

**City of Calistoga  
Benefit Data Information to be Collected  
January 2018**

Benefit data elements for a total compensation study normally include at least the following (which are generally available to all staff in a specific job classification) at the classic tier:

**Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly basis.

**Employee Retirement** – This includes two figures: the amount of the employee’s State (PERS) or other public retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution (and/or any other retirement plan, such as PARS, 1937 Act, or 401k). We will also identify the average amount of dollars that each agency spends to fund enhanced PERS benefits.

**Insurance** – This is the maximum amount paid for employees plus dependents for a cafeteria or flexible benefit plan and/or health, dental, vision, life, long-term and short-term disability.

**Leave** – Other than sick leave, which is usage-based, the amount of days off for which the City is obligated. All days will be translated into direct salary costs.

**Holidays** – The number of holidays (including floating) available to the employee on an annual basis.

**Vacation** – The number of vacation days available to all employees after five years of employment. Add policy of increased vacation allowance by years of service.

**Administrative/Personal Leave** – Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.

**Automobile** – This category includes either the provision of an auto allowance or the provision of an unmarked auto for personal use. If a classification is provided with a car, we factor a \$450/month value into total compensation.

**Deferred Compensation** – This is any deferred compensation provided to all members of a classification with or without the requirement for an employee to provide a matching or minimum contribution.

**Other** – Any other benefits that are entitlements to all employees in a classification. *(confirm data collected last study to see if policy changes)*

- Longevity –Percentage salary increases or flat lump sum employee receives after years of service.
- Retiree Health – Summary of retiree health benefits offered; show quantified if others provide.
- Education Pay policy summary
- Certification Pay policy summary
- Bilingual pay – new request
- Convey Range structure of each comparator agency – new request