

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.

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:

- \$1,550 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

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.

Employees may transfer unused Cafeteria Plan funds to the Deferred Compensation 457 Plan.

COLA

- 6/25/2023 - 5%
- 6/23/2024 - 2%
- 12/8/2024 - 2%
- 6/22/2025 - 2%
- 12/7/2025 - 2%

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 day 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

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, 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

DEFERRED COMPENSATION

- Empower Retirement 457 Plan, Roth 457 option
- City contributes 8% of employee's base monthly salary to 457 deferred compensation plan for exempt employees (refer to Compensation and Benefit Plan for classifications)
- The City contribution may also be used toward cafeteria options (medical, dental, vision)
- Employee may make additional voluntary contributions up to IRS limits

The City will contribute four hundred dollars (\$400) a month for employees in the following classifications:

- Budget Coordinator
- Executive Assistant I

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 Mission Square 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 Compensation and Benefit Plan for eligibility

City of Upland



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PERFORMANCE APPRIASAL PAY

- Employees who have reached top step, may be granted a 5% lump-sum bonus. (refer to MOU)
- 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

LONGEVITY PAY

- 2.5% of base salary with 10 yrs. of continuous service
- 5% of base salary with 15 yrs. of continuous service
- 7.5% of base salary with 20 yrs. of continuous service

EDUCATION 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% above base salary
- BA/BS = 5% above base salary
- MA/MS = 7.5% above base salary

CERTIFICATION PAY

- Eligible employees will receive two- and one-half percent (2.5%) for each certification listed in their assigned classification above and beyond those required at the time of hire, up to a maximum of five percent (5%). (refer to Compensation and Benefit Plan)

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

NOTARY PAY

- \$100/month for employees designated by the City Manager to perform notary duties

CELL PHONE ALLOWANCE

- \$100/month or use of a City-issued cell phone

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/yr.
 - 3-5 years = 100 hours/yr.
 - 6-10 years = 140 hours/yr.
 - 11-16 years = 160 hours/yr.
 - 17+ years = 180 hours/yr.
- (Any hours over 500 will be cashed out on the pay period that the maximum accrual is reached.)

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 November

HOLIDAYS/FLOATING HOLIDAY

- 20 hours of floating holiday per calendar year
- Floating holiday hours not used in December will automatically be cashed out on the pay date in January that covers the final pay period for December
- City Hall and most city departments will be permanently closed from Christmas Day through New Year's Day
- See Compensation and Benefit Plan for approved City Holidays

PARENTAL LEAVE

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

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 December 31 of the prior calendar year.
- Payment will be made by the first pay period in June.

EXECUTIVE LEAVE (Exempt employees only)

- 60 hours per calendar year
- Executive leave not used in December will be cashed out in January.

COMPENSATORY TIME OFF (CTO) (Non-Exempt employees only)

- May not accrue more than 100 hours

BEREAVEMENT LEAVE

- Up to five (5) days per occurrence with pay in the event of death of qualified family member (refer to Compensation and Benefit Plan)