

## **SUMMARY OF BENEFITS DEPUTY DIRECTORS**

*The positions of at-will Deputy Directors are:*

*Deputy City Manager (incumbent not at-will)  
Deputy Director of Community Services, Parks & Recreation  
Deputy Director of Development Services (incumbent not at-will)  
Deputy Director of Finance  
Deputy Director of Human Resources/Risk Management  
Deputy Director of Public Works*

*Excerpts from relevant State statutes, City Council Resolutions, and Administrative Policies are found in this document, and are organized alphabetically by subject matter.*

### **ACTING PAY:**

The City will grant Acting after an employee has worked in a higher classification for 20 consecutive work days or 20 non-consecutive work days in a 90 calendar day period. To receive Acting Pay, an employee must be formally assigned the duties of the higher classification. This assignment must be confirmed by the processing of a Personnel Action Form (PAF). Acting Pay will be five percent (5%) above the employee's current base salary rate or Step "A" of the Acting position Classification, whichever is greater, or otherwise, as determined by the City Manager

Subject to the conditions noted above, qualifying employees will receive Acting Pay for all days worked in an Acting position, i.e., after 20 consecutive work days or twenty (20) non-consecutive work days in a ninety (90) calendar day period. The employee will receive Acting Pay retroactive to the first day of serving in the acting capacity.

Source: Resolution No. 97-62

### **ADDITIONAL DUTY PAY:**

Afforded to an employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities. An employee performing this type of work for a period of time greater than two (2) weeks may be afforded a percentage increase in salary to compensate for performing dual functions at the discretion of the Department Director.

Source: Resolution No. 97-62

### **BENEFIT BANK:**

Employees 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 Kaiser rate), dental and vision coverage 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 in the employee's regular paychecks as earned.

Source: Resolutions Nos. 85-54, 86-59, 87-83, 89-195, 91-102, 97-62, 98-40,  
2000-47, 2000-69, 2001-76, 2004-022, 2005-008, 2006-021, 2007-49,  
2013-046, 2015-054, 2019-050

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**BEREAVEMENT LEAVE:**

Employees are provided with a non-accruing bank of five (5) days (50 hours) for bereavement of an immediate family member.

An "immediate family member" for purposes of this policy will include the following: spouse, domestic partner, parent, step-parent, sibling, child, step-child, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, grandparent, step-grandparent, grandchild, or any other relative residing within the employee's home.

Source: Resolution Nos. 2000-47, 2000-69, 2001-76, 2019-050

**BILINGUAL PAY:**

Employees are eligible to receive a \$100 allowance per month (paid over 24 pay periods) for verbal fluency in any language, other than English, that the Department Director 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. Department Director Approval: To be eligible to take the City's competency examination, an employee must be recommended by the Department Director. Eligibility for the opportunity to test for Bilingual Pay is solely at the employee's Department Director's discretion and is not subject to administrative appeal or challenge. The Department Director 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 employee's Department Director 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 employee's Department Director determines that the employee uses bilingual skills on an ongoing and consistent basis.

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 employee's Department Director 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.

Source: Resolution Nos. 85-54, 87-83, 91-102, 97-62, 98-40, 2000-47,  
2000-69, 2006-021, 2006-025

**CERTIFICATE PAY**

If a professional certificate is required as part of an employees' job, it will be paid for in the same manner and subject to the same limits as the American Federation of State, County and Municipal Employees (AFSCME) employees.

**Certified Access Specialist (CASp)** – Qualifying employees are eligible to receive \$100 per month (paid over 24 pay periods) if they possess a current CASp certificate.

**COMPUTER LOAN PROGRAM**

Non-probationary employees are eligible to participate in a Computer Loan Program managed by the Finance Department.

**COST OF LIVING ADJUSTMENT:**

Increases to employees' base wages/salary ranges for any represented positions are as follows:

- ❖ Effective the beginning of the pay period including July 1, 2023: 4%
- ❖ Effective the beginning of the pay period including July 1, 2024: 4%

**DEATH BENEFIT:**

Employees are provided with \$100,000 in life insurance coverage, payable to beneficiary(ies) on file in Human Resources/Risk Management Department at time of death.

In the event of an employee's death, their beneficiary(ies) will receive payment of all unused Leave Time at 100% except Sick Leave. Sick Leave Time will be paid out at the rate established by years of service. If the employee would have been eligible for retirement using the definition in CalPERS, Sick Leave will be paid to the employee's beneficiary(ies) at 100% cash out of the employee's accrued Sick Leave on record.

In the event of an employee death, and such death is defined by the Workers' Compensation system as an industrial death, the employee's beneficiary(ies) will receive 100% cash-out of the employee's accrued sick leave on record.

Source: Resolution No. 2000-047, 2000-069

**DEFERRED COMPENSATION PLAN:**

A deferred compensation plan is available to all employees, providing tax-deferred savings to serve as a retirement supplement. An employee may contribute to the City's designated deferred compensation plan up to the maximum annual amount allowed by federal and state law through a payroll deduction program.

**City Contribution**

The City-paid contribution to deferred compensation is \$410 per month. The contribution will be placed in a deferred compensation account selected by the City. Loans are permitted.

Source: Resolution Nos. 86-59, 87-83, 98-40

**"Catch-up" Provision**

Pursuant to federal and state law, employees attaining the minimum age of 47, who are within 3 years of their planned retirement date, may take advantage of the 457 Deferred Compensation Plan "catch-up" provisions and allowances as defined in federal and state law. To the extent allowed by federal and state law and the City's deferred compensation plan administrator, the City will allow, during the three (3) years prior to an employee's planned retirement date, the conversion of accrued Sick, Vacation, Sick Leave Conversion, Management, and Floating Holiday Leave hours to cash contribution at the employee's base rate of pay in effect at the time of conversion. Leave conversion contributions for the "457 catch-up" shall normally be distributed over an employee's last three (3) years prior to their planned retirement date. However, based on the total amount of "457 catch-up" contributions available to the employee, accumulated Sick Leave hours, and the employee's designated

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retirement date, "457 catch-up" contributions may occur over a shorter period of time prior to retirement. To be eligible to participate, the employee must be within 3 years of their planned retirement date, have "457 catch-up" privileges available to them, be enrolled in the City-sponsored 457 Deferred Compensation Plan.

### **“Catch-up” – Sick Leave**

Employees are not entitled to 100% cash-out of Sick Leave until completion of 5 years of service with the City as the final employer and either a qualified service or disability retirement. The City will advance employees 47 years of age or older a cash-out of their accrued Sick Leave up to the indexed amount if they choose to utilize the “Catch Up” provision provided through the City’s 457 plan.

In the event an employee separates for any reason other than service or disability retirement from the City prior to being eligible to receive 100% Sick Leave pay, said employee will be required to reimburse the excess amount of Sick Leave previously paid out. The reimbursement will be deducted by the City from any or all earned funds available to the employee on separation, without it being necessary for the City to seek a civil judgment for the monies.

In order to participate, the employee will select the amount of Sick Leave they want transferred into deferred compensation at the beginning of each of the 3 years. The amount can be a selected number of hours or a percentage of Sick Leave remaining at the end of the year. The employee’s Sick Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee will continue to accrue Sick Leave hours at the normal rate while participating in this program. “Catch-up” hours advanced will be added back to the employee’s Sick Leave bank for the Sick Leave Program calculation.

### **“Catch-up”– Vacation Leave**

In order to participate, the employee will select the amount of Vacation Leave they want transferred into deferred compensation at the beginning of each of the 3 years. The amount can be a selected number of hours or a percentage of Vacation Leave remaining at the end of the year. The employee’s Vacation Leave balance would then decrease commensurately with the amount of funds withdrawn.

The employee maintaining their Vacation Leave maximum would still be eligible for Vacation Leave incentives, such as Vacation Leave Conversion. The employee will continue to accrue Vacation Leave hours at the normal rate while participating in this program.

### **“Catch-up”– Other Leave Banks**

In order to participate, the employee will select the amount of other leave (this may be Sick Leave Conversion, Management, and/or Floating Holiday leave hours) to be transferred into deferred compensation at the beginning of each of the three (3) years. The amount must be a selected number of hours of leave. The employee’s leave balance would then decrease commensurately with the amount of funds withdrawn.

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**“Age 50+ Catch-up”**

In the calendar year and employee attains age 50 (or older), they may contribute an additional amount over the normal maximum contribution limit (per the IRS limit). The “Age 50 Catch-up” and “Pre-Retirement Catch-up” provisions may not both be used in the same calendar year. Employees may use accrued Sick, Vacation, Management, and/or Floating Holiday leave hours to contribute this additional amount.

Contributions to the deferred compensation plan will be discontinued while an employee is receiving Workers’ Compensation payments.

Source: Resolution Nos. 98-09, 98-40, 2019-050

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

This plan, offered in addition to the existing 457 Deferred Compensation Plan, allows employees to defer additional income (beyond what is allowed in the 457 Plan) as a means of accumulating greater savings for retirement. Participation is voluntary. Employees who elect to enroll in the 401(a) Plan contribute pre-tax contributions in one of the established amounts: 1% - 20% inclusive, 25%, or 100%. The City contributes \$1 per pay period per participating employee. An employee’s election to enroll in the 401(a) Plan is irrevocable. Loans are permitted.

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

**DIRECT DEPOSIT**

All employees will have funds directly deposited into an account they established for deposit of their payroll checks.

Source: Resolution No. 2019-050

**DISABILITY:**

The City will pay all premiums for the City-funded Short/Long Term Disability Program and provide it to all full-time, non-probationary employees, 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. Salary continuation effective on the 41st consecutive calendar day of disability will be at a rate of 100% of the employee’s base salary. Effective on the 61st consecutive calendar day of disability, salary continuation will be made at a rate of 66-2/3% of the employee’s base salary. The entire benefit period will not exceed five (5) years.

Source: Resolution No. 86-59

**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

**FLOATING HOLIDAY TIME:**

Employees are provided with 35 hours of Floating Holiday Time in July of each year (prorated for new hires following completion of 6 months of full-time/continuous service). This time off is used by the employee with the approval of their supervisor.

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Employees may cash-out up to 35 hours of Floating Holiday Time, one (1) time per fiscal year, in a set number of hours, payable at the employee's existing base rate of pay at the time of request. Payment will be made with the regular payroll check run nearest the request of the cash-out (requires minimum of 10 working days prior to request). Any remaining Floating Holiday Time will be paid out in the final payroll check of each fiscal year.

Except for employees retiring from the City, employees resigning/separating from employment will have Floating Holiday Time credited on a prorated basis (2.916 hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the employee's final check(s), or in the event that sufficient funds are not available, the employee will be responsible to pay back the City within 14 calendar days from the date of separation.

Source: Resolution Nos. 85-54, 86-59, 87-83, 89-195, 97-62, 2000-47, 2000-69, Administrative Policy-Floating Holiday Time

### **HOLIDAYS:**

The City has designated 12 ten-hour holidays as follows:

New Year's Day	Martin Luther King
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day following Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve

Employees must be paid for the regularly scheduled workday which immediately follows a holiday in order to receive pay for that holiday. When a holiday falls on a Saturday, the preceding Friday will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.

Source: Ordinance 2002-03; Resolution Nos. 85-54, 86-59, 96-86, 2001-76, 2019-050

### **HOLIDAY CLOSURE:**

The City reserves the right to close non-safety facilities between Christmas Eve and New Year's Day. Employees may use accrued Vacation, Floating Holidays, Sick Leave Conversion or remain in an unpaid leave status during this period.

The City shall have the discretion to advance Vacation time, which will be earned by the employee in the future, to those employees who request it and who do not have any current Vacation, Floating Holiday, or Sick Leave Conversion and do not wish to be in an unpaid leave status during the closure.

Based on the organizational needs, certain classifications may be required to work during the holiday closure. This determination will be made by the Department Director.

**HOLIDAY TIME COMPENSATION BANK:**

When a City-designated holiday is observed on an employee's scheduled day off, then said holiday hours shall be deposited within a holiday time compensation bank. Holiday hours shall be utilized within 90 days after said hours appear in the employees' leave bank.

Accrued holiday hours, which have not been utilized within the time restriction described herein, shall be removed from the records without further compensation.

If an employee's written request to use the holiday time is denied, then the above described 90 day time period shall be extended by 60 calendar days from the date that the 90<sup>th</sup> day expired. An additional concurrent 60 calendar day extension may be approved until use of the holiday time is both granted and utilized, or stricken from the employee's account.

Employees who have properly and timely initiated a written request to utilize a holiday, with said request being denied as described herein, shall not be compelled to utilize the holiday hours on a day which is unacceptable to the employee. The only circumstance in which an accumulated holiday shall be converted to cash, is where the employee separates from City employment (for any reason) and has one or more accumulated holidays on account on the effective date of the separation. In such case, the accumulated holiday shall be converted to cash at the hourly rate existing at the time of separation and in an amount equivalent to the number of hours constituting a "workday" at the time of separation.

Source: Resolution No. 2016-047

**JURY DUTY:**

It is the policy of the City that no employee be compensated for jury service in excess of ten (10) working days during any fiscal year. A "working day" shall be defined as a regularly scheduled day of work for the affected employee.

For all jury service, employees are required to deliver a jury duty certification form at the end of the required jury duty to verify such service. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one hour (1) of actual work time.

Source: Resolution No. 96-86, 2019-050

**LICENSING RENEWAL FEE FOR REGISTERED ENGINEERS:**

The City shall pay the employee cost of the renewal fee for Registration as a Professional Engineer in the State of California. If the employee who has been provided with fee payment resigns prior to the expiration of the license, the fee must be refunded to the City.

Source: Resolution No. 91-102

**LIFE INSURANCE:**

Employees are provided with a total of \$100,000 in life insurance coverage.

See also Death Benefit section.

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

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**LONGEVITY PAY**

Employees are eligible for longevity pay as a one-time lump sum payout as follows:

- ❖ 10 years of service - \$ 500 paid in a lump sum at time of anniversary.
- ❖ 15 years of service - \$1,000 paid in a lump sum at time of anniversary.
- ❖ 20 years of service - \$1,500 paid in a lump sum at time of anniversary.
- ❖ 25 years of service - \$2,000 paid in a lump sum at time of anniversary.
- ❖ 30 years of service - \$2,500 paid in a lump sum at time of anniversary.
- ❖ 35 years of service - \$3,000 paid in a lump sum at time of anniversary.
- ❖ 40 years of service - \$3,500 paid in a lump sum at time of anniversary.
- ❖ 45 years of service - \$4,000 paid in a lump sum at time of anniversary.

Employees will 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 employee has worked for the City for 26 years, employee would receive a one-time payment of \$2,000. Upon reaching their 30 year anniversary, employee would receive Longevity Pay of \$2,500.

**MANAGEMENT LEAVE:**

Employees are provided with 60 Management Leave hours in the first pay period in July of each fiscal year. Management Leave is non-accruing and shall not be carried from one fiscal year to the next. Newly hired management employees or current employees promoted into management will receive a prorated Management Leave benefit.

Up to 30 hours of Management Leave may be cashed out at any time during the fiscal year by making a request to the Finance Department. Employees shall use all management leave time no later than the ending date of the second payroll in June (this payroll period does not extend into July). Any unused Management Leave on record at the ending date of the second payroll in June will be cashed out, up to 30 hours maximum.

An additional 60 hours of Management Leave may be granted by the Department Director with a corresponding ability to convert these hours to cash.

Except for employees retiring from the City, employees resigning/separating from employment will have Management Leave credited on a prorated basis (5 hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the employee's final check(s), or in the event that sufficient funds are not available, the employee will be responsible to pay back the City within 14 calendar days from the date of separation.

Source: Resolution Nos. 85-54, 87-83, 97-62, 2000-047, 2000-69,  
2007-049; Administrative Policy-Management Leave

**MILEAGE REIMBURSEMENT:**

The City shall use the standard rate established by the Internal Revenue Service to calculate reimbursement for mileage.

Source: Resolution No. 96-86



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**MILITARY LEAVE:**

Under certain conditions, employees ordered to active duty may receive wage continuation and benefits for up to one year. Cost of living adjustments will be received and leave accruals will continue during the first year of ordered active duty.

(Military and Veterans Code section 395.01 et seq.; Resolution Nos. 85-54, 2001-66)

**PERFORMANCE EVALUATION:**

Employees will receive an annual performance evaluation and consideration of a salary adjustment within the Merit Zone and the Outstanding Zone established by the date of hire. Salary adjustments will be based on individual performance and contribution.

Source: Resolution No. 97-62

**PERSONNEL FILE (RESPONSE TO DOCUMENTS PLACED WITHIN):**

An employee is limited to 30 calendar days from service of an adverse document in which to respond to said document placed in his/her Personnel File. If the affected employee, or the affected employee's representative, requires additional time to prepare a response, either party may, in writing, notify the Director of Human Resources/Risk Management and an additional 30 days extension will be granted.

Source: Resolution No. 2000-47

**RECRUITMENT INCENTIVES:**

For recommendation resulting in Sworn hire:

- ❖ \$2,000 at hire + \$500 upon completion of probation for entry level;
- ❖ \$4,000 at hire + \$1,000 upon completion of probation for lateral.

For recommendation resulting in hire of Public Safety Dispatcher or Public Safety Dispatcher Supervisor:

- ❖ \$2,000 at hire + \$500 at time of completion of probation.

***NOTE:** Any Police Department personnel who are assigned to the Backgrounds and Training Unit or who are given any work responsibility related to the recruitment and hiring of employees are not eligible for this benefit unless the recommendation for hire is made independent of their duties as a Recruitment Team Member, i.e., outside of the work hours in which they are formally assigned to serve in the capacity of "Recruiter". In order to receive incentive pay, the Recruitment Team Member must prepare a written memorandum to the Chief of Police, detailing the circumstances under which contact was made with the individual recommended for hire. Upon the Chief's review and approval of this submission, in compliance with the guidelines established for the Hiring Incentive Program, the Recruiter may receive the same hiring incentive compensation afforded to non-Recruitment Team Members.*

Source: Resolution Nos. 2006-021, 2007-056, 2013-046

**REHIRE POLICY:**

Any employee who resigns from City employment and at the time of resignation is noted as being subject to rehire, and who is in fact rehired later than six (6) months after the effective date of resignation and then employed in his or her former classification, or in a position within the

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classification series held at the time of resignation and in a comparable or lower rank, shall serve the same probationary period that any new hire would otherwise serve and shall be otherwise subject to all terms and conditions of employment applicable to any newly hired employee. The only exception shall be that any employee rehired shall have their seniority level and leave accrual rates determined based upon the number of years of service with the City of Chino prior to the resignation.

Employees rehired by the City under the City's Rehire Policy will be allowed to buy back any time cashed out at time of separation. Said buy back shall be at the hourly rate existing upon rehire. Sick leave on record at the time of separation that was not compensated for will be reinstated.

Source: Resolution Nos. 96-86, 97-62

**RETIREMENT:**

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

- A. Employees hired before the contract amendment with CalPERS effective October 16, 2011, will continue to be eligible for the 2.7% at 55 Plan, with the single highest year final compensation.
- B. Employees hired on or after the contract amendment with CalPERS effective October 16, 2011 will be enrolled in the 2% at 55 Plan, with a 3-year average final compensation.
- C. Employees hired 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 CalPERS

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

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

Fourth Level 1959 Survivor Benefit – The City will pay all 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 and California Public Employee Pension Reform Act  
of 2013 (PEPRA)

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

A Retirement Health Savings Plan is established in accordance with IRS regulations, consisting of employee contributions only.

Employees will contribute \$25 per pay period on a pre-tax basis. Upon separation or retirement, employees will contribute 50% of all qualifying accrued Sick Leave to the plan.

Source: Resolution No. 2007-049

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**SALARY ADJUSTMENTS:**

All adjustments to an employee's salary shall be made at the start of the pay period in which the salary adjustment becomes effective.

Source: Resolution Nos. 2000-47, 2000-69, Employee Handbook

**SEPARATION FROM CITY:**

At the discretion and approval of the Department Director, employees may be allowed to extend their last day of employment through the use of leave time one (1) pay period beyond that day on which the employee actually reports to work.

Source: Resolution No. 97-62

**SICK LEAVE:**

Upon hire, employees will be credited with 30 hours or three (3) days of Sick Leave, whichever is greater, which can be used following the completion of 90 days of continuous full-time employment. Following the 90<sup>th</sup> day of employment, for each calendar month in which the employee is paid for more than two-thirds (2/3) of the working days in such month, employees accrue 10 hours of Sick Leave per month to a maximum accrual of 1,080 hours.

If an employee changes status (e.g. changes from full-time to part-time employment), or separates from this bargaining group, the employee will be subject to the new bargaining group's MOU or Summary of Benefits.

Upon notice of resignation or retirement from the City, any Sick Leave usage requested will require a doctor's note or certification. If documentation is not received, the employee will not receive payment for any Sick Leave hours used.

Source: Labor Code sections 233-234; Resolution Nos. 85-54, 86-59, 2015-046;  
Administrative Policies-Sick Leave Usage--Examination & Treatment,  
Sick Leave Usage--Birth of Child, Use of Leave Time for Care of Family  
Members, Sick Leave Usage--Pre-Employment Physical Examination

**SICK LEAVE BUY BACK:**

At separation of employment the City will buy back a percentage of the employee's accrued sick leave hours, at the hourly base rate of pay at the time of separation. This benefit is contingent upon non-retirement, non-disciplinary separation, and completion of five (5) years full-time employment with the City.

Completed Years of Service	% of Sick Leave Converted to Compensation
5 years	30%
10 years	35%
15 years	40%
20 or more years	45%

The City shall buy back 100% of the employee's accrued Sick Leave hours for a service or disability retirement following five (5) years of full-time employment with the City as the final

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employer. The percentages may be adjusted in accordance with the Retirement Health Savings Plan elections and provisions for affected individuals, per IRS regulations.

Source: Resolution Nos. 85-54, 87-83, 2007-56

**SICK LEAVE CONVERSION TO PERSONAL LEAVE:**

For employees who have earned sick leave accrual benefits for one (1) full fiscal year, Sick Leave may be converted to Personal Leave in accordance with the following schedule.

<b>A</b> Sick Leave Days (10 hours) Earned	<b>B</b> Annual Sick Leave Days (10 hours) Used	<b>C</b> Personal Leave Days (8 hours) Conversion	<b>D</b> Up to 56 hours of Sick Leave in excess of 960 hours limit Converted to Pay
12 days (120 hrs)	0	8 days (64 hrs)	$0 + 64 + 56 = 120$ hrs
11 days (110 hrs)	1 day (10 hrs)	7 days (56 hrs)	$10 + 56 + 54 = 120$ hrs
10 days (100 hrs)	2 days (20 hrs)	6 days (48 hrs)	$20 + 48 + 52 = 120$ hrs
9 days (90 hrs)	3 days (30 hrs)	5 days (40 hrs)	$30 + 40 + 50 = 120$ hrs
8 days (80 hrs)	4 days (40 hrs)	4 days (32 hrs)	$40 + 32 + 48 = 120$ hrs
7 days (70 hrs)	5 days (50 hrs)	3 days (24 hrs)	$50 + 24 + 46 = 120$ hrs
6 days (60 hrs)	6 days (60 hrs)	2 days (16 hrs)	$60 + 16 + 44 = 120$ hrs

Personal Leave must be taken as time off with Department Director approval and may not be carried from one fiscal year to the next. Converted Personal Leave that is not used will be credited to Sick Leave at the end of a fiscal year if credited hours do not exceed the 1,080 hours Sick Leave limit.

Source: Resolution Nos. 86-59, 91-102

**SICK LEAVE HIRING INCENTIVE:**

New employees may be eligible to be credited with 200 hours of Sick Leave employer so long as the prior employer did not compensate the employee for sick leave hours in the same amount or greater.

**SICK LEAVE PROGRAM:**

Employees having in excess of 960 hours of accumulated sick leave on the last pay period in June will be paid in the final paycheck of the fiscal year, an amount computed at the then existing hourly rate for each hour in excess of 960 hours, up to a maximum of 56 hours.

Source: Resolution Nos. 87-83, 91-102

**SPECIAL COMPENSATION PAYMENT SCHEDULE:**

Employees eligible to receive special compensation benefits which are a percentage of base pay, will receive compensation paid over 26 pay periods each fiscal year. All other special compensation, such as Bilingual Pay, will receive compensation paid over 24 pay periods each fiscal year. Special compensation will be reported in accordance with applicable sections of the California Government Code, California Code of Regulations, and the City's contract with the California Public Employee's Retirement System.

Source: Resolution No. 2019-050

**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.

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

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the employee's next regular payroll check in an amount equal to the amount of tuition funds advanced.

Source: Resolution Nos. 85-54, 87-83, 89-195, 91-102,  
96-86, 97-62, 2015-054

**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.

Source: Resolution No. 96-86, 2015-054

**VACATION LEAVE:**

Maximum accrual of vacation is 400 hours. Upon termination of employment, accrued vacation will be paid at the employee's then existing hourly rate of pay. New employees with less than six (6) months of City service are ineligible to receive Vacation Leave buy back. It is the responsibility of employees to schedule vacation time off for rest and recuperation in order that earned vacation time in excess of 400 hours will not be removed from the records.

Months of Completed Service	Annual Vacation Accrual
6 – 24	12 days p/year (10.0000 hours p/month)
25 – 48	15 days p/year (12.5000 hours p/month)
49 – 108	18 days p/year (15.0000 hours p/month)
109 – 120	19 days p/year (15.8333 hours p/month)
121+	20 days p/year (16.6666 hours p/month)

Vacation leave will be taken at a time approved by the Department Director with due regard for the wishes of the employee and particular regard for the needs of the City. Unless otherwise provided by Department rules, employees must submit vacation requests to their supervisor at least seven (7) calendar days prior to the intended start of vacation. No person will be permitted to work for compensation for the City during his/her vacation except with prior approval of the City Manager or designated representative. In the event that one or more City holidays fall within an annual vacation leave, the holidays will not be charged as vacation leave; however, extension of the vacation leave for the period of such holiday(s) is subject to approval of the City Manager.

A temporary increase in the total vacation hours accrued (in excess of 400 hours) may be approved by the Department Director and notification to Finance to affect this temporary exception.

Source: Resolution Nos. 85-54, 86-59, 2005-008

**VACATION LEAVE BUY BACK:**

At separation or retirement, 100% of accrued vacation leave, to a maximum of 400 hours, will be paid at the employee's existing base rate of pay. New employees with less than six (6) months of service are ineligible to receive vacation leave buy back. The percentages may be adjusted in accordance with the Retirement Health Savings Plan elections and provisions for affected individuals, per IRS regulations.

Source: Resolution No. 86-59, 2005-008

**VACATION LEAVE CONVERSION:**

Employees who have accumulated a minimum of 120 vacation hours may convert a maximum of 80 hours of vacation leave to pay per fiscal year. Employees may convert leave to pay in April and/or November of each year, calculated at the employee's hourly base rate of pay at the time of conversion. Six (6) months prior to date of conversion, half\* the number of accrued leave hours requested, excluding sick leave, must have been taken as time off.

\*This usage requirement is waived for "active" military personnel.

Source: Resolution Nos. 87-83, 89-195, 96-86, 98-40, 2006-021

**WORKERS' COMPENSATION PROGRAM:**

Whenever any employee of the City is disabled whether temporarily or permanently by injury or illness arising out of, and in the course of, his/her duties the employee will be compensated as follows: On the first, second, and third day of the injury employees will use accrued Sick, Vacation, Floating Holiday, Management and/or Compensatory Leave Time for full salary continuance.

Commencing the fourth day of the injury, the City will continue the employee's salary at a rate of 66-2/3% of the current monthly salary, less any applicable deductions (i.e., credit union, health insurance coverage), for a period not to exceed 12 months. If the disability extends for a period beyond 14 calendar days the City will credit the employee for the first three (3) days of Sick Leave used. If hospitalization is required the first, second, and third days off are picked up by the City through the Workers' Compensation program.

Source: Labor Code section 4850; Resolution No. 85-54

**WORKERS' COMPENSATION PREMIUM PAYMENT:**

In the event of a work-related illness or injury, which results in a permanent disability settlement, the City will provide a 10% premium benefit payment provided the following occurs:

- That the Workers' Compensation Appeals Board approves the total settlement, including the 10% premium benefit.
- That neither a "Notice of Claim" nor "Application for Adjudication of claim" will have been filed or served against the City of Chino.
- That the injured employee has diligently sought medical attention as prescribed by the treating physician(s) approved by the City.

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- That the injured employee and the City have employed the guidance of the State Department of Industrial Relations Office of Information and Assistance to resolve any outstanding issues or misunderstandings.

Representation is a legal right recognized by statutory law. Nothing precludes an employee from retaining legal counsel or representation; however, the premium benefit offered is only available in cases handled without the involvement of legal counsel. This is done in recognition of the cost savings that result in non-litigated cases that can be passed on to the ill or injured worker.

Source: Resolution No. 97-62

**SAVINGS CLAUSE:**

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

**MAINTENANCE OF EXISTING BENEFITS:**

All wages, hours and other terms and conditions of employment not specifically altered by this Agreement and presently enjoyed by the employees will remain in full force and effect during the term of this agreement unless determined by a court of law to be unlawful.

**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.