City of Upland

GENERAL 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.
BENEFITS BEGIN 1ST OF THE MONTH FOLLOWING 30 DAYS CONTINUOUS EMPLOYMENT—Must enroll at time of hire or annual open enrollment only.

Employees hired PRIOR to 3/1/2016:
- $1,500 per month cafeteria plan allowance effective 1/1/2024
- $1,700 per month cafeteria plan allowance effective 1/1/2025
- $1,900 per month cafeteria plan allowance effective 1/1/26
- $2,000 per month cafeteria plan allowance effective 1/1/2027
- $2,100 per month cafeteria plan allowance effective 1/1/2028

Employees hired prior to 3/1/16 may transfer unused Cafeteria Plan funds to the Deferred Compensation 457(b) plan.

Employees hired ON OR AFTER 3/1/2016:
- Monthly cafeteria allowance is 100% of the lowest cost medical, dental, and vision plans. The cost for this coverage will not exceed the amounts stated above.

COLA
- 5% increase in base effective 6/25/23
- 2% increase in base effective 6/23/24
- 2% increase in base effective 12/8/24
- 2% increase in base effective 6/22/25
- 2% increase in base effective 12/7/25
- 3% increase in base effective 6/21/26
- 3% increase in base effective 6/20/27

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 CPI
- Section 125 Health and Dependent Care flexible spending plans and HSA through Lively
- Supplemental life, accident, critical illness insurance through Trustmark

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 pay period, employee may use other accrued leaves.

PREVENTATIVE HEALTH BENEFITS
- Reimbursement up to $250 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

UNIFORM ALLOWANCE
- $200 per year for Utility Billing & Business License Inspector and Building Inspector I/II
- $400 per year for eligible Police Department employees. Refer to MOU for eligible classifications.
- Payment in December of each year
- Uniform service will be provided to all general field personnel required to wear uniforms

WORK BOOTS
- Two pair of work boots (up to $200.00 per pair) will be provided annually.
- Refer to MOU for eligible classifications.

COMMERCIAL DRIVER'S LICENSE PHYSICAL EXAM
- Cost of physical and renewal of Commercial Driver's License shall be paid every two years (or as required) for qualified employees

RETIREMENT - CalPERS
"Classic Employees" (Members currently enrolled in CalPERS prior to 1/1/2013 with no greater than 6 month break in service), hired after January 1, 2020
- 2.5 % AT 55, single highest year
- Employee pays 8% of salary plus 1.4% cost share
- 1959 Survivor's Benefit, 3rd 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 8% of salary;
- 1959 Survivor's Benefit, 3rd level survivor benefit

TUITION REIMBURSMENT
- Up to $2,500 per fiscal year (job related education)
- Refer to MOU for eligibility

DEFERRED COMPENSATION
- Empower Retirement 457 Plan, Roth 457 option
- $100 per month will be contributed to each employee
- Employee may make additional voluntary contributions

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

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RETIREE BENEFITS

- Retirement Health Savings (RHS) Accounts through Mission Square with City contributions on employee's behalf beginning at **5 years** of continuous service. Available only upon service or disability retirement from the City of Upland.

EDUCATIONAL INCENTIVE

Additional compensation over an employee's base salary for a job-related degree above the minimum requirements required of an employee's position.

- AA/AS = 2.5% per pay period
- BA/BS = 5% per pay period
- MA/MS = 7.5% per pay period

WATER CERTIFICATION TRAINING & PAY

- Certification and recertification training, time and supplies will be paid for all Water Division staff as required by position
- Eligible employees will receive 5% for each certification listed in their assigned classification above those required at time of hire up to a maximum of 10%
- See MOU for chart of eligible classifications

LONGEVITY PAY

- 3% of base salary with 10 yrs. of continuous service
- 4% of base salary with 15 yrs. of continuous service
- 5% of base salary with 20 yrs. of continuous service
- (merit based, refer to MOU) amounts are exclusive of each other and not considered buildable.

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.

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

STANDBY

- $50 per day for days of regularly scheduled work
- $175 per day for non regularly scheduled work day
- Non sworn Police Department employees on standby for Court will receive $50 per day
- Refer to MOU for further details

SHIFT DIFFERENTIAL

- Police Dispatcher employees will receive $2.00 per hour shift differential for hours worked between 6:00pm and 6:00am.

MATRON PAY

- Female Dispatchers are designated as Matrons and receive 2.5% salary differential
- Female Police Service Technicians and female Forensic Specialists are eligible if assigned Matron duties

CALL-BACK PAY

- Time and one half, for a minimum of 2 hours, if called out after regular hours and the employee has worked over 40 hours in a week.
- Applies when situation is not known in advance.

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.)
- There are usually 26 pay-periods per year

VACATION

- 1-2 years = 80 hours/yr.
- 3-5 years = 100 hours/yr.
- 6-10 years = 140 hours/yr.
- 11-16 years = 160 hours/yr.
- 17+ years = additional day per year to a max of 180 hours
- Maximum of 500 hours accrued
- Any hours over 500 will be cashed out on the pay period that the maximum accrual is reached
- Vacation use is generally approved after probation

VACATION BUYBACK

- 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
- Payment will be made in June or November

PARENTAL LEAVE

- 80 hours of paid leave for the birth, adoption or foster placement of a child (refer to MOU)

SICK LEAVE

- 8 hours per month to a maximum of 1250 hours
- 20 hours of sick leave may be used for personal necessity; 24 hours for Police Dispatcher I/II
- No use during first 30 days of employment

BEREAVEMENT LEAVE

- Up to five (5) days with pay per occurrence in the event of death in immediate family (refer to MOU)
- No use during first 30 days of employment

City of Upland

GENERAL UNIT BENEFITS SUMMARY

HOLIDAYS/FLOATING HOLIDAY

- 20 hours of floating holiday per calendar year
- Based on 10 hour day
- Police Dispatch employees receive holiday time as 12 hours.
- Floating holiday hours not used in December will automatically be cashed out in January that covers the final pay period of December.
- City Hall and most city departments will be permanently closed from Christmas Day through New Year's Day
- Employees required to work during holiday closure will receive regular pay up to 10 hours worked and comp time equal to the number of compensable hours worked, with a maximum allowed of 40 hours.
- Police Dispatcher I/II will receive regular pay for up to 12 hours worked.
- See MOU for approved City Holidays