

City of Loma Linda Benefits Summary

FLEXIBLE BENEFITS/CAFETERIA PLAN. The City provides a \$1,742 monthly allotment for insurance programs and/or deferred compensation. The employee may select from many medical, dental and optical plans depending on individual needs and insurance level required. Insurance coverage is effective thirty (30) days from the first of the month following your date of hire. The remainder of unexpended moneys not allocated for insurance programs can be placed in the City's Deferred Compensation Plan or taken as cash on the employee's paycheck.

Employees who have other medical insurance coverage and do not desire to participate in the City offered program must provide proof of other insurance and sign a Waiver Release Form. The form is available in the Human Resources Department.

Federal law and (COBRA) requires employers to make available the continuation of medical insurance to terminated employees at cost for up to eighteen (18) months.

DEFERRED COMPENSATION PLAN. Mission Square 457 deferred compensation - The primary purpose of deferred compensation is to allow you defer a portion of compensation for retirement purposes. This makes it possible to set aside more of your current income for retirement under a planned program, defer payment of current income taxes until you receive the money as a retirement benefit, and thereby provide the opportunity to reduce the amount of income taxes you will pay. The funds are eligible to be withdrawn at retirement, termination of employment or through requesting an emergency hardship. Information booklets from Mission Square on deferred compensation are available from the Human Resources Department.

LIFE INSURANCE. The City provides term coverage equal to an employee's annual salary, up to \$150,000. Additional term life available at employee cost. The cost to provide the life insurance above \$50,000 is a taxable fringe benefit.

LONG TERM DISABILITY. The City provides 100% of premiums for long-term disability insurance. Benefits are for non-work related injury or illness and are payable after 30 days or when accumulated sick leave is exhausted, whichever is longer.

RETIREMENT. The City is part of the California Public Employees Retirement System (CalPERS). Vesting time for the system is five (5) years.

MISCELLANEOUS EMPLOYEES

- A. **RETIREMENT PLAN.** The City shall maintain its contract for a pension plan with the California Public Employees Retirement System (CalPERS), as originally adopted on December 28, 1970, and amended thereafter.

- B. **"CLASSIC" MEMBER CONTRACT OPTIONS.** A classic member is defined as an employee who meets the definition of a "classic" member for purposes of retirement pension benefits in accordance with the Public Employees' Pension Reform Act of 2013. Generally, this includes employees that were hired before January 1, 2013 in the California Public Employees Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six months. CalPERS ultimately determines who is a classic member in compliance with the law.
 - 1. Classic CalPERS members shall be eligible for the 2.0% @ 55 Full and Modified Formula for Local Miscellaneous Members including integration with Social Security.
 - 2. Member shall pay the full "employee contribution" toward CalPERS, via payroll deduction on a

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pre-tax basis.

- C. NEW MEMBER CONTRACT OPTIONS. A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits pursuant to the Public Employees’ Pension Reform Act of 2013. Generally, this includes employees that were hired into a regular position on or after January 1, 2013 or former members who have more than a six-month break in service. CalPERS ultimately determines who is a new member in compliance with the law.
1. New members shall be eligible for the 2% @ 62 Formula for Local Miscellaneous Members including integration with Social Security.
 2. Employees hired on or after January 1, 2013, shall pay 50% member contribution of the normal cost rate for the benefit formula 2.0% at age 62 via payroll deduction on a pre-tax basis (Government Code Section 7522.30). This amount will be adjusted periodically by CalPERS.

SAFETY EMPLOYEE

- A. RETIREMENT PLAN. The City shall maintain its contract for a pension plan with the California Public Employees Retirement System (CalPERS), as originally adopted on December 28, 1970, and amended thereafter.
- B. “CLASSIC” MEMBER CONTRACT OPTIONS.
1. A classic member is defined as an employee who meets the definition of a “classic” member for purposes of retirement pension benefits in accordance with the Public Employees’ Pension Reform Act of 2013. Generally, this includes employees that were hired before January 1, 2013 in the California Public Employees Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six months. CalPERS ultimately determines who is a classic member in compliance with the law.
 2. Classic members shall be eligible for 3% at 55 Formula for Local Safety Members.
 3. Employees shall pay the full nine percent (9%) member contribution via payroll deduction on a pre-tax basis.
 4. 1959 Survivor. Each employee shall pay the employee share required by CalPERS (currently \$2.00 per month) and the City will pay the employer cost.
- C. NEW MEMBER CONTRACT OPTIONS.
1. A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits pursuant to the Public Employees’ Pension Reform Act of 2013. Generally, this includes employees that were hired into a regular position on or after January 1, 2013 or former members who have more than a six-month break in service. CalPERS ultimately determines who is a new member in compliance with the law.
 2. New members shall be eligible for the 2.7% @ 57 Formula for Local Safety Members.

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- 3. Employees hired on or after January 1, 2013, shall pay 50% member contribution of the normal cost rate for the benefit formula 2.7% at age 57 via payroll deduction on a pre-tax basis (Government Code Section 7522.30). This amount will be adjusted periodically by CalPERS.
- 4. 1959 Survivor. Each employee shall pay the employee share required by CalPERS (currently \$2.00 per month) and the City will pay the employer cost.

SOCIAL SECURITY/MEDICARE

- A. Full time miscellaneous employees contribute 6.2% of their taxable earnings to FICA (Social Security) and 1.45% of their taxable earnings to Medicare.
- B. Full time safety employees contribute 1.45% of their taxable earnings to Medicare.
- C. Part time employees participate in a mandatory deferred compensation retirement program, with the City matching the employee contribution of 3.75%.

RETIREE MEDICAL INSURANCE. The City pays the statutory minimum set by CalPERS toward retiree medical insurance.

WORKERS COMPENSATION INSURANCE. Under provisions of the Workers Compensation Insurance Law of California, any employee who is injured on the job is entitled to disability compensation and medical care.

EDUCATIONAL REIMBURSEMENT - You are encouraged to increase your knowledge regarding your job or vocational field. The tuition reimbursement program is designed for miscellaneous employees to encourage your self-development. The purpose of this program is to increase your skills in your present position and to help you discover new concepts and methods in your occupational field that will help you meet the changing demands of your vocation. The City provides for the reimbursement of education and training classes. Employees may receive a maximum of \$5,000 annually for approved programs. Course approval and reimbursement forms must be filled out and approved prior to the start of the course. Contact the Personnel Office for further information.

EDUCATIONAL INCENTIVE

Safety Employees. Safety members who have completed their one-year probationary period with the City may receive an Educational Incentive pursuant to the guidelines outlined in the current MOU. Monthly remuneration (flat rate) is as follows:

	Intermediate	Advanced
Firefighter	\$300	\$325
Fire Engineer	\$325	\$350
Fire Captain	\$350	\$400

Professional and Administrative Employee Association. Education Incentive. An employee with a Bachelor's degree or advanced degree from an accredited educational institution shall receive an additional allowance of \$100.00 per month. The education incentive shall be capped at \$100 per month, regardless of the total number of degrees held.

Unrepresented Group. The City will provide \$100 per month for an employee who possesses an eligible bachelor's degree, advanced degree or professional certification. To be eligible for education incentive, the

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degree or certification must not already be required for the classification and must also provide value to the City. To be considered for education incentive, the employee shall submit a request in writing to their Department Head. The Department Head shall then make a recommendation as to whether the education incentive is appropriate to the City Manager. The City Manager shall make a final determination as to whether education incentive is warranted. The City Manager's decision is final and shall not be subject to any administrative challenge. Payment of education incentive shall not be cumulative and shall be capped at \$100 per month, regardless of how many eligible degrees and/or professional certifications an employee possesses.

Fire Management Employees. All Fire Management who have completed their one-year probationary period with the City will be eligible to participate in the Education Incentive Program. Monthly remuneration (flat rate) is as follows:

Associates 3%	Bachelors 5%	Masters 7%
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CERTIFICATE PAY – Certificate pay is provided in accordance with the following:

All positions represented by the Loma Linda Public Works Employees Association who possess one of the following certificates shall be paid \$50.00 for each full month of service in said position and those employees who possess two or more shall be paid \$75.00 for each full month of service in said position; for those assigned to Water Distribution, Water Treatment and Waste Water Collections increase the dollar amount of payment to be \$100 per month for one (1) certificate, \$125 per month for two (2);certificates, or \$150 per month for three (3) or more certificates:

- 1) State of California Department of Health Services Water Treatment or Water Distribution Certification
- 2) California Water Environment Association Certification
- 3) Backflow Prevention Certification
- 4) Pesticide Certification
- 5) Crane Certification
- 6) DL170 Trainer Certification
- 7) Class B Driver License

If an employee possesses a certificate that is not on this list, he or she may submit a request in writing to the Public Works Director for consideration of whether the unlisted certification is eligible for certification pay. The Director's determination shall be final and not subject to the grievance process.

BILINGUAL PAY. The City will pay \$50 per month for no more than one employee per department. Employee must pass a proficiency test as specified by the City.

Firefighter members may receive Special Certification Pay pursuant to the guidelines outlined in the current MOU or Fire Management Agreement if he/she possesses the requisite certificates. Certification pay is non-cumulative.

Special Certification	7/4/2021	7/1/2022	7/1/2023
Firefighter II	2.5%	3.0%	3.5%
Company Officer	3.0%	3.5%	4.0%
Chief Officer	4.0%	4.5%	5.0%
Executive Officer	4.5%	5.0%	5.0%

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Fire Management. Each bargaining unit member shall receive the following monthly amounts if he/she possesses the requisite certificates:

Effective July 4, 2021, or the first pay period after ratification and adoption of this agreement by the City Council, whichever date is later:

CHIEF OFFICERS		FIRE MARSHAL	
Chief Officer	3.5%	CSFM - Fire Inspector	3.5%
Executive Fire Officer	4.0	CSFM - Plan Examiner	4.0%
Advanced Leadership	4.5%	CSFM - Fire Marshal or Advanced Leadership	4.5%

Effective July 1, 2022

CHIEF OFFICERS		FIRE MARSHAL	
Chief Officer	4.0%	CSFM - Fire Inspector	4.0%
Executive Fire Officer	4.5%	CSFM - Plan Examiner	4.5%
Advanced Leadership	5.0%	CSFM - Fire Marshal or Advanced Leadership	5.0%

Effective July 1, 2023

CHIEF OFFICERS		FIRE MARSHAL	
Chief Officer	4.5%	CSFM - Fire Inspector	4.5%
Executive Fire Officer	5.0%	CSFM - Plan Examiner	5.0%
Advanced Leadership	5.5%	CSFM - Fire Marshal or Advanced Leadership	5.5%

- The above certification pay is non-cumulative.
- An employee must achieve lower certification prior to receiving compensation for a higher certification.
- Approved Advanced Leadership Certification:
 - Harvard University Senior Executive
 - International Public Safety Leadership and Ethics Institute (California Public Safety Leadership and Ethics Program)
 - LAFD / LAPD Leadership Academy
 - National Fire Academy / FEMA / USFA: Executive Fire Officer
 - Additional leadership programs will be considered if equivalent

PARAMEDIC INCENTIVE. Paramedic Incentive. The City will provide the following monthly paramedic license incentive payment for Firefighters, Fire Engineers, and Fire Captains who poses a valid paramedic license in the following manner:

- Effective July 4, 2021 or the first pay period after ratification and adoption of the MOU by the City Council, whichever date is later - \$350 per month
- Effective July 1, 2022 - \$400 per month

Amount to be annualized and equally divided amongst twenty- six (26) pay periods.

UNIFORM ALLOWANCE. Employees who are eligible for the City's uniform allowance will receive a payment for the cost of cleaning and maintaining required uniforms. The following table provides dollar amounts to those departments where uniforms are provided:

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Eligible Public Works Maintenance Personnel - Pursuant to current Memorandum of Understanding \$600 annually.

Eligible Non-maintenance Personnel - Pursuant to current Memorandum of Understanding, \$600 annually.

Eligible Public Safety Personnel - Pursuant to current Memorandum of Understanding, \$1,000 annually.

PAYROLL DEDUCTION AND DIRECT DEPOSIT. The City offers payroll deduction and direct deposit on an individual basis. Please provide a cancelled check/account number & routing number.

EMPLOYEE ASSISTANCE PROGRAM. Provided through UMUM's Work-Life Balance Program. Some of the medical insurance coverage available to City employees under the flexible benefits/cafeteria plan offer counseling and other assistance. Contact your insurance company for more specific information.

DEPENDENT CARE ASSISTANCE/UNREIMBURSED MEDICAL EXPENSE PROGRAM. The purpose of the Plan is to enable participants to set aside a portion of their income pre-tax for reimbursement of dependent care expenses or unreimbursed medical expenses. The Plan also provides for payment of any out-of-pocket insurance premiums on a pre-tax basis. Contact the Human Resources Department for further information.

HOLIDAYS - The City provides all full-time regular employees with twelve (12) paid holidays per year. Effective July 2001 the following are authorized city holidays:

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|---|-------------------------------------|
| New Year's Day | Veterans' Day |
| Martin Luther King, Jr. (Monday observed) | Thanksgiving Day |
| Presidents' Day (Monday observed) | Christmas Eve (1/2 day for Fire) |
| Memorial Day (Monday observed) | Christmas Day |
| 4th of July | New Year's Eve (1/2 day for Fire) |
| Labor Day | One Floating Holiday (Two for Fire) |

The hour value of a holiday shall be equivalent to the scheduled work day (i.e. if on a 10 hour day schedule, holiday would be compensated at 10 hours; if on an 8 hour day schedule, holiday would be compensated at 8 hours). Fire employees working the 56-hour shift schedule will be credited with 12 hours for each full day holiday and 6 hours for each ½ day holiday.

With the exception of Christmas Eve and New Year's Eve, if a scheduled holiday falls on a Sunday, the following Monday shall be observed as the holiday; if a scheduled holiday falls on a Friday or Saturday it shall be converted to a floating holiday; if a scheduled holiday falls on any other scheduled off work day, it shall be converted to a floating holiday. These floating holidays shall be subject to the same restrictions as other floating holidays granted to employees, except that they must be taken after the holiday for which they substitute. Christmas Eve and New Year's Eve are paid days off only when they fall on a Monday, Tuesday, Wednesday, or Thursday and do not convert to floaters if they fall on Friday, Saturday or Sunday.

Holiday Pay for Loma Linda Professional Firefighter Local 935 members is paid pursuant to the current MOU.

LEAVES. The City provides a combination of flexible sick leave and personal/vacation leave. All full-time regular employees are eligible after three months of service, but all time off should be pre-arranged with your Department Head. See below for accruals and rules for use.

Paid Leave is time off with pay for vacation, personal business, or other reasons requiring the employee's

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absence from work. Paid leave is posted biweekly and is available for use after ninety (90) days of full-time employment. Part-time employees do not accrue paid leave.

A. Accrual

1. Full time non-shift employees shall accrue paid leave in accordance with the following:

<u>Years of Continuous Service</u>	<u>Annual</u>	Accruals		<u>Maximum Hours</u>
		<u>Monthly</u>	<u>Pay Period</u>	
1 Month - 5 years	128	10.67	4.92	208
6 – 10 years	168	14.00	6.46	288
11 years	176	14.66	6.77	304
12 years	184	15.33	7.08	320
13 years	192	16.00	7.38	336
14 years	200	16.66	7.69	352
15+ years	208	17.33	8.00	368

2. Full time safety employees working twenty-four (24) hour shifts shall accrue paid leave in accordance with the following:

<u>Years of Continuous Service</u>	<u>Annual</u>	Accruals		<u>Maximum Hours</u>
		<u>Monthly</u>	<u>Pay Period</u>	
1 Month - 5 years	192	16.00	7.38	312
6 – 10 years	252	21.00	9.69	432
11 years	264	22.00	10.15	456
12 years	276	23.00	10.62	480
13 years	288	24.00	11.08	504
14 years	300	25.00	11.54	528
15+ years	312	26.00	12.00	552

3. With the exception of Management and Confidential employees, when the credited hours reach the "Maximum Hours Permitted In Employee's Account", accrual stops until the credited amount is below the maximum. Management and Confidential employees may continue to accrue hours in excess of the "Maximum Hours Permitted in Employee's Account", for three (3) month periods at the end of which they will be paid at their base hourly rates for any hours in excess of the Maximum.

B. Paid Leave Usage

1. Employees may not take paid leave during their first ninety (90) days of employment.
2. Paid leave shall be taken at a time determined by the department head with due regard for the wishes of the employee and particular regard for needs of the service.
3. Unless otherwise approved by the employee's supervisor, an employee shall submit a request to take paid leave, to their supervisor at least seven (7) calendar days prior to the intended start of the leave.
4. With the exception of employees serving an original probationary period, it is recommended that employees take a minimum of forty (40) hours of paid leave per anniversary period. Safety employees working on a shift basis are recommended to take a minimum of seventy-two (72) hours of paid leave per anniversary period.
5. An employee's paid leave account will not be affected by municipal holidays that occur while the

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employee is absent on paid leave.

- C. Pay for Unused Paid Leave. Upon termination an employee will be paid at his/her base hourly rate for all unused hours in his/her paid leave bank. Such payment shall not be construed as extending the employee's period of employment.
- D. Credit for Prior Service. If a person was employed with another government agency immediately prior to his/her appointment to a City position, full or partial credit may be allowed by the City Manager for that service time in establishing the employee's accrual rate.

SICK LEAVE

A. Accrual

- 1. Full time non-shift employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly</u>	<u>Pay Period</u>	<u>Maximum Hours Permitted In Employee's Account</u>
48.00	4.00	1.85	344

- 2. Part time non-shift employees shall accrue sick leave as follows:

<u>Hours Accrued per Hours of Service</u>	<u>Maximum Hours Permitted in Employee's Account</u>
1 Hour per 30 Hours Worked	60

- 3. 40-Hour Fire Department Management employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly</u>	<u>Pay Period</u>	<u>Maximum Hours Permitted In Employee's Account</u>
<u>84.00</u>	<u>7.00</u>	<u>3.23</u>	<u>344</u>

- 4. 56-Hour Fire Department employees shall accrue sick leave as follows:

<u>Annual Accrual</u>	<u>Monthly</u>	<u>Pay Period</u>	<u>Maximum Hours Permitted In Employee's Account</u>
<u>120.00</u>	<u>10.00</u>	<u>4.62</u>	<u>344</u>

- B. Sick Leave Usage. Sick leave may be used for sick leave purposes, as defined below. When utilizing sick leave for purposes that are foreseeable, the employee shall provide reasonable advance notification. If the need for sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The City may request medical verification for absences that exceed three (3) consecutive workdays, or in cases where leave abuse is suspected.

- C. Sick Leave Purposes. Sick leave purposes are defined as use of available leave for the following purposes:

- 1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. "Family member" means any of the following: (i) A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (ii) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when

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the employee was a minor child; (iii) A spouse; (iv) A registered domestic partner; (v) A grandparent; (vi) A grandchild; (vii) A sibling.

2. For an employee who is a victim of domestic violence, sexual assault, or stalking as set forth in Labor Code sections 230(c) and 230.1(a).

D. Pay For Unused Sick Leave

1. Annually, a full-time, non-shift employee who has in excess of 344 hours of unused sick leave may be paid at his/her base hourly rate for a maximum of 48 hours of unused sick leave in excess of the 344 hours; a 40-hour fire department management employee a maximum of 84 hours in excess of 344 hours; and a 56-hour fire department employee a maximum of 120 hours in excess of 516 hours.
2. Upon termination, a full-time employee will be paid at his/her base hourly rate for one-third (1/3) of unused sick leave up to the "Maximum Permitted in Employee's Account". Additionally, if the unused leave exceeds the "Maximum Permitted in Employee's Account", a full-time, non-shift employee shall be paid for no more than 48 hours of any excess; 84 hours for a fire department management employee; and 120 hours for a 56-hour fire department employee. Such payment shall not be construed as extending the employee's period of employment. A part-time employee shall not receive any payment for unused sick leave at time of termination.

OTHER LEAVE - Employees are allowed time-off from work for the following:

1. To vote - in conformance with State and Federal regulations.
2. To serve as an election official - in conformance with State regulations.
3. To serve as a juror or witness – unlimited, as provided in the Personnel Rules and Regulations.
4. Military service – in conformance with State and Federal regulations and as provided in the Personnel Rules and Regulations.
5. Maternity & non-work related illnesses - in conformance with State and Federal regulations.
6. Blood donation – 4 hours, as provided in the Personnel Rules and Regulations.
7. Bereavement leave – 3 days per death, as provided in the Personnel Rules and Regulations.
8. Family Care Leave - in conformance with State and Federal regulations.

The Personnel Rules and Regulations provide a more detailed definition of the above leaves.

ADMINISTRATIVE LEAVE - Designated management/confidential positions may be eligible to accrue Administrative leave in lieu of comp time as compensation for hours worked in excess of the standard forty hour work week.

Prior to June 1 each year, employees eligible for Administrative Leave shall notify the Finance Department, in writing, of their desired method of conversion for any accrued hours which will be unused by June 30. Conversion may be made by one or more of the following methods:

1. Receive cash payout
2. Transfer to deferred compensation account

The following table indicates those positions and rates of accrual:

At the rate of 120 hours per year: City Manager

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At the rate of 80 hours per year:

City Clerk	Finance Director
Community Development Director	Fire Chief
Economic Development Director	Public Works Director/City Engineer
Information Systems Director	Assistant City Manager

At the rate of 70 hours per year:

Accountant	Field Services Superintendent
Accounting Manager	Information Systems Analyst IV
Associate Engineer	Senior Accountant/Financial Analyst
Division Chief	Senior Planner
Fleet Coordinator	Utility Services Superintendent

COMP TIME. Comp time is a program which serves the purpose of compensating eligible positions for hours worked which exceed the standard forty hour work week in lieu of overtime payment. Eligible employees may elect either comp time or overtime payment. There is a 40 hour maximum accumulation on comp time and once an employee has reached that maximum, any overtime will be paid off in the pay period earned. The following table indicates those positions and the rate compensated.

On an hour-for-hour basis:

Assistant Planner	Associate Planner
Executive Assistant	Fire Marshall I

At time and one half:

Accounting Specialist	Accounting Technician I
Accounting Technician II	Administrative Specialist I
Administrative Specialist II	Administrative Specialist III
Code Compliance/Animal Control Officer	Customer Service /Meter Technician
Engineering Technician	Engineering Aide
Executive Aide	Field Maintenance Technician I
Field Maintenance Technician II	Field Maintenance Technician III
Fire Prevention Inspector	Human Resources / Risk Mgmt Analyst
Information Systems Analyst I	Information Systems Analyst II
Information Systems Analyst III	Mechanic
Parking Control Officer/Special Events	Planning Technician
Senior Mechanic	Supervising Accounting Technician
Treatment Plant Operator I	Treatment Plant Operator II
Treatment Plant Operator III	Utility Maintenance Technician I
Utility Maintenance Technician II	Utility Maintenance Technician III

VEHICLES – City vehicle provided for the following positions:

City Manager	Public Works Director/City Engineer
Fire Chief	Division Chief
Fire Marshal	
Utility Services Superintendent	Field Services Superintendent

The provisions of this summary do not constitute a contract, expressed or implied, and any provisions contained may be modified or revoked, without notice.