

# City of Upland



## UPLAND POLICE MANAGEMENT BENEFITS SUMMARY: CAPTAINS, LIEUTENANTS, SERGEANT

### 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 1/1/2016:**

- \$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
- \$2,000 per month cafeteria plan allowance effective 1/1/2027

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

- 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 who waive medical coverage, dental coverage and/or vision coverage may elect to up to the maximum annual amount of \$500 in their Flexible Spending Account.

### SALARIES

- The City will benchmark the top step (Step 6) of Police Sergeant at least 9 ranges (or approximately 25%) above the top step (Step 6) of Police Corporal/Detective.
- The City will benchmark the top step (Step 6) of Police Lieutenant at least 9 ranges (or approximately 25%) above the top step (Step 6) of Police Sergeant.
- The City will benchmark the top step (Step 6) of Police Captain at least 9 ranges (or approximately 16%) above the top step (Step 6) of Police Lieutenant.

### 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

### PREVENTATIVE HEALTH

- Reimbursement up to \$250 per year for purchase of items, classes, memberships or programs which contribute to physical fitness as defined by defined in City of Upland's policy on Preventative Health Benefits.
- Reimbursement will be made in June each year

### UNIFORM ALLOWANCE

- \$38.46 per pay period (\$1,000 per year) for purchase, maintenance and cleaning after completion of 12 months of employment.

### EDUCATIONAL INCENTIVE – CAPTAIN, LIEUTENANTS & SERGEANTS:

Those receiving education incentive and/or POST pay shall maintain at same compensation level.

The following is effective July 1, 2023 for new hires and promotions:

- AA/AS = 2.5% *or* BA/BS = 5% *or* 7.5% for Graduate degree
- Int. POST = 2.5% *or* Adv. POST = 7.5%
- Total eligible between Education and POST Cert is 15% of base salary.

The following is effective July 1, 2024 for new hires and promotions:

- Int. POST = 2.5% *or* Adv. POST = 7.5% *or* 12.5% of base salary for a Management POST
- Total eligible between Education and POST Cert is 15% of base salary.
- Total eligible between Education and POST Cert is 20% of base salary.

Effective July 1, 2025, eligible employees may only receive one payment amount within each category of Incentive Pay, to a maximum allowable of 22.5% of base salary.

### TUITION REIMBURSEMENT

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

### RETIREMENT- CalPERS

**“Classic Members” (Members currently enrolled in CalPERS prior to 1/1/2013 with no greater than 6 month break in service)**

- 3% AT 55, single highest year
- Employee pays 12% of salary eff. 7/1/2016
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

**“New Members” (Members never enrolled in CalPERS or members with greater than 6 month break in service)**

- 2.7 % AT 57, 3 final years of employment
- Employee pays 14.5% of salary;
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

# City of Upland



## UPLAND POLICE MANAGEMENT BENEFITS SUMMARY: CAPTAINS, LIEUTENANTS, SERGEANTS

### RETIREE BENEFITS

(Employees hired before 7/1/2017)

- 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 retirement, 50% of accrued sick leave, 100% of accrued vacation and 100% of comp time will be converted to cash and deposited into the member's RHS Account on a tax deferred basis
- City will provide health insurance reimbursement for employees who retire from the City of Upland based on hire date and years of service (refer to MOU).

### DEFERRED COMPENSATION

- Mass Mutual 457 plan, Roth 457 option
- The City contributes 7% of base monthly salary to 457 plan on employees behalf .
- All employees in the unit may transfer unused Cafeteria plan funds to the Deferred Compensation 457 plan.
- 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

### LONGEVITY

- 2.5% increase in base salary with 5 years continuous service
- 5% increase in base salary with 10 years continuous service
- 7.5% increase in base salary with 15 years continuous service.

### BILINGUAL PAY

- 2.5% of salary for utilizing bilingual skills a substantial portion of the time
- Must pass a fluency exam

### COURT STANDBY

- Lieutenants and Sergeants in on-call status for court will be paid at 2.5 hours at overtime rate
- Sergeants receive 10 hours of compensatory time per week of call-out assignment.

### OVERTIME PAY

- Lieutenants and Sergeants shall receive overtime at one and one half times their regular rate of pay for time worked in excess of 40 hours in a 7 day work period.
- Captains are FLSA exempt and therefore not eligible for overtime

### EXECUTIVE LEAVE

- 20 hours per year for Sergeants
- Effective January 1, 2024, Captains and Lieutenants shall receive 50 hours of executive leave annually.
- Executive leave not used by December will automatically cashed out on pay date in January that covers final pay period in December.

### COMPENSATORY TIME OFF (CTO)

- Sergeants and Lieutenants maximum accrual of 300 hours
- Employees in this unit may convert 40 hours of vacation into non-FLSA CTO annually

### MERITORIOUS PAY

- Any Sergeant or Lieutenant or Captain who uses 24 hours or less sick time from December 1<sup>st</sup> through November 30<sup>th</sup>, and has at some time during this period accrued 1000 hours of sick leave, and has between 952 and 1000 hours of accrued sick leave as of December 1<sup>st</sup> will receive \$500 payable in December.
- Employees recommended by their department heads and approved by the City Manager may be granted a 5% increase in base salary for 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.

### 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 = 96 hours/yr.
- 3-5 years = 120 hours/yr.
- 6-10 years = 152 hours/yr.
- 11-13 years = 160 hours/yr.
- 14 -15 years = 168 hours/yr.
- 16+ years = 180 hours per year
- Maximum of 500 hours accrued
- Any hours over 500 will be cashed out on the pay period that the maximum accrual is reached.

### VACATION BUYBACK

- **Captains, Lieutenants & Sergeants:** May be paid cash in lieu of unused vacation for up to 60 hours of vacation if they have used at least 40 hours of vacation during the preceding year.
- Request must be made in writing to Human Resources by December 1st
- Payment shall be made in June and the November.

# City of Upland



## UPLAND POLICE MANAGEMENT BENEFITS SUMMARY: CAPTAINS, LIEUTENANTS, SERGEANTS

### HOLIDAYS/FLOATING HOLIDAYS

- **Captains** shall observe 9 designated holidays (refer to MOU)
- **Lieutenants and Sergeants** compensated in cash for holidays at 4.61 hours per pay period
- **Lieutenants** shall receive 10 hours of floating holiday annually
- **Captains** receive 32 hours of floating holiday hours annually.
- Time not used will be automatically cashed out

### SICK LEAVE

- 8 hours per month to a maximum accrual of 1250 hours

### SICK LEAVE BUYBACK

- Employees who use less than 40 hours of sick leave between Jan. 1 and Nov. 30 of the prior calendar year may request to cash out 20 hours of sick leave each year
- Request must be made in writing to Human Resources by December 1st
- Payment shall be made the first pay period in June and the first pay period in November.

### 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