

**AGREEMENT BETWEEN THE
CITY OF VACAVILLE
AND
THE DEPARTMENT HEADS,
CITY MANAGER*, AND CITY ATTORNEY***

November 1, 2024 – October 31, 2025

*City Manager and City Attorney individual contracts supersede this agreement

Approved by Council: October 8, 2024

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Department Heads, City Manager and City Attorney

Council Approved October 8, 2024

Department Head positions are at-will.

Section 1. Term

November 1, 2024 – October 31, 2025

Section 2. Salary Schedule

Salary schedule is recorded in Appendix A.

Effective the pay period that includes November 1, 2024 – 4% COLA

Section 3. Retirement

3.1 Miscellaneous

City participates in the Public Employees Retirement System (PERS) and Public Agency Retirement Systems (PARS).

The Public Employees' Pension Reform Act (PEPRA) of 2013 applies to all public employers and public pension plans which include CalPERS.

Hire date on or after January 1, 2013 and deemed "new" member

(New member = no prior PERS/reciprocal employment or break in service greater than 6 months)

Benefits include:

Section 7522.20 (2% @ 62 Formula for Non-Safety Members)

Section 20037 (Three Year Final Compensation)

Employee contribution (Section 7522.30) = 50% of Total Normal Cost. Contribution amount is recalculated each year by CalPERS actuarial study.

Employees shall pay a combined total of eight percent (8%) (7.5% employee contribution plus 0.50% employer contribution per Section 20516 – Cost Share) towards CalPERS retirement. Any amount above the 50% of Total Normal Cost shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

Hire date on or after January 1, 2013 and deemed "classic" member

(Classic member = prior PERS/reciprocal employment with less than 6 months break in service)

Benefits include:

Section 21354 (2% @ 55 Formula for Local Miscellaneous Members)

Section 20042 (One-Year Final Compensation)

Employee contribution (Section 20677) = 7%

Employees shall pay a combined total of eight percent (8%) (7% employee contribution plus 1% employer contribution) towards CalPERS retirement. The 1% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

Hire date on or before December 31, 2012

Benefits include:

Equivalency of 2.7% @ 55 Formula

PERS Section 21354 (2% @ 55 Formula for Local Miscellaneous Member) plus;

Supplemental PARS plan of 0.7% @ 55,

Section 20042 (One-Year Final Compensation)

Employee contribution (Section 20677) = 7% to PERS and 2% to PARS

Employees shall pay a combined total of eight percent (8%) (7% employee contribution plus 1% employer contribution) towards CalPERS retirement. The 1% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

All Miscellaneous retirements also include the following contracted PERS provisions:

Section 20903 (Two Years Additional Service Credit – if “Golden Handshake” activated)
 Section 20965 (Credit for Unused Sick Leave)
 Section 21024 (Military Service Credit as Public Service)
 Section 21027 (Military Service Credit for Retired Persons)
 Section 21427 (Improved Non-Industrial Disability Allowance)
 Section 21548 (Pre-Retirement Option 2W Death Benefit)
 Section 21574 (Fourth Level of 1959 Survivor Benefits)

3.2 Police

City participates in the Public Employees Retirement System (PERS).

The Public Employees' Pension Reform Act (PEPRA) of 2013 applies to all public employers and public pension plans which include CalPERS.

Hire date on or after January 1, 2013 and deemed “new” member

(New member = no prior PERS/reciprocal employment or a break in service greater than 6 months)

Benefits include:

Section 7522.25 (2.7% @ 57 Safety Formula)

Section 20037 (Three Year Final Compensation)

Employee contribution = 50% of Total Normal Cost, Contribution amount is recalculated each year by CalPERS actuarial study.

Hire date on or after September 1, 2012 and deemed “classic” member

(Classic member = prior PERS/reciprocal employment with less than 6 months break in service)

Benefits include:

Section 21362 (2% @ 50 Safety Formula),

Section 20037 (Three-Year Final Compensation)

Employee contribution (Section 20678) = 9%

Employees shall pay a combined total of twelve percent (12%) (9% employee contribution plus 3% employer contribution) towards CalPERS retirement. The 3% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

Hire date prior to September 1, 2012

Benefits include:

Section 21362.2 (3% @ 50 Safety Formula)

Section 20042 (One Year Final Compensation)

Employee contribution (Section 20678) = 9%

Employees shall pay a combined total of twelve percent (12%) (9% employee contribution plus 3% employer contribution) towards CalPERS retirement. The 3% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

All Police safety retirements also include the following contracted PERS provisions:

Section 20903 (Two Years Additional Service Credit – if “Golden Handshake” activated),
 Section 20965 (Credit for Unused Sick Leave)
 Section 21024 (Military Service Credit as Public Service)
 Section 21548 (Pre-Retirement Option 2W Death Benefit)
 Section 21574 (Fourth Level of 1959 Survivor Benefits)
 Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance)

3.3 Fire

City participates in the Public Employees Retirement System (PERS).

The Public Employees' Pension Reform Act (PEPRA) of 2013 applies to all public employers and public pension plans which include CalPERS.

Hire date on or after January 1, 2013 and deemed "new" member

(New member = no prior PERS/reciprocal employment or a break in service greater than 6 months)

Benefits include:

Section 7522.25 (2.7% @ 57 Safety Formula)

Section 20037 (Three Year Final Compensation)

Employee contribution = 50% of Total Normal Cost. Contribution amount is recalculated each year by CalPERS actuarial study.

Hire date on or after September 1, 2012 and deemed "classic" member

(Classic member = prior PERS/reciprocal employment with less than 6 months break in service)

Benefits include:

Section 21362 (2% @ 50 Safety Formula)

Section 20037 (Three-Year Final Compensation)

Employee contribution (Section 20678) = 9%

Employees shall pay a combined total of twelve percent (12%) (9% employee contribution plus 3% employer contribution) towards CalPERS retirement. The 3% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

Hire date prior to September 1, 2012

Benefits include:

Section 21362.2 (3% @ 50 Safety Formula)

Section 20042 (One Year Final Compensation)

Employee contribution (Section 20678) = 9%

Employees shall pay a combined total of twelve percent (12%) (9% employee contribution plus 3% employer contribution) towards CalPERS retirement. The 3% shall be paid into the employee's individual CalPERS account via a CalPERS contract amendment.

All Fire safety retirements also include the following contracted PERS provisions:

Section 20903 (Two Years Additional Service Credit – if "Golden Handshake" activated)

Section 20965 (Credit for Unused Sick Leave)

Section 21024 (Military Service Credit as Public Service)

Section 21027 (Military Service Credit for Retired Persons)

Section 21427 (Improved Non-Industrial Disability Allowance)

Section 21548 (Pre-Retirement Option 2W Death Benefit)

Section 21574 (Fourth Level of 1959 Survivor Benefits)

Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance)

Section 4. Social Security/Medicare

Full time employees are not covered by social security; however, employees hired after March 31, 1986, are required to pay 1.45% of salary to Medicare which is equally matched by the City.

Section 5. Deferred Compensation

The city offers 401(a) and 457(b) deferred compensation plans with Traditional and Roth options.

Effective with the pay period that includes 11/1/2021 the City will contribute two percent (2%) of an employee's annual salary to the employee's 457(b) or 401(a) account. In addition, the City will match an

employee's voluntary contribution on a dollar-for-dollar basis up to four percent (4%) for a total maximum employer contribution of six percent (6%) (i.e., 2% direct employer contribution plus up to 4% employer matching contribution.)

Section 6. Health & Welfare

6.1 Health Insurance

The City will contribute eighty-five percent (85%) of the CalPERS Kaiser premium cost for the selected plan level (single, double, family), with the balance to be paid by the employee on a pre-tax basis. An employee selecting a non-Kaiser plan shall receive the same City dollar contribution as an employee selecting the Kaiser plan, but in no event shall the contribution exceed 100% of the plan premium cost.

6.2 Dental Insurance

The City will contribute an amount sufficient to cover one hundred percent (100%) of the cost of Dental premiums for the selected plan level (single, double, family).

6.3 Vision Insurance

The City will contribute an amount sufficient to cover one hundred percent (100%) of the cost of Vision premiums for the selected plan level (single, double, family).

6.4 Life Insurance

The City will provide life insurance in the amount of \$150,000.

The City will make available the opportunity for full-time employees to purchase additional term life insurance for themselves, their spouses and their dependents through a vendor specified by The City. Purchase of additional life insurance and/or spousal and dependent life insurance shall be voluntary. Election shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

6.5 Long Term Disability

The City will provide a LTD plan to cover all non-safety employees.

6.6 Short Term Disability

The City does not currently participate in the State's Short Term Disability program (SDI). The City shall make available the opportunity for full-time employees to purchase Short Term Disability through a vendor specified by The City. Purchase of Short-Term Disability insurance shall be voluntary. Elections shall be allowed upon hire and during open enrollment once per year as determined by The City. Premiums shall be paid through payroll deduction.

6.7 Flexible Spending Account

The City will maintain a plan whereby employees may elect to voluntarily contribute to a dependent care assistance program (as prescribed by and within the meaning of Section 125 of the Internal Revenue Code) or an employee welfare benefit plan that provides for health benefits (which are "qualified benefits" within the meaning of Section 125 of the Internal Revenue Code). Such contributions shall be made solely from pre-tax payroll deductions, with no contribution from the City.

6.8 Double Coverage “Opt Out”

Effective July 1, 2018, no new enrollments will be allowed into the waiver (opt-out) benefit. Those grandfathered in prior to this date will receive an annual cash benefit in the amount of \$3,000 (paid at the rate of \$115.38 per pay period). If a grandfathered employee enrolls in City medical, therefore forfeiting their waiver benefit, they will not be able to opt back in at a later date.

Employees are only eligible for “Opt Out” compensation if they demonstrate that they have other Affordable Care Act compliant group health coverage.

6.9 OPEB Trust

The City established a Trust with CalPERS for purposes of funding City-wide retiree health care costs. Employees will make direct contributions to the trust in the following annual amounts:

Tier 1 employees =

Safety employees - \$1,200/year (\$46.15/pay period)

Miscellaneous employees - \$600/year (\$23.08/pay period)

Tier 2 employees =

Safety employees - \$1,200/year (\$46.15/pay period)

Miscellaneous employees - \$600/year (\$23.08/pay period)

Tier 3 employees = \$0.00 (see section 6.11)

6.10 Termination of Contributions

Employee contributions to the Trust shall be discontinued upon full funding of the City’s actuarial liability for retiree medical costs.

6.11 Postretirement Health Benefits

Tier 3: Employees hired on or after December 1, 2018 will receive the minimum monthly employer contribution as required by CalPERS under the Public Employees’ Medical and Hospital Care Act (PEMHCA) upon CalPERS retirement from the City of Vacaville. In addition, the following amounts will be paid directly to retired employees when they are enrolled in a CalPERS offered plan:

- Completion of year 10 through year 14 = \$100/month
- Completion of year 15 through year 19 = \$150/month
- Completion of 20 years of service or more = \$200/month

In no event shall the PEMHCA minimum plus the additional City paid amount exceed 100% of the single rate premium of the CalPERS plan chosen by the retired employee.

In addition, the city shall establish a “Bridge Gap” plan via an RHS account through a qualified vendor chosen by the City for Tier 3 employees while active with the following contributions:

- Upon completion of initial probationary period through 5th year of City service:
 - Employee contribution = \$600/year (\$23.08/pay period)
 - Employer contribution = \$600/year (\$23.08/pay period)
- Upon completion of 5 years of City service:
 - Employee contribution = \$720/year (\$27.69/pay period)
 - Employer contribution = \$840/year (\$32.31/pay period)
- Upon completion of 7 years of City service:
 - Employee contribution = \$840/year (\$32.31/pay period)

- Employer contribution = \$960/year (\$36.92/pay period)
- Upon completion of 10+ years of City service:
 - Employee contribution = \$960/year (\$36.92/pay period)
 - Employer contribution = \$1,200/year (\$46.15/pay period)

Employees shall “vest” in the plan upon completion of five (5) years of City service. An employee that separates from City service prior to completion of five (5) years shall be entitled to only the employee contribution amount in their individual account.

Initial probationary period is defined as that probationary period when an employee is first hired and does not apply to probationary periods upon promotion.

Tier 1 and Tier 2: Employees hired prior to December 1, 2018 are covered under Resolution No. 2018-093 or Resolution No. 2018-094.

Section 7. Holidays

Recognized Holidays shall be as follows:

- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Memorial Day
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Martin Luther King’s Birthday
- President’s Day
- Juneteenth

In addition to the above listed holidays, employees shall receive 2 floating holidays added to annual vacation leave each July 1st.

Section 8. Vacation

	<u>37.5 hour</u>	<u>40 hour</u>
Year 1 = 15 days	112.5 hours	120 hours
Year 2 = 16 days	120 hours	128 hours
Year 3 = 17 days	127.5 hours	136 hours
Year 4 = 18 days	135 hours	144 hours
Year 5 = 19 days	142.5 hours	152 hours
Year 6-10 = 20 days	150 hours	160 hours
Year 11 = 21 days	157.5 hours	168 hours
Year 12 = 22 days	165 hours	176 hours
Year 13 = 23 days	172.5 hours	184 hours
Year 14 = 24 days	180 hours	192 hours
Year 15+ = 25 days	187.5 hours	200 hours

Employees shall receive a lump sum bonus equal to 5 days at the completion of 5 and 15 years:

- 37.5 hour employees = 37.5 hours
- 40 hour employees = 40 hours

Maximum accrual:

- 37.5 hour employees = 300 hours
- 40 hour employees = 320 hours

- If an employee reaches their cap, they will not accrue any additional vacation until the vacation hours are at or less than the stated cap.

- Employees may elect cash-out once per calendar year up to 80 hours by contacting Human Resources. Any cash-out of vacation leave shall be paid at the Fair Labor Standards Act regular rate of pay.

Section 9. Administrative Leave

Department Heads receive 80 hours of Administrative Leave in recognition of their at-will status. The Administrative Leave will be accrued on a pay period basis.

Administrative leave is 100% cashable, once per calendar year. An election notification will be sent to employees showing their administrative leave balance in November of each year. Employees must elect whether or not they want administrative leave cash-out and how much. The administrative leave will be paid out on the first paycheck in the month of December.

Administrative leave will be kept in a separate administrative leave bank with a maximum balance of one hundred (100) hours. Any leave that exceeds this maximum balance will be cashed out. Any cash-out of administrative leave shall be paid at the Fair Labor Standards Act regular rate of pay.

Section 10. Sick Leave

The City will provide 12 days of sick leave per year with an unlimited accrual.

10.1 Sick Leave Buyback

Employee's retiring are eligible to receive 25% of their unused sick leave balance in cash or 100% on death payable to their beneficiary or beneficiaries on file. Any remaining portion of unused sick leave may be converted to PERS service credit up to 100%.

Annually – Employees with 30 days of sick leave balance who use less than 4 of 12 days earned (during the measurement period of January 1 – December 31) can elect to receive 50% of the unused portion earned in that year in cash.

Section 11. Bereavement Leave

The City Manager may grant Department Heads up to five (5) scheduled workdays (for 7.5, 8, 10, and 12 hour employees) of bereavement leave in the event of death of an immediate family member.

For the purposes of this Section, "immediate family" shall include spouse, children, parent, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, or anyone residing in a household who is a dependent or a relative. This provision does not apply if the death occurs during the employee's paid vacation or while the employee is on leave of absence or layoff.

Section 12. Catastrophic Leave

All employees are eligible to participate in the catastrophic leave program under the current guidelines established.

Section 13. Clothing Allowance

Chief of Police – Receives \$1,000 per year for clothing allowance plus \$50.00 safety equipment paid on a pay-period basis. Increases in clothing allowance granted to Police Managers Association (PMA) shall apply to classification of Chief of Police.

Fire Chief – Receives \$1,200 per year for clothing allowance paid on a pay-period basis. Increases in clothing allowance granted to Fire Managers Group (FMG) shall apply to the classification of Fire Chief.

Section 14. Tuition Reimbursement

Up to \$2,000 per fiscal year for tuition and books, earning a "pass" in a pass/fail or a "B" or better grade and/or for repayment of student loan debt as outlined in City policy. Requires pre-approval from the City Manager.

Section 15. Miscellaneous

15.1 Auto Allowance

Mileage Allowance is subject to approval of the City Manager. Employees that qualify for the allowance shall receive \$4800 per year (paid at the rate of \$184.62 per pay period). This mileage/expense allowance currently is not reportable to CalPERS for Classic members pursuant to Section 571(a)(5) nor for PEPRAs members pursuant to Section 571.1 of the CalPERS regulations. CalPERS is responsible for determining the reportability of this compensation, including whether it complies with applicable CalPERS regulations.

15.2 Acting Pay

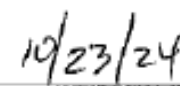
A Department Head who is temporarily assigned by the City Manager to act in the capacity of a higher-level position, shall receive a minimum of five percent (5%) above the employee's regular pay, for all work performed in that capacity effective the date of the assignment.

This compensation currently is not reportable to CalPERS as temporary upgrade pay or out of class pay for Classic members pursuant to Section 571(a)(3) of the CalPERS regulations because employees are not performing the full range of duties in a vacant higher-level classification. This compensation is not reportable to CalPERS for PEPRAs members pursuant to Section 571.1 of the CalPERS regulations. CalPERS is responsible for determining the reportability of this compensation, including whether it complies with CalPERS regulations.

15.3 Severance Pay

Department Heads are at-will positions and appointed by the City Manager. If the City Manager terminates the employment of the Department Head after completion of 12 months of employment, without cause or wrongdoing on the employee's part, the City shall pay severance to the Department Head in an amount equal to 3 months' salary. The Employee shall not be entitled to severance in the event of the Employee's death, permanent incapacity due to injury or illness, whether physical or mental; dismissal for willful misconduct in office or dishonesty in office; dismissal following Employee's conviction of a felony or misdemeanor involving moral turpitude; or Employee's voluntary resignation or retirement.


 Approved by: Aaron Busch, City Manager


 Date Signed

**APPENDIX A
DEPARTMENT HEAD
SALARY SCHEDULE
Effective Pay period including 11/01/2024**

BU CODE	CLASS CODE	CLASSIFICATION	RANGE		Hours/Year
1000	1400	ASSISTANT CITY MANAGER	\$221,339.31	\$269,019.75	1950
1000	8000	CHIEF OF POLICE	\$228,782.12	\$278,084.59	2080
1000	1605	CITY ATTORNEY	\$255,563.13	\$310,620.59	1950
1000	1420	CITY MANAGER	\$261,197.94	\$317,469.07	1950
1000	1421	DEPUTY CITY MANAGER	\$178,915.10	\$217,450.31	1950
1000	3045	DIRECTOR OF COMMUNITY DEV	\$191,205.23	\$232,394.50	1950
1000	1435	DIRECTOR OF ECON DEV SERVICES	\$166,918.88	\$202,935.37	1950
1000	1940	DIRECTOR OF FINANCE	\$178,915.10	\$217,450.31	1950
1000	3500	DIRECTOR OF HOUSING & COMMUNITY SERV	\$178,915.10	\$217,450.31	1950
1000	1725	DIRECTOR OF HUMAN RESOURCES	\$178,915.10	\$217,450.31	1950
1000	4000	DIRECTOR OF PARKS & RECREATION	\$178,915.10	\$217,450.31	1950
1000	5040	DIRECTOR OF PUBLIC WORKS	\$203,664.04	\$247,524.76	1950
1000	6045	DIRECTOR OF UTILITIES	\$203,664.04	\$247,524.76	1950
1000	7025	FIRE CHIEF	\$223,624.93	\$271,818.19	2080