



**City of Marysville**

**Executive and Mid-Management  
Compensation Plan**

*Effective January 1, 2020*

## **ARTICLE 1. EXECUTIVE AND MID-LEVEL 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 Development Director
  - Director of Community Development & Services
  - 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
  - Assistant Director of Community Development & Services
  - Business Development Manager
  - Economic Development Manager
  - Parks & Facilities Superintendent
  
- D. Public Safety Sworn Mid-Management Classifications
  - Police Lieutenant
  
- E. Public Safety Non-Sworn Mid-Management Classifications
  - Support Services Manager

## **ARTICLE 2. COMPENSATION**

- A. Salary
  - See attached Exhibit A Salary Schedule for positions listed in Article 1.

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

### A. Work Schedules

Classifications A, B, C and D 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. and E. as needed and applicable.

**B. Hours of Work**

All classifications covered by this salary resolution are designated as exempt under the Fair Labor Standards Act. It is expected that employees 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.

**C. Duties & Responsibilities**

Employee agrees to devote productive time, ability and attention to the City's business. Employee 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.

**ARTICLE 4. LEAVES OF ABSENCE**

**A. Vacation**

1. Effective January 1, 2020, vacation leave and sick leave will replace annual leave. Employees' accrued annual leave will be credited to vacation leave. During calendar year 2020, employees will be allowed to use vacation hours for sick leave.
2. Vacation shall be credited on the first day of the month following the month the vacation is earned. An employee who starts work after the first of the month shall not begin to accrue vacation until the first day of the month following the month in which the employee begins work.
4. 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.
5. 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.
6. Vacation Leave is not eligible for cash out.

<b>Years of continuous service</b>	<b>Vacation Hours accrued per month</b>	<b>Annual Hours of Accrual</b>
Hire date to completion of four years.	10	120

Five years to completion of 9 years.	12	144
10 years to completion of 14	14	168
15 years to completion of 19	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.
2. An employee who retires from City employment, may convert any unused sick 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 his/her scheduled shift shall either call, or have someone call the City Manager or his or her direct supervisor proceeding the time he/she is 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.

**C. Executive Leave**

1. Employees receive up to eighty (80) hours of Executive Leave per year starting the first full month of employment with the City.
2. Executive Leave can be used in hourly increments.
3. Executive Leave cannot be carried over from year to year nor cannot it be cashed out effective August 2019. It is a "use it or lose it" benefit every year by June 30. The 80 hours begins accruing again on July 1 of every year.
4. Employee accrues 6.7 hours per month.
5. 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.

**D. Holidays**

1. The following 12 days shall be observed as holidays for employees:
  - New Year's Day
  - Martin Luther King Day
  - Presidents Day
  - Memorial Day
  - 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.
3. Holidays are not eligible for cash out.
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**

1. Employees absent due to bereavement at the time of death of an immediate family member (spouse, child, step-child, parent, grandparent, brother, sister, parent of spouse, or registered domestic partner) may receive regular compensation for a maximum of three days. Three working days shall be defined as three regular work days under the employee's regular work schedule.

**E. Jury Duty**

1. The City provides for paid jury duty service. Employees will submit proof of jury service to his/her 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**

1. 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**

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

**ARTICLE 5. BENEFITS**

**A. Health, Dental and Vision**

1. Employee shall be entitled to participate in the City's health, dental and vision insurance programs as applicable to the City's management employees, which benefits may be amended from time to time. Effective January 1, 2020, the Executive and Mid-Management Team are moving to Teamster's healthcare plan, which offers a Kaiser and PPO option. Employee are required to pay 20% of the cost of the chosen health plan. In addition, management employees are also required to enroll in the City's dental and vision insurance plans and pay 20% of the premium.
2. Those employees who do not enroll in the City's health insurance program are entitled to participate in its \$250/month cash back program (for not accepting the City's health insurance).

**B. Life Insurance and Long-Term Disability**

1. Long term disability and life insurance. Employee shall be entitled to long term disability and life insurance as is currently provided to other management employees, which benefits may be amended from time to time. Currently the City pays the premium for \$100,000 life insurance benefits with 4 supplemental coverage available up to \$500,000 at the Employee's expense.

**C. Retirement – CalPERS**

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

1. Employee shall be entitled to participate in 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; and a 2.7% at 57 formula for PEPRA members. The City pays the entire employer contribution and the Employee pays the entire employee contribution. The City does not participate in Social Security.

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

2. Employee shall be entitled to participate in 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 PEPRA members. The City pays the entire employer contribution and the Employee pays the entire employee contribution. The City does not participate in Social Security.

**Miscellaneous and Public Safety – Non-Sworn**

3. Employee shall be entitled to participate in 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. The City pays the entire employer contribution and the Employee pays the entire employee contribution. The City does not participate in Social Security.

**D. City Provided Vehicle**

1. A City vehicle will be issued to the Chief of Police, Fire Chief and Police Lieutenant for work-related use. Employees who are issued City vehicles must comply with the City’s vehicle policy.

**E. Uniform Allowance**

1. City agrees to provide the Chief of Police, Fire Chief and Police Lieutenant at no cost to Employee required safety and uniforms (uniforms to be provided no more than two times per year). City agrees to pay Superintendent of Parks & Facilities \$500 per year for required uniform(s). Employee shall maintain his/her uniforms.

*F. Cell Phone*

1. All management 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 (effective January 1, 2020).

*G. Professional Licenses & Certifications*

2. 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.

**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 one year of service (effective January 1, 2020).

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 severance or city-paid COBRA.

*B. Mid-Level Management Classifications*

3. Mid-Level 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 one year of service (effective January 1, 2020).

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 severance or city-paid COBRA.

**ARTICLE 7. SEPERATION FROM EMPLOYMENT**

- A. An employee may voluntarily resign and shall give the City at least thirty (30) days advanced written notice of separation.
- B. Employee may be terminated by the City Manager at any time with or without cause.
- C. If Employee is terminated by the City Manager for reasons other than malfeasance in office

or other cause and while he is 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 failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the City.

#### **ARTICLE 8. WAGES**

**A. Payroll Schedule and Salary Schedule Revision**

The City shall convert to a biweekly pay cycle as soon as administratively feasible. At that time, the City will post a yearly payroll calendar.

- B. Effective January 1, 2020, the City will implement a nine (9) step salary schedule for Executive and Mid-Management positions. Each step of the salary schedule and range will have a 2.5% spread apart. The nine (9) step salary schedule is attached as Exhibit A.**

#### **ARTICLE 9. MODIFICATION OF BENEFITS**

- A. At any time, the City reserves the right to modify any of the benefits set forth herein.**

**Exhibit A – Salary Schedule**

**EXECUTIVE AND MID-MANAGEMENT SALARY PAY SCALE AND RANGE**

Effective January 1, 2020 (Except As Noted)

<b>JOB TITLE</b>	<b>STEP</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>ASSISTANT TO THE CITY MANAGER</b>	1	\$4,800.00	\$57,600.00
	2	\$4,950.00	\$59,400.00
	3	\$5,100.00	\$61,200.00
	4	\$5,250.00	\$63,000.00
	5	\$5,400.00	\$64,800.00
	6	\$5,550.00	\$66,600.00
	7	\$5,700.00	\$68,400.00
	8	\$5,850.00	\$70,200.00
	9	\$6,000.00	\$72,000.00
<b>ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT AND SERVICES</b>	1	\$7,666.66	\$91,999.97
	2	\$7,906.25	\$94,874.97
	3	\$8,145.83	\$97,749.97
	4	\$8,385.41	\$100,624.97
	5	\$8,625.00	\$103,499.96
	6	\$8,864.58	\$106,374.96
	7	\$9,104.16	\$109,249.96
	8	\$9,343.75	\$112,124.96
	9	\$9,583.33	\$115,000.00
<b>BUSINESS DEVELOPMENT MANAGER</b>	1	\$5,600.00	\$67,200.00
	2	\$5,775.00	\$69,300.00
	3	\$5,950.00	\$71,400.00
	4	\$6,125.00	\$73,500.00
	5	\$6,300.00	\$75,600.00
	6	\$6,475.00	\$77,700.00
	7	\$6,650.00	\$79,800.00
	8	\$6,825.00	\$81,900.00
	9	\$7,000.00	\$84,000.00
<b>CHIEF OF POLICE</b>	1	\$8,466.66	\$101,599.97
	2	\$8,731.25	\$104,774.97
	3	\$8,995.83	\$107,949.97
	4	\$9,260.41	\$111,124.97
	5	\$9,525.00	\$114,299.96
	6	\$9,789.58	\$117,474.96
	7	\$10,054.16	\$120,649.96
	8	\$10,318.75	\$123,824.96

	9	\$10,583.33	\$127,000.00
COMMUNITY DEVELOPMENT DIRECTOR	1	\$8,000.00	\$96,000.00
	2	\$8,250.00	\$99,000.00
	3	\$8,500.00	\$102,000.00
	4	\$8,750.00	\$105,000.00
	5	\$9,000.00	\$108,000.00
	6	\$9,250.00	\$111,000.00
	7	\$9,500.00	\$114,000.00
	8	\$9,750.00	\$117,000.00
	9	\$10,000.00	\$120,000.00
DIRECTOR OF COMMUNITY DEVELOPMENT AND SERVICES	1	\$8,466.66	\$101,599.97
	2	\$8,731.25	\$104,774.97
	3	\$8,995.83	\$107,949.97
	4	\$9,260.41	\$111,124.97
	5	\$9,525.00	\$114,299.96
	6	\$9,789.58	\$117,474.96
	7	\$10,054.16	\$120,649.96
	8	\$10,318.75	\$123,824.96
	9	\$10,583.33	\$127,000.00
ECONOMIC DEVELOPMENT MANAGER	1	\$6,000.00	\$72,000.00
	2	\$6,187.50	\$74,250.00
	3	\$6,375.00	\$76,500.00
	4	\$6,562.50	\$78,750.00
	5	\$6,750.00	\$81,000.00
	6	\$6,937.50	\$83,250.00
	7	\$7,125.00	\$85,500.00
	8	\$7,312.50	\$87,750.00
	9	\$7,500.00	\$90,000.00
FINANCE DIRECTOR	1	\$8,200.00	\$98,400.00
	2	\$8,456.25	\$101,475.00
	3	\$8,712.50	\$104,550.00
	4	\$8,968.75	\$107,625.00
	5	\$9,225.00	\$110,700.00
	6	\$9,481.25	\$113,775.00
	7	\$9,737.50	\$116,850.00
	8	\$9,993.75	\$119,925.00
	9	\$10,250.00	\$123,000.00
FIRE CHIEF	1	\$8,466.66	\$101,599.97
	2	\$8,731.25	\$104,774.97
	3	\$8,995.83	\$107,949.97
	4	\$9,260.41	\$111,124.97

	5	\$9,525.00	\$114,299.96
	6	\$9,789.58	\$117,474.96
	7	\$10,054.16	\$120,649.96
	8	\$10,318.75	\$123,824.96
	9	\$10,583.33	\$127,000.00
PARKS AND FACILITIES	1	\$4,666.40	\$55,996.80
SUPERINTENDENT	2	\$4,812.23	\$57,746.70
	3	\$4,958.05	\$59,496.60
	4	\$5,103.88	\$61,246.50
	5	\$5,249.70	\$62,996.40
	6	\$5,395.53	\$64,746.30
	7	\$5,541.35	\$66,496.20
	8	\$5,687.18	\$68,246.10
	9	\$5,833.00	\$70,000.00
POLICE LIEUTENANT	1	\$6,400.00	\$76,800.00
	2	\$6,600.00	\$79,200.00
	3	\$6,800.00	\$81,600.00
	4	\$7,000.00	\$84,000.00
	5	\$7,200.00	\$86,400.00
	6	\$7,400.00	\$88,800.00
	7	\$7,600.00	\$91,200.00
	8	\$7,800.00	\$93,600.00
	9	\$8,000.00	\$96,000.00
PUBLIC WORKS DIRECTOR	1	\$8,333.34	\$100,000.03
	2	\$8,593.75	\$103,125.03
	3	\$8,854.17	\$106,250.03
	4	\$9,114.59	\$109,375.04
	5	\$9,375.00	\$112,500.04
	6	\$9,635.42	\$115,625.04
	7	\$9,895.84	\$118,750.04
	8	\$10,156.25	\$121,875.04
	9	\$10,416.67	\$125,000.00
SUPPORT SERVICES	1	\$5,050.32	\$60,603.84
MANAGER	2	\$5,208.14	\$62,497.71
	3	\$5,365.97	\$64,391.58
	4	\$5,523.79	\$66,285.45
	5	\$5,681.61	\$68,179.32
	6	\$5,839.43	\$70,073.19
	7	\$5,997.26	\$71,967.06
	8	\$6,155.08	\$73,860.93
	9	\$6,312.90	\$75,754.80*

\*Effective July 1, 2019