

**COMPENSATION  
AND  
BENEFITS  
PROFILE  
FOR**

*CITY OF REDLANDS*



**DEPARTMENT  
DIRECTORS**



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**Article I. ADMINISTRATION**

**Section 1.01 INTRODUCTION**

This Department Directors’ Compensation/Benefit Profile (this “Profile”) is a summary of benefits and compensation practices, adopted by resolution of the City Council, which applies to all Department Directors appointed by the City Manager. This Profile and it adopting Resolution may be amended from time to time, as deemed appropriate or necessary by the City Council, by the adoption of subsequent resolution of the City Council.

This Profile sets forth the policies and procedures to be followed in implementing and administering the City’s Department Director Compensation/Benefit program. The terms and conditions of employment for Department Directors not included in this Profile are addressed in individual employment contracts. Such contracts are supplemental to this Profile, but individual contract terms may not exceed the terms of this Profile. If there is a conflict between the Profile and a contract term, the Profile will control.

**Section 1.02 PURPOSE**

Persons employed in Department Director positions are not represented by an employee organization. Therefore, the purpose of this Profile is to define and describe the forms of compensation and benefits for Department Directors.

**Section 1.03 COVERED EMPLOYEE CLASSIFICATIONS**

This Profile covers the following Department Director classifications:

<b>DEPARTMENT DIRECTOR CLASSIFICATION TITLES</b>
Assistant City Manager
Development Services Director
Chief Information Officer
Director of Municipal Utilities and Public Works Engineering/City Engineer
Finance Director
Fire Chief
Human Resources Director
Library Director*
Police Chief
Quality of Life Director

**Section 1.04 TERMS AND CONDITIONS OF EMPLOYMENT**

- A. This Profile is a summary of benefits and compensation practices approved by the City Council to be applied on an ongoing basis. The provisions of this Profile apply to all employees appointed by the City Manager to the Department Director positions listed in Section 1.03.

- B. This Profile sets forth policies and procedures for implementing and administering the City's Department Director Compensation and Benefit program. The provisions of the City's Personnel Rules and Regulations and City policies in effect and applicable to the above mentioned classifications on the date the City Council of the City of Redlands approves this Profile remain in effect unless expressly superceded by sections of this Profile.
- C. Employees in Department Director positions serve at the will and pleasure of the City Manager. The appointment of a person to a Department Director position will be made by the City Manager.
- D. The various forms of compensation and benefits described in this Profile are the result of the City's recognition that Department Directors should be compensated appropriately for exhibiting accountability, cost effectiveness, the ability to apply new technologies and maximize the utilization of human, physical and fiscal resources to enhance the mission of the City; and for stimulating the development of people and establishing methods which facilitate the meeting of City goals and objectives.

## **Article II. COMPENSATION**

### **Section 2.01 COMPENSATION ADJUSTMENTS**

The Salary Range Table (Appendix A) is established to provide the minimum and maximum salary levels for each Department Director position.

### **Section 2.02 PAY PLAN AND BENEFITS REVIEW**

The City recognizes that to recruit and retain well-qualified Department Directors and enhance their management capabilities in areas such as leadership and accountability, Department Directors should be compensated appropriately for exhibiting accountability, cost effectiveness, the ability to apply new technologies and maximize the utilization of human, physical and fiscal resources; for exerting leadership to enhance the mission of the City; and for stimulating the development of people and methods which will facilitate the meeting of City goals and objectives.

To facilitate and enhance effectiveness and productive efforts of Department Directors, salary and benefit levels will be reviewed on a periodic basis and may be adjusted from time to time, within the budget appropriation levels established by the City Council for compensation for Department Directors. This review will consist of the following two components.

#### **A. Performance Evaluations:**

Progression in the salary range for Department Directors shall be based on the Director's performance. The City Manager and the Director will develop goals, and the City Manager shall be responsible for evaluating the Director's performance in relation to the achievement of such goals.

Performance goals to be considered include, but are not limited to, the following:

- Customer Service
- Managing Financial and Material Resources

- Leadership
- Communication
- Quality and Quantity of Work
- Personal Characteristics
- Meeting and exceeding assigned goals and objectives

**B. Compensation (Salary and Fringe Benefits) Survey:**

The compensation philosophy for the City of Redlands is to establish a compensation package that will attract the highest caliber individuals. Therefore, the second component will contain comparisons with other similar agencies within the appropriate job market. These factors will be utilized to consider salary and benefit levels that will facilitate continuation of this philosophy.

**Article III. LEAVES – PAID AND UNPAID**

There exists a variety of different circumstances and situations which require a Department Director’s absence from work. The following is a compilation of reasons for leave for Department Directors:

**Section 3.01 HOLIDAYS**

A. The following paid holidays will be observed on the day specified.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Presidents’ Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving Day	Day After 4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>

- B. Any holiday listed in this Section which falls on Sunday will be observed on the following Monday.
- C. Any holiday listed in this Section which falls on Saturday will be observed on Friday.
- D. Christmas Eve Day shall be observed as a holiday if Christmas Day falls on a Tuesday, Wednesday, Thursday or Friday.

**Section 3.02 ANNUAL LEAVE**

- A. Effective January 1, 2009, Department Directors shall combine existing Sick Leave and vacation balances as well as Floating Holidays and Executive Leave to Annual Leave.
- B. The purpose of Annual Leave is to provide Department Directors the ability to accrue time for Vacation, Sick Leave and personal leave situations.
- C. Individual Department Directors shall accrue Annual Leave hours at a rate of no less than 304 hours and no more than 424 hours per year, based on years of service.
- D. Effective January 1, 2009, the maximum Annual Leave balance shall be 900 hours. Department Directors shall not accrue Annual Leave above 900 hours
- E. As a matter of City policy, Department Directors are encouraged to use annual leave.
- F. Department Directors may convert up to 300 hours of accrued Annual Leave per calendar year to salary compensation or apply to a deferred compensation account. This conversion can be made with a two week notice to payroll.

YEARS OF SERVICE	ANNUAL LEAVE
0-5	304
6-7	344
8-9	352
10-11	360
12-13	368
14-15	376
16-20	384
21	392
22	400
23	408
24	416
25+	424

**Section 3.03 BEREAVEMENT LEAVE**

Department Directors receive two working days of paid Bereavement Leave for the death of a member of the employee’s immediate family (defined as spouse, state-registered domestic partners, children, parents, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, step-father, step-mother, and step-children). Department Directors may be allowed to use accrued Sick Leave as Bereavement Leave with full pay not to exceed three days.

**Section 3.04 FAMILY MEDICAL CARE LEAVES**

- A. Family Leave shall be granted in accordance with the California Rights Act of 1991 and the Family and Medical Leave Act of 1993, and any amendments thereto and implementing regulations for those respective statutes. The City’s Human Resources

Department shall be responsible for administration of all leave taken pursuant to this section.

- B. Employees may utilize up to twelve weeks of Annual Leave for leaves of absence that fall under the provisions of the FMLA and CFRA. This Annual Leave is in addition to any other paid or unpaid leave, which may be granted under the provisions of FMLA and CFRA. Annual Leave shall be used prior to the unpaid leave provisions of FMLA and CFRA.

## **Article IV. BENEFITS**

### **Section 4.01 INSURANCE**

#### **A. MEDICAL INSURANCE**

The City shall pay the entire premium for each Director and all eligible dependents under the PERS health insurance program.

#### **B. ALTERNATIVE COVERAGE**

The City shall provide a stipend of \$350, on a monthly basis, for those employees with alternative medical coverage who opt for the stipend in lieu of the medical insurance benefit.

#### **C. INSURANCE ADJUSTMENT**

In July of each year, the City shall pay each Director a cash payment in the amount of one hundred and fifty dollars (\$150) to offset the co-payments and deductibles for medical insurance plans.

#### **D. DENTAL INSURANCE**

The City shall pay the full monthly premium for dental insurance under the Principal Financial dental plan or its equivalent for each Director and all eligible dependents.

#### **E. VISION REIMBURSEMENT**

The City shall reimburse each Director two hundred twenty five dollars (\$225.00) per year for the purchase of prescription frames and lenses and/or contact lenses for the employee and/or his/her eligible dependents.

#### **F. DISABILITY**

The Employee shall pay the premium for the City's Disability Insurance Program.

#### **G. LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

Department Directors shall be covered by the City's group term life insurance and accidental death and dismemberment (AD&D) insurance plan. The City will pay the premiums for life insurance coverage amounts of \$25,000 for basic life and \$25,000 for accidental death and dismemberment policies.

**Section 4.02 FLEXIBLE SAVINGS PLAN**

The City will offer Flexible Spending Accounts (FSA) to all Department Directors. An FSA allows an employee to make pre-tax deductions for qualifying medical, dental and vision expenses, and dependent care expenses. The plan is established and administered in accordance with Section 125 of the Internal Revenue Service code.

**Section 4.03 DEFERRED COMPENSATION**

Department Directors are eligible to participate in City Deferred Compensation Plans as provided for in State and Federal Tax codes. The City will contribute \$1125 per year + 2% of salary for Department Directors. Employees may contribute additional deferred compensation to the Plan in accordance with Plan provisions.

**Section 4.04 EMPLOYEE ASSISTANCE PROGRAM**

The City offers Department Directors an employee assistance program. Confidentiality regarding a Director’s use of this program will be maintained in full compliance with State and Federal Regulations.

**Section 4.05 EDUCATIONAL INCENTIVE**

Educational Incentives for the Fire Chief and Police Chief positions shall apply to the persons serving in such positions as of the calendar year 2008. Upon the separation of service from the City by either the person serving as Fire Chief or Police Chief, the respective educational incentive for such positions shall be eliminated.

**Section 4.06 TUITION REIMBURSEMENT**

- A. The City will reimburse Department Directors for actual costs of fees, tuition and books, for attendance at an accredited institution of higher learning, at the rate up to the cost at University of California, Riverside (UCR) for the same or similar course.
- B. Department Directors must submit a request form with documents describing the course and program and cost to the Human Resources Director for approval prior to beginning class.
- C. To be eligible for reimbursement, Department Directors must submit evidence of actual payment of expenses incurred and satisfactory completion of course work with a grade of “C” or better or equivalent.

**Section 4.07 AUTO ALLOWANCE**

- A. The City shall provide vehicles and/or allowances as follows:

➤ Community Development Director	\$100 per month
➤ Finance Director	\$100 per month
➤ Director of Municipal Utilities and Public Works Engineering/City Engineer	Vehicle

- B. Department Directors receiving an Auto Allowance or assigned a City vehicle must provide the following:
  - 1. Proof of valid insurance with acceptable levels as set by the City.

2. Proof of valid, class B California driver license.
- C. Department Directors must participate in the City DMV Pull Notice Program.
- D. If assigned, a City-owned vehicle may be used by a Department Director for City business and for commuting to and from the Director's residence. The City will incur all costs related to the provision of the vehicle, including maintenance and insurance. The Department Director shall be responsible for ensuring the City's vehicle is appropriately secured when parked at the Director's residence.

#### **Section 4.08 UNIFORM ALLOWANCE**

The Police Chief and Fire Chief who wear their uniforms for public ceremonies or for operational necessity are entitled to a stipend equal to that received by the respective safety management employees.

### **Article V. RETIREMENT – END OF SERVICE**

#### **Section 5.01 PERS CONTRIBUTION**

- A. The City will pay the 7% employee contribution to PERS on the Department Director's behalf for miscellaneous employees with PERS formula 2% @ 55.
- B. The City will pay the 9% employee contribution to PERS on the Department Director's behalf for safety employees with PERS formula 3% @ 50.

#### **Section 5.02 ACCRUAL PAYMENT UPON RETIREMENT**

Upon service or medical retirement under the PERS retirement plan, or in the event of the death of an Department Director prior to retirement, PERS members with less than fifteen (15) years service with the City may elect one of the following options for payment of unused annual leave:

- A. Convert all remaining annual leave accrued at the time of retirement to cash value at the final rate of pay and apply said cash value to applicable premiums payable under the City's medical insurance program for the employee and eligible dependents until the cash value is exhausted. In the event that the member dies prior to exhaustion of the cash value of said benefits, the remaining cash value may be applied towards the premiums of covered dependents until exhausted, subject to the conditions and limitations of the applicable insurance policy.
- B. At the time of service retirement, disability retirement, or at the death of an active member, one hundred percent (100%) of accrued annual leave may be converted to cash or applicable deferred compensation plan at the final rate of pay.

#### **Section 5.03 LIFETIME MEDICAL**

Department Directors who achieve 15 years of service with the City of Redlands shall be entitled to Lifetime Medical coverage for themselves and their dependents upon separation of service from the City. "Lifetime Medical" means equivalent health insurance as provided by the City to its then existing Directors through the CalPERS medical plan. Department Directors hired after January 1, 2009, shall not be entitled to this benefit.

**Section 5.04 EMPLOYEE SEVERANCE COMPENSATION**

In recognition that Department Directors serve at the will and pleasure of the City Manager, the City Manager may offer severance pay to any Department Director who is terminated involuntarily or pursuant to a negotiated separation of service in an amount up to three months salary. The amount of such severance pay shall be determined by the City Manager and may be included in the terms of a contractual agreement between the Department Director and the City made at the time the Department Director is hired or promoted.

**APPENDIX A – DEPARTMENT DIRECTOR SALARY TABLE**

CLASSIFICATION	MINIMUM MONTHLY SALARY	MAXIMUM MONTHLY SALARY
Assistant City Manager	NOT BUDGETED AT THIS TIME	NOT BUDGETED AT THIS TIME
Chief Information Officer	10,602	12,888
Development Services Director	10,602	12,888
Director of Municipal Utilities and Public Works Engineering/City Engineer	11,703	14,226
Finance Director	10,602	12,888
Fire Chief	12,227	14,862
Human Resources Director	9,845	11,968
Library Director*		12,000
Police Chief	12,240	16,559
Quality of Life Director	11,139	13,541

*\* The Library Director salary is set by the Library Board, not by City Council or the City Manager and is incorporated above for reference only.*