

# 2022



CITY OF  
**RIALTO**  
MANAGEMENT – (UNREPRESENTED)  
BENEFITS PROFILE

The following is an informational guide provided to serve as a general outline of employee compensation and benefits associated with those Confidential At-will Management employees with the City of Rialto.

The following classifications comprise this at-will group:

- Assistant to the City Manager
- Building Official
- City Manager’s Executive Assistant
- City Manager’s Assistant
- Community Development Manager
- Deputy Maintenance & Facilities Director
- Deputy Director of Finance
- Deputy Director of Human Resources/Risk Management
- Economic Development Manager
- Information Technology Manager
- Principal Budget and Financial Analyst
- Public Relations Officer
- Utilities Manager

#### **At-Will Status:**

Management – Unrepresented positions are designated as having “at-will” employment status. Employees hired into “at-will” positions shall have no constitutionally protected property or other interest in their employment with the City. Notwithstanding any provision in the city Policies & Procedures or any other City Policy, at-will employees have no right to continued employment or pre-or post-disciplinary due process and work at the will and pleasure of the City Manager. Work for an at-will employee may be eliminated and/or the employee may be terminated, or asked to resign, at any time, with or without cause, upon notice to that employee, and the employee may resign at any time upon written notice to the hiring authority.

At-will employees will be eligible for, and shall receive, all regular benefits (i.e., health insurance, PERS contribution to the extent paid by City, etc.) and vacation, sick leave, and administrative leave as are generally provided to management employees and described in this benefit profile, as amended from time to time. At-will employees who are terminated or asked to resign shall, upon execution of a release of all claims against the City, be eligible for a severance payment equivalent to two (2) months of salary and benefits. No severance shall be paid if the employee is terminated for serious misconduct involving abuse of his or her office or position, including but not limited to waste, fraud, violation of the law under color of authority, misappropriation of public resources, violence, harassment or discrimination. If the employee is later convicted involving such abuse of his or her position the employee shall fully reimburse the City as set forth in Government Code section 532243.3.

## **COMPENSATION**

This section applies to all at-will management and professional employees and does not include the City Manager, Elected Officials or members of the Executive Team.

The City’s policy for management and professional compensation is to establish and maintain a general structure based on marketplace norms and internal job alignment with broad compensation grads and

ranges. Structures and ranges will be reviewed and updates as necessary based on marketplace survey data, internal relationships, and City financial conditions.

Individual compensation adjustments will be considered by the City Manager based on (1) performance factors including achievement of predetermined objectives; (2) pay structure adjustments; and (3) City financial conditions.

**Salary:**

Established by City Council via the City of Rialto Classification and Compensation Plan.

**Basic Plan Elements:**

Competitive marketplace studies will be conducted as needed by surveying comparable organizations similar to Rialto in number of employees, funding mechanisms, population and services provided. These studies will focus on total compensation for management positions. Periodically, studies will include position-by-position comparisons using market research and internal equity data. The results of these studies may indicate that the entire pay structure be adjusted, that individual positions be reassigned to different pay grades, or that no change takes place. Such adjustments will only affect the salary plan framework. No individual salaries will be automatically changed because of structural adjustments.

A Department Director, with approval from the City Manager, may request that Human Resources reevaluate a job or jobs in his or her department based on significant and permanent changes in job content. In doing so, the Director will supply needed information and will provide a position description questionnaire as requested. The Human Resources/Risk Management Director will respond to such request within his or her discretion.

**Salary Range:**

Salary ranges consist of seven (7) steps.

**Salary Adjustments:**

Salary adjustments established by City Council.

The City Manager may propose as part of the budget process for City Council approval of a compensation adjustment based on (1) competitive market data, (2) changes in internal position relationships, (3) the City's ability to pay, and (4) a recommendation received from the Human Resources/Risk Management Director.

**Salary Progression:**

Employees shall be paid in accordance with the Classification and Compensation Plan. Step advancement may take place after six (6) months if hired at step 1. Otherwise, advancement is typically following twelve (12) months of satisfactory service.

Performance appraisals will be conducted at the end of each fiscal year during the months of July through September 30 each year prior to determining individual employee fixed compensation. This process includes both review of previous performance and preparation of the performance plan for the upcoming evaluation period (typically the following fiscal year). Performance plans are jointly prepared by the employee and the supervisor with the concurrence of the Department Head. The performance plans shall contain measurable objectives which place special emphasis on position description duties or specific assignments. Progress toward meeting objectives shall be monitored periodically. The performance evaluations should be implemented in a manner that will achieve the following objectives:

- Define the employee's job duties and expected level of performance for the next review period to ensure that both the employee and supervisor have a clear understanding of the employee's role and responsibilities;
- Evaluate and document past performance to serve as a basis for establishing and obtaining future performance standards/objectives;
- Facilitate two-way communication and understanding between the employee and his or her supervisor;
- Counsel and encourage employees to work toward a learning development plan and realize their full potential;
- Establish future work plan objectives.

### **SPECIAL COMPENSATION:**

#### **Education and Certification Incentive Pay:**

- Employees with a Masters' degrees will receive a seven percent (7.5%) pay increase. The increase in pay only applies if the employee has a degree higher than required of the position / classification.

#### **Working Above Classification Pay:**

- Where management and professional employees, on a temporary basis, are assigned to perform all significant duties of a higher classification for a period of one month or more, the City Manager may authorize payment within the range of the higher classification for the specified time frame. Working above classification will not exceed six months, unless renewed at the discretion of the City Manager. On expiration of that timeframe, working above classification pay will cease and the employee will return to his or her former pay level. Working above classification pay is not to exceed 10% more than the employee's current salary and shall be documented on a Personnel Action Form, with a description of the additional duties in the higher classification to be performed and an anticipated end date.

## **BENEFITS**

#### **Cafeteria Plan Allotment:**

Employees in the Unit shall be provided with a Cafeteria Plan, which will be administered by the City pursuant to Section 125 of the Internal Revenue Code. The Cafeteria Plan is designed to give employees the flexibility to choose various medical and dental benefits provided through City plans. The employee may also choose the opt-out provision of the Cafeteria Plan as outlined below. The City's contribution to the Cafeteria Plan for each employee will be one thousand, five hundred and fifty dollars per month (\$1,550) to go towards the employee's contributions for health, vision, and dental insurance premiums.

**City Sponsored Medical Insurance:** Employees may utilize their Cafeteria Plan provision to cover the costs associated with Medical Insurance.

Cafeteria Plan – Opt Out Provision:

Employees may opt to receive an in-lieu payment of up to one thousand two hundred dollars (\$1,200) per month of the City’s contribution if they do not purchase any of the benefits provided by the city. Effective January 1, 2019; any newly hired employees shall be limited to a one hundred dollar (\$100.00) twice per month (24 times per year) opt out allowances for not using City medical insurance.

An employee must provide the city with written notice/waiver of paid health insurance premiums for which the employee is eligible.

**Retiree Medical:** Retirees are not eligible for the full Cafeteria Plan amount. Retirees, however, shall retain all current CalPERS health benefits. The City shall contribute to the retired employees PERS Health plan according to the following schedule:

<b>Retirement Status:</b>	<b>Contribution:</b>
Retiree Only	\$279.25 / month
Retiree + 1	\$558.49 / month
Retiree + 2 or More	\$726.04 /month

The City’s contribution amounts above for retirees, and the City’s contribution amounts provided in Article 6 for employees, include the Public Employee’s Medical and Hospital Care Act statutory minimum insurance amount required under Government Code Section 22892(B)(2) (which is currently \$125 per month as of 2016) for each retiree and employee enrolled in CalPERS.

The City shall not reimburse Medicare premiums for employees or retirees.

Retirees and dependents must meet the definition of “annuitants” as defined by PERS to be eligible for this provision.

**City Sponsored Dental Insurance:** Employees may utilize their Cafeteria Plan provision to cover the costs associated with Dental Insurance.

**City Sponsored Vision Insurance:** Employees may utilize their Cafeteria Plan provision to cover the costs associated with Vision Care Insurance.

**Life Insurance:** The City will pay the cost of employee and dependent life insurance coverage at the following base levels:

<b>Covered Unit</b>	<b>Coverage Amount:</b>
Employee	\$75,000
Spouse	\$25,000
Registered Domestic Partner	\$25,000
Children	\$5,000

**Income Protection Insurance (Short-Term Disability):** The City shall contribute one hundred percent (100%) of the premium annually for income protection insurance for active employees. (The actual benefit amount equates to \$125.00 per week) if utilized.

**Flexible Spending Account (FSA):** Employee paid through pre-tax payroll deductions, subject to IRS annual limits.

**Deferred Compensation:** All Management/Unrepresented employees receive four hundred dollars (\$400.00) per month in deferred compensation.

Employees will have access to the 401A, Money Purchase Pension Plan and Trust, subject to City Council modification of the plan as authorized by federal and state laws.

**Employee Assistance Program (EAP):** Offers limited free and confidential counseling and referral services to employees related to work, personal, and life issues.

**State Disability Insurance:** Employees shall pay one hundred percent (100%) of the cost of State Disability Insurance (SDI) through payroll deduction.

## LEAVES

### Holidays:

The City recognizes the following holidays per calendar year:

New Year's Day – January 1<sup>st</sup>  
Martin Luther King Jr., Birthday – 3<sup>rd</sup> Monday in January  
President's Day – 3<sup>rd</sup> Monday in February  
Cesar Chavez Day – March 31<sup>st</sup>  
Memorial Day – last Monday in May  
Independence Day – July 4<sup>th</sup>  
Labor Day – 1<sup>st</sup> Monday in September  
Veteran's Day – November 11<sup>th</sup>  
Thanksgiving Day – 4<sup>th</sup> Thursday in November  
Day after Thanksgiving  
Christmas Eve – December 24<sup>th</sup>  
Christmas Day – December 25<sup>th</sup>

Holidays that fall on a Saturday will be observed on the preceding Friday; holidays that fall on a Sunday will be observed the following Monday.

**Holiday Closure:** During the week of Christmas Eve through New Year's Day, the City offices will be closed. Employees may utilize accrued administrative leave, vacation leave, compensatory time, or floating holidays, in addition to the holidays; in order to receive full pay for the closure time period.

### Vacation Leave:

Years of Service	Annual Accrual
0 – 4 years	120 hours
5 + years	160 hours

Employees shall be eligible to cash out up to two hundred ten (210) hours of vacation and/or sick leave, combined, per fiscal year. The cash-out may be taken in any increment amount up to 210 hours and at any time during the fiscal year. The cash-out of leave will be at the employee's base salary rate at the time of cash out.

**Vacation Accrual Cap:** Employees within the Management Unit may not accrue more than six hundred (600) hours of vacation leave. Vacation accruals will resume once the employee's accumulated vacation balance falls below six (600) hours.

**Sick Leave:** Employees within the Management Unit will accrue at the rate of 120 hours per fiscal year or (4.615 per pay period).

Employees shall be eligible to cash out up to two hundred ten (210) hours of vacation and/or sick leave, combined per fiscal year. The cash out may be taken in any increment amount up to 210 hours and at any time during the fiscal year. The cash out of leave will be at the employee's base salary rate at the time of cash out.

Upon separation from City service due to retirement, resignation, layoff or death, the Employee shall be paid at his current base hourly rate for their accumulated and unused sick leave as follows:

<b>Years of Service</b>	<b>Percentage to Be Paid</b>
5 - 9 years	50%
10 – 14 years	65%
15 – 19 years	75%
20 years or more	100%

An employee may use accumulated but unused sick leave while on an absence due to an industrial injury in addition to any worker’s compensation payment; the combination of the two shall not exceed one hundred percent (100%) of Employee’s base salary.

**Administrative Leave:** Employee’s will be credited with one hundred twenty (120) hours of administrative leave on July 1 of each fiscal year. Effective July 1, sixty (60) hours of administrative leave will be credited to the bank and January 1<sup>st</sup> the remaining sixty (60) hours of administrative leave shall be added to the employee’s bank for use thru June 30<sup>th</sup>. Hours must be used by June 30<sup>th</sup> of the fiscal year. Administrative leave hours will be pro-rated and credited based on an employee’s hire date (onboarding).

**Bereavement Leave:** Any eligible employee whom is absent from work by reason of death in the immediate family may be allowed a leave of absence with pay. Up to three (3) cumulative working days (30 hours) per occurrence may allowed to attend funeral services, which will not be deducted from the employee’s leave bank.

**Jury Duty:** An employee may be absent for up to ten (10) hours per day for jury duty.

**Military Leave:** In accordance with the Military Leave and Veterans Code, Section 395, any public employee who is a member of the reserve corps of the U.S. or National Guard, or the Naval Militia shall be entitled to temporary leave of absences as provided by federal law while engaged in active military duty (including training, encampment, naval cruises, special exercises, or like activity) providing that the period of ordered duty does not exceed 180 calendar days.

## RETIREMENT

### **California Public Employees’ Retirement System (CalPERS):**

Tier 1 (“Classic” Members): 2.7% at 55 formula with widow’s one-half continuance.

Tier 2 (“New” Members/PEPRA): 2% at 62 formula.

Employees who are new members, as defined above, shall be required to pay fifty percent (50%) of the expected normal cost rate for their benefits. (This amount is six and three-quarters percent (6.75%) of reportable compensation as of January 1, 2013).

Employees who are not new members shall be required to pay a total of eight percent (8%) of their salary, on a pre-tax basis, towards PERS costs. All contributions made by employees described in the previous section above shall be in accordance with IRS Code Section 414(h)(2) (or any subsequent amendments to said IRS code section), whereby employee contributions described above shall be tax deferred (not subject to taxation until time of constructive receipt).



## ADDITIONAL BENEFITS

**Automobile Allowance:** Specific to “Managers” within the Management, Unrepresented, At-Will Group, the City may provide the employee with the option of the use of a City vehicle.

**Bilingual Pay:** The City shall pay One Hundred Dollars (\$100) per pay period to Employee upon passage of the City examination for fluency in Spanish.

**Cell Phone / Technology Allowance:** Specific to “Managers” within the Management, Unrepresented, At-Will group, the City shall provide employee with a City cell phone for the conduct of City business only, paid by the City.

**Educational Reimbursement:** The City agrees to reimburse employees up to two thousand five hundred dollars (\$2,500) per fiscal year for expenses for tuition and books, provided that the employee achieves a passing grade in the course.

**Longevity Pay:** An employee shall receive longevity pay upon ten (10) or more years of service with the City of Rialto as follows:

<b>Years of Cumulative City Service</b>	<b>Pay on Anniversary</b>
0 – 9 years	0.00
10 through 14 years	1.5% of base Salary
15 through 19 years	2.25% of base Salary
20 or More years	3.5% of base Salary

**Rialto Fitness Center:** Employees, employees’ spouses, retirees, and retirees’ spouses shall be allowed free use of the Rialto Fitness Center during normal operating hours if the City has managerial control of the facility. Employees, employees’ spouses, retirees, and retirees’ spouses shall adhere to the same regulations regarding reservations and use and care of the facilities as the general public.

**Severance Pay:** Specific to “Managers” within the Management, Unrepresented, At-Will Group may be offered severance pay to a member upon termination of employment without cause, in the amount of two (2) months of the employee’s then current base salary and benefit levels.

At the City Manager’s discretion, severance pay shall be issued as a lump sum or in accordance with the City’s regular pay periods.

