RESOLUTION NO. 2016 - 004

RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, RESCINDING CITY COUNCIL RESOLUTION 2015-039 AND AUTHORIZING CERTAIN SALARY AND LABOR BENEFITS FOR UNREPRESENTED EMPLOYEES

WHEREAS, the full-time employees of the City of Calistoga are organized in three formally recognized bargaining organizations. The remaining employees exist as unrepresented employees; and

WHEREAS, the City Council previously adopted Resolution No. 2015-039 to set forth the salary and labor benefits for the unrepresented employees; and

WHEREAS, there is need for the City Council to clarify and update the salary and labor benefits for the unrepresented employees to address the City's budget needs.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby rescinds City Council Resolution No. 2015-039 in its entirety; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Calistoga hereby adopts and modifies the unrepresented employee salary and benefits and directs the City Manager to administer these changes as follows:

1. Compensation: Effective January 1, 2016, January 1, 2017 and January 1, 2018 the unit will receive a wage adjustment of 3% to existing salaries for each of the years.

2. The Koff & Associates salary structure showing ranges for each position is accepted. This salary structure consists of five steps that are five percent apart from each other with a 2.5% differential between each range. Further, all current full-time employees, except those on probation or Y-rated, will be placed one step above the step that is closest to their current compensation.

3. All employees are required to pay 100% of the 8% (non-safety) or 9% (safety) employee PERS contribution.

4. Uniform Allowance: The City shall report the value of uniform cleaning and replacement to CalPERS for the Chief of Police, Fire Chief and Police Lieutenant.

5. Bilingual Pay: Employees who qualify shall receive five per cent (5%) of base salary as bilingual differential at the discretion of the City Manager. An employee shall be deemed qualified who is determined by the City to be fluent in an appropriate language as determined by the City Manager.

6. Service Longevity Pay: Employees shall receive additional compensation, notwithstanding any other salary adjustment based upon their length of service to the City according to the following schedule:
   a. Completion of 5 years of service — $25.00 per month
   b. Completion of 10 years of service — $50 per month

c. Completion of 15 years of service	$75 per month
d. Completion of 20 years of service	$100 per month
e. Completion of 25 years of service	$125 per month
f. Completion of 30 years of service	$150 per month

The computation of Service Longevity Pay increases are Persable but shall not be cumulative.

7. Education Reimbursement: Employees shall be eligible to receive up to $1,000.00 per fiscal year for reimbursement of expenditures on tuition, books, travel and any other costs associated with their successful completion of any professional or educational program approved by the City Manager. This benefit shall be funded at the maximum "pooled" total of $5,000 per year and is available to any unrepresented employee on a first come, first served basis. Once the total annual benefit amount of $5,000 is reached, the benefit is no longer available to any member until the next fiscal year.

8. Employees may have twenty-four (24) work hours leave of absence for each death in their immediate family for the purpose of bereavement and for the arranging of, and attendance at the funeral. Immediate family means spouses, domestic partners, parents, grandparents, step-parents, children, step –children, brothers or sisters and legal guardian.

   If an Employee must attend a funeral more than five hundred (500) miles from the City, or if the death is to a member of the Employees extended family, then the employee has the option to use up to three (3) days of sick leave from his/her current sick leave balance in addition to any leave provided available.

   The employee may be required to submit proof of the relative's death before the final approval of leave with pay is granted.

9. Floating Holidays: Employees shall be granted two (2) floating holidays per calendar year, which may be taken at a time mutually agreeable to the employee and supervisor. Unused holiday time may not be carried over into the following year. Employees hired between May 1 and August 31 will be credited with 12 hours of holiday time for that year and employees hired between September 1 and December 31 will be credited with 8 hours of holiday time. Employees leaving CITY service between January 1 and April 30 will be required to repay the CITY for 12 hours and those leaving CITY service between May 1 and August 31 will be required to repay the CITY for 8 hours.

10. All non-classic employees hired prior to January 1, 2013 shall be subject to the Tier II contract changes with CalPERS as follows: New non-safety employees would be subject to a 2% @ 60 PERS formula, three year salary average; new safety employees would be subject to a 2% @ 55 PERS formula, three year salary average. All new employees hired on or after January 1, 2013 shall be subject to the Public Employees' Pension Reform Act (PEPRA) as required by California Public Employees' Retirement System (CalPERS) effective January 1, 2013.

11. Employees pay 10% of medical and dental premiums that are otherwise paid for by the City.

12. The Share the Savings program will be available at $300/mo with decline of city health benefit and proof of other health insurance.

13. The retirement CalPERS PEMHCA supplemental health benefits program will remain in effect for existing employees (not eligible until ten years of continuous employment and after retirement until age 65) at the rate of 3% per service year to a rate of 3.5% per services after twenty years of continuous service. The City Manager is authorized to prepare policies and procedures to implement this program. As of the adoption of this resolution this benefit will no longer be available to any new employees hired after April 21, 2015.

14. Personal Use Vehicle Compensation: The City Manager may approve $150 per month for employees who are not assigned a City Vehicle for use of their personal vehicle to conduct City business. Employees who are so compensated shall not be otherwise eligible for reimbursement of vehicle expenses, except for work-related trips exceeding 100 miles. An exception to this is for existing employees which have a vehicle allowance at a higher rate established by employment agreement.

15. Vacation Sell Back: At the City Manager's discretion, employees may be compensated for a portion of their accrued unused vacation annually, in lieu of taking vacation time. Such compensation shall occur annually during the month of June based on years of service. The maximum hours allowed for compensation is as follows:
    a. Year 1 through Year 3 — 40 hours
    b. Beginning Year 4 through Year 6 — 60 hours
    c. Beginning Year 7 through Year 10 — 80 hours
    d. Year 11 and thereafter — 100 hours

16. An Unrepresented confidential and mid manager employee working in an out-of-class assignment for more than three consecutive days shall receive the salary of the higher classification on the first work day. The employee shall receive a one-step increase not to exceed 5% within the Employee's current salary range or be placed on a new salary range that provides for a one-step adjustment. Benefits of the higher classification are not available and the employee will continue to receive the benefits of the Employee's regular position.

17. An Unrepresented department head employee working in an out-of-class assignment for more than three consecutive days shall receive an increase of 10% within the Employee's current salary range or be placed on a new salary range that provides for a 10% adjustment on the first work day. Benefits of the higher classification are not available and the employee will continue to receive the benefits of the Employee's regular position.

18. The Executive Secretary to the City Manager will be reclassified to Executive Assistant and the Water Systems Superintendent will be reclassified to Utility System Superintendent. This is based upon the recommendation of the Koff & Associates Study.

19. Severance Package - The City Manager is authorized to execute employment agreements with the department heads including a severance package of four months of severance pay if the Agency terminates the agreement for reason other than cause.

20. Term – the term of this agreement shall be in effect from the date of final approval by the City Council and shall remain in full force and effect from that date through December 31, 2018.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **5th day of January, 2016** by the following vote:

AYES:	**Mayor Chris Canning, Councilmembers Barnes and Lopez-Ortega**
NOES:	**Councilmember Kraus and Vice Mayor Dunsford**
ABSTAIN:	**None**
ABSENT:	**None**

CHRIS CANNING, Mayor

ATTEST:

Kathy Flamson

KATHY FLAMSON, City Clerk