



City of Marysville

## Executive and Mid-Management Compensation Plan

Effective July 1, 2023

Administrative Update: December 3, 2024

Approved by City Council: December 3, 2024

## **ARTICLE 1. EXECUTIVE AND MID-MANAGEMENT CLASSIFICATIONS**

Individuals in these classifications are confidential and at-will. At-will Employees may be released with or without cause at the discretion of the appointing authority.

### **A. Non-Safety Executive Classifications**

- Community & Economic Development Director
- Assistant Community Development Director
- Finance Director
- Public Works Director

### **B. Public Safety Sworn Executive Classifications**

- Chief of Police
- Fire Chief

### **C. Non-Safety Mid-Management Classifications**

- Assistant to the City Manager/City Clerk
- Human Resources Manager
- Lead Public Works Maintenance Worker
- Public Works Manager
- Accounting/Grant Manager

### **D. Public Safety Sworn Mid-Management Classifications**

- Police Lieutenant

### **E. Public Safety Non-Sworn Mid-Management Classifications**

- Support Services Manager

### **F. Non-Safety Mid-Management Non-Exempt Classifications**

- Human Resources Technician
- Executive Assistant- Chief of Police

## **ARTICLE 2. COMPENSATION**

Effective July 1, 2023, the City will implement a salary range for all Executive and Mid-Management Exempt positions as outlined in Exhibit A. Non-Exempt positions will follow the salary schedules as outline in Exhibit B. In addition, the City Clerk will receive a monthly stipend in the amount of \$250.

## **ARTICLE 3. WORK SCHEDULES, DUTIES & RESPONSIBILITIES**

### **A. Work Schedules**

All Classifications are assigned to work 5 days per week, 8 hours per day. The City Manager may adjust work schedules at any time to meet operational needs.

The Chief of Police shall assign Public Safety Classifications D, E and F (Chief's Executive Assistant) as needed and applicable.

### **B. Hours of Work**

Classifications A-E covered by this Executive and Mid-Management Compensation Plan are designated as exempt under the Fair Labor Standards Act. It is expected that Employees will work a minimum of forty hours per work week and any additional hours that may be required to fulfill

the responsibilities and work assignments of the position. As all classifications are exempt, individuals are not eligible for overtime without prior authorization from the City Manager. Employees listed in F will be covered under FLSA guidelines, these positions will be eligible for overtime for any hours worked over 8 hours a day or 40 hours a week. Part-time Employees will be eligible for overtime only after 40 hours a week.

### **C. Duties & Responsibilities**

Employees agree to devote productive time, ability, and attention to the City's business. Exempt Employees shall not hold secondary employment and shall be employed exclusively by the City, subject to any exceptions approved in writing by the City Manager. As an exempt Employee, Employee shall not receive overtime or extra compensation for work performed outside normal business hours, without prior authorization from the City Manager.

## **ARTICLE 4. LEAVES OF ABSENCE**

### **A. Vacation**

1. Vacation shall be credited on the first day of the month following the month the vacation is earned. Vacation accrual will be pro-rated for the first and final month of employment based on the hours worked that month. Benefited part-time Employees will accrue vacation based on approved scheduled hours each month.
2. Vacation leave accrues to a total maximum of 312 hours. Upon reaching the maximum accrual of 312 vacation hours, Employees will cease earning Vacation Leave until use of Leave brings the accrual below the maximum.
3. Upon separation from employment, any accrued and unused Vacation Leave will be paid to the Employee at the base rate of pay with the final paycheck.
4. Vacation Leave is not eligible for cash out. Below are the accrual rates for Vacation leave for full-time Employees, part-time Employees will receive a pro-rated accrual based on approved scheduled hours.

Years of continuous service	Vacation Hours accrued per month	Annual Hours of Accrual
Hire date to completion of 4 years	10	120
5 years to completion of 9 years	12	144
10 years to completion of 14 years	14	168
15 years to completion of 19 years	15	180
20+ years	16	192

### **B. Sick Leave**

1. Regular full-time Employees shall receive eight (8) hours of sick leave per month. Sick leave shall accumulate without limit. Sick leave accrual will be pro-rated for the first and final month

of employment based on hours worked that month. Benefited part-time Employees will accrue sick leave based on approved scheduled hours each month.

2. An Employee who retires from City employment may convert any unused sick leave to additional CalPERS service credit. Eight (8) hours of sick leave equals one day (.004 of a year of service). It takes 250 days of sick leave to receive one (1) year of service credit (.004 x 250 = 1 year).
3. Sick Leave may be granted for personal illness or injury, as well as absences for medical, dental, and/or vision care appointments.
4. Sick Leave is subject to the approval of the City Manager or direct supervisor.
5. An Employee who is unable to report to work for their scheduled shift shall either call or have someone call the City Manager or their direct supervisor proceeding the time they are scheduled to report to work to explain the absence.
6. Employees requesting to use Vacation Leave for sick time may be requested to submit a signed verification of the need for absence due to illness/injury or the need to care for an immediate family member. The verification must be provided that leave for injury or illness was required. Such requests are subject to approval by the City Manager or designee.

#### **C. Executive Leave- For Exempt Employees Only**

1. Exempt Employees receive up to eighty (80) hours of Executive Leave (Administrative Leave) per year starting the first full month of employment with the City. All Employees afforded Executive Leave are listed on page 2, Article 1, A-E of this Compensation Plan. F does not qualify.
2. Executive Leave can be used in hourly increments.
3. Executive Leave cannot be carried over from year to year. This benefit has a utilization window of July 1 of year 1 to September 30 of year 2 (three months after the fiscal year end). The eighty (80) hours begins accruing again on July 1 of every year.
4. Employees are allowed to cash out up to 40 hours total of Executive Leave. Cash outs are only allowed between December 1 and March 31 annually.
5. Employees accrue 6.7 hours per month. Accrual for Executive Leave will be pro-rated for the first and final month of employment based on the hours worked that month.
6. A newly appointed executive may receive an initial Executive Leave amount of no more than 80 hours upon hire at the discretion of the City Manager.
7. Upon separation from employment, any accrued and unused Executive Leave will be paid to the Employee at the base rate of pay with the final paycheck.

#### **D. Holidays**

1. The following 13 days shall be observed as holidays for Employees:
  - New Year's Day
  - Martin Luther King Day
  - Presidents Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Veterans Day

- Thanksgiving and the Day After
  - Christmas Eve and Christmas Day
  - Floating Holiday (Employee's Birthday)
2. Holidays have a value equal to the regularly scheduled hours of work on the day the holiday is observed. Holiday for part-time Employees will accrue based on approved scheduled hours.
  3. Holidays are not eligible for cash out, except at separation of employment and will be paid to the Employee at the base rate of pay with the final paycheck,
  4. If any of the foregoing holidays falls on a Saturday, the holiday will be observed on the preceding Friday. If any of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday.
  5. Employees who are required to work on a holiday may request to receive the value of the regularly scheduled hours as floating holiday hours. Requests for floating holiday hours must be approved by the City Manager within two weeks of the designated holiday.

#### **D. Bereavement Leave**

Employees absent due to bereavement at the time of death of an immediate family member (spouse, child, stepchild, parent, grandparent, brother, sister, parent of spouse, or registered domestic partner) may receive regular compensation for a maximum of five days. Five working days shall be defined as five regular workdays under the Employee's regular work schedule in compliance with AB 1949.

#### **E. Jury Duty**

The City provides paid jury duty service. Employees will submit proof of jury service to their direct supervisor.

#### **F. Workers' Compensation**

1. The City will comply with the workers' compensation laws of the State of California.
2. Safety Employees are eligible for workers' compensation benefits as provided under Labor Code section 4850.
3. For non-safety Employees, if eligible, FMLA/CFRA runs concurrently with workers' compensation leave.

#### **G. Parental Leave**

Employees are eligible for benefits pursuant to Pregnancy Disability Leave, California Family Rights Act (CFRA), and/or the Federal Family Medical leave Act (FMLA), when applicable, for purposes of parenthood leave (e.g., pregnancy, childbirth, adoption, or foster care placement).

#### **H. Family Medical Leave**

The City provides leave benefits pursuant to the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).

#### **I. Management Time Off-For Exempt Employees Only**

City Employees who are designated as exempt from overtime under the provisions of the Fair Labor Standards Act and who receive Executive Leave pursuant to Section C above, may be granted Management time off if the supervisor or designee determines that service delivery and performance of job functions will not be impaired due to the Employee's absence. Such time off shall not be calculated on an hour-for-hour basis in relation to total hours worked. Management time off shall not be deducted from any other existing leave banks.

Management time off must be scheduled in advance, when possible, approved as administrative time off by the Employee's supervisor or designee and generally taken in increments of less than one day.

Only the City Manager or Department Directors may approve Management time off for more than a full day's absence.

## **ARTICLE 5. BENEFITS**

### **A. Health, Dental and Vision**

1. Employees shall be entitled to participate in the City's health, dental and vision insurance programs as applicable, which may be amended from time to time. Employees are covered under the Teamster's healthcare plan, which offers a Kaiser and PPO option. Employees are required to pay 20% of the cost of the chosen health plan. In addition, Employees are required to enroll in the City's dental and vision insurance plans and pay 20% of the premium. Effective January 1, 2025, new part-time Employee will be required to pay a percentage based on scheduled hours.
2. Effective January 1, 2025, Employees will be required to pay 10% of the cost of the chosen health plan. The 20% of the premium for dental and vision insurance will remain the same.
3. Those Employees who do not enroll in the City's health insurance program are entitled to participate in its \$275/month cash back program (for not accepting the City's health insurance). Part-time Employees will receive a reduced incentive based on scheduled hours.

### **B. Life Insurance, Short-Term Disability and Long-Term Disability**

Employees shall be entitled to short-term disability, long-term disability, and life insurance as is currently provided to all full-time Employees, which may be amended from time to time. Currently the City pays the premium for the short-term, long-term policies and for a \$100,000 life insurance policy with supplemental coverage available up to \$500,000 at the Employee's expense.

### **C. Retirement - CalPERS**

Public Safety - Police (Executive & Mid-Management) - Sworn shall be entitled to:

Employees shall be entitled to participate in the City's retirement plan as applicable to Employee, which may be amended from time to time. Currently the City participates in the California Public Employees' Retirement System (CalPERS) under a 3% at 50 formula for Classic members or those with less than a 6-month break in service. The City pays the entire Employer contribution, and the Employee pays the entire Employee contribution. PEPRAs members are enrolled under a 2.7% at 57 formula. (\*Please see PEPRAs language below)

The City does not participate in Social Security.

Public Safety - Fire (Executive & Mid-Management) - Sworn shall be entitled to:

Employees shall be entitled to participate in the City's retirement plan as applicable to Employee, which may be amended from time to time. Currently the City participates in the California Public Employees' Retirement System (CalPERS) under a 2% at 50 formula for classic members or those with less than a 6-month break in service; and a 2.7% at 57 formula for PEPRAs members. \*Please see PEPRAs language below. The City does not participate in Social Security.

Miscellaneous and Public Safety - Non-Sworn shall be entitled to:

Employees shall be entitled to participate in the City's retirement plan as applicable to Employee, which may be amended from time to time. Currently the City participates in the California Public Employees' Retirement System (CalPERS) under a 2% at 55 formula for classic members or those with less than a 6-month break in service; and a 2% at 62 formula for PEPRA members. (\*Please see PEPRA language below)

The City does not participate in Social Security.

\* Under PEPRA, each such Employee shall pay 50% of the total normal cost (TNC) rate assessed by CalPERS for members in this benefit group, but in no event will the City pay the Employee share. TNC is defined as: "sum of the employer normal cost rate and the employee contribution rate."

**D. City Provided Vehicle**

A City vehicle will be issued to the Chief of Police, Fire Chief, Police Lieutenant, and Community & Economic Development Director for work-related use. Employees who are issued City vehicles must comply with the City's vehicle policy.

**E. Uniform Allowance**

The City agrees to provide the Chief of Police, Fire Chief, Police Lieutenant, and Support Services Manager, at no cost to Employee, required safety and uniforms (uniforms to be provided no more than two times per year). The City agrees to pay the Lead Public Works Maintenance Worker and Public Works Manager \$500 per year for required uniform(s) paid in an annual lump sum payment on or before December 10<sup>th</sup>. Employee shall maintain their uniforms.

**F. Cell Phone**

All Employees are eligible for a City issued cell phone and the City will pay the phone bill, or they may choose to receive a cell phone allowance of \$40 per month upon Director approval.

**G. Professional Licenses & Certifications**

The City Manager may authorize payment for professional licensing/certification, memberships, training, or other professional development related expenses not budgeted in the department's budget.

**H. Resident Incentive**

Sewer Bill Reimbursement: City will reimburse Employees that live in an owner-occupied residence within Marysville City limits, effective with the July 2024 services. Employees must provide the Finance Department with a copy of the sewer bill and proof that payment cleared your financial institution (i.e., bank statement, credit card statement, cash receipt etc.). Reimbursements will be processed as quickly as possible (but could take up to two weeks) post submittal of a completed packet. Any type of fee assessed by UMS (or future billing company for services) is not reimbursable.

**I. Education Reimbursement (effective 7/1/2024)**

The City Manager may develop an educational reimbursement plan and object to such revisions of such plan, an Employee may receive an educational reimbursement not to exceed \$3,000 per calendar year.

## **ARTICLE 6. SEVERANCE**

### **A. Executive Classifications**

Executive classifications are at-will Employees who serve at the pleasure of the City Manager. At-will Employees can be dismissed with or without cause. Should the City Manager dismiss an at-will Employee without cause, the Employee shall receive a lump sum severance payment equal to three (3) months base pay after completing one year of service.

At-will Employees who voluntarily resign/retire, who are convicted of a felony, or who are terminated for cause, are not eligible to receive a severance.

### **B. Mid-Management Classifications**

Mid-Management classifications are at-will Employees who serve at the pleasure of the City Manager. At-will Employees can be dismissed with or without cause. Should the City Manager dismiss an at-will Employee without cause, the Employee shall receive a lump sum severance payment equal to 45 days of base pay after completing one year of service.

At-will Employees who voluntarily resign or retire, who are convicted of a felony, or who are terminated for cause, are not eligible to receive a severance.

Non-Exempt Employees will not be eligible for severance pay.

## **ARTICLE 7. SEPARATION FROM EMPLOYMENT**

- A. An Employee may voluntarily resign and shall give the City at least thirty (30) days advanced written notice of separation.
- B. Employees may be terminated by the City Manager at any time with or without cause.
- C. If an Employee is terminated by the City Manager for reasons other than malfeasance in office or other cause and while they are still willing and able to perform their duties, the City agrees to pay Employee separation benefits stated above. Prior to the payment of any severance or other benefits pursuant to this subsection, as an expressed condition of receiving such payment, Employee shall sign and deliver to City a release in a form that is acceptable to the City Attorney fully releasing City (including its Employees, Officers, and Agents) from any and all claims by Employee. If Employee is terminated for cause City shall not owe any severance under this Agreement. The determination of whether there is cause for termination may include, but shall not be limited to the following:
  - Violation of administrative policies and procedures.
  - Failure to properly perform assigned duties.
  - Theft of City property.
  - Insubordination.
  - Conviction of a felony, or conviction of a misdemeanor relating to Employee's fitness to perform assigned duties.
  - Unauthorized absence from employment.
  - Failure to maintain satisfactory working relationships with other Employees or the public.
  - Reporting for work, or being at work, under the influence of or in possession of alcohol or non-prescribed controlled substances.
  - Improper use of City funds.
  - Unauthorized use of City property.;
  - An act of moral turpitude or dishonesty; and
  - Other failures of good behavior either during or outside of employment such that Employee's



conduct causes discredit to the City.

## **ARTICLE 8. MODIFICATION OF BENEFITS**

At any time, the City reserves the right to modify any of the benefits set forth herein, to include elimination of benefits and reduction of salaries.

## **ARTICLE 9. ANNUAL EVALUATIONS**

Annual evaluations for all positions may be performed in the February-April timeframe annually, after the mid-year budget review to allow for an evaluation of a financial forecast prior to committing to increases and budgeting of personnel costs for the following year; with increases effective July 1 of the next fiscal year, to include elimination of benefits and reduction of salaries. Non-Exempt Employees will have annual reviews to establish eligibility for step and/or cost of living increases.

## **Exhibit A - Salary Schedule**

### **Executive and Mid-Management Salary Range**

Effective July 1, 2023

Position	Range Low*	Range High*
Police Chief	\$128,000	\$160,000
Police Lieutenant	\$104,400	\$130,500
Fire Chief	\$128,000	\$160,000
Community & Economic Development Director	\$121,000	\$151,000
Finance Director	\$121,000	\$151,000
Public Works Director	\$121,000	\$151,000
Public Works Manager	\$92,800	\$116,000
Human Resources Manager	\$104,400	\$130,500
City Clerk/Assistant to the City Manager	\$88,000	\$107,000
Support Service Manager	\$78,800	\$98,500
Lead Public Works Maintenance Worker	\$60,000	\$78,000
Accounting/Grant Manager	\$92,800	\$116,000

\*Salaries shown are annual.

## Exhibit B - Salary Schedule

Mid-Management Non-Exempt Salary Range

Effective July 1, 2024

Position		Step 1	Step 2	Step 3	Step 4	Step 5
Human Resources Technician	Hourly	\$25.71	\$27.00	\$28.35	\$29.76	\$31.25
	Monthly	\$4,456.59	\$4,679.41	\$4,913.39	\$5,159.05	\$5,417.01
	Annual	\$53,479.03	\$56,152.98	\$58,960.63	\$61,908.66	\$65,004.09
Chief's Executive Assistant	Hourly	\$23.46	\$24.63	\$25.86	\$27.16	\$28.51
	Monthly	\$4,066.09	\$4,269.39	\$4,482.86	\$4,707.00	\$4,942.35
	Annual	\$48,793.03	\$51,232.68	\$53,794.31	\$56,484.03	\$59,308.23