

RESOLUTION NO. 2022-073

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG
ESTABLISHING A SALARY & BENEFIT SCHEDULE FOR UNREPRESENTED
EMPLOYEES**

WHEREAS, Section 36506 of the Government Code of the State of California provides that the City Council shall, by Resolution or Ordinance, fix the compensation for all appointive officers and employees; and

WHEREAS, the City Council has heretofore by Resolution established salary and benefit schedules for management, and all other unrepresented employees of the City ("Unrepresented Group").

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kingsburg ("CITY") as follows:

ARTICLE 1:

SECTION 1:

The Salary Chart is adopted separately which includes the salaries and ranges for all City of Kingsburg employees. The salaries or rates of compensation for the Unrepresented Group are fixed on the basis of full-time service and full-time positions, unless otherwise designated.

SECTION 2:

1. **Bilingual Pay**

Employees who pass a bilingual proficiency test administered by CITY will receive two and one-half percent (2.5 %) additional pay calculated on base wages.

2. **Notary Pay**

Unrepresented Non-Supervisory Employees who are commissioned by the State of California as a Notary Public may receive a 2.5% of base pay incentive if need of their commission is beneficial to City business as approved by the City Manager.

3. **Education Incentive Pay**

Education Incentive Pay provides Unrepresented Non-Supervisory Employees a maximum of two and one-half percent (2.5%) base salary adjustment for an AA/AS Degree or five percent (5%) base salary adjustment per employee for a BA/BS Degree in job related fields as approved by the City Manager.

4. **Cell Phone Stipend or City-provided Device**

On approval of the City Manager, employees with duties that require the use of a cell phone may receive a \$75.00 monthly stipend or a City-provided device so that a single device may be used for both personal and business purposes. The stipend will be considered non-taxable income to the employee. Employees receiving the stipend must comply with all applicable laws pertaining to the Public Records Act.

5. Safety Boots

On approval of the City Manager, employees whose positions require a majority of their time to be spent working where safety is a concern, may receive a reimbursement for the purchase of safety boots up to the amount as set forth in the current Kingsburg Public Service Employees Association ("KPSEA") Memorandum of Understanding ("MOU"). Reimbursements are made upon request and shall not occur more than once per calendar year.

6. Take Home Vehicle or Vehicle Allowance – Executive Management

A. \$500.00 per month in lieu of a take-home City vehicle. Per IRS regulation, the allowance will be considered taxable income to the employee and is at the discretion of the City Manager. Employees who receive a take home vehicle must be in compliance with the City of Kingsburg Take Home Vehicle Policy.

7. Salary & Stipends

Employees shall receive base wage increases in accordance with the KPSEA MOU, unless approved by a majority vote of the City Council.

SECTION 3: Benefit Schedule for Management Employees

1. Management Group Designation by Job Title

a. Executive Management

Assistant City Manager/Administrative Services Director
City Clerk
Community Development Director
Community Services Director
Finance Director
Fire Chief
Public Works Director
Police Chief

The Executive Management positions are FLSA Overtime Exempt, at-will department heads appointed by the City Manager.

b. Mid-Management

Accountant*
Assistant Public Works Director
Building Official
Fire Administrative Assistant*
Management Assistant
Payroll Specialist*
Police Administrative Assistant*
Police Lieutenant
Public Works Superintendent

These positions are FLSA Overtime Exempt positions. *Non-Supervisory/ Unrepresented employees may receive Education Incentive Pay at two and one-half percent (2.5%) base salary adjustment per employee for an AA/AS Degree or five percent (5%) base salary adjustment per employee for a BA/BS Degree.

2. Benefit Schedule for Management Employees:

a. Executive Management

1) Leave:

a) Administrative – 56 hours/calendar year; cannot be accumulated or carried over from calendar year-to-year.

b) Vacation – Accrual of vacation time based upon:
YEARS OF SERVICE VACATION ALLOWANCE

1-5	12 Days
6	13 Days
7	14 Days
8	15 Days
9	16 Days
10	17 Days
11	18 Days
12	19 Days
13 - 19	20 Days
20 plus	25 Days

Vacation will be accrued and credited on a bi-weekly basis when an employee is in pay status for 50% or more of the work days or shifts in a given pay period. Unrepresented Group employees shall accrue vacation in accordance with the City of Kingsburg Personnel Manual. The City Manager has the sole discretion to determine the appropriate vacation allowance based on the years of service in the public sector or related employment experience. Vacation leave accrual shall have a maximum of five hundred (500) hours. When an employee reaches this cap, there will be no vacation accrual until the vacation leave accrued is below the maximum cap.

c) Sick – Accrual of sick leave time at the rate of 15 days/year. Sick leave shall have a maximum cap of eight hundred (800) hours. When an employee reaches this cap, there will be no sick accrual until the sick leave accrued is below the maximum cap.

d) Bereavement – Three days paid sick leave/year as approved by the City Manager. Additional leave can be approved by the City Manager in accordance with the Kingsburg Personnel Manual.

e) Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday – One half day Friday before Easter
- Memorial Day
- Independence Day
- Labor Day

- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Employee's Birthday - Floating Holiday (must be used annually on a calendar basis by December 31st or lost)

Paid holidays falling on a Saturday shall be observed on the preceding Friday. Paid holidays falling on a Sunday shall be observed on the following Monday.

2) Health and Welfare

- a) Medical – City shall maintain medical coverage and shall pay the average of 85% of premium plans of the employee and qualified dependent care premiums. The employee portion of the premium shall be the responsibility of the employee to pay through payroll deductions. The employee portion of the premium shall follow the KPSEA MOU.
- b) Dental – City shall provide and maintain current dental coverage and benefits through an authorized provider. City will pay 100% of premium for employees & dependents who are covered under the medical plan. Employees who opt-out of the City medical plans or their dependents can elect dental insurance and pay 15% of the premium. The employee portion of the premium shall follow the KPSEA MOU.
- c) Vision – City shall provide and maintain current vision coverage through an authorized provider. City will pay 100% of premium for employees & dependents. Employees who opt-out of the City medical plans or their dependents can elect vision insurance and pay 15% of the premium. The employee portion of the premium shall follow the KPSEA MOU.
- d) Life (\$15,000) – 100% of premium paid by City.
- e) Unemployment – In accordance with State law.
- f) Worker's Compensation – In accordance with State law.
- g) Cash-In-Lieu of Benefits Option – Employees may voluntarily enroll in the Cash-In-Lieu of Benefits program if they have alternative medical, dental, or vision coverage not provided by the City. Employees will receive monthly in-lieu payments as taxable income and reflected in withholding contributions on their paycheck. Employees may be eligible to re-enroll in City benefit plans only during the Open Enrollment period or within 30 days of: Family Unit change due to marriage, birth, or adoption; Loss of other coverage; Court or administrative order; Reemployment after Military service. Cash-in-Lieu amounts will be paid in accordance with the KPSEA MOU. Employees must re-enroll and show proof of alternative coverage annually.

3) Retirement

- a) Social Security – In accordance with Federal law. City shall only pay 100% of the employer contribution. The employee contribution shall be deducted from the employee's paycheck.
- b) CalPERS 'Classic' Members – Employees defined by CalPERS as 'Classic' members shall have a 2.0% @ Age 55 Miscellaneous and 3% @ 55 for Safety group employees tier retirement packages with the California Public Employees Retirement System (CalPERS). 'Classic' members shall pay 100% of the 'employee' member-paid pension contribution rate as a percentage of payroll, as set by CalPERS.
- c) CalPERS PEPRA Members - PEPRA members shall have a 2.0% @ Age 62 miscellaneous tier and a 2.7% @ 57 for Safety PEPRA retirement package with CalPERS, and shall be responsible for payment of their member contribution rate as a percentage of payroll. CalPERS will review the member rate once a year when the actuarial valuation of the City's plan is performed. Should CalPERS revise the member contribution at any time, the City shall comply with law by adjusting contribution rates of new members.

b. Mid-Management


- 1) Leave – Same benefits as those listed above for Executive Management,
- 2) Health and Welfare – Same benefits as those listed above for Executive Management.
- 3) Retirement – Same benefits as those listed above for Executive Management.

ARTICLE 2: The salary and benefits outlined herein shall remain in effect beginning December 21, 2022 unless modified or repealed by resolution. All prior resolutions concerning compensation or benefits for the Unrepresented Group which are in conflict herewith are hereby repealed.

This foregoing Resolution was duly passed, approved, and adopted this 21st day of December, 2022, by the following vote:

AYES: Silva, Pursell, Jr., North, Smith and Mayor Palomar.
NOES: None.
ABSTAIN: None.
ABSENT: None.

APPROVED:



Laura North, Mayor

ATTEST:



Abigail Palsgaard, City Clerk