

**Salary and Benefits – Management
Effective July 1, 2024**

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1. Covered Positions

This Salary and Benefits Resolution for Management positions covers the following classifications:

- Associate Civil Engineer
- Building Official
- City Clerk
- Code Enforcement Officer
- Deputy City Clerk
- Deputy Finance Director
- Deputy Public Works Director
- Executive Assistant to the City Manager
- Human Resources/Finance Specialist
- Human Resources Manager
- Maintenance Superintendent
- Management Analyst I/II
- Police Lieutenant
- Recreation Manager
- Senior Civil Engineer
- Senior Planner
- Senior Planner/Assistant to the City Manager
- Utilities Systems Superintendent

Employees in a temporary position are excluded.

2. Salaries

2.1 Salary Ranges

Salary ranges and effective dates for Covered Positions are listed in **Appendix A**.

2.2 Pay Dates

Employees are paid semi-monthly, with pay on approximately the 15th of each month for hours worked from the first through the fifteenth of that same month and paid on approximately the last day of each month for hours worked from the sixteenth through the last day of that same month.

In the event the City moves to biweekly pay periods, the City may mitigate the effects of this pay date move with a one-time advance of one thousand five hundred dollars (\$1,500), to be paid back to the City in equal installments over the second, third and fourth paycheck following implementation of biweekly pay periods.

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2.3 Pay for New or Rehired Employees

An Appointing Authority may appoint a new employee in a Covered Position at any salary step within the employee's classification; however, any placement above the second salary step requires the City Manager's approval.

2.4 Pay Upon Promotion

An employee promoted to a Covered Position receives the closest salary step within the employee's (new) classification which provides at least a five percent (5%) over his/her current (pre-promotion) classification but not exceeding the maximum amount of the promoted classification. The City Manager may, however, grant a promotion salary step that is greater than which is prescribed in this section.

2.5 Pay Upon Demotion

An employee demoted to a Covered Position having a salary range lower than the class or position from which he/she was demoted from shall receive the highest salary step in the new classification which provides a minimum five percent (5%) reduction, but not less than the minimum nor exceeding the maximum of the demoted classification.

2.6 Pay Upon Reclassification

- A. If the position is reclassified to a classification with the same salary range, the salary and merit increase eligibility date will not change.
- B. If the position is reclassified to a classification with a higher salary range, the reclassification will be considered to be a promotion.
- C. If the position is reclassified to a classification with a lower salary range, the reclassification will be considered to be a demotion.

2.7 Merit Increases

A Covered Position shall be considered for a merit increases annually, to be effective, initially, effective the beginning of the pay period closest to the employee's hire date, and then annually thereafter.

Advancement within the salary range is not automatic for merely completing a specific period of service, but rather based on merit as documented on a performance evaluation form, with said performance evaluation form in a manner prescribed by the City Manager. A merit increase is to the next higher step within the limits of the employee's classification's salary range.

A performance evaluation must be submitted within three (3) months following the employee's last merit increase. If the performance evaluation is not submitted, then performance is deemed to be satisfactory, and the employee will receive a merit increase effective on the scheduled date.

2.8 Service Longevity Pay

An employee in a Covered Position receives a one-time Service Longevity Pay calculated on the employee's annualized base pay for completion of a specific number of years of service with the City according to the following schedule:

<u>Completion of “x” years of Calistoga Service</u>	<u>Percentage of Annualized Base Pay</u>
5 years	1.5%
10 years	2.0%
15 years	2.0%
20 years	2.5%
25 year, and each 5 years thereafter	2.5%

Service Longevity Pay shall be paid by the City to the employee on the paycheck closest to the hire date anniversary with the City. If the employee has left City service and later returns to City service, then the most recent hire date is used in determining the appropriate payment schedule although all years of service are considered in determining the percentage to be paid.

2.9 Working Out of Class

An employee in a Covered Position working in an out-of-class assignment for more than three (3) consecutive days receives an increase of five percent (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 assigned (i.e., not working out of class) classification.

3. Benefits

3.1 Medical Benefits

Employees in a Covered Position are members of the Public Employees Medical and Hospital Care Act (“PEMHCA” or “PERS Health”) insurance program. The City’s monthly contribution to provide health insurance benefits for the individual employee and the employee’s eligible dependents shall be the minimum payment required by the PEMHCA.

3.2 Share the Savings / Alternate Health Insurance

An employee in a Covered Position who waives health insurance because the employee demonstrates to the City that he/she has alternate health insurance coverage shall receive three hundred dollars (\$300) per month. Annually, the employee who participates in this Share the Savings program will need to recertify eligibility by documenting to the City the employee’s alternate health insurance coverage. Effective with payments beginning in January 2023, the Share the Savings amount shall increase from three hundred dollars (\$300) to four hundred dollars (\$400) per month.

3.3 Supplemental Retiree Health Insurance Reimbursement

A. Eligibility

1. The City offers a Supplemental Retiree Health Insurance Reimbursement for eligible unrepresented employees of:

- City Clerk
- Administrative Analyst/Deputy City Clerk
- Maintenance Superintendent
- Utilities Systems Superintendent
- Police Lieutenant
- Senior Civil Engineer

- Associate Civil Engineer
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2. An eligible employee must have a minimum of ten (10) years of continuous service with the City and has been continuously employed since April 21, 2015 or earlier.

B. Benefit

1. The City's reimbursement is calculated at the rate of three percent (3%) per City service years to a rate of three and one-half percent (3.5%) per City service years after twenty years of continuous City service.

Years of Continuous Service with City	Total Percent of Combined Required CalPERS Retiree Contribution and City Supplemental Reimbursement for Single Kaiser Premium for 3% per year	Total Percent of Combined Required CalPERS Retiree Contribution and City Supplemental Reimbursement for Single Kaiser Premium for 3.5% per year
10	30.0%	
11	33.0%	
12	36.0%	
13	39.0%	
14	42.0%	
15	45.0%	
16	48.0%	
17	51.0%	
18	54.0%	
19	57.0%	
20		70.0%
21		73.5%
22		77.0%
23		80.5%
24		84.0%
25		87.5%
26		91.0%
27		94.5%
28		98.0%
29		100%
30 and greater		100%

2. Retirees must be eligible for CalPERS Retiree Medical Coverage and required City retiree premium payment. This means that the retiree must retire from the City of Calistoga, be vested in CalPERS, and continue participation in CalPERS PEMHCA within one hundred twenty (120) days of retirement.
3. Supplemental Retiree Health Insurance Reimbursement amount based on difference of the required CalPERS Retiree premium payment as a percentage to the Kaiser single premium (of the plan offered within Napa County) and the percentage in the table above based on years of continuous City service at time of retirement. In no event will the combined CalPERS premium payment and City Supplemental Reimbursement be greater than 100% of the Kaiser single premium (of the plan offered within Napa County).
4. Continuous City employment means from initial hire date to date of retirement. If the retiree left City employment and then returned, the subsequent date of hire will begin a new period of employment for the determination of continuous City

employment. This would not include statutory leaves for military, industrial disability, extended sick of Family Medical.

5. Supplemental payments will continue as long as the retiree in participating in CalPERS PEMHCA to when eligible for Medicare coverage.
6. Eligibility for the Supplemental Retiree Health Insurance Reimbursement will be authorized by the City Manager upon notification that the retiree is continuing to participate in the CalPERS PEMHCA.
7. Supplemental Retiree Health Insurance Reimbursement will be made on a monthly basis, in arrears, as a direct deposit or check to the retiree based on information provided by CalPERS on retiree participation in CalPERS PEMHCA.

3.4 Dental Insurance

An employee in a Covered Position is eligible for dental insurance coverage for the employee and eligible dependents beginning the first of the monthly following appointment with the City.

3.5 Vision Insurance

An employee in a Covered Position is eligible for vision insurance coverage for the employee and eligible dependents beginning the first of the month following appointment with the City.

3.6 Life Insurance

An employee in a Covered Position is eligible for life/accidental death and dismemberment insurance coverage for the employee beginning the first of the month following appointment with the City. The City pays 100% of the monthly premium for the life insurance. The life insurance policy is valued at 1x the employee's annual salary.

The City may offer supplemental life insurance policies, at the employee's cost, for additional life insurance coverage for the employee and/or the employee's eligible dependents.

3.7 Disability Insurance

An employee in a Covered Position is eligible for disability insurance for the employee beginning the first of the month following appointment with the City. The City pays 100% of the monthly premium for the disability insurance. The policy provides a benefit equal to 66-2/3% of the employee's first \$1,500 of salary, less deductible income, if the employee is unable to work due to injury/illness lasting seven (7) days or longer.

3.8 CalPERS Retirement

A. Employees Hired Before May 1, 2012

For employees hired before May 1, 2012 only, the City shall provide employees with retirement coverage through the Public Employees' Retirement System (PERS) including the following:

- Government Code §20965, Sick Leave Service Credit, and
- Either:
 - Government Code §21354.4 – 2.5% @ 55 formula for PERS "miscellaneous" members (i.e., non-safety employees), or
 - Government Code §21354.3 – 3% @ 55 formula for PERS fire safety members, or
 - Government Code §21354.3 – 3% @ 55 formula for PERS police safety members

B. Employees Hired on or after May 1, 2012 and Before January 1, 2013, or Employees who qualify for PERS Reciprocity

For employees hired on or after May 1, 2012 and before January 1, 2013, as well as for employees who qualify for pension reciprocity pursuant to Government Code §7522.02(c) and any related reciprocity requirements established by PERS, the City shall provide retirement coverage of:

- Government Code §20965, Sick Leave Service Credit, and
- Either:
 - Government Code §21353 – 2% @ 60 formula for PERS "miscellaneous" members (i.e., non-safety employees), or
 - Government Code §21369 – 2% @ 55 formula for PERS fire safety members, or
 - Government Code §21369 – 2% @ 55 formula for PERS police safety members

C. Employees Hired on or After January 1, 2013

For employees hired on or after January 1, 2013 who do not qualify for pension reciprocity pursuant to Government Code §7522.02(c) and any related reciprocity requirements established by PERS, the City shall provide retirement coverage of:

- Government Code §20965, Sick Leave Service Credit, and
- Either:
 - Government Code §7522.20 – 2% @ 62 formula for PERS "miscellaneous" members (i.e., non-safety employees), or

- Government Code §755.25 – 2% @ 57 formula for PERS fire safety members, or
- Government Code §755.25 – 2% @ 57 formula for PERS police safety members

D. Employee Contributions

All employees shall pay the full employee's share of PERS employee contribution as determined by PERS; the City shall not pick up any portion of the required employee contribution.

3.9 Deferred Compensation – 457 Plan

An employee in a Covered Position may make a voluntary payroll deduction into the Internal Revenue Code 457 deferred compensation plan, subject to the contribution limits established by the Internal Revenue Service.

3.10 Deferred Compensation – 401(a) Plan

A fire safety employee and a police safety employee in a Covered Position who is either a) a PEPPRA tier participant in the City's CalPERS Retirement Plan or b) a Class Tier II participant in the City's CalPERS Retirement Plan receives a five percent (5%) of pre-tax base salary contribution to the Calistoga 401(a) Money Purchase Plan account, up to the annual limit under IRC §415(c), which is equal to the lesser of (i) one hundred percent (100%) of each said PEPPRA employee's IRC 415 compensation or (ii) the dollar limit in effect for the year.

These contribution limits are inclusive of the contributions of City, which also includes any other 401(a) accounts said PEPPRA employees hold with the City or any other entities related to the City that meets the controlled group rules under IRC §414(b), the common control rules under IRC §414(c), or the affiliated service group rules under IRC §414(m) as set forth in the Internal Revenue Code.

Because the City's contribution is derived from base salary, the City's dollar contribution 401(a) Money Purchase Plan account shall increase with any increase to the employee's base salary, subject to the contribution limits set forth above.

In no event will the City contribution exceed five percent (5%) of the employee's pre-tax base salary.

No employee contribution is permitted to the employee's Calistoga 401(a) Money Purchase Plan account.

3.11 Social Security and Medicare

Each employee in a Covered Position has coverage under Federal Social Security in accordance with the provisions of law. The system requires contributions by both the employee and City in accordance with schedules provided by the federal government.

Each employee in a Covered Position has coverage under Medicare in accordance with the provisions of law. The system requires contributions by both the employee and City in accordance with schedules provided by the federal government.

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3.12 Uniform Allowance

The City Manager is authorized to provide a fire safety management employee with uniforms, uniform cleaning and replacement, and/or a uniform allowance in the same manner as the City provides uniforms, uniform cleaning and replacement to fire safety employees represented by the California Professional Firefighters’ Association.

The City Manager is authorized to provide a police safety management employee with uniforms, uniform cleaning and replacement, and/or a uniform allowance in the same manner as the City provides uniforms, uniform cleaning and replacement to police safety employees represented by the California Police Officers’ Association.

4. Incentives and Differentials

4.1 Bilingual Pay

Each employee in a Covered Position who qualified shall receive five percent (5%) of base salary as bilingual differential at the discretion of the City Manager. Generally, bilingual skills should be relevant to the provision of City services in the City of Calistoga. 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.

4.2 Technology Allowance

Each employee in a Covered Position receives one hundred dollars (\$100) per month technology allowance for use of the employee’s personal internet, laptop and cellphone services to conduct City business.

4.3 Educational Reimbursement

An employee in a Covered Position is eligible to receive up to one thousand dollars (\$1,000) per fiscal year for reimbursement of expenditures on tuition, books, travel and any other costs associated with the employee’s successful completion of any professional or educational program approved by the City Manager. This benefit is funded at the maximum “pooled” total of five thousand dollars (\$5,000) per fiscal year and is available beyond employees in a Covered Position (see other employees’ collective bargaining agreements and/or other salary/benefit documents for other employees’ eligibility for pooled dollars) on a first-come, first-served basis. Once the total annual benefit amount is reached, the benefit is no longer available to any employee until the next fiscal year.

5. Vacation

A. The City believes that its employees and the City benefit when employees have scheduled time away from work for relaxation and recreation. In order to provide for such absence without concern for continuation of pay, the City has adopted the following paid vacation leave plan for employees in Covered Position:

<u>Years of City Service</u>	<u>Hours per Year</u>	<u>Maximum Accrued Hours</u>
1 through 3	80 hours	240 hours
4 through 6	120 hours	360 hours
7 or more	160 hours	480 hours

The City Manager may place an employee in a Covered Position on the vacation accrual schedule based on the employee's total years of public service experience.

An employee shall not accrue vacation once the accrued vacation hours have been reached (i.e., three times the annual accrual rate). An employee who had exceed the maximum begins to accrue vacation when the employee's balance is reduced below his/her maximum.

Vacation leave shall be taken with the employee's Appointing Authority's approval.

Vacation shall not include any official City holidays when occurring during the scheduled vacation period.

Upon employment separation from the City, an employee receives pay for his/her current vacation leave balance at the employee's equivalent hour rate of base pay.

- B. Prior to the beginning of next calendar year, an employee wishing to cash out up to eighty (80) hours of vacation accruals may make such a request before the end of the current calendar year. The election is irrevocable. Payment will be made upon the employee's request, before December 31 of the next calendar year, but no sooner than at the time the employee has accrued the number of vacation hours requested to be cashed out.

6. Sick Leave

- A. The City provides a sick leave program for the purpose of minimizing the economic hardships that may result from unexpected personal or dependent illness or injury. It is not intended for incidents of minor discomfort.
- B. Accrual. Sick leave shall be accrued at the rate of eight (8) hours for each calendar month of service.
- C. Use. Sick leave may be used for personal illness or injury, emergency, or routine medical or dental appointments, and for reasonable travel time to and from health care facilities.
- D. Family Care. Up to twenty-four (24) hours of sick leave may be used per calendar year to care for members of the Employee's immediate family who are ill or injured. Immediate family means: parent, step-parent, and any other family member living in the same household as the Employee.
- E. Personal Leave. Employees have the option of taking a maximum of up to three (3) days sick leave each year as personal leave days. An Employee may take personal leave if the Employee has a current sick leave balance that is at least equal to the number of personal leave days the Employee opts to take. Employees are required to obtain approval from the City Manager prior to taking personal leave.
- F. Buy-Out. On completion of the fifth (5th) year of service, based on the anniversary date of initial hire, City may purchase from each Employee covered hereunder all but fifteen (15) of the accumulated sick leave days for non-safety Employees and twenty (20) of the accumulated sick leave days for safety Employees, at the rate of twenty-five percent (25%) of the covered Employee's then existing wage. At each Employees' option, said buy-out may

occur earlier than set forth hereinabove, so long as the buy-out occurs on or about the anniversary date of initial hire and there remains a minimum sick leave bank of fifteen (15) accumulated days. Employees who are absent without pay for any reason for more than ten (10) working days during a calendar month shall not accumulate sick leave for that month. If an Employee's employment is terminated for any reason, there will be deducted from the final check the amount of sick leave taken during employment with City in excess of the amount accrued.

7. Management Administrative Leave

- A. In recognition that their responsibilities occasionally require work in excess of the normal forty (40) hour work week, FLSA-exempt employees receive an Administrative Leave benefit. This is in lieu of any payment or compensatory time off for work performed in excess of forty (40) hours per week.
- B. Eighty (80) hours of Administrative Leave shall be granted annually to an employee in a Covered Position effective January 1 of each calendar year.

A new employee receives a pro-rata lump sum number of Administrative Leave hours based on the number of full pay periods remaining in the calendar year.

An employee who works less than full-time receives Administrative Leave on a pro rata basis.

An employee who promotes into a Covered Position and has unused accrued compensatory time off will be paid off for all accrued compensatory time off (CTO) hours based on the equivalent hourly rate of pay of the classification last held. A management employee who receives Administrative Leave and who is promoted into a Covered Position receives the full calendar year allotment of Management Administrative Leave less the non-Management Administrative Leave the employee already received for that calendar year.

- C. Subject to advance approval by the employee's Appointing Authority, Administrative Leave may be taken at any time during the calendar year and must be taken within the calendar year in which it is given.
- D. No employee shall carry over Administrative Leave from one calendar year to another.
- E. There is no cash out of Administrative Leave.

8. Bereavement Leave and Other Leaves

8.1 Bereavement Leave

Employees may have three (3) work days 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:

- Father
- Mother
- Father-in-law
- Spouse
- Domestic partner
- Child

- Mother in-law
- Stepparent where there is a child rearing relationship
- Grandparent
- Brother
- Sister
- Brother in-law
- Sister in-law
- Employee is a parent in a child rearing relationship
- Stepchild where there is a child rearing relationship
- Grandchild

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 Employee’s 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 above.

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

8.2 Other Leaves

Consult the City’s Personnel Rules for leaves that apply to employees in Covered Positions:

- Jury Duty
- Witness Duty
- Maternity Leave
- Unpaid Leave of Absence
- Military Leave
- Medical Leave – Non-Occupational
- Medical Leave – Work-Related
- Time Off to Vote

9. Holidays

A. The City recognizes the following days as official City holidays and employees in a Covered Position normally scheduled to work on these days will be given the day off with pay:

- | | |
|-----------------------------------|--------------------------------------|
| • New Year’s Day | January 1 |
| • Martin Luther King Jr. Birthday | 3 rd Monday in January |
| • Presidents’ Day | 3 rd Monday in February |
| • Memorial Day | Last Monday in May |
| • Juneteenth | June 19 |
| • Independence Day | July 4 |
| • Labor Day | 1 st Monday in September |
| • Veterans’ Day | November 11 |
| • Thanksgiving Day | 4 th Thursday in November |
| • Day after Thanksgiving | |
| • Christmas Eve | December 24 |
| • Christmas Day | December 25 |

- B. If one of the holidays listed above falls on a Sunday, then it shall be observed on the following Monday. If one of the holidays listed above falls on a Saturday, then it shall be observed on the previous Friday.
- C. When a day is proclaimed by the Mayor of the City for a day of mourning, or holiday, then each employee in a Covered Position is granted time off with pay from his/her scheduled hours.
- D. An employee in a Covered Position receives two (2) floating holidays (total 16 hours) per calendar year, which may be taken at a time mutually agreeable to the employee and the City Manager. Unused floating holiday time is not carried over into the following calendar year. Employees hired between May 1 and August 31 are credited with twelve (12) hours of floating holiday time for that calendar year, and employees hired between September 1 and December 31 are credited with eight (8) hours of floating holiday. Unused floating holiday hours have no cash value upon an employee's separation from City employment.

Appendix A
Management Wage Scale

1. Effective January 1, 2023, the base wages of the following classifications shall be adjusted to:

Classification	Monthly-1	Monthly-2	Monthly-3	Monthly-4	Monthly-5	FLSA
Associate Civil Engineer	\$8,659	\$9,092	\$9,546	\$10,024	\$10,525	Exempt
Building Official	\$10,024	\$10,525	\$11,052	\$11,604	\$12,184	Exempt
City Clerk	\$9,320	\$9,785	\$10,275	\$10,789	\$11,327	Exempt
Code Enforcement Officer	\$6,462	\$6,786	\$7,126	\$7,479	\$7,855	Non-Exempt
Deputy City Clerk	\$7,480	\$7,854	\$8,247	\$8,659	\$9,092	Exempt
Deputy Public Works Director	\$11,052	\$11,604	\$12,184	\$12,793	\$13,433	Exempt
Executive Assistant to the City Manager	\$5,722	\$6,006	\$6,308	\$6,623	\$6,954	Non-Exempt
Human Resources/Finance Specialist	\$7,126	\$7,479	\$7,852	\$8,245	\$8,660	Non-Exempt
Maintenance Superintendent	\$9,283	\$9,747	\$10,234	\$10,746	\$11,283	Exempt
Management Analyst I	\$7,302	\$7,667	\$8,051	\$8,452	\$8,875	Exempt
Management Analyst II	\$8,452	\$8,875	\$9,320	\$9,785	\$10,275	Exempt
Police Lieutenant	\$11,604	\$12,184	\$12,793	\$13,433	\$14,104	Exempt
Senior Civil Engineer	\$9,785	\$10,274	\$10,789	\$11,327	\$11,894	Exempt
Senior Planner	\$9,092	\$9,546	\$10,024	\$10,525	\$11,052	Exempt
Senior Planner/Assistant to the City Manager	\$10,024	\$10,525	\$11,052	\$11,604	\$12,184	Exempt
Utilities Systems Superintendent	\$10,390	\$10,909	\$11,455	\$12,027	\$12,629	Exempt

2. Effective January 1, 2023, the Management classifications listed above shall receive a lump sum payment of one thousand dollars (\$1,000). The City intends that the lump sum payment is not subject to CalPERS reporting of benefits. A part-time employee shall receive a pro-rata amount based on the employee's full-time equivalence. Temporary employees do not qualify for any lump sum payment.
3. Effective the beginning of the pay period which includes January 1, 2024, the base wages set forth in this Appendix A, paragraph 1, above, shall be increased by the San Francisco-Oakland-Hayward Consumer Price Index, all urban consumers (CPI-U) for the October 2023 twelve-month increase with such wage increase to be a minimum of three percent (3%) and a maximum of five percent (5%).
4. Effective the beginning of the pay period which includes January 1, 2025, the base wages set forth in this Appendix A, paragraph 3, above, shall be increased by the San Francisco-Oakland-Hayward Consumer Price Index, all urban consumers (CPI-U) for the October 2024 twelve-month increase with such wage increase to be a minimum of three percent (3%) and a maximum of five percent (5%).
5. The hourly rate is calculated by multiplying the monthly pay rate by twelve (12) months and dividing that value by two thousand eighty (2,080) hours.