

CITY OF SOLEDAD

SALARY AND BENEFIT PLAN

UNREPRESENTED CONFIDENTIAL GROUP

Dated: July 1, 2024

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Salary and Benefit Plan
For Unrepresented Confidential Group
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This Salary and Benefit Plan modifies the existing terms of employment for the Unrepresented Confidential Group, which is a non-represented group and not a formally recognized employee organization.

Section 1. SALARIES AND SALARY RATES

Salaries are paid bi-weekly through direct deposit. The salary rates for all classifications designated as Unrepresented Confidential are listed in Appendix A, attached hereto. The rates set forth in Appendix A reflect the following:

FY 2024-25: All classes in the Unrepresented Confidential Group shall receive a four percent (4%) COLA increase, effective the first full pay period of July 2024.

FY 2025-26: All classes in the Unrepresented Confidential Group shall receive a three and one-quarter percent (3.25%) COLA increase, effective the first full pay period of July 2025.

FY 2026-27: All classes in the Unrepresented Confidential Group shall receive a three percent (3%) COLA increase, effective the first full pay period of July 2026.

The City Manager may periodically evaluate the duties and salary data of positions within the Unrepresented Confidential Group, may conduct survey studies as deemed necessary, and implement reorganizations, reclassifications, or other compensation changes recommended by survey/study reports.

Section 2. BENEFITS

A. Retirement Plan

Non-Safety employees: Currently, Unrepresented Confidential “Classic” employees who occupy non-safety classifications are enrolled in the California Public Employees Retirement System (CalPERS), and each employee is entitled to the benefits offered by said system. The approved PERS plan is 2% @ 60 (two percent at 60) for Miscellaneous “Classic” members and 2% @ 62 (two percent at 62) for “new” members under the Public Employees Pension Report Act of 2013 (PEPRA). “Classic” members shall pay the full seven percent (7%) member contribution, and “New” members shall pay the full PEPRA member contribution rate.

Safety employees: Unrepresented Confidential Safety (sworn) employees shall be enrolled in the California Public Employees Retirement System (CalPERS), and each employee is entitled to the benefits offered by said system. The approved PERS plan is 3% @ 55 (three percent at 55) for Safety employees. The City shall pay the employer’s share to said plan. “Classic” members shall pay the full nine percent (9%) of the employee’s nine percent (9%) member contribution,

and “New” members shall pay the full PEPRa member contribution rate.

B. Health Insurance Plan

The City shall provide Unrepresented Confidential employees with the same medical, dental, and vision coverage and premium contributions as provided to represented general employees in the SEIU Memorandum of Understanding for the period July 1, 2024, through June 30, 2027.

C. Life Insurance and Accidental Death and Dismemberment

Unrepresented Confidential employees shall be enrolled in the City's Life and AD&D insurance plan. The City shall provide life insurance at a rate of 1.5 times each employee's annual salary with a maximum benefit amount of \$150,000. The imputed benefit of the cost of coverage in excess of \$50,000 must be included as income under the Internal Revenue Code (IRC) Section 79 and is subject to Social Security and Medicare taxes.

D. Long Term Disability

Unrepresented Confidential employees shall be enrolled in the City's LTD insurance program. The current rate of sixty percent (60%) of the employee's annual salary will be designated for long-term disability insurance annually for each employee.

E. Deferred Compensation

The City shall make a Deferred Compensation Plan available to all Unrepresented Confidential employees. Participation in the deferred compensation plan shall be strictly voluntary.

Section 3. CAREER INCENTIVE PAY

A. College Degree

Unrepresented Non-sworn Confidential employees, who are not required to possess the following college degree as part of the City classification and/or job description, will be paid two and one-half percent (2.5%) of the employee's base rate of pay per month:

- Associate of Arts Degree,
- Bachelor of Arts/Science Degree, **or**
- Master of Arts/Science Degree

Unrepresented Confidential “sworn” employees who possess a Master's or Doctorate Degree will be entitled to six percent (6%) of the employee's base rate of pay per month.

B. Bilingual

Unrepresented Confidential employees who regularly interact and interpret with the public may be eligible for a bilingual premium of sixty-five dollars (\$65) per month.

C. Uniform Allowance

Unrepresented Confidential “sworn” employees shall be eligible for a uniform maintenance allowance of sixty dollars (\$60) per month. Uniform maintenance allowances shall be reported to CalPERS periodically when earned, on a per pay period basis, in accordance with the Public Employees’ Retirement Law and applicable regulations. This item is not reportable for new members under PEPRA, as defined by Government Code section 7522.04(f).

D. Purchase of Uniforms

A. The CITY will purchase uniforms, including footwear, for Unrepresented Confidential “sworn” employees, who are required to wear them. Such purchases shall be made from time to time as the need may be determined by the CITY, except that uniforms shall be provided as follows:

1. Unrepresented Confidential “sworn” employees shall receive initial uniform sets at their time of hire at a value not to exceed eight hundred dollars (\$800). This value does not include the cost of any items that are solely for personal health and safety.
2. Additionally, once each fiscal year, on the employee's anniversary date of employment, the CITY shall provide Unrepresented Confidential “sworn” employees with two (2) pairs of pants and two (2) shirts. The value of these uniforms is not to exceed four hundred fifty dollars (\$450) per year. This value does not include the cost of any items that are solely for personal health and safety.

Uniforms shall be reported to CalPERS periodically when earned, on a per pay period basis in accordance with the Public Employees’ Retirement Law and applicable regulations. This item is not reportable for new members under PEPRA, as defined by Government Code section 7522.04(f).

B. Purchases shall be made by the approval of the Police Chief. All old uniforms shall be turned in at the time of separation from service. Damaged and/or worn uniforms and/or footwear shall be turned in at the time of replacement. The CITY shall determine the type of uniform to be worn and the source of supply.

E. Special Assignment/Certification Pay

As determined by the City Manager, Unrepresented Confidential employees may receive a total of sixty-five dollars (\$65) per month for special assignments/certifications. Examples of Special Assignment/Certification Pay include Professional Notary Public Certification, Deputy City Clerk designation, and HR Labor Relations Academy Certification.

F. Longevity Pay

Employees who have completed fifteen (15) years of full-time employment shall be paid an additional two percent (2%) Longevity Differential of their base hourly rate.

Section 4. TYPES OF EMPLOYEE LEAVES

A. Emergency Family Leave

Unrepresented Confidential employees of the City shall be entitled to three (3) days of emergency family leave in case of illness of a close family member or hospitalization of a close

family member. Such leave shall be deducted from the employee's sick leave.

The term "close family" means those closely related to the employee by blood, adoption, or marriage. It specifically includes only the mother, the father, a grandparent, a son, a daughter, the husband, the wife, the brother and the sister of the employee, and the spouse of a son, daughter, brother or sister, mother-in-law, and father-in-law.

B. Administrative Leave

The Exempt Unrepresented Confidential Employees shall be entitled to forty (40) hours of administrative leave at the beginning of each fiscal year. Administrative leave will be prorated for new hires based on the date of hire. Administrative Leave must be used within the fiscal year. Balance of leave will be cleared at fiscal year-end. The City will not buy back leave.

It should be noted that all other applicable benefits not contained in the Unrepresented Confidential Salary and Benefits Plan will be contained in the City's Personnel Rules and Regulations Manual. Amendments to this Salary and Benefits Plan may be made administratively from time to time.

CITY OF SOLEDAD
UNREPRESENTED CONFIDENTIAL GROUP
SALARY PLAN

(Effective July 6, 2024)

CLASSIFICATION	RANGE	FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Administrative Assistant	52	Yearly	\$58,867.77	\$61,516.82	\$64,285.08	\$67,177.91	\$70,200.91
		Monthly	\$4,905.65	\$5,126.40	\$5,357.09	\$5,598.16	\$5,850.08
		Bi-Weekly	\$2,264.15	\$2,366.03	\$2,472.50	\$2,583.77	\$2,700.04
		Hourly	\$28.30	\$29.58	\$30.91	\$32.30	\$33.75
Police Administrative Services Manager	55	Yearly	\$74,658.74	\$78,018.39	\$81,529.21	\$85,198.03	\$89,031.94
		Monthly	\$6,221.56	\$6,501.53	\$6,794.10	\$7,099.84	\$7,419.33
		Bi-Weekly	\$2,871.49	\$3,000.71	\$3,135.74	\$3,276.85	\$3,424.31
		Hourly	\$35.89	\$37.51	\$39.20	\$40.96	\$42.80
Executive Assistant to the City Manager	58	Yearly	\$80,351.47	\$83,967.28	\$87,745.81	\$91,694.37	\$95,820.63
		Monthly	\$6,695.96	\$6,997.27	\$7,312.15	\$7,641.20	\$7,985.05
		Bi-Weekly	\$3,090.44	\$3,229.51	\$3,374.84	\$3,526.71	\$3,685.41
		Hourly	\$38.63	\$40.37	\$42.19	\$44.08	\$46.07
Maintenance Manager	63	Yearly	\$90,748.17	\$94,831.84	\$99,099.26	\$103,558.73	\$108,218.88
		Monthly	\$7,562.35	\$7,902.65	\$8,258.27	\$8,629.89	\$9,018.24
		Bi-Weekly	\$3,490.31	\$3,647.38	\$3,811.51	\$3,983.03	\$4,162.26
		Hourly	\$43.63	\$45.59	\$47.64	\$49.79	\$52.03
Human Resources Manager Community Eng Manager	70	Yearly	\$101,007.14	\$105,552.46	\$110,302.32	\$115,265.92	\$120,452.89
		Monthly	\$8,417.26	\$8,796.04	\$9,191.86	\$9,605.49	\$10,037.74
		Bi-Weekly	\$3,884.89	\$4,059.71	\$4,242.40	\$4,433.30	\$4,632.80
		Hourly	\$48.56	\$50.75	\$53.03	\$55.42	\$57.91
Public Works Manager	71	Yearly	\$114,761.29	\$119,925.55	\$125,322.19	\$130,961.69	\$136,854.97
		Monthly	\$9,563.44	\$9,993.80	\$10,443.52	\$10,913.47	\$11,404.58
		Bi-Weekly	\$4,413.90	\$4,612.52	\$4,820.08	\$5,036.99	\$5,263.65
		Hourly	\$55.17	\$57.66	\$60.25	\$62.96	\$65.80
City Engineer	88	Yearly	\$141,672.32	\$148,047.57	\$154,709.71	\$161,671.65	\$168,946.87
		Monthly	\$11,806.03	\$12,337.30	\$12,892.48	\$13,472.64	\$14,078.91
		Bi-Weekly	\$5,448.94	\$5,694.14	\$5,950.37	\$6,218.14	\$6,497.96
		Hourly	\$68.11	\$71.18	\$74.38	\$77.73	\$81.22
Deputy Police Chief	83	Yearly	\$147,819.20	\$154,471.07	\$161,422.27	\$168,686.27	\$176,277.15
		Monthly	\$12,318.27	\$12,872.59	\$13,451.86	\$14,057.19	\$14,689.76
		Bi-Weekly	\$5,685.35	\$5,941.19	\$6,208.55	\$6,487.93	\$6,779.89
		Hourly	\$71.07	\$74.26	\$77.61	\$81.10	\$84.75

**SALARY AND BENEFITS PLAN FOR THE CITY'S
UNREPRESENTED CONFIDENTIAL GROUP DATED JULY 1, 2024
AMENDMENT NO. 1**

The current three-year Salary and Benefit Plan for the City's Unrepresented Confidential Group provides a "Me Too" agreement for the unrepresented confidential group of employees with the SEIU ratified agreement regarding wage increases and Longevity Pay.

Effective September 28, 2024, Section 3-B Bilingual is hereby modified also to emulate SEIU's agreement as follows:

Bilingual

Employees designated by the Department Director who are routinely and consistently required to interact and verbally interpret with the public may be eligible for a bilingual premium of sixty-five (\$65) dollars per month. In addition, the City may approve for employees who are already receiving bilingual pay of sixty-five dollars (\$65) per month, a bilingual premium of an additional thirty-five dollars (\$35) per month when assigned to both verbal interpretation and written translation.

Incentive pay is separate from compensation and is earned only during periods in which the employee is actually working and not in a paid or unpaid leave status of greater than two consecutive pay periods.

The City retains the right to determine how many and which positions it needs to provide bilingual services, and which languages shall qualify; however, sign language shall be deemed a qualifying language. To be eligible, the Department Director must recommend to the Personnel Officer the employee for certification testing by the City. Upon passing an oral examination, the employee will be certified as having the appropriate language skills. Sign language shall be recognized as a bilingual skill under this section.

Bilingual employees will be certified via appropriate skill tests at a high level of both oral and written bilingual proficiency. Upon being certified, and prior to an employee receiving payment, the City Manager shall determine whether there is a need for additional bilingual services in the employee's Department. No employee shall receive payment under this provision without the City Manager's determination that the employee's bilingual skills are needed in the employee's Department.

Megan Hunter
Megan Hunter (Oct 2, 2024 19:23 PDT)

Megan Hunter, City Manager/ Date