

**RESOLUTION NO. 5324**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
APPROVING THE UPDATED SALARY AND BENEFIT PLAN FOR  
THE UNREPRESENTED CONFIDENTIAL EMPLOYEES  
GROUP DATED JULY 19, 2017**

**WHEREAS**, on October 7, 2015, the City Council of the City of Soledad adopted Resolution No. 5125 Establishing a Salary and Benefit Plan for the City's Unrepresented Confidential Group; and

**WHEREAS**, the employees in the Unrepresented Confidential Group are not a formally recognized employee organization and are entitled to certain salaries and benefits; and

**WHEREAS**, the salaries and benefits for the City's Unrepresented Confidential employees are not set forth in a Memorandum of Understanding; and

**WHEREAS**, it is the City's desire to provide to the Unrepresented Confidential employees salary and benefits which are similar to salary and benefit terms that are granted to represented employees.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that the Salary and Benefit Plan for the Unrepresented Confidential Group dated July 19, 2017, a copy of which is attached hereto as **Exhibit A** and by this reference incorporated herein, is hereby approved.

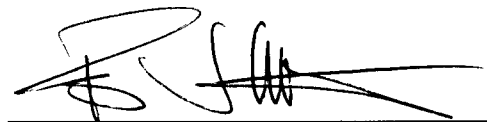
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Soledad duly held on the 19<sup>th</sup> day of July 2017, by the following vote:

**AYES**, and in favor thereof, Councilmembers: Carla Stewart, Anna Velazquez and Chris Bourke

**NOES**, Councilmembers: None

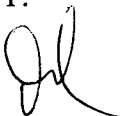
**ABSENT**, Councilmembers: Ledesma, Chavez

**ABSTAIN**, Councilmembers: None



FRED J. LEDESMA, Mayor

ATTEST:



MICHAEL McHATTEN, City Clerk



**CITY OF SOLEDAD**  
**SALARY AND BENEFIT PLAN**  
**UNREPRESENTED CONFIDENTIAL GROUP**

**Dated: July 19, 2017**



**CITY OF SOLEDAD**  
**Salary and Benefit Plan**  
**For Unrepresented Confidential Group**  
**Dated: July 19, 2017**

This Salary and Benefit Plan modifies the existing terms of employment for the Unrepresented Confidential Group. The Unrepresented Confidential Group is a non-represented group, not a formally recognized employee organization. The members of the Unrepresented Confidential Group have been consulted in the development of these terms, and it is City Council's desire to adopt the revised terms as documented below.

**Section 1. SALARIES AND SALARY RATES**

Salaries are paid bi-weekly through direct deposit. The salary rates for all classifications designated as Unrepresented Confidential are listed on Appendix A, attached hereto. The rates set forth in Appendix A reflect a base wage rate increase of two percent (2 %) effective July 1, 2017 and two percent (2%) effective July 1, 2018.

The City Manager may periodically evaluate the duties and salary data of positions within the Unrepresented Confidential Group, may conduct survey studies as deemed necessary and implement reorganizations, reclassifications, or other compensation changes recommended by survey/study reports.

**Section 2. BENEFITS**

**A. Retirement Plan**

Non-Safety employees: Currently, Unrepresented Confidential "Classic" employees who occupy non-safety classifications are enrolled in the California Public Employees Retirement System (CalPERS) and each employee is entitled to the benefits offered by said system. The approved PERS plan is 2% @ 60 (two percent at 60) for Miscellaneous "Classic" members and 2% @ 62 (two percent at 62) for "new" members under the Public Employees Pension Report Act of 2013 (PEPRA). "Classic" members shall pay the full seven percent (7%) member contribution and "new" members shall pay the full six and a quarter percent (6.25%) "new" member contribution.

Safety employees: Unrepresented Confidential Safety (sworn) employees shall be enrolled in the California Public Employees Retirement System (CalPERS) and each employee is entitled to the benefits offered by said system. The approved PERS plan is 3% @ 55 (three percent at 55) for Safety employees. The City shall pay the employer's share to said plan. "Classic" members shall pay the full nine percent (9%) of the employee's nine percent (9%) member contribution and "New" members shall pay the full eleven and a half percent (11.5%) of the employee's eleven and a half percent (11.5%) member contribution.

## **B. Health Insurance Plan**

The City shall provide Unrepresented Confidential employees the same medical, dental and vision coverage and premium contributions as provided to represented general employees in the Memorandum of Understanding for the period July 1, 2017 through June 30, 2019.

## **C. Life Insurance and Accidental Death and Dismemberment**

Unrepresented Confidential employees shall be enrolled in the City's Life and AD&D insurance plan. City shall provide life insurance at a rate of 1.5 times each employee's annual salary with a maximum benefit amount of \$150,000. The imputed benefit of the cost of coverage in excess of \$50,000 must be included as income under the Internal Revenue Code (IRC) Section 79 and is subject to Social Security and Medicare taxes.

## **D. Long Term Disability**

Unrepresented Non-sworn Confidential employees shall be enrolled in the City's LTD insurance program. The current rate of sixty percent (60% for non-sworn) and sixty six and two thirds percent (66 2/3% for sworn) of the employee's annual salary will be designated for long term disability insurance annually for each employee.

## **E. Deferred Compensation**

The City shall make a Deferred Compensation Plan available to all Unrepresented Confidential employees. Participation in the deferred compensation plan shall be strictly voluntary.

## **Section 3. CAREER INCENTIVE PAY**

### **A. College Degree**

Unrepresented Non-sworn Confidential employees, who are not required to possess the following college degree as part of the City classification and/or job description, will be paid two and one half percent (2.5%) of employee's base rate of pay per month:

- Associate of Arts Degree,
- Bachelor of Arts/Science Degree, **or**
- Master of Arts/Science Degree

Unrepresented Confidential "sworn" employees who possess a Master or Doctorate Degree will be entitled to six percent (6%) of employee's base rate of pay per month.

### **B. Bilingual**

Unrepresented Confidential employees who regularly interact and interpret with the public may be eligible for a bilingual premium of sixty-five dollars (\$65) per month.

### **C. Uniform Allowance**

Unrepresented Confidential "sworn" employees shall be eligible for a uniform maintenance allowance of sixty dollars (\$60) per month. Uniform maintenance allowances shall be reported to CalPERS periodically when earned, on a per pay period basis, in accordance with the Public Employees' Retirement Law and applicable regulations. This item is not reportable for new members under PEPRA, as defined by Government Code section 7522.04(f).

### **D. Purchase of Uniforms**

- A. The CITY will purchase uniforms, including footwear, for Unrepresented Confidential "sworn" employees, who are required to wear them. Such purchases shall be made from time to time as the need may be determined by the CITY, except that uniforms shall be provided as follows:
1. Unrepresented Confidential "sworn" employees shall receive an initial uniform set at their time of hire at a value not to exceed eight hundred dollars (\$800). This value does not include the cost of any items that are solely for personal health and safety.
  2. Additionally, once each fiscal year, on the employee's anniversary date of employment, the CITY shall provide Unrepresented Confidential "sworn" employees with two (2) pairs of pants and two (2) shirts. The value of these uniforms is not to exceed four hundred fifty dollars (\$450) per year. This value does not include the cost of any items that are solely for personal health and safety.

Uniforms shall be reported to CalPERS periodically when earned, on a per pay period basis in accordance with the Public Employees' Retirement Law and applicable regulations. This item is not reportable for new members under PEPRA, as defined by Government Code section 7522.04(f).

- B. Purchases shall be made by purchase orders signed by the City Manager upon the recommendation of the Police Chief. All old uniforms and parts of uniforms, including footwear, shall be turned into the Police Chief at the time of replacement, or at the time of separation from service. The CITY shall determine the type of uniform to be worn and the source of supply.

### **E. Special Assignment/Certification Pay**

As determined by the City Manager, Unrepresented Confidential employees may receive a total of sixty-five dollars (\$65) per month for special assignments. Examples of Special Assignment/Certification Pay include Professional Notary Public Certification, Deputy City Clerk designation and HR Labor Relations Academy Certification.

## **Section 4. TYPES OF EMPLOYEE LEAVES**

### **A. Emergency Family Leave**

Unrepresented Confidential employees of the City shall be entitled to three (3) days of emergency family leave in case of illness of a close family member or hospitalization of a close

family member. Such leave shall be deducted from the employees' sick leave.

The term "close family" means those closely related to the employee by blood, by adoption, or by marriage, and specifically include only the mother, the father, a grandparent, a son, a daughter, the husband, the wife, the brother and the sister of the employee, and the spouse of a son, daughter, brother or sister, mother-in-law and father-in-law.

**B. Administrative Leave**

The Unrepresented Non-Sworn Exempt Employees shall be entitled to forty (40) hours of administrative leave at the beginning of each fiscal year. Administrative leave will be prorated for new hires based on the date of hire. Administrative Leave must be used within the fiscal year. Balance of leave will be cleared at fiscal year end. City will not buy back leave.

It should be noted, all other applicable benefits not contained in the Unrepresented Confidential Salary and Benefits Plan will be contained in the City's Personnel Rules and Regulations Manual. Amendments to this Salary and Benefits Plan may be made administratively from time to time.

**APPENDIX A**  
**CITY OF SOLEDAD**  
**UNREPRESENTED CONFIDENTIAL GROUP**

**MONTHLY WAGE SCHEDULE**

(Effective July 1, 2017)

<b>Classification</b>	<b>Status</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step</b>	<b>Step 5</b>
Police Commander	Exempt	73-C	\$8,434.69	\$8,814.26	\$9,210.90	\$9,625.39	\$10,058.53
Public Works Manager	Exempt	71-C	\$7,645.97	\$7,990.03	\$8,349.59	\$8,725.32	\$9,117.96
Assistant to the City Manager	Exempt	68-C	\$7,468.36	\$7,804.44	\$8,155.64	\$8,522.64	\$8,906.16
Administrative Specialist		47-C	\$4,364.00	\$4,560.38	\$4,765.60	\$4,980.05	\$5,204.15
Executive Assistant to the City Manager		41-C	\$3,864.03	\$4,037.91	\$4,219.62	\$4,409.50	\$4,607.93

