RESOLUTION NO. 6335

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND APPROVING CERTAIN TERMS AND CONDITIONS
FOR
CONFIDENTIAL EMPLOYEES

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ARTICLE I

1 GENERAL PROVISIONS

1.1 Application

1.1.1 This Resolution applies to confidential employees in the following classifications:

HUMAN RESOURCES CLERK
HUMAN RESOURCES TECHNICIAN I/II
HUMAN RESOURCES ANALYST I/II
HUMAN RESOURCES MANAGER
SECRETARY TO THE CITY MANAGER

1.2 Term

1.2.1 Except where the context otherwise determines or otherwise provides, the provisions of this Resolution shall cover the period from ratification through June 30, 2017, and – where applicable – supersede the provisions of the prior agreement that expired on June 30, 2011.

1.2.2 During the term of this Resolution, upon mutual agreement of the City and employees covered by this Resolution, any provisions contained in this Resolution may be reopened to discussions. The primary purpose to reopen discussions would stem from the conclusion of negotiations with the Woodland Mid-Management Association and the Woodland City Employees Association.

ARTICLE II

2 COMPENSATION

2.1 Salary

During the term of this agreement, represented unit employees shall receive the following increase:

- Effective January 1, 2015 2% increase (Exhibit A)
- Effective July 1, 2015, 2 % increase (Exhibit A)
- Effective July 1, 2016, 2 % increase (Exhibit A)

2.2 Longevity Pay

The City shall pay longevity pay according to the following schedule on the last payday before Christmas each year:

Length of Service	Amount
10 years	$300 per year
15 years	$350 per year
20 years	$400 per year

2.3 Administrative Leave

2.3.1 The Human Resources Manager, Human Resources Analyst, and the Secretary to the City Manager shall receive an annual bank of ninety-six (96) hours administrative leave on July 1 each year. This administrative leave shall be in addition to accrued vacation leave and other leaves provided by the City. Administrative leave shall be subject to the same rules for usage and accounting as vacation leave with the following exceptions:

Each employee may, at his/her request, have up to forty (40) unused hours of the bank paid directly to him/her at their regular hourly rate of pay at the time of the request.

No employee may carry over any administrative leave bank balance past June 30 each year.

Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of administrative leave. For example, an employee working 25% of the year would be responsible for repaying the City 75% of their administrative leave upon termination.

2.4 Overtime

2.4.1 The Human Resources Technician and Clerk shall receive overtime compensation at the rate of time and one-half for all hours worked in excess of forty hours per work week. Paid time off shall be counted as time worked for overtime calculation purposes. Employees handling City business at home on the telephone shall be eligible for overtime compensation in accordance with the Fair Labor Standards Act (time paid to the nearest 12-minute increment).

2.4.2 These employees shall have the option of choosing either paid overtime or compensatory time off. Paid time shall be calculated using the FLSA rate of pay. Compensatory time off may be accrued to a maximum of sixty (60) hours of any one time. Compensatory time off maximums may be waived for employees working alternative work schedules by mutual consent. Upon termination, employees shall be paid for any accrued compensatory time. Compensatory time accrued after sixty (60) hours will be paid in accordance with Section 2.4.1.

2.5 Bilingual Pay

2.5.1 Bilingual employees designated by the City Manager to perform such services on a regular basis shall receive additional compensation above their regular salary at a rate of One Hundred Fifty Dollars ($150) per month.

2.6 Deferred Compensation

2.6.1 Effective July 1, 2001, the City of Woodland will match an individual's deferred compensation contribution up to two percent (2%) of the individual's base salary as reflected in Exhibit A. Only plans approved by the City in its deferred compensation program will be eligible for City contribution. At the time of this contract ratification, the City offers three deferred compensation providers from which employees may select. Individual employees will be responsible to ensure their contribution and the City's matching contribution meet Internal Revenue Code Section 457 deferred compensation program requirements. In addition, as their salary is adjusted, individual employees will be responsible to make periodic changes to the amounts of compensation deferred.

2.7 Out of Class Work

2.7.1 Assignment to perform work of a higher level classification: Employees assigned by their supervisors to perform the essential duties of a higher level classification shall receive an additional five percent (5%) of base pay as out of class compensation. Payment shall continue for the term of the assignment to the higher level classification duties. Assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.2 Assignment as Acting Department Head: In the case of assignment as an acting department head, the minimum period of time to be eligible for acting pay must be twenty-four (24) consecutive work hours (3 days). The compensation shall be an additional ten percent (10%) of the base pay. Payment shall continue for the term of the assignment to the higher level classification duties. Acting assignments shall be limited to six (6) months, which may be extended on approval of the City Manager.

2.7.3 Assignment of duties beyond the scope of employee's classification: Employees assigned to perform significant and additional duties outside the scope of their job description shall receive an additional five percent (5%) of base pay as special assignment pay.

2.7.4 It is recognized that in some instances unit employees may be required to work extraordinarily long hours on special projects or unique circumstances. Should such an extraordinary occasion arise, the Human Resources Manager may recommend to the City Manager that the employee be granted additional Administrative Leave in addition to the 96 hours already provided subject to the following provisions:

Additional Administrative Leave hours granted cannot exceed 24 hours in any Fiscal Year.

Additional Administrative Leave hours must be approved by the Personnel Officer and specifically authorized by the City Manager.

Additional Administrative Leave shall not be construed to constitute overtime compensation nor be applied on an hour for hour basis.

ARTICLE III

3 PROFESSIONAL GROWTH INCENTIVE

3.1 Professional Growth Incentive

3.1.1 Employees covered by this Resolution are eligible to participate in the Professional Growth Incentive Program. Employees may receive a reimbursement for professional memberships (including licenses, applications and renewal fees), subscriptions, professional training, attainment of academic degrees, and equipment limited to desktop computers or components (memory, hard drives, video cards, power supplies, mother boards), keyboards, monitors, computer mouse(s)/pointing devices, laptop/notebook/tablet computers, printers, City standard suite of office productivity software (currently Microsoft Office Suite), Security Software programs and personal digital assistants (PDA), cell phones and accessories, unless used mostly for personal entertainment. All such requests require advance approval by the City.

3.1.2 Additionally with prior approval employees may be reimbursed for applicable technology that is directly related to the employee's job and/or professional growth.

3.1.3 Maximum reimbursement per fiscal year per employee shall be $625.00.

3.1.4 Employees terminating prior to January 1 of any fiscal year shall be responsible for repaying a prorated share of Professional Reimbursement they have spent. For example, an employee working 25% of the year would be entitled to a Professional Reimbursement not to exceed, $156.25. If employee received a reimbursement of greater than $156.25, at the time of termination, the employee would be responsible for payment of the difference. This will be taken out of the employee's final check. If there is not enough funds to cover this amount, the City will invoice the employee for the difference.

ARTICLE IV

4 MEDICAL AND RELATED BENEFITS

4.1 Medical Insurance

4.1.1 The City shall make available to all unit employees, the CalPERS medical insurance program. Employees shall have the option of enrolling in any of the plans provided by CalPERS.

4.1.2 For Employees **hired *before* July 1, 2006**, the City provides a two tier medical benefits program:

- Tier One: Employee Only and Employee plus One
- Tier Two: Employee plus Family

4.1.3 Employees hired before July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

Effective the first full pay period after ratification, the City shall pay an amount equal to 85% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

Effective January 1, 2015 the City shall pay an amount equal to 85% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

Effective January 1, 2016 the City shall pay an amount equal to 85% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

Effective January 1, 2017 the City shall pay an amount equal to 80% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

4.1.4 For Employees **hired *on or after* July 1, 2006**, the City provides a three tier medical benefits program:

- Tier One: Employee Only
- Tier Two: Employee plus One
- Tier Three: Employee plus Family

4.1.5 Employees hired after July 1, 2006 who provide proof of dual coverage under PERS or other medical insurance programs may decline to accept medical coverage. These employees shall be eligible for a payment of $405 per month.

Effective the first full pay period after ratification, the City shall pay an amount equal to 85% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

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Effective January 1, 2016 the City shall pay an amount equal to 85% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

Effective January 1, 2017 the City shall pay an amount equal to 80% of the third highest CalPERS health plan available in the region Woodland is located in, excluding PERSCare. Additionally, the City's total contribution toward health plan premiums shall be capped at the agreed upon percentage applied to a 12% increase in the base premium from year to year.

4.1.6 The City shall contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Effective January 1, 2015, the City shall contribute the following amounts towards employee medical insurance coverage and cafeteria plan benefit:

Tier	Medical Benefit	Cafeteria Plan Benefit	Total Benefit
Employee only	$122.00	Note 3	$687.84
Employee plus one	$122.00	Note 3	$1,375.67
Employee plus family	$122.00	Note 3	$1,788.37

Note 1: Per paragraph 4.1.2 above, employees hired before July 1, 2006 who qualify for the "Employee only" tier shall receive medical insurance coverage and cafeteria plan benefit equal to the "Employee plus one" tier.

Note 2: The Medical Benefit will be equal to the minimum established by the CalPERS Board ($122.00 from the January 2015 table). It is anticipated that this amount will be adjusted annually based on changes to the medical component of the CPI.

Note 3: Cafeteria Plan benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

4.2 Medical Insurance Upon Retirement

4.2.1 Employees who retire from the City may be eligible for Medical Insurance in accordance with the CalPERS Medical Plan. Dental, Vision and Long Term Disability Insurance is not provided to retirees.

4.2.2 The parties agree to meet and confer to impass and imposition on restructuring the retiree medical program.

4.2.3 For employees who were **hired *before* July 1, 2006**, with ten (10) or more years of service who either retire and are eligible to receive benefits under the City's PERS plan or retire for disability under PERS shall be eligible for continued health and life insurance coverage subject to the following terms and conditions:

Employees 50 years old or older who separate from City service but postpone application to receive PERS retirement benefits must pay the premiums for any continued insurance coverage until the application for benefits is approved;

Insurance benefits levels to retirees will be equal to the schedule reflected in paragraph 4.1.3 above. Retirees who were hired before July 1, 2006, will receive a benefit equal to the "Total Benefit" reflected in 4.1.3 above.

Retirees who were hired prior to July 1, 2006 have a vested right to receive full medical insurance benefits in retirement equal to the total medical benefit provided to active employees. In the immediate case, such retirees shall receive the combined value of the medical

benefit and the cafeteria plan benefit to equal the total benefit. In future cases, should the City again restructure its health care benefits, such retirees shall continue to receive the full value provided to active employees for health benefits irrespective of how they may subsequently be structured.

4.2.4 Life Insurance will be continued with the same benefit level and conditions as active employees except as adjusted according to the schedule outlined in the City's "Life Insurance Outline of Benefits" or in any modifications or other plans that replace the current plan.

4.2.5 Health Insurance coverage will be coordinated with Medicare when retirees become eligible.

4.2.6 Dental, Vision and Long Term Disability Benefits will not be offered or provided to retirees.

4.2.7 Employees who were **hired *on or after* July 1, 2006**, will receive medical insurance benefits in retirement as follows:

Insurance benefits levels to retirees who were hired after July 1, 2006, will receive a benefit equal only to the "Medical Benefit" reflected in 4.1.3 above.

Retirement Health Savings Plan: The City of Woodland has established a program in which employees participate to save, on a tax deferred basis, money to help pay the cost of healthcare once an individual retires. The Retirement Health Savings Plan (RHSP) may be used for medical, dental and vision care as well as other healthcare expenses.

For employees hired on or after July 1, 2006, participation in the City's RHSP is mandatory.

Contributions: The City shall contribute $50 per month to the employee's RHSP account; likewise, the employee shall contribute $50 per month to their RHSP account. These contributions shall start after an employee has successfully completed their initial probationary period.

Initial Probationary Period: During an employee's initial probationary period with the City, neither the employee nor the City shall contribute to the employee's RHSP account. The initial probationary period is that probationary period when an employee is first hired. A probationary period is also in effect when an individual changes classification or is promoted to a higher classification; City and employee contributions to RHSP accounts will continue during such promotional probationary periods.

Conversion of Sick Leave: Once an employee has accrued 500 hours of sick leave, the City shall convert 50% of additional sick leave earned to a cash contribution to an employee's RHSP account. This results in all sick leave earned above 500 hours being changed to 4 hours per month (versus 8 hours) with the value of 4 hours of salary being contributed to the employee's RHSP account.

4.3 Dental Insurance

4.3.1 For all employees covered by this Resolution, the City shall provide coverage in the City's dental insurance program for the employee and any eligible dependents. The benefit shall be paid by the City except when the plan requires the employee to pay a deductible or co-pay.

4.4 Long Term Disability Insurance

4.4.1 The City shall provide to all active employees covered by this Resolution coverage in the long term disability insurance plan.

4.5 Vision Insurance

4.5.1 The City shall provide to all employees covered by this Resolution vision insurance.

4.6 Life Insurance

4.6.1 The City shall maintain in effect a $50,000 life insurance policy for all employees covered by this Resolution.

4.7 Flexible Spending Account

4.7.1 The City shall establish a provision allowed by Section 125 of the Internal Revenue Code. Such account shall provide for pre-tax treatment of employee obligations for medical and dependent care costs.

ARTICLE V

5 LEAVES

5.1 Holidays

5.1.1 City holidays to be observed by employees covered under this Resolution shall be:

January 1st
Third Monday in January (Martin Luther King's Birthday)
Third Monday in February (Presidents Day)
Fourth Monday in May (Memorial Day)
July 4th
First Monday in September (Labor Day)
November 11th (Veteran's Day)
Thanksgiving Day
The Day after Thanksgiving Day
Christmas Eve – ½ day (observed last work day before Christmas)
December 25th (Christmas Day)

In addition, each employee covered by this Resolution shall have 16 hours added to his/her vacation total as of July 1 of each year.

Employees in permanent part-time positions shall receive pay for City holidays on a pro-rata basis regardless of whether they are scheduled to work holiday or not. The pro-rata holiday benefit to be received shall be equal to the employee's average daily work hours, regardless of the time they would have otherwise been scheduled to work.

5.2 Vacation Leave

5.2.1 Each employee covered by this Resolution shall earn vacation leave at the rate noted below based on the employee's years of service with the City of Woodland:

Years of Service	Vacation Leave Earned Per Month
0 to 3 years	7.0 hours
4 to 5 years	9.0 hours
6 to 10 years	11.3 hours
11 to 15 years	13.3 hours
16 to 20 years	15.3 hours
Over 20 years	16.6 hours

5.2.2 Employees with less than ten (10) years of service with the City may carry an unused vacation leave balance of no more than thirty-four (34) days (272 hours) past January 1st of each year. Employees with ten (10) years of service or more may carry an unused vacation leave balance of no more than forty-four (44) days (352 hours) past January 1st of each year.

5.2.3 Employees may cash out accrued vacation leave once they have three or more years of service, based on the chart below. Eligible employees, may request to have up to eighty (80) accrued hours of vacation paid directly to him/her at their regular hourly rate of pay at the time of the request in lieu of time off providing the employee has previously taken at least one (1) week (40 hours) of vacation time off in the same year and has worked the required years of service.

Years of Service	Annual Maximum Vacation Leave Cash out
0 to 3 years	0 hours
3 to 5 years	40 hours
5 + years	80 hours

5.3 Sick Leave

5.3.1 Each employee covered by this Resolution shall accrue sick leave at the rate of one (1) day (8 hours) per month.

5.4 Catastrophic Illness or Injury

5.4.1 Each employee covered by this Resolution may donate portions of their accrued but unused vacation or administrative leave balances to other City employees who have suffered catastrophic illness or injury. Employees receiving donations of time from other employees must first exhaust all available vacation, compensatory, administrative and sick leave.

ARTICLE VI

6 RETIREMENT

6.1 Retirement

6.1.1 The City will continue its participation in the Public Employee's Retirement System during the term of this agreement.

6.1.2 Permanent Employees of the City of Woodland fall under one of the three CalPERS Pension formulas as follows:

Tier 1: Employees hired by the City of Woodland on or before December 4, 2012 for the 2.7%@55 CalPERS retirement pension program calculated at the single highest year pensionable compensation formula.

Tier 2: Employees hired by the City of Woodland on or after December 5, 2012 and before January 1, 2013 or who are new hires to the City of Woodland but are legacy/classic members determined by CalPERS are eligible for the 2%@60 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

Tier 3: Public Employees' Pension Reform Act (PEPRA) Employees hired on or after January 1, 2013 and who are not CalPERS legacy/classic members are eligible for the 2%@62 CalPERS retirement pension program calculated at the three-year average pensionable compensation formula.

6.1.3 PERS Employee Contribution towards Employee's Share of Retirement cost.

Tier 1 employees: Effective the first full pay period upon ratification, shall pay the 5% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program.

Effective July 1, 2015, the employee will pay an additional 3% of pensionable salary of the employee share towards the 2.7%@55 CalPERS retirement pension program for a total of 8%.

Tier 2 employees: Effective the first full pay period upon ratification shall continue to pay 5% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program.

Effective July 1, 2015 the employee will pay an additional 2% of pensionable salary of the employee share towards the 2%@60 CalPERS retirement pension program for a total of 7%.

Tier 3 (PEPRA): Employees shall pay 50% of the normal cost as determined by CalPERS towards the 2%@62 CalPERS retirement pension program.

6.1.4 The City shall report the employer's portion of the employees' retirement contribution as special compensation as follows:

Tier 1 employees: Effective first full pay period upon ratification 3%.
Effective July 1, 2015 0%
Tier 2 employees: Effective first full pay period upon ratification 2%.
Effective July 1, 2015 0%

6.1.5 Pursuant to Section 20023 (c)(4) of the Public Employees Retirement Law, this retirement contribution shall then be considered compensation for retirement purposes.

6.1.6 The City provides the 1959 Survivor's Security Benefit as specified in the Government Code, Section 20862.8.

6.1.7 The City provides the sick leave conversion benefit as specified in the Government Code, Section 20862.8.

ARTICLE VII

7 OTHER COMPENSABLE ITEMS NOT SET FORTH HEREIN

7.1 Other Compensable Items Not Set Forth Herein

7.1.1 Other items not set forth herein which are compensable as terms and conditions of employment of the employees covered by this Resolution shall continue to be compensated by the City of Woodland at the rate applicable on June 30, 2014, unless determined otherwise by the Woodland City Council in accordance with law or required otherwise by law.

PASSED AND ADOPTED by the City Council this 21st day of October, 2014, by the following vote:

AYES: Council Members Barajas, Denny, Hilliard, Marble and Mayor Stallard
NOES: None
ABSENT: None
ABSTAIN: None

Tom Stallard, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

Exhibit A
City of Woodland
CONFIDENTIAL EMPLOYEES
Salary Schedule

	Effective July 1, 2011				
Human Resources Clerk	$2,874.07	$3,017.78	$3,168.67	$3,327.10	$3,493.46
Human Resources Technician I	$3,416.36	$3,587.18	$3,766.53	$3,954.86	$4,152.60
Human Resources Technician II	$3,809.19	$3,999.65	$4,199.63	$4,409.61	$4,630.09
Human Resources Analyst I	$4,333.15	$4,549.81	$4,777.30	$5,016.17	$5,266.98
Human Resources Analyst II	$4,902.56	$5,147.69	$5,405.07	$5,675.32	$5,959.09
Human Resources Manager	$6,758.23	$7,096.15	$7,450.95	$7,823.50	$8,214.68
Secretary to the City Manager	$3,837.48	$4,029.36	$4,230.83	$4,442.37	$4,664.49
	Effective January 1, 2015 (2% increase)				
Human Resources Clerk	$2,931.55	$3,078.14	$3,232.04	$3,393.64	$3,563.33
Human Resources Technician I	$3,484.69	$3,658.92	$3,841.86	$4,033.96	$4,235.65
Human Resources Technician II	$3,885.37	$4,079.64	$4,283.62	$4,497.80	$4,722.69
Human Resources Analyst I	$4,419.81	$4,640.81	$4,872.85	$5,116.49	$5,372.32
Human Resources Analyst II	$5,000.61	$5,250.64	$5,513.17	$5,788.83	$6,078.27
Human Resources Manager	$6,893.39	$7,238.07	$7,599.97	$7,979.97	$8,378.97
Secretary to the City Manager	$3,914.23	$4,109.95	$4,315.45	$4,531.22	$4,757.78
	Effective July 1, 2015 (2% increase)				
Human Resources Clerk	$2,990.18	$3,139.70	$3,296.68	$3,461.51	$3,634.60
Human Resources Technician I	$3,554.38	$3,732.10	$3,918.70	$4,114.64	$4,320.37
Human Resources Technician II	$3,963.08	$4,161.24	$4,369.30	$4,587.76	$4,817.15
Human Resources Analyst I	$4,508.21	$4,733.62	$4,970.30	$5,218.82	$5,479.77
Human Resources Analyst II	$5,100.62	$5,355.66	$5,623.43	$5,904.60	$6,199.84
Human Resources Manager	$7,031.26	$7,382.83	$7,751.97	$8,139.57	$8,546.55
Secretary to the City Manager	$3,992.51	$4,192.15	$4,401.76	$4,621.84	$4,852.94
	Effective July 1, 2016 (2% increase)				
Human Resources Clerk	$3,049.99	$3,202.49	$3,362.62	$3,530.75	$3,707.29
Human Resources Technician I	$3,625.47	$3,806.74	$3,997.07	$4,196.93	$4,406.77
Human Resources Technician II	$4,042.34	$4,244.46	$4,456.68	$4,679.51	$4,913.49
Human Resources Analyst I	$4,598.37	$4,828.29	$5,069.71	$5,323.20	$5,589.36
Human Resources Analyst II	$5,202.64	$5,462.77	$5,735.90	$6,022.69	$6,323.83
Human Resources Manager	$7,171.89	$7,530.49	$7,907.01	$8,302.36	$8,717.48
Secretary to the City Manager	$4,072.36	$4,275.99	$4,489.79	$4,714.28	$4,949.99