

RESOLUTION NO. 26-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING
COMPENSATION AND BENEFITS FOR GENERAL STAFF (EXCLUDING THOSE
COVERED BY THE OPOA MOU)**

WHEREAS, the Personnel Rules are being re-organized and re-written to modernize the policy, and

WHEREAS, the City, has recommended removing compensation and benefits from the Personnel Rules and created a separate document in order to make the updating of compensation and benefits more accessible, and

WHEREAS, all compensation and benefits were approved in June of 2022 by the City Council and this step is simply part of the clean-up of the personnel rules, and

WHEREAS, the compensation and benefit resolution will update exhibit A anytime an amendment is made allowing for better tracking and transparency when it comes to the compensation and benefits provided,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves the following:

The Compensation and Benefits for the General Staff, attached as Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Oakley this 28th day of February 2023 by the following vote:

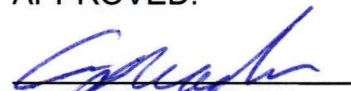
AYES: Fuller, Henderson, Meadows, Shaw, Williams

NOES:

ABSTENTIONS:

ABSENT:


APPROVED:


Aaron Meadows, Mayor

ATTEST:



Libby Vreonis, City Clerk



Date

City of Oakley General Staff
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Compensation and Benefits

City of Oakey General Staff

1 COMPENSATION PLAN

1.1 Five Step System

The City has adopted a five-step system for full-time employees that is applied as follows:

- Full-Time Employees hired before July 1, 2021

All step advancements will occur annually in the first full pay period of July after a meets expectations overall performance evaluation is achieved.

- Full-Time Employees hired on or after July 1, 2021

All step advancements will occur annually in the first pay period following hire date after a meets expectations overall performance evaluation is achieved.

1.2 Cost of Living (COLA)

Cost of living increases will occur in the first full pay period in July of each year for all positions within the general staff as follows:

July of 2023 – 3% COLA
July of 2024 – 2% COLA
July of 2025 – 2% COLA
July of 2026 – 2% COLA

COLA increases will not continue in future years unless approved by City Council Resolution.

2 BENEFITS

2.1 Medical Insurance

The City provides medical insurance benefits to all full-time employees at a rate determined by City Council. Medical insurance contributions are as follows:

Employee Only Coverage \$1,235 per month

Family Coverage \$1,835 per month

Family Coverage is set to increase each year as follows:

December 1, 2023 \$1,935 per month

December 1, 2024 \$2,060 per month

December 1, 2025 \$2,185 per month

December 1, 2026 \$2,335 per month

Contributions will remain at \$2,335 for all future years unless updated by City Council Resolution.

Part-time employees working more than 1,500 hours in a fiscal year will receive a pro-rated portion of the medical insurance benefit, based on their FTE percentage and are not eligible for any cash-in-lieu should they waive coverage.

Any employee who has alternative qualified group medical coverage and choose to waive group medical will be eligible for cash-in-lieu of medical as outlined below:

Hired before August 1, 2016

Cash-in-lieu will be paid at an amount not to exceed \$1,235 per month. An employee whose medical group coverage is less than \$1,235 per month will be entitled to the difference between the medical premium and \$1,235 per month as cash-in-lieu.

Hired on or After August 1, 2016

Cash-in-lieu will be paid at an amount not to exceed \$400 per month. An employee whose medical group coverage is less than \$400 per month will be entitled to the difference between the medical premium and \$400 per month as cash-in-lieu.

Employees who waive medical coverage are required to complete the Waiver Form as well as provide evidence of qualifying coverage.

For the purposes of determining who is eligible for health insurance, the City will use July 1 – June 30 as the Affordable Care Act (ACA) lookback measurement period.

2.2 Dental Insurance

The City covers 100% of the premiums for all full-time employee plus qualified dependent coverage for dental insurance.

Employees who waive dental coverage are required to complete the Waiver Form. There is no cash-in-lieu for waived dental coverage.

Part-time employees working more than 1,500 hours in a fiscal year will receive a pro-rated portion of the dental insurance benefit, based on their FTE percentage.

2.3 Vision Insurance

The City covers 100% of the premiums for all full-time employee plus qualified dependent coverage for vision insurance.

Employees who waive vision coverage are required to complete the Waiver Form. There is no cash-in-lieu for waived vision coverage.

Part-time employees working more than 1,500 hours in a fiscal year will receive a pro-rated portion of the vision insurance benefit, based on their FTE percentage.

2.4 Retirement

The City participates in the California Public Employees' Retirement System (CalPERS). Retirement benefits shall be consistent with the laws of the State of California and the United States.

Eligible City employees will fall within one of the following CalPERS plans. These tiers are dependent on your specific membership status and will be solely determined by CalPERS.

Miscellaneous Classic Tier 1: Retirement plan for employees hired at the City of Oakley before October 18, 2010

Classic Tier 1 members shall receive the 2.5% at 55 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Classic Tier 1 members have an employee contribution of 8%. This contribution is paid in full by the City.

Miscellaneous Classic Tier 2: Retirement plan for employees hired at the City of Oakley on or after October 18, 2010, and meet the CalPERS definition of a Classic member.

Classic Tier 2 members shall receive the 2.0% at 60 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the single highest year of pensionable compensation.

Classic Tier 2 members have an employee contribution of 7%. This contribution is paid in full by the City.

Miscellaneous PEPRA: Retirement plan for employees hired at the City of Oakley on or after January 1, 2013, and do not meet the CalPERS definition of a Classic member.

PEPRA members shall receive the 2.0% at 62 retirement formula. For purposes of determining a retirement benefit, final compensation for these employees shall mean the average of the highest earnings over thirty-six (36) consecutive months of service of pensionable compensation.

As required by Government Code § 7522.04(g), PEPRA members shall pay, through payroll deduction, fifty percent (50%) of the total normal cost of their retirement benefit as determined annually by CalPERS.

2.5 Other Retirement

The City provides several before and after-tax retirement plans in which participation is optional such as 457, 401a and Roth IRAs. These plans are available to all full-time and part-time employees working more than 1,500 hours in a fiscal year.

Should an employee choose to contribute to a 457 or 401a plan, the City will match up to one percent (1%) of the contribution each pay period.

The City also provides a Retiree Health Savings Plan. Contributions are mandatory by the employer and employee and are set as follows:

- Mandatory Employee contribution of twenty-five dollars (\$25) per pay period.
- Mandatory Employer contribution of fifty dollars (\$50) per pay period.

2.6 Life Insurance and Accidental Death and Dismemberment

The City provides a life insurance benefit of \$100,000 coverage and accidental death and dismemberment to all full-time employees.

Part-time employees working more than 1,500 hours in a fiscal year will receive a pro-rated portion of the life insurance and AD&D benefit, based on their FTE percentage.

The City offers an optional life insurance plan to those employees wishing to add to their life insurance policy. Any optional life insurance will be paid for by the employee.

2.7 Long Term Disability

The City provides long term disability coverage to all full-time employees.

Part-time employees working more than 1,500 hours in a fiscal year will receive a pro-rated portion of the long-term disability, based on their FTE percentage.

2.8 Longevity

The City will pay all full-time employees a longevity incentive as follows:

All full-time employees with 10 or more years of service with the City of Oakley will receive one percent (1%) of base salary each pay period, beginning on the pay period following their anniversary date.

All full-time employees with 20 or more years of service with the City of Oakley will receive two percent (2%) of base salary each pay period, beginning on the pay period following their anniversary date.

2.9 Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA gives workers and their families who lose their health insurance benefit the right to choose to continue in group health benefits provide by their employer. The coverage is for a limited period under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, death, divorce and other qualifying life events.

Qualified individuals may be required to pay the entire premium for coverage up to one hundred and two percent (102%) of the cost of the plan premiums.

An employee's eligible dependents may also have the right to elect and pay for continuation of coverage for a temporary period in certain circumstances where their coverage under the plan would otherwise end.

2.10 Uniforms and Safety Shoes

When required to be worn by employees, uniforms shall be provided to the employee at the expense of the City and are required to be worn during working hours. Work uniforms shall be appropriate for the typical function performed and consistent with good safety practices. The Department Director shall determine the color, style and lettering on the uniform to be worn by staff, subject in each case to the approval of the City Manager.

The City will purchase uniforms by department as follows:

Public Works Maintenance: The typical annual uniform will consist of five (5) pairs of pants, ten (10) shirts and one (1) jacket. The estimated annual cost of these uniforms is six hundred fifty dollars (\$650).

Code Enforcement and Inspectors: The typical annual uniform will consist of five (5) shirts. The estimated annual cost of these uniforms is two hundred dollars (\$250). One (1) jacket will be provided every 2 years with an estimated cost of one hundred dollars (\$100).

Police Non-Sworn Employees:

Records Full Time Staff: The typical annual uniform will consist of two (4) shirts. The estimated annual cost of these uniforms is two hundred dollars (\$200).

Records Part Time Staff: The typical annual uniform will consist of two (2) shirts. The estimated annual cost of these uniforms is one hundred dollars (\$100).

Service Assistants Full Time Staff: The typical annual uniform will consist of two (2) pairs of pants and five (5) shirts. The estimated annual cost of these uniforms is three hundred dollars (\$300).

Service Assistants Part Time Staff: The typical annual uniform will consist of two (2) pairs of pants and two (2) shirts. The estimated annual cost of these uniforms is two hundred fifty dollars (\$250).

Employees are to report to work in uniforms that are neat, clean, stain-free, and in good repair. The employee shall be responsible for properly laundering and mending their work uniforms at their expense. Where appropriate, (or more specifically: Employees whose duties routinely require interface with the public and do not involve physical labor) uniform shirts will be pressed.

Uniforms will be purchased in April of each year by the department supervisor after receiving the proper approvals. An inventory of uniforms purchased, itemized by person shall be provided to the Human Resources Department no later than May 1st each year.

All new hires will be provided a uniform upon hire.

The City shall retain the right to establish minimum safety and quality standards for safety equipment, clothing, and steel-toed safety footwear to be used while performing assigned tasks. If an employee is at work without the required clothing or safety equipment, that employee will not be allowed to work until they are able to return to the worksite with the required clothing and safety equipment.

The City will purchase on an annual basis safety footwear for positions requiring such, as determined by the department director. The employee shall make the selection of appropriate footwear and shall be required to wear the approved footwear at all times while on duty. Footwear shall not exceed two hundred fifty dollars \$250 per year. If an employee wishes to purchase footwear greater than the amount provided, any amount over the two hundred fifty dollars (\$250) will be paid by the employee.

Safety footwear will be purchased in April of each year by the department supervisor after receiving the proper approvals. An inventory of safety footwear purchased, itemized by person shall be provided to the Human Resources Department no later than May 1st each year.

Part-Time and Seasonal employees that are required to wear safety footwear will be reimbursed for 100% of the cost of the footwear which shall not exceed two hundred fifty dollars (\$250) per year. After being employed for at least 160 days, the employee may present a receipt to their supervisor to receive reimbursement.

2.11 Bilingual Pay

Bilingual Pay may be provided for proficiency in any language, including American Sign Language, that has been recommended by the department director and has been determined by the City to be relevant to the delivery of services to the public.

In order to be eligible, an employee must demonstrate their proficiency in the designated language by passing an oral and written exam.

Employees interested in providing translation services should submit a written request to their department director outlining the language they are proficient in as well as how it compliments their position and benefits the

public. Should the department director agree with their request, the request will be forwarded to Human Resources to schedule an exam. Once the employee successfully completes an exam, bilingual pay will begin on the first pay period following the certification of the results.

All full-time employees who are successfully certified, will receive bilingual pay of thirty-five (\$35) per pay period.

Should an employee change positions, a new written request by the employee is required and must be approved for the employee to continue to receive this pay.

The number of employees designated to provide translation services will be at the sole discretion of the City.

2.12 Call-Out Pay

All non-exempt full-time employees designated as “call out employees” by their Department Director who are called to perform work after hours, shall be compensated for at least two (2) hours pay at one and one-half (1.5) times the employees’ hourly rate of pay for each call out occurrence.

2.13 Standby Pay

Non-exempt regular or probationary full-time employees, working in the Public Works Department and designated to be in Standby Status by their Department Director will be compensated for the time spent in such status.

Employees placed in standby status are expected to remain fit for duty for the entire period in which they are on standby.

Employees will be compensated at thirty-six dollars (\$36) per day or two-hundred fifty-two dollars (\$252) per seven (7) day period. Should an employee serve in Standby for less than seven (7) days any compensation will be pro-rated by days.

Should an employee in standby status be called to report to work, Section 2.11 applies.

2.14 Wellness Program

The City encourages health and wellness for its employees. As a part of this effort, and as a benefit to employees, the City may pay up to thirty-five dollars (\$35) monthly to reimburse health club dues for employees that join an approved local health club located in East Contra Costa County.

Employees are responsible for all membership dues or amounts incurred pursuant to their membership.

The City's payments for this benefit do not qualify for income tax exclusion under Section 132 of the Internal Revenue Code and therefore are taxable income. Taxes are the responsibility of the employee, and for those employees electing to participate in the program, applicable income will be reported, and taxes withheld as part of payroll processing. Reimbursement for membership will be paid on the second payroll of the month following the end of the quarter.