RESOLUTION NO. 2015-06-23-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, REGARDING EMPLOYMENT AND ESTABLISHING SALARY RANGES AND BENEFITS FOR MANAGEMENT, CONFIDENTIAL, AND PART-TIME CLASSES OF EMPLOYMENT WITH THE CITY AND RESCINDING RESOLUTION NO. 2013-09-10-1.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. This Resolution establishes the official plan of compensation for the City for positions defined as management, confidential, and part-time in the Employer-Employee Relations Resolution No. 2012-02-14-3. The plan of compensation for all other employees is set forth in the current Memorandum of Understanding between the City and the Laguna Hills City Employees Association. In addition, insurance benefits for elected officials are established in Section 3, Paragraph II.

SECTION 2. The following salary ranges are assigned to the classes of employment, which are hereby designated as management, confidential, and part-time for fiscal year 2015-2016. Unless specified otherwise herein, the provisions of this Resolution only apply to the following classifications:

FULL-TIME POSITIONS – CONFIDENTIAL	**MONTHLY RANGE**	
Administrative Assistant –City Manager (1)	$5,757	$6,997

FULL-TIME POSITIONS – MANAGEMENT		
Assistant City Manager (1)	$14,903	$18,114
Assistant to the City Manager/City Clerk (1)	$ 8,803	$10,699
City Engineer/Public Works Director (1)	$13,479	$16,384
City Manager (1)	$21,419	$21,419
Community Development Director (1)	$13,104	$15,927
Deputy City Manager (1)	$ 12,448	$15,129

PART-TIME POSITIONS		
Administrative Intern	$15.00	$15.00
Code Enforcement Officer	$25.00	$25.00
Community Services Leader I	$10.00	$12.50
Community Services Leader II	$12.50	$15.00

SECTION 3. The City shall provide the following benefits to the categories of employees specified herein:

I. RETIREMENT

A. The City shall participate in the California Public Employees Retirement System's (CalPERS). The City provides the following two tiers of benefits:

1. Tier 1 (Employees hired before July 1, 2013 or individuals hired after July 1, 2013 who have participated in a public retirement system within the six months prior to being hired): 2% @ 60 Program and beginning July 1, 2015, employees shall pay 2.25% toward the City's normal cost rate of its pension program with CalPERS (as determined by CalPERS). Additional benefits provided through CalPERS shall include the following:

One-Year Final Compensation

Post-Retirement Survivor Allowance

Pre-Retirement Survivor Allowance

1959 Survivor Benefits, including Third Level Benefits

2. Tier 2 (Employees hired on or after January 1, 2013 who have not been members of a public retirement system within the six months prior to employment with the City): 2% @ 62 with 3 year Final Compensation and with employee paying 100% of the employees' contribution to CalPERS.

B. The City shall provide a supplemental retirement program as established in Resolution No. 99-05-04-1,which affords management employees a defined contribution equal to 6.5% of base salary upon employment with the City and confidential employees a defined contribution equal to 3.0% of base salary after ten years of service with the City.

C. The City shall provide a retiree health savings plan as established in Resolution No. 2001-12-11-2.

D. The City shall make available to all management and confidential employees the ICMA Retirement Corporation's Section 457 Deferred Compensation Plan. This is a voluntary program and will be funded at the sole cost of each participating employee. This provision does not apply to the Deferred Compensation provisions found in the Employment Agreements between the City and the City Manager and the Assistant City Manager which provide for the terms and conditions of their participation in the Plan.

E. The City shall provide to part-time employees an alternative retirement plan as established in Resolution No. 2000-06-27-5.

II. INSURANCE

A. The City shall pay for the full cost of medical insurance coverage for full-time management, confidential employees, and elected members, including their dependents as defined by the City's medical insurance program. The City will pay the full cost of the lower of either the PPO or HMO program in a given year for full-time employees, including elected members, and their dependents. Any cost increases in medical insurance premiums will be shared 50-50 between the City and full-time employees, including elected members, up to a maximum of 4% annually for full-time management and confidential employees, including elected members.

B. The City shall provide and pay for a dental insurance plan for all full-time management, confidential employees, and elected members, including their dependents.

C. The City shall provide and pay for a vision insurance plan for all full-time management, confidential employees, and elected members, including their dependents.

D. The City shall provide and pay for a group life and accidental death and dismemberment insurance plan for all full-time management and confidential employees on the basis of 100% of the employee's annual salary to the next highest $1,000.00 increment up to a maximum of $200,000.

E. The City shall provide and pay for a short and long-term disability plan for all full-time management and confidential employees.

F. Elected members may opt not to participate in the City's medical, dental, and vision insurance plans.

III. VACATION

A. Full-time non-management, confidential employees accrue vacation leave according to the following schedule:

Years of Service	Rate
0-3	10 days/year or 6.667 hours/month
4-9	15 days/year or 10 hours/month
10+	20 days/year or 13.334 hours/month

B. Full-time management employees accrue vacation leave according to the following schedule:

Years of Service	Rate
0-3	15 days/year or 10 hours/month
4+	20 days/year or 13.334 hours/month

C. Upon termination or retirement, all employees shall be compensated at their current pay scale for their accrued vacation leave balance. No employee shall be allowed to carryover more than 320 hours of vacation leave from one fiscal year to the next.

D. For management employees, upon completion of ten years of full-time employment with the City, the City shall make a one-time allotment of 40 hours of vacation leave to the employee's vacation leave balance.

IV. HOLIDAYS

A. The City shall provide full-time management and confidential employees 104 paid hours per fiscal year for holidays.

B. The City shall observe certain fixed holidays during which City Hall will be closed. These include:

New Year's Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day After Thanksgiving
Christmas Day

C. Full-time employees shall receive 8 hours pay for these holidays. In order to receive holiday pay, an employee must have received pay for all of both the regularly scheduled work assignment immediately prior to a holiday and the regularly scheduled working assignment immediately after that holiday.

D. Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday unless this, too, is a holiday and then one day sooner.

E. In lieu of closing City Hall for the observation of Columbus Day, and Martin Luther King Day, employees will be able to use their remaining holiday time from Section IV.A above for discretionary, floating holiday time subject to their supervisor's approval.

F. Holiday hours must be taken during each fiscal year and cannot be carried over to the succeeding fiscal year.

V. LEAVES OF ABSENCE

A. All full-time employees shall accrue annual sick leave at a rate of 8 hours per month.

B. All management and confidential full-time employees prior to completing ten years of service as full- time employees, (hereafter, "ten—year anniversary") shall be eligible, if they so desire, each quarter (October 1, January 1, April 1, and July 1) to convert unused personal sick leave in excess of 160 hours at a rate of 8 hours of vacation for every 24 hours of personal sick leave. Upon retirement or resignation from the City prior to their ten-year anniversary, a full-time employee who has personal sick leave in excess of 160 hours may convert the excess hours to vacation at a rate of eight hours of vacation for every 24 hours of personal sick leave. In this situation, the vacation accrual limits under Section 3, Paragraph III.C above can be exceeded to a maximum of 480 hours.

C. For all management and confidential full-time employees who have completed their ten-year anniversary, sick leave accumulation and balances will be governed by Resolution No. 2001-12-11-2. As part of the Retirement Health Services (RHS) plan, employees upon ten years of service may convert any vacation hours over 80 hours to sick leave on a 1 to 1 basis.

D. All full-time management and confidential employees shall receive 3 days bereavement leave for absence necessitated by the death of immediate family members. An immediate family member shall be defined as the spouse, children, parents, brothers, sisters, grandparents, parents-in-law, or other individuals whose relationship to the employee is that of a dependent or near dependent. Where such death has occurred and upon request of the Assistant City Manager, the employee shall furnish satisfactory evidence of such death.

E. Part-time employees shall begin to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment, or July 1, 2015, whichever occurs later. A part-time employee is not eligible to begin using any accrued paid sick leave until after ninety (90) days of employment with the City and is only allowed to use up to a maximum of three (3) days or twenty-four (24) hours, whichever is greater, of paid sick leave in a twelve (12) month period. A part-time employee can only accrue paid sick leave up to a cap of six (6) days or forty-eight (48) hours, whichever is greater, ongoing. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below the cap. Any unused accrued paid sick leave carries over year to year while the part-time employee is continuously employed.

VI. ADDITIONAL COMPENSATION

A. The following positions, at the discretion of the City Manager, may be eligible for a monthly automobile allowance in lieu of mileage reimbursement:

City Engineer/Director of Public Services	-	$ 650
Community Development Director	-	$ 600
Assistant to the City Manager/City Clerk	-	$ 450

All other employees shall be reimbursed at the prevailing standard mileage rates established by the IRS.

B. The City's Management Incentive Program for management employees has been defunded.

C. Effective March 1, 2015, the City shall provide a Flexible Spending Account (FSA) program that will enable employees to deter compensation on a pre-tax basis for eligible health care expenses and dependent care expenses. This program shall be provided and administered consistent with applicable federal laws. More information relating to the program may be obtained from Administrative Services.

SECTION 4. MISCELLANEOUS PROVISIONS

I. The City Manager may authorize special adjustments to avoid or eliminate inequities resulting from the strict application of any provision of this Resolution.

II. The City Manager is authorized to issue written administrative personnel regulations designed to augment or clarify the provisions of this Resolution.

III. In the event of any conflict between the provisions of the City Manager's Employment Agreement or the Assistant City Manager's Employment Agreement and this Resolution, the Agreements prevail.

SECTION 5. EFFECTIVE DATE

I. Except as otherwise specified to the contrary in this Resolution, all provisions set forth herein shall be effective July 1, 2015.

SECTION 6. Resolution No. 2013-09-10-1 is hereby rescinded and replaced with this Resolution.

PASSED, APPROVED, AND ADOPTED this 23rd day of June 2015.

DORE J. GILBERT, M.D., MAYOR

ATTEST:

MELISSA AU-YEUNG, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LAGUNA HILLS)

I, Melissa Au-Yeung, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2015-06-23-2 adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 23rd day of June 2015, by the following vote:

AYES: Council Members Blount, Sedgwick, Mayor Pro Tempore Kogerman, and Mayor Gilbert

NOES: None

ABSENT: Council Member Carruth

ABSTAIN: None

(SEAL)

MELISSA AU-YEUNG, CITY CLERK