City of Sausalito Employee Compensation Matrix Updated 9/2011



Note: Please see applicable memoranda of understanding and other official documents for full information. If you have a suggestion to improve this document, please call Susan Nichols, Human Resources at (415) 289-4130.

Category Index:

Page 2

CURRENT MOU TERM APPROX # POSITIONS

- REPRESENTATION
- UNIT #s
- SHIFT DIFFERENTIAL PAY
- EDUCATIONAL INCENTIVE PAY
 - (See also: <u>Educational</u> <u>Reimbursement</u>)

Page 3

- STANDYBY PAY
- CALL BACK PAY
- TRAINING PAY
- LONGEVITY PAY
- ACTING OUT OF CLASS PAY
- OVERTIME PAY ELIGIBILITY
 - o (see also Comp Time)
- RETIREMENT

Page 4

- TOTAL EMPLOYEE PAID CALPERS
- TOTAL CITY PAID CALPERS
- RETIREE MEDICAL
- CITY CONTRIBUTION TO 457 OR OTHER DEFERRED COMPENSATION
- SICK LEAVE PAYOUT AT RETIREMENT
- CAFETERIA PLAN
 - MEDICAL CITY PAID MAX. FAMILY
 - DENTAL CITY PAID MAX. FAMILY
 - VISION CITY PAID MAX. FAMILY
 - MAX. CASH IN LIEU OF BENEFIT/ CAFETERIA PLAN
 - LIFE INSURANCE COVERAGE & AD&D (CITY PAID)

- SHORT TERM DISABILITY INSURANCE
 LONG TERM DISABILITY
- EMPLOYEE ASSISTANCE PROGRAM
- HEALTH CLUB/EXAMS
- EDUCATIONAL REIMBURSEMENT
- UNIFORM ALLOWANCE
- SAFETY EQUIPMENT ALLOWANCE (Steel Toed Boots)
- CAR ALLOWANCE
- HOUSING PROGRAMS
- FLEX SCHEDULE

Page 6

Page 5

- PAID HOLIDAYS (Legal)
- HOLIDAYS (Floating)
- WORKING ON HOLIDAYS
 - Page 7
- VACATION
- VACATION ACCRUAL CAP
- VACATION CASH OUT
- COMPENSATORY TIME OFF
- SICK LEAVE ALLOWANCE
- MANAGEMENT LEAVE
- PARENTAL LEAVE
- BEREAVEMENT LEAVE
- CATASTROPHIC LEAVE DONATION

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
CURRENT MOU TERM	JULY 01, 2010 – JUNE 30, 2012	JULY 1, 2010 – JUNE 30, 2012	JULY 1, 2010 – JUNE 30, 2012	NONE	NONE	NONE
APPROX # POSITIONS	34.57	19	15	7	13	40
REPRESENTATION	Administrative Aide I - 3 Assistant. Planner – 1 Associate Planner – 2 Building Inspector – 1 Permit Technician – 1 Civil Engineer II – 1 Custodian – 1 Lead Custodian – 1 Fleet Maintenance Coordinator – 1 Landscape I – 1 Landscape II – 2 Maintenance Worker I – 1 Maintenance Worker II – 7 Public Works Supervisor – 1 Sewer Maintenance. Worker I – 3 Sewer Systems Coordinator – 1 Librarian I – 1.57 Librarian II – 1 Library Assistant II – 1 Senior Library Assistant – 1 Rec. Supervisor – 1 Rec. Coordinator – 1	Sergeant - 4 Corporal -2 Investigator - 2 Officer - 7 Non-Sworn: Parking Enforcement Off 3 Administrative Aide I - 1	Captain - 4 Fire Fighter/Paramedic - 5 Fire Fighter - 6	Administrative Aide I / Admin - 1 Administrative0 Aide II / Police - 1 Human Resources Technician - 1 Senior Accounting Technician - 3 Systems Technician - 1	City Manager Admin. Services Manager/Treasurer Assis. to the City Manager/City Clerk City Engineer City Librarian Community Development Director DPW Division Manager Fire Chief (Position Held by SMFD) Parks and Recreation Director Police Chief Police Captain Police Lieutenant Public Works Director Technology Manager	Not Applicable
UNIT #s						
SHIFT DIFFERENTIAL PAY		Sworn members w/ night shift: 1.4% base pay + Edu. Incentive Sworn member not assigned to night shift, working less than 36hrs during pay period, does not qualify for shift differential.				
EDUCATIONAL INCENTIVE PAY (See also: <u>Educational</u> <u>Reimbursement</u>) (Continued Below)		Hired after 1/1/2003: (% of salary) 1) 3% for AA/AS/Intermediate Post Cert., or 2) 5% for (BSIBA)/Advanced Post Cert., or	(Monthly Base Salary) 2.5%— 30 Unit Vocational Fire Science Cert. 5% - AA/AS in Fire Science (Not in addition to 30 Unit) 2.5% - Fire Off. I Cert. from State 1% - Chief Off. Cert. from			
		3) 7% for (MAIMS)	1% - Chief Off. Cert. from State			

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
(Continued) EDUCATIONAL INCENTIVE PAY		Hired before 1/1/2003: (% of salary) 1) 5% for (AS/AA), or 2) 10% for (BS/BA), or 3) 12.5% for (MAIMS)	2% - Bachelor's degree in related field			
STANDYBY PAY		1.5x Regular Rate				
CALL BACK PAY	1.5 times the reg. rate with a minimum of 3 hours.	When directed to return to work (when that employee is off duty): Paid a premium of 2 hours of pay at the overtime rate, regardless if they work 2 hours or not.		Not Applicable	Not Applicable	
TRAINING PAY		Officers actively training new employees: Receive 5% premium pay for the hours in which such training is provided. Employees scheduled for training: Paid minimum of 4 hours at 1.5x regular rate of pay, unless occurs within 60 min of reg. shift. Minimum guarantee does not apply to "roll call"				
LONGEVITY PAY		\$23.08/period after 5 years \$46.15/period after 10 years \$69.23/period after 15 years \$92.31/period after 20 years				
ACTING OUT OF CLASS PAY	5% of their regular rate of pay. Not for longer than 1 year, except under special circumstances, in which case the employee shall be paid 10% of their regular rate of pay.	Not specified in MOU	An employee who is assigned the duties of a higher classification shall be paid at Step 1 of the higher classification for hours worked in said higher classification.			
OVERTIME PAY ELIGIBILITY (see also Comp Time)	1.5x times regular pay for each 1/4 of an hour or portion thereof for such time worked in excess of the normal day or period.	Non-sworn: 1.5x reg. rate for each 1/4hr in excess of 40hrs per 7-day Sworn: 1.5x reg. rate for each 1/4hr in excess of 86hrs per 14- day	Non-emergency: 1.5x regular Emergency: 1.5x regular & 2+ hours of work or pay minimum	1.5x Regular Rate	Exempt Police Captain: (OT only when acting outside of Cpt duties) Special OT for Captains: 1.5x straight time hourly pay rate for a Sgt at Step E+5%.	
RETIREMENT	2.5% at 55	Sworn: 3% at 55 Non-sworn: SEIU contract	3% at 55	Non-Safety: 2.5% at 55 Safety: 3% at 55	Non-Safety: 2.5% at 55 Safety: 3% at 55	

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
		applies				
TOTAL EMPLOYEE PAID CALPERS	8%	9%	9%	8%	8%	
TOTAL <u>CITY</u> PAID CALPERS (Employer Rate + EPMC + PERS-on-PERS roll-up)	(See annual actuarial report)					
RETIREE MEDICAL	PERS with City for 20+yrs and age 50+, have Kaiser employee-only monthly premium paid for in full, if opting for more expensive plan employee pays the difference. May, in lieu of City-paid medical, opt to receive \$175/month OR PERS Kaiser rate of retiree.	PERS with City for 20+yrs and age 50+, have Kaiser employee-only premium paid for in full. May opt for cash equal to lesser of \$175/month or lowest cost option for retiree employee-only.	PERS with City for 20+yrs and age 50+, monthly health insurance premium paid for in full (employee only), or cash for 80% of value.	PERS with City for 20+yrs and age 55+ (Misc.)/50+ Public Safety, monthly health insurance premium paid for in full (employee only), opt to receive a cash payment equal to the lesser of \$175/month or PERS Kaiser rate.	PERS with City for 20+yrs and age 55+ (Misc.)/50+ Public Safety, monthly health insurance premium paid for in full (employee only), opt to receive a cash payment equal to the lesser of \$175/month or PERS Kaiser rate.	
CITY CONTRIBUTION TO 457 OR OTHER DEFERRED COMPENSATION	Employees may contribute to the City's 457 plan through a salary reduction over 26 pay periods until maximum contribution is reached.	May make contributions to play on a form provided by payroll	City contributes 4% of employee's base salary	Employees may contribute to the City's 457 plan through a salary reduction over 26 pay periods until maximum contribution is reached.	Employees may contribute to the City's 457 plan through a salary reduction over 26 pay periods until maximum contribution is reached.	
SICK LEAVE PAYOUT AT RETIREMENT	.004 years for each day of sick leave paid in cash for maximum of 60 days and the remaining unused balance (excluding the number of days paid in cash) will become additional service credit.	.004 years for each day of sick leave paid in cash for maximum of 60 days and the remaining unused balance (excluding the number of days paid in cash) will become additional service credit.	(a) Convert all unused to additional service credit; or (b) be paid in cash for maximum of 480 hours of sick leave and convert the remaining unused balance (excluding the number of hours paid in cash) to additional service credit.	Under PERS: Convert unused sick leave to additional service credit OR be paid in cash for a maximum of 480 hours with the rest converted to service credit.	Under PERS: Convert unused sick leave to additional service credit OR be paid in cash for a maximum of 600 hours with the rest converted to service credit.	
CAFETERIA PLAN: • MEDICAL CITY PAID	Single Employee +1 Full Family 665.12 1,244.40 1,584.09	Single Employee +1 Full Family 624.36 1,193.35 1,534.74	Kaiser Foundation Health Plan, Inc., coverage "S"	Single Employee +1 Full Family 654.30 1,223.29 1,564.68	Single Employee +1 Full Family 690.31 1,304.68 1,653.25	
DENTAL CITY PAID	Single Employee +1 Full Family 54.22 114.44 123.97	Single Employee +1 Full Family 44.04 93.12 104.49	Delta Dental with an orthodontic benefit	Single Employee +1 Full Family 44.04 93.12 104.49	Single Employee +1 Full Family 54.22 114.44 123.97	
VISION CITY PAID	Single Employee +1 Full Family 15.88 21.22 3 9.94 (\$10 Co-Pay)	Single Employee +1 Full Family 15.88 21.22 34.94 (\$10 Co-Pay)	Eye Exam + Prescription glasses/contact lenses.	Single Employee +1 Full Family 15.88 21.22 34.94 (\$10 Co-Pay)	Single Employee +1 Full Family 15.88 21.22 34.94 (\$10 Co-Pay)	
MAX. CASH IN LIEU OF CAFETERIA	665.12	624.36		654.30	690.31	
LIFE INSURANCE COVERAGE & AD&D (CITY PAID)	Single Employee +1 Full Family 4.40 4.40 4.40 (\$20,000)	Single Employee +1 Full Family 1.65 1.65 1.65 (\$7,500)	\$50,000	Single Employee +1 Full Family 11.00 11.00 11.00 (\$50,000)	Single Employee +1 Full Family 22.00 22.00 22.00 (\$100,000)	

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
SHORT TERM DISABILITY INSURANCE	Optional, offered by City	Optional, offered by City	Optional, offered by City	Optional, offered by City	Optional, offered by City	Optional, offered by City
LONG TERM DISABILITY	Single Employee +1 Full Family 7.92 7.92 7.92	Single Employee +1 Full Family 7.92 7.92 7.92	CAPF (Cover paid by City) \$16 premium included in the employee's base salary, then deducted for the monthly premium.	Single Employee +1 Full Family 7.92 7.92 7.92	Single Employee +1 Full Family 7.92 7.92 7.92	
EMPLOYEE ASSISTANCE PROGRAM	Additional City Benefit	Additional City Benefit	Additional City Benefit	Additional City Benefit	Additional City Benefit	Additional City Benefit
HEALTH CLUB/EXAMS		In budget	In budget			
EDUCATIONAL REIMBURSEMENT	Up to \$2,000 per fiscal year. Prorated for employees working between 20-40 hours.	Up to \$2,000 per fiscal year. Prorated for employees working between 20-40 hours. \$39/Month for martial arts/fitness classes.		\$2,000 per fiscal year	\$2,000 per fiscal year	
UNIFORM ALLOWANCE	Reimbursement for: DPW workers (See MOU for full list) For full cost of: (1) jacket, (4) shirts, and (4) trousers	Sgt/PO/Pol. Det \$31.80/pay period PEO - \$26.50/pay period	\$225 Annually (in Oct.) for department approved clothes + replacement of standard firefighting uniforms	Police AAII – See POA MOU for non- sworn personnel	Police Chief/Captain – See POA MOU for sworn personnel	
SAFETY EQUIPMENT ALLOWANCE (Steel Toed Boots)	Protective footwear benefit for DPW workers (See MOU for full list): Provided to each eligible employee at no cost to the employee through a retailer of the City's choice.				Protective footwear benefit for DPW Director, City Engineer	
CAR ALLOWANCE					\$250/Month	
HOUSING PROGRAMS	A labor – management committee will be formed to develop a report outlining employee concerns about the cost of housing and commuting.					
FLEX SCHEDULE	Based upon departmental needs	Based upon departmental needs				

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
PAID HOLIDAYS (LEGAL)	"5-40" and 37 ½ hour schedules: 1/1 3 rd Mon. in Jan. 3 rd Mon. in Feb. Last Mon. in May 7/4 First Mon. in Sep. Fourth Thurs. in Nov. Friday after 4 th Thurs. in Nov. 12/24 12/25	("5-40" receive whole list, "4- 10" receive italic only list): January 1st 3rd Monday in February Last Monday in May July 4th First Monday in September September 9th November 11th 4th Thursday in November Friday after the 4th Thurs. in Nov. 1/2 Day Dec. 24 (Sworn Pers.) Full Day Dec 24 (Non-sworn) December 25th	January 1 st 3 rd Monday in January February 12 th 3 rd Monday in February Last Monday in May July 4th 1 st Mon. in September September 9 th 2 nd Monday in October November 11th 4 th Thursday in November 4 th Friday in November December 25th	"5-40" (All) and "4-10"/"9-80" (All but 3rd Monday in January) January 1st 3rd Monday in January 3rd Monday in February Last Monday in May July 4th 1st Monday in September 4th Thursday in November Friday after 4th Thurs. in November December 24th December 25th		Not Applicable
HOLIDAYS (FLOATING)	Floating: 16 Hrs for "5-40", 15 Hrs for a "37.5 Hrs Schedule", 6 Hrs for "4-10", 15 Hrs for "9-80" New Hires between: 1/1-6/30 accrue 100% floating 7/1-11/15 accrue 50% floating 11/15-12/31 accrue 0% for that calendar year	1 paid floating holiday/year (cannot be carried)		"5-40" – 16 hours "4-10" – 6 hours "9-80" – 15 hours	Not Applicable	
WORKING ON HOLIDAYS	Falls on a scheduled work day: Reg. Salary + 1.5 times the regular rate Falls on regular day off & not required to work: Reg. Compensation + Holiday Pay OR Day off Falls on regular day off & required to work: Overtime Pay(1.5x) + Holiday Pay at 1x OR Day off at 1x	Falls on scheduled work day & required to work: Reg. Pay + Holiday Prem.(1x rate) Overtime on holiday: Reg. Pay +1.5x regular rate Call-back on Holiday, scheduled day off: Holiday-in-Lieu/Day off + 1.5x reg. rate for each hour over 40 in the week Falls on Saturday/Sunday: Saturday: Previous Friday observed Sunday: Following Monday observed	On or off duty: 12 hours per holiday (one-half shift) at the employee's regular hourly rate of pay.	FLSA non-exempt: Paid at 1.5x their normal base rate for all hours worked or equivalent compensatory time off. In either event, the holiday pay shall be in addition to the employee's regular salary.		

BENEFIT CATEGORY	General (SEIU) 1021	Police (POA)	Fire (IAFF)	Unrepresented Confidential	Unrepresented Management	Part-Time Hourly Temp
VACATION	Employees on 75 Hour per 14 Day Work Period: 5 <yrs -112.5hrs="" 5="" year="">yrs - 127.5hrs/Year 10>yrs - 150hrs/Year 20>yrs - 165hrs/Year Employees on 80 Hour per 14 Day Work Period: 5<yrs -120hrs="" 5="" year="">yrs -136hrs/Year 10>yrs - 160hrs/Year 20> -yrs 176hrs/Year</yrs></yrs>	5 <yrs 120hrs="" year<br="" –="">5>yrs – 136hrs/year 10>yrs – 160hrs/year 20>yrs – 176hrs/year</yrs>	5 <yrs -="" 192hrs="" year<br="">5>yrs - 264hrs/year 10>yrs - 288hrs/year 15>yrs - 312hrs/year 20>yrs - 336hrs/year</yrs>	10 <yrs 120hrs="" year<br="" –="">10>yrs – 136hrs/year 15>yrs – 160hrs/year 20>yrs – 176hrs/year</yrs>	10 <yrs 136hrs="" year<br="" –="">10>yrs – 160hrs/year 15>yrs – 168hrs/year 20>yrs – 192hrs/year</yrs>	
VACATION ACCRUAL CAP	240 Hours (Any vacation time in excess of the maximum shall be paid to the employee on the last payroll in June.)	On June 20 th of FY may not have more than 30 days of vacation accrued.	Fourteen 24-hour shifts of vacation time accrued by June 30th	240 Hours (Any vacation time in excess of the maximum shall be paid to the employee on the last payroll in December.)	240 Hours (Any vacation time in excess of the maximum shall be paid to the employee on the last payroll in December.)	
VACATION CASH OUT	1.Lump sum pay for accrual prior to termination 2. Above accrual cap, paid on last payroll of June .	1.Lump sum pay for accrual prior to termination 2. Above accrual cap, paid on last payroll of June .	1.Lump sum pay for accrual prior to termination 2. Above accrual cap, paid on last payroll of June .	1.Lump sum pay for accrual prior to termination 2. Above accrual cap, paid on last payroll of December .	1.Lump sum pay for accrual prior to termination 2. Above accrual cap, paid on last payroll of December .	
COMPENSATORY TIME OFF	80 hour cap at any time, 40 hour cap by end of year. Extra time will be reduced and employee will be paid for the hours reduced.	120 hour cap, twice annually during FY may convert compensatory to deferred compensation or paid in cash	Overtime into Compensatory at 1.5x rate with 96 maximum hours.	Compensatory time off in lieu of payment at the rate of 1 ½ hours with pay for each overtime hour worked.		
SICK LEAVE ALLOWANCE	Employees on 80 Hour per 14 Day Work Period: 96 Hours Sick-Leave/Year Employees on 37.5 Hour per Week Schedule: 90 Hours Sick-Leave/Year	96/Hours a year (unlimited)	5.54 hours of sick leave per pay period.	8 Hours per month/3.69 per pay period	8 Hours per month/3.69 per pay period	
MANAGEMENT LEAVE					80 hours of Administrative Leave per Year for all except P&R Director (receives 120). Unused leave carries into the following year.	
PARENTAL LEAVE	See FMLA/CFRA/PDL	See FMLA/CFRA/PDL	See FMLA/CFRA/PDL	See FMLA/CFRA/PDL	See FMLA/CFRA/PDL	
BEREAVEMENT LEAVE	Spouse or child - 5 work days Parent of sibling - 3 work days Grandparent, aunt, uncle, niece, nephew - 1 work day	Spouse or child - 5 work days Parent of sibling - 3 work days Grandparent, aunt, uncle, niece, nephew - 1 work day	Spouse or child – 3 Shifts Parent of sibling – 2 Shifts Grandparent, aunt, uncle, niece, nephew – 1 Shift	Spouse or child - 5 work days Parent of sibling - 3 work days Grandparent, aunt, uncle, niece, nephew - 1 work day	Spouse or child - 5 work days Parent of sibling - 3 work days Grandparent, aunt, uncle, niece, nephew - 1 work day	
CATASTROPHIC LEAVE DONATION	Credited to recipient at donor's rate of pay.	Credited to recipient at donor's rate of pay.	Credited to recipient at donor's rate of pay.	Credited to recipient at donor's rate of pay.	Credited to recipient at donor's rate of pay.	