

# City of Upland



## NON-REPRESENTED/CONFIDENTIAL UNIT BENEFITS SUMMARY

### HEALTH INSURANCE - CAFETERIA PLAN

Benefit options: Kaiser and Anthem medical plans, Delta Dental PPO plans or MetLife Dental DHMO, Standard Vision Plans. Employee must pay the difference between city contribution and actual premium of plan(s) selected.

#### **Employees hired PRIOR to 3/1/2016:**

- \$1,400 monthly cafeteria plan allowance

#### **Employees hired ON OR AFTER 3/1/2016:**

- 100% of the lowest cost medical, dental, and vision plans to a MAXIMUM of \$1,400 based on applicable coverage level (employee only = \$714.71, employee+1 = \$1,400, employee +2 or more = \$1,400).

### LIFE INSURANCE (METLIFE)

- City paid life and AD&D 1 x annual salary
- Employee may cover dependents for additional cost

### FLEXIBLE SPENDING & SUPPLEMENTAL INSURANCE

- Available through American Fidelity Assurance Co.
- Section 125 Health and Dependent Care flexible spending plans and HSA
- Supplemental life, accident, critical illness insurance

### LONG TERM DISABILITY

- 66 2/3% of base salary to a max of \$5,000/month after 60 days or use of all sick leave, whichever is later.
- If sick leave is exhausted prior to the end of 60 day period employee may use other accrued leaves.

### PREVENTATIVE HEALTH BENEFITS

- Reimbursement up to \$225 per year for purchase of items, classes, memberships or programs which contribute to physical fitness: other uses as may be approved by the City Manager
- Items considered acceptable are defined in City of Upland's policy on Preventative Health Benefits
- Reimbursement will be made in June each year

### RETIREMENT - CalPERS

**"Classic Employees" (Members currently enrolled in CalPERS prior to 1/1/2013), hired after January 1, 2020**

- 2.5 % AT 55, single highest year
- Employee pays 8% of salary and 1.4% cost share
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

**"PEPRA Members" (Members never enrolled in CalPERS or members who have greater than 6 month break in service)**

- 2 % AT 62, 3 final years of employment
- Employees hired or promoted after 1/1/2013 pay 7.25% of salary;
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

### DEFERRED COMPENSATION

- Empower Retirement 457 Plan, Roth 457 option
- City contributes 8% of employee's base monthly salary to 457 deferred compensation plan
- This City contribution may also be used toward cafeteria options (medical, dental, vision)
- Exempt employees may transfer unused cafeteria funds to the deferred compensation plan at the employee only rate of coverage
- Employee may make additional voluntary contributions up to IRS limits

### TAXES

- Federal law requires all new employees and the City to each contribute 1.45% of salary to Medicare
- The City does not pay into Social Security

### RETIREE BENEFITS

- Retirement Health Savings (RHS) Accounts through ICMA-RC with City contributions on employee's behalf beginning at 5 years of continuous service. Available only upon service or disability retirement with the City of Upland.
- Upon service or disability retirement, may take 50% of accrued sick leave up to a maximum of 625 hours as cash OR as personal leave just prior to retirement.

### TUITION REIMBURSEMENT

- Up to \$3,500 per fiscal year (job related education)
- Refer to MOU for eligibility

### BILINGUAL PAY

- \$100/month for utilizing bilingual skills a substantial portion of the time, if not required as condition of employment in position
- Employee must be certified by testing; arranged for by Human Resources

### PERFORMANCE APPRIASAL PAY

- Employees who have reached top step, may be granted a 5% lump-sum bonus.
- Payment will be made on the first regularly scheduled payday after City Manager approval.

### MERITORIOUS PAY

- When approved by the City Manager, recommended employees may be granted a 5% increase in salary for a period of 3 months, 6 months, or 1 year.
- Payment will be made in a lump sum on the first regularly scheduled payday after City Manager approval.

*"The City of Gracious Living"*

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### LONGEVITY PAY

- 2.0% of base salary with 10 yrs. of continuous service (merit based, refer to MOU)
- 2.5% of base salary with 20 yrs. of continuous service

### PAYCHECKS

- Paychecks are issued every other Thursday. The paycheck on Thursday covers the prior two week period worked from Sunday morning (12:01 a.m.) through midnight Saturday (12:00 a.m.)
- 26 pay-periods per year

### VACATION

- 1-2 years = 80 hours
- 3-5 years = 96 hours
- 6-10 years = 128 hours
- 11-16 years = 136 hours
- 17+ years = one additional day(8 hours) per year to a maximum of 176 hours

### VACATION BUYBACK

- Employees with less than 6 years of service may be paid cash for unused vacation for up to 60 hours if have used at least 40 hours of vacation in a calendar year
- 100 hours if more than 6 years of service and used at least 40 sick hours and must have 80 hours of vacation in their bank after buyback hours are paid
- Payment will be made in December

### HOLIDAYS/FLOATING HOLIDAY

- 20 hours of floating holiday per calendar year
- Floating holiday hours not used by first pay period in December will automatically be cashed out on the second pay period of December.
- City Hall and most city departments will be permanently closed from Christmas Day through New Year's Day
- See MOU for approved City Holidays

### SICK LEAVE

- 8 hours per month to a maximum of 1250 hours
- No use during first 30 days of employment

### SICK LEAVE BUYBACK

- May be paid cash for unused sick leave for up to 20 hours if have used less than 40 hours of sick leave between January 1 and November 30 of the prior calendar year.
- Payment will be made by the first pay period in June.

### EXECUTIVE LEAVE

- 60 hours per calendar year
- Executive leave not used by the first pay period in December will automatically be cashed out on the second pay period in December.

### BEREAVEMENT LEAVE

- Up to 30 hours annually per occurrence (calendar year) with pay in the event of death in immediate family (refer to MOU)
- May use up to 5 consecutive days accrued sick leave for death of a relative up to 2 generations removed

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Updated: 01/01/2023