

## **SUMMARY OF BENEFITS ELECTED OFFICIALS**

*For the positions of Mayor and City Council Member, collectively referred to “Elected Officials” hereafter. Excerpts from relevant State statutes, City Ordinances, and City Council Resolutions are found in this document, and are organized alphabetically by subject matter.*

### **ANNUAL PHYSICAL/WELLNESS:**

Up to \$450 may be provided for reimbursement toward the cost of gym membership, an annual physical, or related out-of-pocket medical expenses. An invoice(s) must be submitted from the medical provider or proof of gym membership to receive reimbursement.

Source: Resolution Nos. 2001-76, 2006-021

### **BENEFIT BANK:**

Elected Officials are provided with a Benefit Bank for the purchase of medical, dental and/or vision insurance for themselves and their eligible dependents. The Benefit Bank total will be equal to the premium cost of HMO medical (at the rate equal to Kaiser), dental and vision for family coverage. Benefit Bank change will become effective December 1, 2023. The Benefit Bank amount will be adjusted when new rates become effective December 1, 2024. Unused portions of the Benefit Bank will be paid out as earned.

Source: Resolution Nos. 85-54, 86-59, 87-83, 89-195, 91-102, 97-62, 98-40,  
2000-47, 2000-69, 2001-76, 2004-22, 2005-08, 2006-21, 2007-49,  
2013-46, 2015-54, 2019-50

### **BILINGUAL PAY:**

Eligible to receive a \$100 allowance per month (paid over 24 pay periods) for verbal fluency in any language other than English that the City Manager deems necessary including sign language, under the following conditions:

- a. Certification: A competency examination will be developed and administered by the Human Resources/Risk Management Department to determine employees’ proficiency. Testing and its frequency are at the discretion of the City. An employee must pass the City’s competency examination to be eligible for Bilingual Pay.
- b. City Manager Approval: To be eligible to take the City’s competency examination, an employee must be recommended by the City Manager. Eligibility for the opportunity to test for Bilingual Pay is solely at the City Manager’s discretion and is not subject to administrative appeal or challenge. The City Manager will make their recommendation based on an assessment of the need for the employee to use bilingual skills on-the-job. In the event that an employee is approved for Bilingual Pay, then later changes assignment, classification, job duties, or is transferred or promoted, in any manner, a determination may be made by the City Manager that bilingual skills are no longer required for use on-the-job and this benefit will be removed from the employee with no right of appeal.

An additional \$50 bilingual allowance per month may be granted if the City Manager determines that the employee uses bilingual skills on an ongoing and consistent basis. Upon recommendation and approval by the City Manager, an additional \$50 per month may be granted

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for this benefit for the recommended employee. The City Manager makes this determination and there is no right of appeal.

**COMPENSATION/STIPEND:**

A stipend, is paid bi-weekly as follows:

Mayor - \$1,534/month

Elected Official - \$1,281/month

Source: Ordinance No. 2008-20

**COMPUTER LOAN PROGRAM**

Eligible to participate in a Computer Loan Program managed by the Finance Department.

**DEATH BENEFIT:**

Elected Officials are provided with \$250,000 in life insurance coverage, payable to beneficiary on file in Human Resources/Risk Management at time of death.

**DEFERRED COMPENSATION PLAN:**

A deferred compensation plan is available for contribution up to the maximum amount allowed each year by federal and state law. A contribution of \$700 is made into the City's selected plan for each Elected Official each month.

Source: Resolution Nos. 2013-46

**DEFINED CONTRIBUTION PLAN - 401(a):**

This plan, offered in addition to the existing 457 Deferred Compensation Plan, allows Elected Officials to tax defer income beyond what is allowed in the 457 Plan. Participation is voluntary. The City contributes \$1 per pay period per participating Elected Official. Election to enroll in the 401(a) Plan is irrevocable.

Source: Resolution Nos. 2003-001, 2004-074

**DISABILITY:**

The City will pay all premiums for a Short/Long Term Disability Program and provide it to all Elected Officials, with a buy-down program to be effective on the 41st calendar day of disability, with a provision to continue regular benefits and benefit accruals during the "buy-down" and Term Disability coverage periods. Compensation continuation effective on the 41st consecutive calendar day of disability will be at a rate of 100% of the base pay. Effective on the 61st consecutive calendar day of disability, compensation continuation will be made at a rate of 66-2/3% of the base pay. The entire benefit period will not exceed five (5) years.

**FLEXIBLE BENEFITS SPENDING PLAN:**

A Section 125 - Flexible Benefits Spending Plan is available for employee contributions in accordance with IRS regulations.

Source: Resolution No. 2009-043, 2017-049

**LIFE INSURANCE:**

See Death Benefit.

Source: Resolution Nos. 85-54, 87-83, 2000-47, 2000-69

**LONGEVITY PAY**

Eligible for longevity pay as a one-time lump sum payout as follows:

- ❖ 20 years of service - \$1,000 paid in a lump sum at time of anniversary.
- ❖ 25 years of service - \$1,500 paid in a lump sum at time of anniversary.
- ❖ 30 years of service - \$2,000 paid in a lump sum at time of anniversary.
- ❖ 35 years of service - \$2,500 paid in a lump sum at time of anniversary.
- ❖ 40 years of service - \$3,000 paid in a lump sum at time of anniversary.
- ❖ 45 years of service - \$3,500 paid in a lump sum at time of anniversary.

Eligible to receive a one-time payment upon adoption of this Memorandum of Understanding if having already reached one of the anniversaries above. For example, if an Elected Official has served the City for 31 years, Elected Official would receive a one-time payment of \$2,000. Upon reaching their 35 year anniversary, Elected Official would receive Longevity Pay of \$2,500.

**MEDICARE CONTRIBUTION:**

The City will pay the cost of the portion of the Medicare Tax paid by the Elected Official.

**RETIREE HEALTH SAVINGS (RHS) PLAN:**

Plan participation is suspended for any City of Chino retiree who works in the capacity of a Council Member, per IRS requirements.

**RETIREMENT:**

Retirement Plans – The City has a three-tier retirement plan as follows:

- A. Elected Officials appointed before the contract amendment with CalPERS effective October 16, 2011 will continue to be eligible for the 2.7% at age 55 Plan, with the single highest year final compensation.
- B. Elected Officials appointed on or after the contract amendment with CalPERS effective October 16, 2011 will be enrolled in the 2% at age 55 Plan, with a 3-year average final compensation.
- C. Elected Officials appointed on or after January 1, 2013, will be enrolled in the 2% at age 62 (PEPRA) Plan, with a 3-year average final compensation.

Member Contribution to PERS

Elected Officials will contribute the “Member” rate of contributions each payroll. All Member paid contributions to CalPERS will be made on a pre-tax basis, in accordance with IRS section 414 (h)(2) and PERS guidelines:

- A. 2.7% at 55, if appointed before October 16, 2011:
  - 1) Member contribution rate – 8% of reportable compensation.
- B. 2% at 55, if appointed on or after October 16, 2011:
  - 1) Member contribution rate – 7% of reportable compensation.
- C. 2% at age 62 (PEPRA) if entering CalPERS membership on or after January 1, 2013
  - 1) Member contribution rate – 7.25% of reportable compensation (subject to change).

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Fourth Level 1959 Survivor Benefit – The City will pay costs associated with this benefit.

Source: Resolution Nos. 1496, 85-54, 89-195, 91-102, 96-86,  
97-62, 98-40, 98-50, 2000-47, 2000-69, 2006-021, 2011-30,  
2015-054, California Public Elected Official Pension Reform Act  
of 2013 (PEPRA)

- For Retired Annuitants

There is no requirement for a retired annuitant to contribute to a 457 Deferred Compensation Plan.

**SEPARATION FROM CITY:**

Elected Officials will be provided a prorated portion of the monthly stipend and Benefit Bank, based on the number of meetings attended during the month of separation.

**TUITION ADVANCE PROGRAM:**

Full-time, non-probationary employees who desire to enroll in an accredited college/university degree program or professional development course, are eligible for tuition advancement up to a maximum of \$3,500 per fiscal year. A Tuition Advancement Form must be received by the Human Resources/Risk Management Department for review and approval before an advance will be provided. Budgeted funds must be available to cover tuition advance and no expenditure beyond the approved budget allocation will be authorized to cover any amount of any employee's educational expenses.

The non-probationary status requirement does not pertain to those employees who are considered to hold probationary status due to a promotion into a new position in the City. Affected employees are required to complete one year of service with the City from the date of completion of course work to be eligible for this benefit. Individuals voluntarily separating from the City prior to completion of one year of service with the City from date of completion of course work will be required to reimburse the City for funds advanced to them under this program. Said reimbursement shall be deducted from any separation check to be distributed to the employee, no matter what the nature of the funds, without the necessity of a judgement being mandated on behalf of the City.

A college or university shall be defined as an institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WASC), the Accrediting Commission of Community and Junior Colleges (ACCJC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Middle State Commission on Higher Education (MSCHE), New England Association of Colleges and Schools (NEASC) or an institution listed on the Higher Learning Commission (HLC). Other accreditations may be eligible upon review by the Human Resources Department.

Advanceable expenses will include books, tuition, parking and registration/enrollment fees. All required fees such as health-related fees, "gym" fees and other miscellaneous fees, whether billed as "tuition" or otherwise required of the institution are eligible. Items such as paper, pens, notebooks, and printing fees will not be eligible.

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Employees agree that upon accepting a tuition advance from the City, the employee is responsible to provide the City with verification of completion of class(es), grade(s) and receipts for expenses within 60 calendar days from the date of final course work (as indicated on the request for tuition advance form submitted by the employee). In the event that the educational institution attended does not provide the employee with verification of completion or grades or receipts within this 60 calendar days timeframe, the employee is responsible to notify the Director of Human Resources/Risk Management, in writing, of such and an additional 60 calendar days extension will be granted. In the event that an employee does not provide verification of completion of class(es), grade(s) and receipts for expenses at the end of either the initial 60 calendar days or at the end of the extension of an additional 60 calendar days (to 120 calendar days total), the City will have the right to automatically make a payroll deduction from the employee's next regular payroll check in an amount equal to the amount of tuition funds advanced.

**TUITION REIMBURSEMENT – ENHANCED PROGRAM:**

Employees who have incurred otherwise reimbursable tuition cost in an amount greater than the maximum amount available shall be eligible to receive additional reimbursement to the extent that tuition reimbursement funds are available at the end of each fiscal year. No such distribution will be made until the conclusion of the fiscal year in order to verify the number of employees making application for the enhanced benefit. Employees must submit a tuition reimbursement invoice to the Human Resources/Risk Management Department no later than May 1 of each year in order to participate in this Enhanced Program.

It shall remain the individual employee's responsibility to apply for and receive written authorization to participate in a tuition reimbursable course prior to any such enrollment.

**VEHICLE ALLOWANCE:**

A vehicle allowance of \$500 per month is provided.

Source: Resolution Nos. 2008-52, 2013-46

**SAVINGS CLAUSE:**

Should any clause in this Summary of Benefits be held invalid by law and/or by a court of competent jurisdiction, then only that clause will be stricken and the remainder of the Summary of Benefits will remain in full force and effect.

**MAINTENANCE OF EXISTING BENEFITS:**

All wages, hours and other terms and conditions of employment not specifically altered herein and presently enjoyed by the employees will remain in full force and effect unless determined by law and/or a court of competent jurisdiction to be unlawful or amended by City Council.

**IMPLEMENTATION:**

These benefits are subject to consideration and approval by the City Manager of the City of Chino and will only be implemented upon adoption by the City Council.