paid emergency leave. To benefit from this fund, the receiving employee must be eligible to accrue City paid leave time, must have used all available accrued leave and must have a personal emergency that requires the employee to be on leave from work responsibilities to attend to the emergency. The employee, or a member of the family or a friend, must request in writing to the City Manager that this Employee Relief Fund be enacted. The City Manager will have administrative authority to accept or reject the request. The City Manager will also have the administrative authority in defining all procedures to be followed in setting up and utilizing this fund.

### **4.000 Overtime Pay – Who Is Entitled**

All employees of the City shall be entitled to overtime pay, except those in Management positions in Categories D, E, F, K, M, and the following classifications in Category G, which are hereby designated as exempt from the provisions of the Fair Labor Standards Act (FLSA).

#### **Category G Classifications:**

<b>Job Code</b>	<b>Classification</b>
1450	Human Resources Analyst
1015	Payroll Supervisor

### **4.010 Overtime Authorization**

All overtime must be approved in advance by the City Manager or designated Management representative under established procedure.

**4.020 Overtime Computation**

Overtime, when applicable, shall be paid at the rate of 1½ times the straight-time rate, except as otherwise provided for in an applicable MOU, statute or herein.

**4.030 Overtime Pay – When Applicable**

Casual/Temporary employees ~~and regular part time employees in Category L~~ shall be entitled to overtime pay in accordance with the Fair Labor Standards Act (FLSA). Casual/Temporary employees who meet the FLSA exempt requirements are designated as such.

Employees ~~assigned to a special schedule~~ shall be entitled to City overtime only for hours worked in excess of 40 hours in a work week as defined in the applicable MOU and Administrative Policy Manual, or as provided in the written special schedule agreement.

**4.100 Compensatory Time**

Employees in Category G shall have the same accumulation and use options as employees in Category B. Employees in Category G designated as FLSA exempt as provided in Section 4.000 are not eligible for compensatory time.

**4.300 Confidential Premium Pay**

Effective June 29, 1997, rank and file employees in Category G routinely and consistently assigned to sensitive positions requiring trust and discretion shall be paid a 3.5% Confidential Premium on all paid hours.

Examples of the job functions of classifications in Category G requiring trust and discretion are those regularly assigned to:

- (a) Provide direct support to department directors, attorneys, City Manager or Council; or
- (b) Perform human resources or risk management activities within the Department of Human Resources; or
- (c) Perform payroll activities within the Department of Finance or Department of Public Safety.

**4.305 Lead Worker/Supervisor Premium Pay**

Effective June 29, 2008, employees in Category D and K who routinely and consistently lead or supervise employees in the subordinate classifications or job functions described below shall be paid a 3.5% Lead Worker/Supervisor Premium on all paid hours.

Applicable subordinate classifications or job functions include:

- (a) Sensitive positions requiring trust and discretion as provided in Section 4.300; or
- (b) Classifications that prepare City Council agenda and minutes and perform the duties of the City Clerk in their absence; or
- (c) Job functions that support sensitive projects directly assigned by the City Manager.

## **5.000 Wage Supplements**

Wage supplements shall consist of payments to the employee outside the standard pay schedule for paid work time, and which are paid by the City either in part or in total as provided for herein or in applicable Memoranda of Understanding.

### **5.010 Interim/Acting Pay or Out-Of-Class Pay for Special Assignment Work – Management**

(a) Interim/Acting Pay. Employees who are appointed by the City Manager in an acting/interim status to a higher-level vacant position in Pay Plan Categories D and F may receive placement within the salary range of the vacant position, or a percentage over their current pay as designated by the City Manager. Authorization for employees in Pay Plan Category K is subject to determination of the City Attorney.

An employee assigned to work in an out-of-class (interim/acting) appointment may not exceed 960 hours worked in the appointment within a fiscal year in accordance with relevant CalPERS rules, regulations, and limits, including but not limited to the provisions of Government Code 20480, as they may be amended from time to time. This limitation does not apply to a position that is temporarily available due to a leave of absence.

(b) Out-of-Class Pay for Special Assignment Work. For employees in Pay Plan Categories D and F, the City Manager or designee may authorize a temporary pay adjustment for an employee given a specific temporary assignment clearly beyond the scope of the regular job description as determined by the Director of Human Resources or designee. Authorization for employees in Pay Plan Category K is subject to determination of the City Attorney.

Such assignment is to be made only as necessary to meet the business needs of the department. A request for such an assignment must be made to the City Manager or designee, in writing, from the Department Director prior to commencement of the assignment. Work in such assignment shall be at a minimum of two (2) consecutive weeks, up to a maximum of one (1) year.

The request for special assignment shall describe the assignment, justify why it is to be

performed by the designated employee, and give a specific duration for completion of the assignment with start and end date. Special assignment pay is five percent (5%) above the employee's normal pay rate. The special assignment and related compensation may be revoked at any time at the discretion of the Department Director, or the City Manager or designee. Special assignment pay is not reportable compensation to CalPERS.

Special assignment pay shall be based on the full period of actual hours worked during the assignment and received for the full period of time in which the employee works in the assignment, provided that such special assignment and related compensation has been authorized in advance by the Department Director, has been approved by the City Manager or designee, and has been processed by the Human Resources Department. Special assignment pay shall not be made retroactively. Special assignment pay shall not be paid for Paid Time Off, Holidays, Paid Medical Leave or any other leave during the special assignment; nor shall such leave days be considered a break in the special assignment.

The special assignment pay shall be discontinued on the date originally identified for completion of the assignment, unless an extension of specific duration is approved by the City Manager or designee prior to the end of the original assignment end date. Extension may be granted for up to an additional one (1) year for the same assignment.

#### **5.020 Y-Rating Pay**

Y-rating may be authorized by the City Manager or designee when an employee is allocated to a classification with a lower salary range. If the current salary of the employee is more than the maximum of the revised allocated classification, the employee may be Y-rated and will continue to receive the former rate of pay until the maximum salary of the new classification is raised to an amount higher than the rate of pay received in the former classification.

#### **5.100 Uniforms**

The City shall provide uniforms subject to the provisions in the applicable MOU. The following amounts, as determined and updated in accordance with the relevant MOU, will be reported to CalPERS biweekly as the value of the provided uniform for CalPERS classic employees who are assigned and actually wear a provided uniform:

Category A (COA): \$12.00

Category B (SEA): \$15.98 prior to July 1, 2013; \$16.36 effective July 1, 2013; \$16.82

effective July 1, 2014; \$17.22 effective July 1, 2015; \$17.68 effective July 1, 2016; \$18.35 effective July 1, 2017; \$18.94 effective July 1, 2018; \$19.70 effective July 1, 2019; \$19.92 effective July 1, 2020; \$20.68 effective July 1, 2021; \$21.15 effective July 1, 2022.

Category L (SEIU): \$8.39

#### **5.200 Work Equipment**

The City shall provide mattresses, sheets, pillows, pillowcases and blankets at the fire stations, and safety gear in all departments as required by law.

#### **5.210 Safety Glasses**

The City shall provide employees in Categories A, B, C, D, E and L prescription safety glasses, provided that (a) safety glasses are required on the job; (b) the employee provides the prescription at no cost to the City; and (c) the glasses are provided by an optical firm approved by the City.

#### **5.220 Safety Footwear**

Employees shall be eligible to receive an annual allowance in accordance with the provisions of the applicable MOU. The Risk Manager may authorize additional classifications to receive the safety footwear allowance if it is determined that safety footwear is required for the work being performed.

#### **5.300 Training Assistance**

The City shall reimburse employees in Categories A, B, C, D, E, F, G, K, L, M, and TL for all or part of the cost of tuition and books for courses approved in advance by the City, provided the course is completed successfully, documentation of costs and certificates of completion are presented according to Administrative Policy or applicable MOU. The amount of reimbursement based on relatedness to the employee's present position may be taxable in accordance with state and federal law.

#### **5.500 Health Insurance – Eligibility and Effective Dates**

(a) Medical. Participation in the medical insurance plan is available to employees in all full-time and regular part-time Categories and to members of the City Council at the time of appointment in accordance with the provisions of the plan selected, with the effective date the first day of the month following receipt of the election form by the Department of Human Resources.

(b) Dental. Employees in Categories B, D, E, F, G, K, L, M, TL, and members of the City Council are eligible for dental coverage at the time of appointment, with an effective date of the first day of the month following receipt of the election form by the Department of Human Resources. For employees in Category A and C, the Public Safety Officers Association shall contract with a dental provider and make dental insurance available to represented employees in accordance with the provisions of the respective MOU.

Employees and members of the City Council may elect to enroll in an enhanced “voluntary buy-up” dental plan. The cost of the voluntary buy-up plan is solely funded by employee/City Council member contributions.

(c) Vision. Employees in all full-time and regular part-time Categories and members of the City Council are eligible for vision coverage at the time of appointment, with an effective date of the first day of the month following receipt of the election form by the Department of Human Resources. Employees and members of the City Council may elect to enroll in an enhanced “voluntary buy-up” vision plan. The cost of the voluntary buy-up plan is solely funded by employee/City Council member contributions.

(d) Employee Assistance Plan (EAP). Employees in all full-time and regular part-time Categories are covered by the employee assistance program at the time of appointment in accordance with the provisions of the plan.

#### **5.501 Cash in-Lieu – Medical Coverage**

(a) Employees in Categories D, F, K and members of the City Council have the option of waiving their medical coverage and receiving payment of a portion of the City contribution. However, if the employee is currently a dependent of a City employee and covered by a CalPERS Health Plan, the employee is not eligible for reimbursement.

Payment shall be made on the following schedule:

Type of Coverage Waiving	Per Pay Period Payment Monthly Amount (to be paid twice a month in half)
Employee only coverage	\$38.00
Employee +1 coverage	\$76.00
Employee + family coverage	\$98.50

Whenever an employee changes to no coverage, the employee shall provide proof of

alternate coverage and sign a waiver stating that they do have alternative coverage, and they understand that they will no longer receive coverage through a City-sponsored CalPERS provided medical plan.

If an employee decides to reenter a City sponsored CalPERS provided medical plan or reenter with dependent(s), they may enroll in accordance with CalPERS procedures.

Employees receiving cash in-lieu payments must provide documentation to verify their dependents' eligibility.

#### **5.502 Cash Reimbursement – City Retiree Council Members**

Members of the City Council who are City retirees and are enrolled in the CalPERS medical program as a retiree, are eligible to receive a reimbursement equal to the difference of the current City contribution to medical insurance included under Section 5.505 and the current cost of the CalPERS medical premium.

In addition, if Members of the City Council who are City retirees and have an alternative dental plan, and they waive City coverage, the City will reimburse the cost of dental insurance up to the amount specified under Section 5.506 (f).

#### **5.505 City Contribution – Medical Insurance**

Effective January 1, 2024, the City will contribute the following amounts toward the cost of premiums for medical insurance under the Public Employees Medical and Hospital Care Act (PEMHCA) for each employee in the respective categories listed below and their eligible dependents, and for each annuitant in CalPERS formerly in the respective categories listed below and their eligible dependents:

- (a) Category A. The cost of the premium or \$472.98 per month, whichever is less.
- (b) Categories B, G, and TL. The cost of the premium or \$1,108.02 per month, whichever is less.
- (c) Category C. The cost of the premium or \$467.46 per month, whichever is less.
- (d) Category L. The cost of the premium or \$615.98 per month, whichever is less.
- (e) Categories D, E, F, K and M. The cost of the premium or \$1,108.02 per month, whichever is less. Effective January 1<sup>st</sup> each year, the City's contribution will be the lesser of the cost of the premium or the lowest cost HMO premium for single coverage available through the CalPERS Region 1 medical plans. Additionally, the City's contribution shall be no less than the

highest City contribution for any of the employee represented units, including COA, PSOA, SEA and SEIU.

(f) Members of the City Council. The City's contribution will be the lesser of the cost of the premium or the minimum monthly contribution pursuant to Government Code Section 22892 of the Public Employees Medical and Hospital Care Act (PEMHCA). For calendar year 2024, the amount is \$157.00.

**5.506 City Contribution – Dental Insurance**

- (a) Category A. The City's contribution is subject to the provisions of the COA MOU.
- (b) Category B, G, and TL. The City's contribution is subject to the provisions of the SEA MOU.
- (c) Category C. The City's contribution is subject to the provisions of the PSOA MOU.
- (d) Category L. The City's contribution is subject to the provisions of the SEIU MOU.
- (e) Categories D, E, F, K and M. The City will contribute the premium for employee only, employee plus one dependent, or employee plus family coverage.
- (f) Members of the City Council. The City will contribute the premium for council member only coverage. Dependent coverage is available at the council member's cost.

**5.507. City Contribution – Vision Insurance.**

- (a) Category A. The City's contribution is subject to the provisions of the COA MOU.
- (b) Category B, G, and TL. The City is subject to the provisions of the SEA MOU.
- (c) Category C. The City's contribution is subject to the provisions of the PSOA MOU.
- (d) Category L. The City's contribution is subject to the provisions of the SEIU MOU.
- (e) Categories D, E, F, K and M. The City will contribute the premium for employee only, employee plus one dependent, or employee plus family coverage.
- (f) Members of the City Council. The City will contribute the premium for council member only coverage. Dependent coverage is available at the council member's cost.

**5.515 City Contribution – Cafeteria Benefits Plan**

- (a) Category A. The City will contribute \$342.02 per month, the difference between \$815.00 and the amount stated in 5.505 (a) above.
- (b) Category B, G, and TL. The City's contribution is subject to the provisions of the SEA MOU.

(c) Category C. The City will contribute \$47.54 per month, the difference between \$515.00 per month and the amount stated in 5.505 (c) above.

(d) Category L. The City's contribution is subject to the provisions of the SEIU MOU.

(e) Categories D, E, F, K and M. The City will contribute to a Cafeteria Benefits Plan for the cost of medical premiums only. The City's Cafeteria Benefits Plan contribution will be capped at the cost of the premium of the highest priced plan for family coverage between the CalPERS Region 1 HMO plans or the PERS Platinum PPO plan, effective January 1 each year, less the City Contribution as stated in Section 5.505 (e) above, ~~and shall be based upon the plan level in which the employee is enrolled (i.e., employee only, employee plus one dependent, or employee plus family).~~

(f) Members of the City Council. The City will contribute to a Cafeteria Benefits Plan for the cost of medical premiums only. The City's Cafeteria Benefits Plan contribution will be capped at the cost of the premium of the highest priced plan for family coverage between the CalPERS Region 1 HMO plans or the PERS Platinum PPO plan, effective January 1 each year, less the City Contribution as stated in Section 5.505 (f) above, ~~and shall be based upon the plan level in which the council member is enrolled (i.e., council member only, council member plus one dependent or council member plus family).~~

#### **5.520 Maximum City Contribution – Health Insurance**

(a) Category A. In addition to the amounts contributed by the City as specified in Sections 5.505(a), 5.506(a), 5.507(a), and 5.515(a), the City pays the full premium for the employee assistance program.

(b) Category B, G, and TL. In addition to the amounts contributed by the City as specified in Sections 5.505(b), 5.506 (b), 5.507(b), and 5.515(b), the City pays the full premium for the employee assistance program.

(c) Category C. In addition to the amounts contributed by the City as specified in Sections 5.505(c), 5.506 (c), 5.507(c), and 5.515(c), the City pays the full premium for the employee assistance program.

(d) Category L. In addition to the amounts contributed by the City as specified in Sections 5.505(d), 5.506 (d), 5.507(d), and 5.515(d), the City pays the full premium for the employee assistance program.

(e) Categories D, E, F, K and M. In addition to the amounts contributed by the City as specified in Sections 5.505(e), 5.506 (e), 5.507(e), and 5.515(e), the City pays the full premium for the employee assistance program.

(f) Members of the City Council. The maximum monthly City contribution is the aggregate of the amounts described in Sections 5.505(f), 5.506(f), 5.507(f) and 5.515(f).

#### **5.525 Employee Contribution – Health Insurance**

To the extent that any full or part-time employee or member of the City Council elects health insurance coverage that exceeds the amount stated in Section 5.520, the employee or member of the City Council shall pay the difference.

#### **5.540 Post-Retirement Medical Benefits**

(a) Categories D, E, F, K and M. Employees who retire from City service under the provisions of the City's contract with CalPERS (minimum of age 50 and 5 years of service) are eligible for post-retirement medical benefits as stated below:

(a.1) Group A – Retirement date prior to January 1, 2008.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for their selected medical plan.

(a.2) Group B – Retirement date on or after January 1, 2008 with an appointment date prior to July 1, 2007.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for their selected medical plan, subject to a cap based on the cost of the premium of the highest price plan between the CalPERS Region 1 HMO plans or the PERS Platinum PPO plan effective January 1<sup>st</sup> of each year.

(a.3) Group C – Retirement date on or after January 1, 2008 with an appointment date on or after July 1, 2007.

The City shall contribute an amount equal to that which is stated in Section 5.505 (e) for the cost of retiree medical premiums. Additionally, the City's Retiree Health Reimbursement Program (RHR) will provide the retiree a monthly reimbursement amount equal to the difference between the City Contribution, as stated in Section 5.505 (e) and the retiree's premium for their selected medical plan, subject to the cap indicated in (a.2) above and according to the following vesting schedule:

**Vesting Schedule**

<b>City of Sunnyvale Management Years of Service</b>	<b>% of RHR paid to Retiree</b>
5	50%
6	55%
7	60%
8	65%
9	70%
10	75%
11	80%
12	85%
13	90%
14	95%
15+	100%
Combined Years of Service: Minimum 15 years City of Sunnyvale service, 5 years of which must be City of Sunnyvale management service	100%

**5.550 Life Insurance**

The City shall provide life insurance equal to one-time annual base salary for employees in Categories D, F and K, up to a maximum coverage of \$175,000. In addition, the employee has the option of buying additional insurance of one-time their annual base salary up to the maximum allowable coverage. Coverage is subject to the terms and conditions of the insurance policy and to current tax law provisions.

**5.560 Dependent Care Reimbursement Account**

Employees in Categories D, F, and K are provided with an option to pay for dependent care

expenses on a pre-tax basis, as provided in the Internal Revenue Code.

**5.561 Health Care Reimbursement Account**

Employees in Categories D, F, and K are provided with an option to pay for health care expenses on a pre-tax basis, as provided in the Internal Revenue Code.

**5.562 Commuter Transportation Benefits**

The City shall provide a plan in accordance with the Internal Revenue Code Section 132(f) that provides an option for employees to pay for qualified work-related transportation expenses for mass transit, van pools, and parking on a pre-tax basis. The monthly election limit is regulated by the IRS.

**5.600 Workers' Compensation Benefits**

The City self-insures for Workers' Compensation benefits. Workers' Compensation benefits will be provided as required by law. Employees who are injured on the job are to comply with the legal requirements governing the use of Workers' Compensation benefits.

Employees in Categories D, F, and K, who are eligible for temporary disability payments under Workers' Compensation law, shall receive salary continuation from the City's disability program for the first 60 calendar days of temporary disability. ~~Pursuant to current tax laws, a portion of salary continuation, in lieu of temporary disability payments, is exempt from federal and state withholding taxes. The amount of tax free salary continuation is up to 2/3 of an employee's average wage, subject to minimums and maximums set by state law.~~ Employees who remain temporarily totally disabled after 90 calendar days shall receive temporary disability payments directly from the City's Workers' Compensation third party administrator.

**5.700 Retirement Systems**

The City shall provide a retirement system to eligible employees and to members of the City Council who elect to join the California Public Employees' Retirement System, in accordance with the provisions of the City Charter, and as specifically described herein. In addition, the City shall provide an alternative retirement system to eligible Casual/Temporary (unclassified casual, seasonal, special project, and recreation) employees as specifically described below.

**5.710 California Public Employees' Retirement System (CalPERS)**

The City shall contract with the State of California Public Employees' Retirement System

(CalPERS) for retirement plans for qualified Safety and Miscellaneous employees. Both plans shall include the 1959 Survivor Benefits. Miscellaneous and Safety employees, and members of the City Council who have elected CalPERS membership, receive the 1959 Survivor Benefit at the increased benefit level (Third Level). Miscellaneous and Safety employees are eligible for the optional Military Buy-Back benefit (Military Service Credit as Public Service).

**5.711. California Public Employees' Retirement System. Qualified Employees.**

Qualified employees are those in Categories A, B, C, D, E, F, G, K, L, M, TL and those employees in any other Category who are required by CalPERS to be covered. In addition, members of the City Council are qualified to participate in the California Public Employees Retirement System and may elect optional membership in CalPERS.

**5.720 Tier 1 – 3% at 50 Safety Plan**

The City shall provide qualified Safety employees with the basic "3% at 50" plan with the one-half continuance option under the California Public Employees' Retirement System (CalPERS). Final compensation shall be calculated using the single highest year model.

**5.721 Tier 2 – 3% at 55 Safety Plan**

The City shall provide qualified Safety employees with the basic "3% at 55" plan with the one-half continuance option under the California Public Employees' Retirement System (CalPERS). This benefit will apply to Safety employees hired on or after February 19, 2012. Final compensation shall be calculated using the single highest year model.

**5.722 Tier 3 – 2.7% at 57 Safety Plan**

The City shall provide qualified safety employees hired beginning January 1, 2013, who are not current CalPERS members or who are not members of a reciprocal retirement system as defined by CalPERS the safety "2.7% at 57" retirement formula with the one-half continuance option under CalPERS. Final compensation shall be calculated using the average of the three highest years model.

**5.730 Tier 1 – 2.7% at 55 Miscellaneous Plan**

The City shall provide qualified Miscellaneous employees and members of the City Council with the "2.7% at 55" plan under the California Public Employees' Retirement System (CalPERS). Final compensation shall be calculated using the single highest year model.

**5.731 Tier 2 – 2% at 60 Miscellaneous Plan**

The City shall provide qualified Miscellaneous employees and members of the City Council hired/appointed on or after December 23, 2012 the Local Miscellaneous "2% at 60" retirement formula. Final compensation shall be calculated using the single highest year model. Employees hired on or after January 1, 2013, who are current CalPERS members or who are members of a reciprocal retirement system, as defined by CalPERS shall also receive the "2% at 60" retirement plan.

**5.732 Tier 3 – 2% at 62 Miscellaneous Plan**

The City shall provide qualified Miscellaneous employees and members of the City Council hired/appointed beginning January 1, 2013, who are not current CalPERS members or who are not members of a reciprocal retirement system as defined by CalPERS the Local Miscellaneous "2% at 62" retirement formula. Final compensation shall be calculated using the average of the three highest years model.

**5.740 CalPERS Contribution**

(a) Employees in categories D, F, and K who are ~~also~~ in Tier 1, shall be responsible for contributing 4% of the member contribution, and the City shall contribute 4%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 4% as additional compensation.

(b) Employees in categories D, F and K who are in Tier 2 shall be responsible for contributing 3% of the member contribution, and the City shall contribute 4%; such payment shall be made pursuant to IRC Section 414(h)(2). The City will report the value of the Employer Paid Member Contribution (EPMC) of 4% as additional compensation.

(c) Employees in categories D, F and K who are in Tier 3 shall be responsible for paying 50% of the normal cost toward their retirement.

(d) For employees in other Categories who are required by the CalPERS to be covered, such as City Council members who elect to enroll in CalPERS and eligible Casual/Temporary employees, the employee shall be responsible for the full normal member contribution to CalPERS.

**5.745. Public Agency Retirement Services Alternative Retirement System (PARS-ARS).**

The City will contract with the Public Agency Retirement Services (PARS) for an alternative retirement system (ARS) for qualified Casual/Temporary (unclassified casual, seasonal, special

project, and recreation) employees.

**5.746      ~~Public Agency Retirement Services Alternative Retirement System (PARS-ARS) – Qualified Employees~~**

Qualified employees are those not enrolled in the CalPERS retirement plan, with the exception of Councilmembers and Casual/Temporary NOVA Youth Worker employees in the Workforce Investment Act (WIA).

**5.747      PARS-ARS Contribution**

For employees enrolled in PARS-ARS, the City shall contribute to PARS-ARS 1.3% of the employee's salary towards the federally mandated 7.5% minimum contribution. The employee shall be responsible for the remainder of the contribution of 6.2% to PARS-ARS.

**5.750      Social Security – FICA Portion**

All employees not covered by CalPERS or PARS-ARS shall be covered by Social Security/FICA. The employee and the City will each contribute the mandated percentage of the employee's wages toward the cost of Social Security/FICA. No Social Security/FICA will be withheld for retired CalPERS members who return to work as a Casual/Temporary employee.

**6.000      Special Provisions**

Those provisions which are in a non-pay category, but which confer a benefit on an employee, are provided in accordance with the provisions in the Administrative Policy Manual.

**6.100      Work Schedules**

Employees in the Civil Service are to work in accordance with the schedules, shifts, tours of duty and work periods or cycles established by their respective departments in accordance with the provisions of the applicable MOU or the Administrative Policy Manual as the same now exists or is hereafter amended.

**6.200      Alternate Schedules – Management Employees**

Alternate schedules for individual employees in Categories D, E, F, and K may be authorized by the City Manager and the City Attorney in accordance with the Administrative Policy Manual.

**6.300      Deferred Compensation**

Employees in Categories A, B, C, D, E, F, G, K, L, M, TL and members of the City Council shall be entitled to participate in a 457 deferred compensation plan approved by the City.

For employees in Categories D, E, F, K and M, a 401(a) plan is available and procedures for contribution to such plan will be established by the City.

With respect to any employee in Categories D, F and K who enrolls in any of the two deferred compensation plans (457(b) or 401(a)), the City shall contribute to such plan on behalf of the employee an amount equal to 2% of the employee's base pay per pay period. Such employees shall not be entitled to receive any or all of such payment except as payment into a deferred compensation account.

#### **6.500 Automobile Allowance**

Any Management employee authorized and assigned exclusive use of a City vehicle on a 24-hour basis may, at the option of the employee, receive an automobile allowance, payable monthly, in lieu of the assignment and authorization to use such City vehicle. Such automobile allowance is only available while the employee is actively at work (i.e., not absent from work for more than one month, irrespective of reason). When not actively at work, the automobile allowance will cease the first of the month following the last date the employee is actively at work. A Management employee in Category D, E, F and M who is not assigned exclusive use of a City vehicle, ~~-~~who ordinarily does not have access to pool vehicles at their work site, and who averages 300 or more miles per month of City business travel in their own personal vehicle, excluding normal travel to and from work, shall be eligible for an automobile allowance. This option shall not be available in the event the City Manager or the employee's Department Director determines that the vehicle assigned is a special purpose vehicle or a vehicle especially equipped so that it cannot be adequately replaced by the employee's private vehicle.

The monthly automobile allowance for designated management employees is:

Category F ~~(Department Directors)~~: \$450.00;

Category M ~~(PSMA)~~: \$310.00;

Category D ~~and K (unrepresented classified management)~~: \$410.00;

[Category E: Refer to the SMA MOU for allowance amount.](#)

The monthly automobile allowance for the Director of NOVA Workforce Services will be \$650.00 as long as NOVA is providing services to the San Mateo County. The City Manager may authorize a change in this allowance in accordance with the change in the IRS standard mileage rate.

**6.600 Relocation Assistance**

Employees in Categories D, E, K and M may be offered up to \$5,000 of relocation assistance, including expenses incurred in connection with the final trip for employee and immediate family to the area, provided that their primary residence at the time they receive their offer of employment with the City is located outside a 50-mile radius of the City and they move to a location within Santa Clara County within 1 year of appointment. In addition, these employees are also eligible for interim living expenses, at the maximum rate of \$100 per day for a period not to exceed 30 days, incurred while searching for a new residence.

Category F employees may be offered up to the full cost of relocation assistance, including interim living expenses, if they move into the City limits within 1 year of appointment. Such assistance may be taxable to the employee. This assistance must be documented in the offer letter to the employee.

**6.700 Executive Mortgage Assistance Program**

Category F employees are eligible for benefits provided pursuant to the Executive Mortgage Assistance Program. Provisions of the program have been approved through separate resolution and may be amended as necessary.

**7.000 Administration – Classified Service and Unclassified Management**

The Pay Plan for all City employees shall be administered by the City Manager in accordance with policies stated herein and in the Administrative Policy Manual and any applicable MOU. The City Manager shall issue such rules and procedures as are necessary to put the policies into effect.

**7.100 Hourly Rates**

Employees in Categories A, B, C, G, L, and TL at the time of appointment are ordinarily assigned the hourly rate in the first step of the pay range. In cases where it is necessary to attract qualified personnel the employee may be assigned the hourly rate in the second or third step of the pay range. Under extraordinary circumstances, employees may be assigned to a higher step than the first step of the pay range, upon recommendation of the Department Director and approval of the City Manager.

**7.105 Salary Rates**

Employees in Categories D, E, K and M may be hired within the salary range for that classification. Appointments made above step 1 or the bottom of the salary range require

recommendation of the Department Director, and approval of the City Manager for all, but Category K. Determinations on Category K employees are made by the City Attorney.

The minimum and maximum rates at which employees in Categories F may be hired are established for that classification in Exhibit "A" (posted Salary Tables). All appointments require approval of the City Manager.

#### **7.110      Salary Ranges – Management**

Salary ranges for management classifications in Categories D, E, F, K, and M are established in Exhibit "A" (posted Salary Tables).

#### **7.115      Differential Pay – Management**

In the event that a pay differential of less than 15% is identified between the maximum of the salary range for a Management classification and the top step base salary for a direct-report non-management classification, a department director may recommend a pay differential of up to 15%. The differential will not be applied automatically, and an identifiable need for such differential must exist prior to providing the differential pay. All differentials require review by the Director of Human Resources and approval of the City Manager.

#### **7.120      Merit Increase – Non-Management**

Upon completion of 13 pay periods, employees in Categories A, B, C, G, and TL may be assigned the next step in the pay range to which the classification is assigned. Such merit increases shall not be approved unless the employee's work performance is acceptable. Consideration for each subsequent one step merit adjustment is given at 26 pay period intervals until the employee's hourly pay rate reaches the top step of the pay range. Increases may be granted effective with the pay period immediately following the completion of 26 pay periods.

Upon completion of 6 months of continuous City service, employees in Category L may be assigned the next step in the pay range to which the classification is assigned. Such merit increase shall not be approved unless the employee's work performance is acceptable. Consideration for each subsequent one step merit adjustment is given upon completion of intervals of 12 months of continuous service until the employee's hourly pay rate reaches the top step of the pay range. Increases may be granted effective with the pay period immediately following completion of the requisite hours.

**7.130 Merit Increase – Management**

Upon completion of 13 pay periods of service, employees in Categories D and K who receive an overall acceptable rating of meeting expectations on their most recent performance evaluation may receive an increase in salary above the rate to which they were initially assigned, up to but not exceeding the salary range.

The pay rate for employees in Categories D and K will be considered for adjustment beyond that granted after the first 13 pay periods of service following the completion of 26 pay periods from the prior increase in salary, up to but not exceeding the salary range. Increases in salary shall be granted effective with the pay period immediately following the completion of 26 pay periods. The pay rate adjustment is subject to an overall acceptable rating of meeting expectations on the employee's most recent performance evaluation. Increases of more than 5% require approval of the City Manager.

Upon completion of 26 pay periods of service, employees in Category F who receive an overall acceptable rating of meeting expectations on their most recent performance evaluation may receive an increase in salary as determined by the City Manager, above the rate to which they were initially assigned, up to but not exceeding the range maximum. The pay rate will be considered for adjustment beyond that granted after the first 26 pay periods of service following the completion of an annual performance evaluation, up to but not exceeding the range maximum. The pay rate adjustment is subject to an overall acceptable rating of meeting expectations on the employee's most recent performance evaluation. All salary increases require approval of the City Manager. For extenuating or bona fide circumstances, the City Manager may increase the salary for a Category F employee outside of the annual performance review cycle.

**7.140 Promotion – Non-Management**

Upon promotion to a full-time non-management classification having an assigned pay range greater than the classification from which the employee is being promoted, employees in Categories A, B, C, G, and TL shall be entitled either to that hourly pay step in the pay range of the higher class which is at least 5% above the employee's current hourly step rate, or that step the employee would have received within 2 pay periods had the promotion not been made, provided the increase does not exceed the rate contained in the top salary step. Thereafter, the employee will be considered for merit increases in the same manner as other probationary employees.

Upon promotion to a regular part-time classification having an assigned pay range greater

than the classification from which the employee is being promoted, the employee shall be entitled to that hourly pay step in the pay range of the higher classification which is at least 5% above the employee's current hourly step rate, provided the increase does not exceed the rate contained in the top salary step. Thereafter, the employee will be considered for merit increases in the same manner as other probationary employees.

#### **7.150 Promotion – Management**

Employees in Category D ~~and E~~ who are promoted to a classification which has been assigned a salary range greater than the classification from which the employee is being promoted shall be entitled to assignment to a pay rate in the new salary range which provides at least 5% above the employee's current hourly rate, or the rate which the employee would have received with a meeting or exceeding expectation of performance within 2 pay periods had the promotion not been made, provided the increase does not exceed the salary range for the new classification.

Employees in Category K who are promoted in similar circumstances shall likewise receive an increase, subject to the determination of the City Attorney. Thereafter, the employee is considered for merit increases in the same manner as other Management employees.

For employees in Category E and M, refer to the applicable MOU or the Administrative Policy Manual for information on changes in pay upon promotion.

#### **7.170 Grant Funded Employment**

(a) The City may hire employees in grant-funded positions where the position is funded by grant funds or similar types of non-City funding sources.

(b) Job classification titles for grant-funded positions shall be distinct from job classification titles for regular positions.

(c) Prospective employees shall be advised in the job announcement and at the time of employment, and acknowledge in writing the impact of the grant-funded status, including that the City has the authority to terminate employment at the completion of the grant, or for reduction or loss of grant funding.

(d) Unless otherwise stated by the funding source or agency, employees in grant-funded positions shall receive the same benefits as regular employees. Employees who will be working a regular full-time position in a management classification will be included in the Sunnyvale Managers Association bargaining unit; employees who will be working a regular full-

time position in a non-management classification will be included in the Sunnyvale Employees Association bargaining unit; and employees who will be working a regular part-time position will be included in the Services Employees International Union bargaining unit.

(e) Casual/Temporary assignments shall be employed in the unclassified service as Casual/Temporary employees. Casual/Temporary employees are unrepresented, are eligible for only those benefits applicable to this category of employment, and are limited to 900 hours of work in the fiscal year.

#### **7.180 Term Limited Employment**

(a) Term limited appointments are designed for limited duration projects and shall not be used to displace regular bargaining unit represented positions. There shall be no adverse effect on the bargaining units, as all bargaining unit members shall continue to receive full protections under existing MOUs. The intent behind Term Limited positions is to avoid layoffs – i.e., avoid hiring and then laying off employees retained to perform work of a limited duration. The assignment of regular employees to perform work related to the limited duration project with Term Limited employees used to provide backfill for the work of regular employees shall not be considered displacement of regular bargaining unit represented positions.

(b) Term Limited positions are different from Grant Funded employment as described in 7.170 above, in that Term Limited appointments shall be tied to a budget for a specific project or projects of limited anticipated duration.

(c) Term Limited appointments must be approved by the City Manager.

(d) Term Limited appointments are “at-will” and may be terminated at any time with or without cause. Further, the City has the authority to terminate employment at the completion of the specified term, or prior to the specified term due to lack of funding or other budgetary constraints, or lack of work.

(e) Term Limited appointments shall specify their duration, and shall not exceed two years, except under special circumstances approved by the City Manager, in which case the term may be extended by no more than 1 year. Such positions are not intended to replace regular, budgeted positions. Duration in position is counted from hire date and is not based on work hours. For term limited appointments assigned to the Enterprise Resource Planning (ERP) project, the City Manager may authorize exceptions to the duration maximum, extending the allowed term to ensure sufficient coverage through the end of ERP implementation and the associated stabilization

period.

(f) Term Limited positions shall be subject to membership in the applicable bargaining unit and shall receive the full benefits applicable to their bargaining unit, except as limited by their "at-will" status.

(g) Prospective employees shall be informed of the duration of the appointment in the job announcement and at the time of employment, and shall be advised of and acknowledge in writing the impact of the Term Limited status, including that the City has the authority to terminate employment at the completion of the term, or prior to the specified term due to lack of funding or other budgetary constraints, or lack of work. Prospective employees shall also be advised of and acknowledge in writing their status as at-will employees and the City's ability to terminate their employment for any reason with or without cause.

(h) At the request of any bargaining unit, the City will meet with bargaining unit representatives no less than twice a year to hear and resolve any concerns about the Term Limited program.

There shall be no more than twenty-seven (27) Term Limited employees in the SEA bargaining Unit. However, a regular SEA employee in an out of class assignment (either within or outside of the bargaining unit) shall not count against the twenty-seven (27).

#### **7.190 Severance**

Employees in Category F may be terminated or asked to resign at the discretion of the City Manager. Upon execution of a release of all claims against the City, the employee shall be eligible for severance payment. Upon separation, the employee shall be eligible for one (1) month of base salary as severance for each full year of employment with the City of Sunnyvale, with a minimum of three (3) months of salary and up to a maximum of six (6) months of salary. However, the City Manager may authorize any amount between three (3) and six (6) months as determined reasonable and appropriate. The severance benefit shall not be available if the employee is terminated for serious misconduct involving abuse of their office or position, including but not limited to waste, fraud, violation of the law under color of authority, misappropriation of public resources, violence, harassment or discrimination. If the employee is later convicted of a crime involving such abuse of their position, the employee shall fully reimburse the City as set forth in the Government Code section 53243.3.

## **8.000 Casual/Temporary Pay Rate Assignments and Step Increases**

Pay rate assignments and pay step increases for Casual/Temporary employees shall be administered by the City Manager in accordance with the policies stated herein. The City Manager shall promulgate such rules and procedures as are necessary to put said policies into effect.

Casual/Temporary employees at the time of appointment are ordinarily assigned the hourly rate in the first step or the minimum of the pay range; however, the department may assign employees to a higher step or hourly rate based on qualifications and experience, and/or specific job functions, or in cases where it is necessary to attract qualified personnel.

Casual/Temporary employees may be considered for an initial merit increase after completion of 1040 hours of service and additional merit increases upon completion of intervals of 2080 hours of service. One step increase or 5% increase may be considered, up to but not exceeding the top step or maximum pay range. However, a merit increase shall not be approved unless the employee's work performance is rated satisfactory or better. In situations where the above hour criteria for merit increases is not reasonable given the nature of a Casual/Temporary assignment, individual departments may assign a Casual/Temporary employee to the next step in the series upon completion of a minimum of 12 months of service in the current job classification and step, and a minimum number of hours worked as established by the department.

## **9.000 Pay Basis**

An eligible employee may be paid under multiple pay ranges or scheduled amounts in any given pay period, in addition to working out of class, on special assignment or under special circumstances.

## **10.000 Effective Date**

Unless otherwise specifically indicated, all provisions herein contained shall be effective as of the date of posting. This version of the Salary Resolution supersedes any prior versions and amendments thereto.