

RESOLUTION NO. 24I-18 OF THE CITY COUNCIL OF THE CITY OF PIEDMONT APPROVING A POLICY STATEMENT REGARDING THE UNREPRESENTED **RECREATION/CHILDCARE EMPLOYEES GROUP COMPENSATION** AND SETTING FORTH OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PIEDMONT AS FOLLOWS:

SECTION 1 – POLICY STATEMENT REGARDING RECREATION/CHILDCARE GROUP

The Recreation/Childcare Employee Group shall be composed of the following classifications of employment:

Aquatics Coordinator
Assistant Childcare Site Coordinator
Childcare Site Coordinator
Facilities and Events Coordinator
Sports Coordinator

Although primarily assigned to programs and service functions, these Recreation/Childcare employees are expected to frequently work additional hours necessary to fulfill their special responsibilities, and provide the best of care to the community.

SECTION 2 -HOURS OF WORK

2.1 Workday and Workweek

The regular workweek shall consist of seven (7) consecutive twenty-four (24) hour periods beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight on the following Saturday. The regular daily work schedule for the Recreation/Childcare Group employees shall be eight (8) hours. The regular weekly work schedule for Recreation/Childcare Group employees shall be forty (40) hours, and full-time employees on a regular schedule shall work a minimum workweek of forty (40) hours in a seven (7) consecutive day period.

2.2 Meal Periods

A meal period shall be granted to each employee during the shift and shall be scheduled as close as possible to the middle of the shift. Such a meal period shall be one (1) hour.

2.3 Overtime

Overtime work is work that is performed in excess of the regular daily work schedule or the regular weekly work schedule and which is authorized by the employee's supervisor. Paid holidays, vacation leave and paid sick leave shall count as time worked for the purpose of computing weekly overtime.

2.4 Compensatory Time Off

Employees working overtime may elect, with the permission of their Department Head, to receive compensatory time off in lieu of overtime pay. Compensatory time off shall be accrued at the rate of one and one-half (1-1/2) hours for each hour worked. Compensatory time off may be accumulated to a maximum of two hundred and ninety (290) hours. Employees desiring to utilize compensatory time off may do so with the permission of their Department Head.

SECTION 3 – WAGES AND CLASSIFICATION

3.1 Minimum Wages

Wages for each classification in the Recreation/Childcare Employees Group are shown in Appendix A. The rates of pay shown in Appendix A reflect the following cost-of-living increases during the term of this Resolution:

- 3% effective July 1, 2017
- 3% effective July 1, 2018
- 3% effective July 1, 2019
- 3% effective July 1, 2020

If, during the term of this Resolution, any other bargaining unit is offered a cost of living increase greater than the increases shown above for the same fiscal year, then the difference between the increase for the other bargaining unit and the increase provided under this Resolution will take effect for the Recreation/Childcare Group.

3.1.1 Pension Tier 1 Group Members (Resolution § 5.1.1)

- 3.1.1.1 In the last pay period of the 2017-2018 fiscal year, each Tier 1 member will receive a one-time payment equal to 0.9% of the employee's PERSable compensation.
- 3.1.1.2 In the last pay period of the 2018-2019 fiscal year, each Tier 1 member will receive a one-time payment equal to 2.8% of the employee's PERSable compensation.
- 3.1.1.3 In the last pay period of the 2019-2020 fiscal year, each Tier 1 member will receive a one-time payment equal to 4.5% of the employee's PERSable compensation.
- 3.1.1.4 In the last pay period of the 2020-2021 fiscal year, each Tier 1 member will receive a one-time payment equal to 6.3% of the employee's PERSable compensation.
- 3.1.1.5 If an employee who is eligible for a one-time payment under this Section 3.1.1 separates from City employment before the end of the fiscal year, the employee shall receive a pro-rated payment based on the proportion of the fiscal year the employee was employed by the City.
- 3.1.1.6 The employees covered under this Resolution and the City understand that the one-time payments described in this Section 3.1.1 are not reportable compensation to

CalPERS under the California Public Employees' Retirement Law and related regulations, i.e., these payments are not "PERSable."

3.2 Eligibility for Advancement in Pay

Subject to approval as described below, employees shall usually advance from Step 1 through Step 7 in accordance with the time-in-step requirements outlined in Appendix A. The time-in-step requirements shall apply before an employee is eligible for advancement in pay. When an employee demonstrates outstanding job performance, the City may advance the employee to the next step before the employee completed the time-in-step requirements.

Advancement in pay when approved shall be effective at the beginning of the first pay period immediately following completion of the time-in-step requirement outlined in Appendix A. If an employee is on leave without pay for more than one month, the period shall be deducted from accumulated time-in-step.

3.3 Attaining Advancement

An employee, in order to be advanced in steps, must demonstrate that advancement is merited on the basis of job performance. Advancements shall not be approved solely because employees are eligible according to time-in-step requirements. Good attitude and personal conduct, work accomplished, conscientious attendance, safety alertness, efforts at self-improvement, and other factors of individual achievement must be evident as appropriate to the position.

3.4 Use of Performance Ratings in Determining Whether Step Advancement is Merited

Performance ratings shall guide supervisors and Department Heads in determining whether step advancements have been earned and should be recommended to the City Administrator. Performance ratings shall be completed by the supervisor for each employee on an annual basis, or sooner as necessary.

3.5 Withholding Step Advancement

Department Heads have the authority and responsibility to recommend to the City Administrator that step advancements be withheld if they are not merited. Department Heads shall keep their employees informed about their job performance, giving good work its proper recognition and deficient work all possible guidance and assistance toward improvement.

3.6 Working Out of Classification

An employee temporarily assigned to an acting assignment in a higher job classification will receive a higher rate of pay for that assignment. The employee will receive a ten percent (10%) differential, effective on the first day of the assignment.

3.7 Call-Back Pay

Employees called to work on his or her day off or at a time other than their regular shift shall receive a minimum of four (4) hours of compensation. This call-back pay does not apply to extra time worked contiguous with the employee's regularly scheduled shift.

All time actually worked during this call-back time shall be paid at the applicable overtime rate. All time in addition to actual working time shall be paid at straight time to a combined maximum

of four (4) hours.

If the employee works more than four (4) hours of call-back, the total time worked shall be paid at the overtime rate. Additional hours of call-back time at the straight time shall not be applicable.

3.8 Certification Pay

Food Safety Certification: An employee who obtains a food safety certificate from the Alameda County Environmental Health Department will receive an annual payment of \$250. Recertification is required every three years to maintain the certification pay. The City will pay the registration fee for certification (for one course and exam) and the fee for recertification (one time every three years).

Childcare Education Certificate: A one percent (1%) differential shall be paid to Recreation/Childcare employees who obtain a professional development certificate approved by the City and related to the needs of children served by City recreation/childcare programs. The City will pay the registration fees for a certificate course approved by the City.

SECTION 4 – PROBATIONARY PERIOD

All new employees shall serve a probationary period of one year. Any approved leave of absence during the probationary period shall not be counted towards fulfilling the probationary requirement and such probationary period shall be extended accordingly. During the probationary period, an employee may be discharged with or without cause and without any appeal rights.

SECTION 5 – RETIREMENT BENEFITS

5.1 Retirement Plan

The City contracts with the California Public Employees Retirement System (CalPERS) for employee retirement benefits, and all eligible employees covered by this Resolution are CalPERS members.

5.1.1 Retirement – Employees Hired Before August 21, 2012 (Tier 1)

Employees hired prior to August 21, 2012, will be provided the CalPERS 3% @ 60 miscellaneous plan, with the 12-month single highest year compensation period. Such employees shall continue paying the CalPERS-established employee contribution towards the cost of the CalPERS 3% @ 60 miscellaneous plan, which is currently 8%.

5.1.2 Retirement – Employees Hired On or After August 21, 2012 And Employees Hired After January 1, 2013 With Pension Reciprocity – (Tier 2)

This section 5.1.2 shall apply to employees hired on or after August 21, 2012, and employees hired after January 1, 2013 with pension reciprocity who are contributing members of CalPERS.

Employees hired on or after August 21, 2012 and employees hired after January 1, 2013 with pension reciprocity, will be provided the CalPERS 2% @ 60 miscellaneous plan, with the 36-month final compensation period. Such employees shall continue paying the CalPERS-established employee contribution towards the cost of the CalPERS 2% @ 60 miscellaneous plan, which is currently 7%.

5.1.3 Retirement – Employees Hired On or After January 1, 2013 Without Pension Reciprocity (Tier 3)

This Section 5.1.3 shall apply to employees hired on or after January 1, 2013, without pension reciprocity, who are contributing members of CalPERS.

Employees hired on or after January 1, 2013 without pension reciprocity (i.e. “new” members) will be provided the CalPERS 2% @ 62 miscellaneous plan with the 36-month final compensation period. Such employees shall pay 50% of the normal cost for the 2 % @ 62 miscellaneous plan as established by CalPERS.

5.1.4 Retirement – All Employees

The Employees and the City previously agreed that if the City’s total employer contribution rate for any of the three tiers of pension benefits is more than 14.025%, the amount above 14.025% will be shared equally between the City (50%) and the employees (50%) who are receiving the particular pension benefit (tier level).

The City will maintain the IRS 414(h)(2) provision allowing the employee to defer State and Federal income taxes on their CalPERS contributions.

The required employee contributions described in Section 5.1.4 shall continue in effect until modified by a subsequent Council Resolution.

5.2 ICMA Deferred Compensation

Employees shall be able to participate voluntarily in the City of Piedmont deferred compensation 457 plan, administered by ICMA.

SECTION 6 – HOLIDAYS

6.1 Holidays Observed

There shall be twelve (12) designated paid holidays:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr. Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday after Thanksgiving	
December 24	Christmas Eve
December 25	Christmas Day
Employee's Birthday	

One floating holiday on a day mutually agreeable between the individual employee and the Department Head.

Any day proclaimed by the City Council as a holiday for city employees.

All holidays shall be taken or paid for during the calendar year in which they fall.

Each employee eligible for the above holidays shall be paid 8.0 hours at the employee's regular straight time hourly rate for each holiday. If the employee works a modified work schedule, the employee shall have the option of working the number of hours above the 8.0 hours of holiday pay in order to account for a full work day, or shall have the option of using time from the employee's leave bank in order to be paid for a full work day. Any hours worked in order to account for a full work day on the holiday will be paid at the employee's straight time hourly rate.

6.2 Employee's Birthday

The employee's birthday, which is presently a paid holiday, may be celebrated on a date other than that on which the birthday falls, subject to approval of the Department Head. Such alternative day shall be taken in the calendar year in which the birthday occurs. Failure to take the holiday within the calendar year shall result in forfeiture of the holiday.

6.3 Holidays To Be Observed On Workdays

In the event that any holiday listed above shall fall on a Saturday, such holiday shall be observed on the preceding Friday. In the event that any holiday listed above shall fall on a Sunday, such holiday shall be observed on the following Monday.

SECTION 7 – VACATION LEAVE

7.1 Vacation Accrual Rates

Employees shall accrue vacation leave as follows:

1 through 4 years	88 hours per year
5 through 8 years	120 hours per year
9 through 11 years	136 hours per year
12 through 14 years	152 hours per year
15 through 18 years	160 hours per year
19 through 22 years	176 hours per year
23 years and after	200 hours per year

7.2 Date When Vacation Accrual Starts

Vacation accrual shall begin to accrue as of the date of employment. In the event the date of employment is not the first (1st) day of the pay period, then the vacation credit for that pay period shall be prorated in accordance with the actual time worked in the pay period.

7.3 Holiday Falling During Vacation

In the event that a holiday specified above occurs during a period of authorized vacation leave, said holiday shall be charged as a holiday, not a day of vacation leave.

7.4 Accumulation

An employee shall be allowed to accumulate a maximum of two (2) years vacation accrual at any one (1) time.

7.5 Vacation Sellback

An employee may elect to convert for payment in cash a maximum of forty (40) hours unused vacation days per year, provided that eighty (80) hours have been used in the calendar year the vacation sellback takes place. The time is computed at the employee’s current salary rate, provided adequate funds are available in the effected department’s budget as determined by the City Administrator.

SECTION 8 – SICK LEAVE

8.1 Accrual

An employee shall accrue sick leave at the rate of five (5) hours for each pay period of service.

8.2 Usage

Employees are entitled to use their earned sick leave benefits to be off work without the loss of compensation under the following conditions:

- A. For the employee's own illness or injury or for the illness or injury of the employee’s family member. For purposes of this Section, “family member” is defined as a biological, adopted, or foster child; stepchild; legal ward, or a child to whom the

employee stands in loco parentis; a biological, adoptive, or foster parent; stepparent, or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner*; grandparent; grandchild; or sibling.

- B. For the employee's receipt of required medical or dental care or consultation or for the required medical or dental care or consultation of the employee's family member.
- C. For employees who are victims of domestic violence, sexual assault or stalking as specified in state law.
- D. The Recreation Director may require medical certification or other substantiating evidence of illness for any period for which such leave is sought. Such requests shall not be made on an arbitrary or discriminatory basis.
- E. Each hour of illness or injury shall be deducted from the employee's accumulated sick leave benefits.
- F. Employees shall be entitled to use a maximum of 60 hours of accumulated sick leave in any calendar year to attend to the illness of a sick family member as defined in Section 8.2(A).

**A registered domestic partnership requires filing an Affidavit of Domestic Partnership with the Secretary of State.*

8.3 Catastrophic Leave Program

Permanent employees may be eligible to receive donations of paid leave as described in the City's Personnel Rules.

SECTION 9 - LEAVES

9.1 Funeral Leave

In the case of death within the immediate family of an employee, such employee shall be entitled to leave from duty with pay for a period of up to three (3) working days in order to attend the funeral or memorial service. The immediate family of an employee, for the purpose of this Section, shall be defined as: Spouse, mother, father, sister, brother, child, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, son-in-law, sister-in-law, daughter-in-law, grandchildren and registered domestic partner.

Funeral Leave is in addition to and separate from vacation or sick leave provided in this Resolution. In the event of a death in the employee's family outside of the immediate family as provided above, an employee may apply to the City Administrator and request funeral leave to attend the funeral or memorial service.

9.2 Leave Of Absence Without Pay

An employee desiring a leave of absence without pay from his/her employment for any reason

shall secure written permission from the City Administrator. Requests for leave shall not be unreasonably denied.

During any approved leave of absence the employee shall not engage in gainful employment unless authorized to do so by the written permission of the City Administrator. The City Administrator may terminate any employee who violates the terms and conditions of the written permission for leave or extension thereof. The maximum leave of absence shall be for one (1) year.

9.3 Military Leave

Employees who are called upon to perform active annual training duty or temporary special services as a member of an Armed Forces reserve and who lose time from their regular scheduled workweek shall be paid the difference between the pay received from the federal or state government for such reserve duty and their normal weekly earnings not to exceed two (2) weeks annually.

9.4 Jury Duty

An employee required to serve as a juror in a civil or criminal action pending in a court of the State of California or any Federal Court convening in the State of California or any employee required to report for the selection of a jury in any of these courts shall receive pay for the time such service requires his/her absence from work; provided, however, that the city may require proof of the time such service was required and any monies received for jury service shall be remitted to the City; provided, further, that the employee shall report to work if the employee is released from jury service prior to 5:00 P.M. and does not have to report for jury service the following day. An employee required to serve as a juror shall not have his or her regular starting or quitting time changed as a result of being called for jury service.

9.5 Pregnancy Disability Leave

A pregnant employee is entitled to an unpaid leave of up to four months, as needed, for the period(s) of time the employee is actually disabled by pregnancy, as determined by her health care provider.

9.5.1 Notice to City

Using the City's Request for Leave of Absence form, an employee should provide at least thirty days advance notice or notice as soon as practicable of the employee's need for pregnancy disability leave or need for reasonable accommodation based on the advice of her health care provider that reasonable accommodation is medically advisable because of pregnancy or a related medical condition.

9.5.2 Use of Sick Leave and Vacation During Pregnancy Disability Leave

An employee is required to use any accrued sick leave during an otherwise unpaid pregnancy disability leave. An employee may, at her option, use accrued vacation during an otherwise unpaid portion of a pregnancy disability leave.

9.5.3 Health and Welfare Benefits

The City shall maintain its contribution toward health and welfare benefits during any unpaid portion of a pregnancy disability leave on the same basis that the contribution would have

been provided if the employee had not taken pregnancy disability leave.

9.5.4 Employee Status

During a pregnancy disability leave, the employee shall retain employee status, and the leave shall not constitute a break in service for any purpose under this Resolution or City policy except that the leave shall not count toward completion of probation.

9.5.5 Relationship Between Pregnancy Disability, FMLA, and CFRA Leaves

- a. A pregnancy disability leave shall run concurrently with the employee's FMLA leave entitlement.
- b. The right to take pregnancy disability leave is separate and distinct from the right to take leave under CFRA. An employee's own disability due to pregnancy, childbirth or related medical conditions is not a "serious health condition" under CFRA.
- c. At the end of the employee's period(s) of pregnancy disability leave, or at the end of four months of pregnancy disability leave, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to twelve workweeks for reason of the birth of her child, if the child has been born by this date.

9.6 Family And Medical Leave

Employees are eligible for unpaid leave under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). The provisions of this Resolution will be applied in conformance with the provisions of FMLA and the CFRA in effect at the time the leave is granted and in conformance with City policies and practice.

Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, an employee must have been employed by the City for a total of at least 12 months, and have been employed for at least 1,250 hours of service during the previous 12 months.

Family Care & Medical Leave Entitlement

Subject to the provisions of this Resolution, City Personnel Rules, and state and federal law, including the FMLA and CFRA, an eligible employee is entitled to a total of 12 workweeks of unpaid leave during any 12 month period for any one, or more, of the following reasons:

- The birth of a child and to care for the newborn child;
- The placement with the employee of a child for adoption or foster care by the employee;
- To care for the employee's child, parent, spouse, or registered domestic partner (CFRA only) who has a serious health condition;
- Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of

pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave (CFRA); and

- Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (FMLA).

Family Care & Medical Leave to Care for a Covered Service Member with a Service Injury or Illness

Subject to the provisions of this Resolution and state and federal law, an eligible employee is eligible to take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

An eligible employee’s entitlement is limited to a total of 26 workweeks of leave during a “single 12-month period” to care for a service member with a serious injury or illness. The City shall determine the “single 12-month period” in which the 26-weeks-of-leave-entitlement described in this paragraph occurs using the 12-month period measured forward from the date of the employee’s first FMLA leave to care for the covered member begins. During the “single 12-month period” described above, an eligible employee’s FMLA leave entitlement is limited to a combined total of 26 workweeks of FMLA leave for any qualifying reason.

Pay Status and Benefits during Family Care & Medical Leave

Except as provided in this section, the family care and medical leave will be unpaid. The City will, however, continue to provide City contributions toward group health benefits during the period of leave on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee’s share of monthly premiums payments, if any.

Relationship of Family Care and Medical Leave to Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated by the City as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason.

Relationship to Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

Employee’s Status on Returning from Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. The leave shall not constitute a break in service for purposes of longevity or seniority under this Resolution or any employee benefit plan. For purposes of layoff, promotion, job assignment, and seniority-related benefits, the employee returning from family care and medical leave shall return with no less seniority than he or she had

when the leave began.

Fitness for Duty

As a condition of returning from leave taken because of the employee's own serious health condition, the employee is required to provide the City with certification from the employee's health care provider that the employee is able to resume work and perform the employee's job duties.

SECTION 10 - HEALTH PLANS AND LIFE INSURANCE

10.1 Flexible Benefit Plan

Effective January 1, 1993, pursuant to Section 125, Section 105, Section 106 and Section 129 of the Internal Revenue Code, the City established the City of Piedmont Flexible Benefit Plan to provide taxable and non-taxable benefits to its employees and to permit employees to choose which of the benefits they wish to receive.

The City shall maintain the Flexible Benefit Plan which includes accounts for health care expenses, dependent care expenses and premium contributions. The City may pay the employer contribution toward medical premiums (less the statutorily mandated PEMHCA minimum paid directly to CalPERS) through the Flexible Benefit Plan. The parties understand that the City's use of the Flexible Benefit Plan as a vehicle for its premium contributions does not change the City or employee's contribution to medical insurance premiums as described in this Section 10.

10.2 Hospitalization and Medical Care

Effective January 1, 1997, the City began providing CalPERS medical program benefits to active employees and retirees in accordance with the Public Employees' Medical and Hospital Care Act ("PEMHCA").

10.2.1 Basic City Contribution

For all employees and retirees, the City pays the PEMHCA statutory minimum contribution toward medical insurance benefits, as required by CalPERS, and as determined by CalPERS under Government Code Section 22892.

10.2.2 Supplemental City Contribution

In addition to the basic City contribution, the City shall contribute a supplemental amount toward medical insurance premiums as described below.

The City and employees share the cost of medical insurance premiums. The City's maximum contribution toward the monthly premium costs of an employee's medical benefits is based on the 2013 CalPERS Kaiser Bay Area premiums plus fifty percent (50%) of subsequent annual premium increases for the CalPERS Kaiser Bay Area premiums and includes the PEMHCA statutory minimum.

For the 2017 plan year, the City's monthly contributions towards eligible employees' elected medical coverage, inclusive of the basic City contribution of the PEMHCA statutory minimum contribution, are as follows:

- Employee only: \$701.01
- Employee +1: \$1,402.02
- Employee +family \$1,822.63

Each plan year, the City shall adjust its contributions towards the monthly premium costs of an employee's medical benefits by an amount equal to fifty percent (50%) of any increase in the above-mentioned 2013 monthly premium rates for the CalPERS Kaiser Bay Area plan at all coverage levels (i.e., employee only, employee + 1 and employee + family). Employees are responsible for the remaining fifty percent (50%) of any premium increases for the CalPERS Kaiser Bay Area plan. Employees electing medical plans and coverage levels that exceed the City's maximum contribution are responsible for paying the difference through automatic payroll deduction.

10.2.3 Opt Out Election

Effective May 1, 2018, an employee who has medical insurance coverage as a result of being an eligible dependent of another City employee, who has medical insurance coverage as an eligible dependent of a person employed elsewhere, or who otherwise has medical insurance coverage, may elect not to participate in the medical insurance plans offered by the City and may elect to receive \$500 per month in lieu of the amount the City would otherwise contribute for medical insurance for the employee. To elect cash in lieu, the employee must sign a waiver of medical insurance coverage provided by the City and provide proof of medical insurance coverage to Human Resources annually before the end of the open enrollment period.

10.3 Dental Plan

The City shall pay the cost of providing each eligible employee and his/her eligible dependents dental care benefits under a group insurance plan. Orthodontic care is included in the group policy, and covers up to 70% of the cost for adults and children (lifetime maximum of \$5,000).

10.4 Vision Plan

The City shall provide and pay the cost of providing each eligible employee and his/her eligible dependents vision coverage under a group insurance plan.

10.5 Life Insurance and Accidental Death and Dismemberment Insurance

The City shall pay the cost of providing each employee with a group term life insurance policy in effect at the time of this resolution in an amount equal to twice the employee's gross salary, rounded to the nearest one thousand dollar (\$1,000) increment. The City shall also provide and pay for Accidental Death and Dismemberment insurance. The City's payment shall cease upon the employee's separation from City service, but the employee may elect to retain such policy (if conversion is available) at his/her sole expense.

10.6 Disability Insurance

The City shall continue in effect at no cost to the employee, the salary continuance disability insurance policy in effect at the time of this resolution or any other such successor program which

provides essentially comparable benefit, providing disability benefits equal to sixty (60) percent of any employee's current gross salary following a sixty (60) day absence due to non-job related injury or illness.

Effective January 1, 2002, the Recreation/Childcare Employees Group elected to have State Disability Insurance (SDI) withholding. Employee's wages are subject to State Disability Insurance withholding under Section 710.5 of the California Unemployment Insurance Code.

10.7 Employee Assistance Plan

The City shall provide an Employee Assistance Plan at no cost to the employee.

10.8 Alternative Coverage

In the event that it may be possible to provide an alternative life insurance, dental coverage, or vision coverage providing comparable or superior benefits without additional cost to the city or the employees, the City may substitute or add alternate plans and or insurance carriers.

10.9 Retiree Medical Insurance - **Employees Hired Before May 1, 2018**

10.9.1 For current employees hired before May 1, 2018, who retire from the City while meeting the eligibility requirements for CalPERS retiree health insurance, the City shall pay directly to CalPERS the PEMHCA minimum as determined by CalPERS under Government Code Section 22892. In addition, the City shall make available a Retiree Health Reimbursement Arrangement (HRA). Through the HRA, the City will continue to provide to eligible CalPERS annuitants monthly contributions for medical insurance premiums according to the following formula: (# of years City has contracted w/PEMHCA) x (5%) x (City's contribution for active employees).

The City's contribution for annuitants is adjusted annually according to this formula and the annual adjustment to the minimum monthly employer contribution cannot exceed \$100.00. The amount paid by the City on behalf of annuitants and/or their eligible survivors shall increase annually under this formula until the City's contributions for annuitants and active employees are the same.

For 2017, the City’s contributions for annuitants are as follows:

Kaiser	Premium:	Total Employer Contribution	% of Premium	Retiree Pays
Employee	\$733.39	\$733.39	100.00%	\$0.00
Employee + 1	\$1,466.78	\$1,267.36	86.40%	\$199.42
Employee + Family	\$1,906.81	\$1,347.26	70.66%	\$559.55

10.9.2 Effective August 1, 2012, all active employees who will be eligible for retiree medical benefits described in this Section 10.9 will have the City reduce their pay by \$50 semi-monthly by payroll deduction and have the City contribute such amounts to retiree benefits.

10.10 **Retiree Medical - Employees Hired On or After May 1, 2018**

For employees hired on or after May 1, 2018, the City’s maximum contribution toward CalPERS retiree medical coverage shall be the PEMHCA minimum contribution as determined by CalPERS under Government Code Section 22892. Employees hired on or after May 1, 2018, are not eligible for the Retiree HRA described in Section 10.9.

SECTION 11 - LAYOFF

An employee being laid off shall receive thirty (30) calendar days notice of his/her layoff. Should the City Council elect to have a reduction in personnel, the affected employee(s) who have completed one or more year(s) of service shall receive 30 days severance pay. .

A laid off employee shall have the right of recall to their former position for a period of one year following the layoff. Said employee must keep the city notified of his/her current address.

SECTION 12 - MISCELLANEOUS PROVISIONS

12.1 **Professional Development Reimbursement**

The City shall reimburse an employee for tuition and books for courses of study taken at an approved and accredited college or junior college during non-work hours. Additionally, the City encourages and supports staff to pursue, during non-work hours, professional development training in order to increase their job skills and knowledge for their current position or advancement opportunities. A variety of professional development activities can be reimbursed, such as fees for workshops, seminars, or adult school classes.

To be eligible for approval for reimbursement, the subject matter content of the course must be related to the employee's work assignment, promotional opportunities, transfer opportunities, or the course is required for the attainment of a degree or certificate program. The maximum reimbursement amount is one thousand five-hundred dollars (\$1,500) per fiscal year.

The employee must have his/her request approved by the department head and/or City Administrator, which approval is subject to available budgeted funds, prior to enrolling in the course in order for the employee to be assured of reimbursement. Upon completion of the course, the employee must submit appropriate receipts, along with a copy of the grade sheet or certificate indicating attendance in, or a passing grade, in order to be eligible for reimbursement.

12.2 Coordination With Personnel Rules

This statement of compensation and benefits Resolution shall be considered supplemental to the provisions of the City Personnel Rules, which are hereby made part of this document by reference thereto. In the event of any conflict between the Personnel Rules and this statement of benefits Resolution the former shall prevail.

12.3 Class B Operators License

At the discretion of the City, the City may require the employees of this Group to hold a Class B vehicle operator's license. In the event that an employee is required to hold a Class B vehicle operator's license, the City shall pay all of the direct costs associated with acquiring and maintaining such license.

12.4 Child Care Programs

The children of the employees covered by this Resolution are eligible to attend the Skipping Stones and Schoolmates program at no charge. Eligibility to attend the Skipping Stones program is based upon availability.

12.5 Employee Parking Passes

Full time employees are eligible for employee parking passes. Due to limited employee parking spaces, employees will first attempt to park in the designated recreation parking lot, located at the corner of Magnolia and Bonita Avenue.

Appendix A								
Effective 7/1/2017		Step 1 0-12 Mo	Step 2 13-24 Mo	Step 3 25-36 Mo	Step 4 37-48 Mo	Step 5 49-60 Mo	Step 6 61-72 Mo	Step 7 Thereafter
Assistant Childcare Site Coordinator	3%	\$3,542	\$3,718	\$3,904	\$4,099	\$4,304	\$4,518	\$4,742
Childcare Site Coordinator	3%	\$4,099	\$4,304	\$4,519	\$4,746	\$4,983	\$5,232	\$5,494
Facilities and Events Coordinator	3%	\$3,542	\$3,718	\$3,904	\$4,099	\$4,304	\$4,518	\$4,742
Aquatics Coordinator	3%	\$4,099	\$4,304	\$4,519	\$4,746	\$4,983	\$5,232	\$5,494
Sports Coordinator	3%	\$3,542	\$3,718	\$3,904	\$4,099	\$4,304	\$4,518	\$4,742
Effective 7/1/2018		Step 1 0-12 Mo	Step 2 13-24 Mo	Step 3 25-36 Mo	Step 4 37-48 Mo	Step 5 49-60 Mo	Step 6 61-72 Mo	Step 7 Thereafter
Assistant Childcare Site Coordinator	3%	\$3,648	\$3,830	\$4,021	\$4,222	\$4,434	\$4,653	\$4,884
Childcare Site Coordinator	3%	\$4,222	\$4,434	\$4,654	\$4,889	\$5,133	\$5,389	\$5,659
Facilities and Events Coordinator	3%	\$3,648	\$3,830	\$4,021	\$4,222	\$4,434	\$4,653	\$4,884
Aquatics Coordinator	3%	\$4,222	\$4,434	\$4,654	\$4,889	\$5,133	\$5,389	\$5,659
Sports Coordinator	3%	\$3,648	\$3,830	\$4,021	\$4,222	\$4,434	\$4,653	\$4,884
Effective 7/1/2019		Step 1 0-12 Mo	Step 2 13-24 Mo	Step 3 25-36 Mo	Step 4 37-48 Mo	Step 5 49-60 Mo	Step 6 61-72 Mo	Step 7 Thereafter
Assistant Childcare Site Coordinator	3%	\$3,758	\$3,945	\$4,141	\$4,349	\$4,567	\$4,793	\$5,031
Childcare Site Coordinator	3%	\$4,349	\$4,567	\$4,794	\$5,035	\$5,287	\$5,551	\$5,829
Facilities and Events Coordinator	3%	\$3,758	\$3,945	\$4,141	\$4,349	\$4,567	\$4,793	\$5,031
Aquatics Coordinator	3%	\$4,349	\$4,567	\$4,794	\$5,035	\$5,287	\$5,551	\$5,829
Sports Coordinator	3%	\$3,758	\$3,945	\$4,141	\$4,349	\$4,567	\$4,793	\$5,031
Effective 7/1/2020		Step 1 0-12 Mo	Step 2 13-24 Mo	Step 3 25-36 Mo	Step 4 37-48 Mo	Step 5 49-60 Mo	Step 6 61-72 Mo	Step 7 Thereafter
Assistant Childcare Site Coordinator	3%	\$3,871	\$4,063	\$4,266	\$4,480	\$4,704	\$4,936	\$5,182
Childcare Site Coordinator	3%	\$4,480	\$4,704	\$4,938	\$5,186	\$5,445	\$5,718	\$6,003
Facilities and Events Coordinator	3%	\$3,871	\$4,063	\$4,266	\$4,480	\$4,704	\$4,936	\$5,182
Aquatics Coordinator	3%	\$4,480	\$4,704	\$4,938	\$5,186	\$5,445	\$5,718	\$6,003
Sports Coordinator	3%	\$3,871	\$4,063	\$4,266	\$4,480	\$4,704	\$4,936	\$5,182

BE IT FURTHER RESOLVED that Resolution No. 106-13 is hereby rescinded, and that this Resolution shall constitute the sole statement of compensation and benefits for the Recreation/Childcare Employees Group through June 30, 2021.

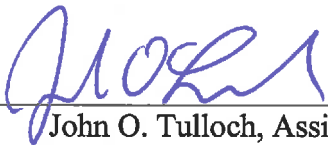
I certify that the foregoing resolution was passed and adopted at a regular meeting of the Piedmont City Council on April 16, 2018, by the following vote:

Ayes: Andersen, Cavanaugh, King, McBain, Rood

Noes: None

Absent: None

Attest:



John O. Tulloch, Assistant City Administrator/City Clerk