

**CITY OF SAN CLEMENTE BENEFITS FOR MID-MANAGERS, DEPARTMENT HEADS and CITY MANAGER**

BENEFIT	MID MANAGEMENT - CITY	DEPARTMENT HEADS - CITY (Asst. City Manager, Public Works Director/City Engineer, CD Director, Utilities Director)	CITY MANAGER
<b>ACCIDENTAL DEATH &amp; DISMEMBERMENT (AD&amp;D) INSURANCE (Standard Insurance)</b>	Yes, provided as part of the employer-paid life insurance policy.	Yes, provided as part of the employer-paid life insurance policy.	Yes, provided as part of the employer-paid life insurance policy.
<b>ADMINISTRATIVE LEAVE</b>	Mid-managers receive 64 hours of administrative leave annually with 32 hours credited on January 1st and 32 hours credited on July 1st.  An additional 32 hours may be requested annually, which is subject to Department Head and City Manager approval. If approved, 16 hours is credited January 1st and 16 hours is credited July 1st.  If annual administrative leave is not used by December 31st of each year, it does not carry over to the following year. Up to 32 hours can be cashed out annually.	96 hrs annually; 50% credited 1/1 and 50% 7/1; up to 64 hrs may be cashed out/year (subject to policy revision). No carry over of unused leave at end of fiscal year.	96 hrs annually; 50% credited 1/1 and 50% 7/1. Any unused leave at the end of the calendar year shall be placed into a Retirement Health Savings Plan according to City rules, and any remaining balance paid out in cash (non pensionable wages).
<b>AUTO ALLOWANCE</b>	n/a	\$350 per month for ACM, PW Director/City Engineer, CD Director, and Utilities Director	\$450/month
<b>BEREAVEMENT LEAVE</b>	5 days of paid leave for immediate family or step family; max 40 hours/incident; 9 hours may be granted on basis of blood relationship or marriage.	5 days of paid leave for immediate family or step family; max 40 hours/incident. 9 hours may be granted on basis of blood relationship or marriage.	5 days of paid leave for immediate family or step family; max 40 hours/incident. 9 hours may be granted on basis of blood relationship or marriage.
<b>CELLPHONE</b>	For certain positions, City provides or reimbursed for personal phone in accordance with City policy.	City provides or reimbursed for personal phone in accordance with City policy.	City provides or reimbursed for personal phone in accordance with City policy.
<b>DEFERRED COMPENSATION (EMPLOYER PAID)</b>	N/A	City contributes \$7,500/year for Assistant City Manager; \$6,500/year for PW Director/City Engineer, CD Director, and Utilities Director.	City contributes the IRS annual maximum.
<b>EDUCATION REIMBURSEMENT</b>	Typically requested during the annual budget process. If approved, the City shall pay no more than the per-semester tuition of the California State University system of a full-time student, up to an annual maximum of two times (2x) the tuition based on the academic year, plus 100% of required textbook costs. Any other associated cost – health fee, ASB fee, parking fee, etc. – is the responsibility of the employee.	Typically requested during the annual budget process. If approved, the City shall pay no more than the per-semester tuition of the California State University system of a full-time student, up to an annual maximum of two times (2x) the tuition based on the academic year, plus 100% of required textbook costs. Any other associated cost – health fee, ASB fee, parking fee, etc. – is the responsibility of the employee.	Typically requested during the annual budget process. If approved, the City shall pay no more than the per-semester tuition of the California State University system of a full-time student, up to an annual maximum of two times (2x) the tuition based on the academic year, plus 100% of required textbook costs. Any other associated cost – health fee, ASB fee, parking fee, etc. – is the responsibility of the employee.
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>	Unlimited counseling via telephone, max 3 face-to-face visits per issue.	Unlimited counseling via telephone, max 3 face-to-face visits per issue.	Unlimited counseling via telephone, max 3 face-to-face visits per issue.

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<b>FLEXIBLE SPENDING ACCOUNTS</b>	Max contribution is \$2,600 for health care and \$5,000 for dependent care per year. Grace period to incur expenses is March 15 of the following calendar year. Run out period to submit claims is June 15 in the same following calendar year.	Max contribution is \$2,600 for health care and \$5,000 for dependent care per year. Grace period to incur expenses is March 15 of the following calendar year. Run out period to submit claims is June 15 in the same following calendar year.	Max contribution is \$2,600 for health care and \$5,000 for dependent care per year. Grace period to incur expenses is March 15 of the following calendar year. Run out period to submit claims is June 15 in the same following calendar year.
<b>HEALTH INSURANCE MEDICAL/DENTAL/ VISION  (CalPERS Medical Delta Dental, VSP - Shared contribution, based on cafeteria amount)</b>	Eligible for medical, dental and vision. See the Health Rates sheet for City contribution and employee rates.  Employees opting out of medical and/or dental must remain in vision. Rebate for medical opt out is \$138.46/pay period. See Cafeteria Plan form for other opt out provisions.  Married employees must enroll together and one must opt out. \$80.77/pay period opt out provision for married employees.	Eligible for medical, dental and vision. See the Health Rates sheet for City contribution and employee rates.  Employees opting out of medical and/or dental must remain in vision. Rebate for medical opt out is \$138.46/pay period. See Cafeteria Plan form for other opt out provisions.  Married employees must enroll together and one must opt out. \$80.77/pay period opt out provision for married employees.	City pays for employee + Family coverage in medical, dental, and vision plans.  Not subject to Cafeteria Plan.
<b>HOLIDAYS</b>	Twelve (12) eight-hour (8 hr) paid holidays; 8 hrs pay per holiday & two 8 hour floating holidays	Twelve (12) eight-hour (8 hr) paid holidays; 8 hrs pay per holiday & two 8 hour floating holidays	Twelve (12) eight-hour (8 hr) paid holidays; 8 hrs pay per holiday & two 8 hour floating holidays
<b>ICMA 401a DEFERRED COMPENSATION PLAN</b>	N/A	Voluntary plan. Employee can elect to have the City's contribution and/or an employee contribution deposited into the ICMA 401a Plan. The employee contribution may be anywhere from 1% up to 25% of salary (i.e., base wages). This election is irrevocable, unless the City changes the plan some time in the future. The Employer and Employee contribution combined cannot exceed the IRS annual maximum. New enrollment is only permitted within 60 days of appointment.	Voluntary plan. Employee can elect to have the City's contribution and/or an employee contribution deposited into the ICMA 401a Plan. The employee contribution may be anywhere from 1% up to 25% of salary (i.e., base wages). This election is irrevocable, unless the City changes the plan some time in the future. The Employer and Employee contribution combined cannot exceed the IRS annual maximum. New enrollment is only permitted within 60 days of appointment.
<b>ICMA 457 DEFERRED COMPENSATION PLAN</b>	Can enroll in voluntary ICMA 457 plan with max normal deferral up to the IRS annual maximum. (100% Employee Paid)	Voluntary plan. Employee can elect employer and/or employee contributions to go into the plan. The employee can elect to defer up to the IRS annual maximum.	Voluntary plan. Employee can elect employer and/or employee contributions to go into the plan. The employee can elect to defer up to the IRS annual maximum.
<b>ICMA RETIREMENT HEALTH SAVINGS PLAN (RHS)</b>	N/A	Participation is mandatory. Can be used for eligible health premiums only upon separation/retirement. Conversion formula: 1) If eligible for sick leave payout upon separation/retirement, 100% of payout goes into RHS Plan; 2) Unused Administrative Leave up to a max of 32 hrs is transferred to the Plan annually on December 31; 3) Annually on Dec 31, if vacation balance is in excess of 100 hours, vacation Leave up to a max of 20 hours is transferred to the Plan.	Participation is mandatory. Can be used for eligible health premiums only upon separation/retirement. Conversion formula: 1) If eligible for sick leave payout upon separation/retirement, 100% of payout goes into RHS Plan; 2) Unused Administrative Leave up to a max of 32 hrs is transferred to the Plan annually on December 31; 3) Annually on Dec 31, if vacation balance is in excess of 100 hours, vacation Leave up to a max of 20 hours is transferred to the Plan.

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<b>LIFE INSURANCE (Standard Insurance)</b>	2x annual salary up to \$200,000 (General and Marine Safety Chief)	2x annual salary up to \$350,000 (\$300,000 guaranteed issue). For the additional \$50,000, a health questionnaire is required.	2x annual salary up to \$350,000 (\$300,000 guaranteed issue); for the additional \$50,000, a health questionnaire is required.  Plus \$250,000 individual term life policy through The Standard.
<b>LONG TERM DISABILITY (Standard Insurance)</b>	Provided by the City.	Provided by the City.	Provided by the City.
<b>MEDICARE</b>	Yes; 1.45% paid by EE and 1.45% paid by the City	1.45% paid by EE and the City	1.45% paid by EE and the City
<b>RETIREMENT PLAN</b> California Public Employees' Retirement System (CalPERS)  Contract effective date with CalPERS 6/9/14 (Local system - Great-West Retirement Services, was transferred over to CalPERS for active full-time employees)	<p align="center"> <b>CalPERS Retirement</b>  <b>As of 7/2/18</b>   <u>Classic Member: 2% @ 55 CalPERS Retirement Plan</u>                       Employee contribution: 7% (of the 7% employee contribution)                       In addition to the above contributions, the City contributes the Employer share plus payments towards any unfunded liability   <u>PEPRA New Member: 2% @ 62 CalPERS Retirement Plan</u>                       Employee Contribution Amount:6.25%                       In addition to the above contributions the City contributes the Employer share plus payments towards any unfunded liability   <b>NOTE: Mid-Management Safety employees receive the same pension as full-time general safety members. Refer to spreadsheet that contains Marine Safety FT information.</b> </p>		
<b>STATE DISABILITY INSURANCE (SDI) &amp; PAID FAMILY LEAVE (PFL)</b>	Covered, the cost of SDI is paid by the City.	Covered, the cost of SDI is paid by the City.	Covered, the cost of SDI is paid by the City.

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<b>SICK LEAVE</b>	<p>Accrual of 8 hours/month (3.69 hrs/pay period) with no max accrual.</p> <p>No cash out unless hired before 1/1/01, 10+ years = 35%, 20+ years = 50%.</p> <p>Also Special sick leave 24 hours per year for immediate family; if less than 1 yr of service, 2 hrs/month of service until reach max of 24 hrs/year; forfeit if unused by 12/31.</p>	<p>Accrual of 8 hours/month (3.69 hrs/pay period) with no max accrual.</p> <p>No cash out unless hired before 1/1/01, 10+ years = 35%, 20+ years = 50%.</p> <p>Also Special sick leave 24 hrs/yr for immediate family; if less than 1 yr of service, 2 hrs/month of service until reach max of 24 hrs/year; forfeit if unused by 12/31.</p>	<p>Accrual of 8 hours/month (3.69 hrs/pay period) with no max accrual.</p> <p>No cash out unless hired before 1/1/01, 10+ years = 35%, 20+ years = 50%.</p> <p>Also Special sick leave 24 hrs/yr for immediate family; if less than 1 yr of service, 2 hrs/month of service until reach max of 24 hrs/year; forfeit if unused by 12/31.</p>
<b>SOCIAL SECURITY</b>	6.2% paid by EE and 6.2% paid by the City.	6.2% paid by EE and 6.2% paid by the City.	6.2% paid by EE and 6.2% paid by the City.
<b>SUPPLEMENTAL INSURANCE (Colonial/Standard)</b>	Voluntary insurance programs available with employee paying 100% of the cost.	Voluntary insurance programs available with employee paying 100% of the cost.	Voluntary insurance programs available with employee paying 100% of the cost.
<b>SUPPLEMENTAL TERM LIFE INSURANCE POLICY</b>	N/A	N/A	\$250,000 term life insurance policy with premiums paid by the City for the duration of employment.
<b>UNEMPLOYMENT INSURANCE</b>	Covered	Covered	Covered
<b>VACATION</b>	<p>Accrual is based on years of service                      0 - 4 Years = 120 hours per year                      5 - 9 Years = 140 hours per year                      10+ Years = 180 hours per year</p> <p>Maximum accrual permitted is two times the annual accrual amount</p> <p>Employees can cash out up to 60 hours per year if a minimum accrual of 100 hours is maintained. Employees with more than 15 years of City service can cash out up to 68 hours per year if a minimum accrual of 100 hours is maintained.</p>	<p>Accrual based on years of service.                      0-3 Years = 140 hours                      4-9 Years = 160 hours                      10+ Years = 180 hours</p> <p>Max accrual is 2x annual; Can cash out up to 60 hours if minimum accrual of 100 hrs is maintained. Employees with more than 15 years of City service can cash out up to 68 hours per year if a minimum accrual of 100 hours is maintained.</p>	<p>Accrual based on years of service.                      0-3 Years = 140 hours                      4-9 Years = 160 hours                      10+ Years = 180 hours</p> <p>Max accrual is 2.5x annual; Can cash out 5 days/year up to 60 hours if minimum accrual of 100 hrs is maintained. Employees with more than 15 years of City service can cash out up to 68 hours per year if a minimum accrual of 100 hours is maintained.</p>