



CITY OF LA MESA
SUMMARY OF MANAGEMENT BENEFITS
March 2023

General: Management benefits are provided at the direction of the City Manager. The City Manager may periodically make adjustments to the Management benefits package. Although Management employees are not represented, certain Management benefits are administered according to the terms of other bargaining unit MOUs. These MOUs and applicable policies and procedures may be consulted for guidance when determining if/how other benefits afforded to represented employees should be applied to Management employees. Exceptions to Management benefits, as summarized in this document, may be made by the City Manager. In the case of any dispute or question concerning the application of Management benefits, the matter shall be decided by the City Manager.

Retirement: All regular City employees are members of the California Public Employees' Retirement System (CalPERS). Employees are enrolled in one of the following retirement formulas. Additional benefits are provided in accordance with the City's CalPERS contract.

Non-Safety Management Employees

	Hire Date	Retirement Formula	Employee Contribution as of 7/1/20	Employee Cost Sharing	Final Compensation Formula
Tier 1	Hired on or before January 20, 2011	3% @ 60	8%	1.0%	1 Year
Tier 2	Hired on January 21, 2011 through December 31, 2012	2.5% @ 55	8%	1.0%	1 Year
Tier 3	Hired on or after January 1, 2013*	2% @ 62	7%	0%	3 Years

Police Safety Management Employees

	Hire Date	Retirement Formula	Employee Contribution as of 7/1/20	Employee Cost Sharing	Final Compensation Formula
Tier 1	Hired on or before January 20, 2011	3% @ 50	9%	1.0%	1 Year
Tier 2	Hired on January 21, 2011 through December 31, 2012	3% @ 55	9%	1.0%	1 Year
Tier 3	Hired on or after January 1, 2013*	2.7% @ 57	13.25%	0%	3 Years

Fire Safety Management Employees

	Hire Date	Retirement Formula	Employee Contribution as of 7/1/20	Employee Cost Sharing	Final Compensation Formula
Tier 1	Hired on or before January 20, 2011	3% @ 50	9%	1.0%	1 Year
Tier 2	Hired on December 9, 2011 through December 31, 2012	3% @ 55	9%	1.0%	1 Year
Tier 3	Hired on or after January 1, 2013*	2.7% @ 57	13.25%	0%	3 Years

** CalPERS Classic Members hired on or after January 1, 2013 will be enrolled in the Tier 2 retirement formula.*

The City participates in Social Security with all non-safety employees contributing to Social Security (6.2%) and Medicare (1.45%). Safety employees do not contribute to Social Security. However, safety employees hired on or after April 1, 1986 are required to participate in Medicare.

Vacation: After six months of continuous employment, vacation is available to Management employees as accumulated. Employees earn paid vacation as follows:

Years of Service	Vacation Hours Authorized Per Year	Accrual Rate Per Pay Period
0 – 60 Months	80	3.077
61 – 120 Months	120	4.615
Over 120 Months	160	6.154

Once an employee reaches the maximum accumulation of vacation hours (two and one-half times the annual allowance), the employee will not accumulate additional vacation until the vacation time is reduced below the maximum allowable.

Vacation Buy Back: Management employees may sell back anywhere from 40 to 80 hours of vacation in December of each year, based on their number of years of service. To be eligible Management employees must have used at least 80 hours of vacation and/or Administrative Leave during that year. The year begins and ends with the second pay period in November.

Years of Service	Vacation Hours Available to Sell Back
0 – 36 Months	40
37 - 60 Months	50
61 - 90 Months	60
91 - 120 Months	70
Over 120 Months	80

Sick Leave: Earned at the rate of 3.692 hours per pay period (96 hours per year).

Sick Leave Conversion: Management employees may convert a portion (above 192 hours) of accumulated sick leave to an equal amount of vacation or pay, based on the formulas below. For purposes of this program, usage is calculated using a defined (12) month period that begins and ends with the first pay period in November.

40-Hour / 5-Day Work Schedule		9/80 Work Schedule		4/10 Work Schedule	
Hours Used	Max Convertible Hrs	Hours Used	Max Convertible Hrs	Hours Used	Max Convertible Hrs
8 or less	50	9 or less	50	10 or less	50
8.1 to 24	40	9.1 to 27	40	10.1 to 30	40
24.1 to 40	30	27.1 to 45	30	30.1 to 50	30
Over 40	Not Eligible	Over 45	Not Eligible	Over 50	Not Eligible

Unused Sick Leave Reimbursement: Management employees with five (5) or more years of service shall be paid an amount equal to 50 percent of a maximum of 150 days (1200 hours) of the current cash value of the unused sick leave credited to his or her account upon normal or disability retirement, or death. Management employees with five (5) or more years of service, who terminate for reasons other than retirement or death, shall be paid an amount equal to 25 percent of a maximum of 150 days (1200 hours) of

the current cash value of the unused sick leave credited to his or her account.

Safety Management employees are also eligible to convert unused sick leave to additional service credit as provided in the City's CalPERS contract. Any sick leave converted to cash will reduce the available time for conversion to years of service through CalPERS.

Holidays: Management employees receive their holidays in accordance with the provisions of the MOU for General Employees* (see exception below). The currently observed holiday schedule is as follows:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	

In addition, Management employees receive three floating holidays annually (Admission Day, Cesar Chavez's Birthday, and Presidents Day).

Unused floating holiday time may be accumulated from year to year without limit for employees hired prior to July 1, 1991. For employees hired on or after July 1, 1991, unused floating holidays may be accumulated up to a maximum of 180 hours. Additional floating holiday time will not be credited to an employee hired on or after July 1, 1991 if that employee has 180 hours accumulated holiday leave on the books at the time that the floating holiday occurs.

*Police Lieutenants are provided with an up-front posting of Holiday hours in accordance with the MOU for the La Mesa Police Officers' Association. Appointees to Police Lieutenant shall receive a prorated share of Holiday hours when appointed during the year. Police Lieutenants do not observe the holiday schedule listed above.

Holiday Closure: All covered employees recognize that the City will close City Hall, the Public Works yard and Community Services for the work days between the observed Christmas holiday and the observed New Years' Day holiday (typically 4 days).

The City agrees to cover 50% of the closed days, and employees agree to use their own accrued leave (i.e., vacation, holiday or comp time only, not to include sick leave) during the remaining closed days (50/50 split between City and Employees).

If an employee has worked for the City for less than 6 months, the City will advance employee vacation leave to cover any otherwise unpaid time off during this period (50%). Once employee begins accruing vacation leave, the credit for the new vacation leave hours shall reduce the negative "advanced" vacation leave before any positive vacation leave hours are credited.

If employee separates from the City and maintains a negative vacation leave balance due to the advancement of vacation leave by the City due to the holiday closure, the City shall deduct the vacation leave advancement proceeds from their final paycheck.

If an employee has worked for the City more than 6 months and does not have enough accrued leave as noted above to cover the time off, employee shall be placed on a leave without pay status.

Should an employee affected by the holiday closure desire not to use their available accrued leave as noted above during all or part of the closure, the employee shall make a request for unpaid leave during

the closure to the Department Head. Said Department Head shall consider each request on a case-by-case basis; however, the Department Head's decision shall be final.

At the Department Head's discretion, some employees may be required to work some or all of these days based on the operational needs of the City.

Promotions to Exempt Management Positions: Upon appointment to an exempt Management position, an employee will have up to six months to exhaust his/her Compensatory Time Off (CTO) bank. After six months, any remaining CTO balance shall be cashed-out at the employee's regular rate of pay. Payment shall be computed using the regular rate of pay at the time of payment.

Promotions to Fire Division Chief: Appointees to the position of Fire Division Chief (if promoted from suppression) shall have their sick leave and combined vacation/holiday banks reduced to ensure that the number of leave hours accumulated is commensurate with the employee's work schedule. The balance of the employee's sick leave and combined vacation/holiday banks at the time of promotion shall be multiplied by a factor of .7142. This factor is calculated by dividing 40 by 56. Following the reduction, all vacation/holiday hours shall be put in the employee's vacation bank. In addition the employee shall begin receiving Floating Holidays in the same manner as other Management employees. If the converted leave exceeds the employee's new vacation accrual limit, excess leave shall be placed into the employee's Floating Holiday bank.

Administrative Leave / Mobility Allowance:

Executive Directors 80 hours Administrative Leave per calendar year (use or lose)
\$375 per month Mobility Allowance (\$0 if issued a City vehicle)

Assistant City Manager	Director of Community Services
City Clerk	Director of Finance
Deputy Fire Chief	Director of Public Works/City Engineer
Director of Administrative Services	Police Chief
Director of Community Development	Records & Elections Manager

Division Managers 64 hours Administrative Leave per calendar year (use or lose)
\$250 per month Mobility Allowance (\$0 if issued a City vehicle)

Asst. Director of Public Works	Human Resources Manager
Asst. Director of Community Development	Human Resources/Risk Manager
Building Official	Information Technology Manager
Communications Manager	Police Captain
Community Services Manager	Risk Manager
Finance Manager	Senior Planner
Fire Division Chief	Superintendent of Public Works
Fire Marshal	Asst. to the City Manager
Engineering Project Manager	

Other Management 40 hours Administrative Leave per calendar year (use or lose)
\$150 per month Mobility Allowance (\$0 if issued a City vehicle)

Building Inspection Supervisor
Management Analyst
Police Lieutenant *(See note below
regarding auto allowance)*
Police Services Manager

Public Works Operations Manager
Purchasing Officer
Senior Accountant
Senior Management Analyst

NOTES:

- Appointees to Management positions shall receive a prorated share of Administrative Leave when appointed during the year.
- Some positions are provided with take-home vehicles in lieu of auto allowance.
- In September 2007, Police Lieutenants stopped receiving auto allowance of \$125 per month and had their monthly salary increased by \$125.
- Management employees receiving an auto allowance are expected to use their personal vehicle for normal business travel within San Diego County. Use of a City vehicle for special circumstances must be approved by the employee's Department Head.
- Pursuant to La Mesa Municipal Code Section 2.16.150, all employees in the positions listed under Executive Directors and Division Managers who were hired on or after November 25, 2014 are "at-will" employees and serve at the pleasure of the City Manager. At-will employees do not serve a probationary period; they remain at-will for the duration of their employment.

Use of Paid Leave for Exempt Management Employees: Management employees are expected to charge appropriate leave banks for absences of over two hours. Management employees are not required to charge their leave banks for absences of two hours or less.

Use of Paid Leave Upon Resignation: An employee who resigns shall not use paid leave to extend his/her resignation date. The last day worked shall be considered the date of resignation, and compensable accrued paid leave shall be paid off in lump sum.

Out-Of-Class Pay: Management employees may receive Out-Of-Class Pay when they are temporarily assigned to a higher job classification for a minimum of 40 hours. Recommendations for Out-Of-Class Pay shall be approved by the City Manager. Out-Of-Class Pay shall be at least five (5) percent above the employee's regular rate.

Salary Review: Management employees are eligible for a review of their salary following the completion of six months of service. Thereafter, Management employees are eligible for annual salary reviews. Merit increases shall be based on satisfactory performance evaluations. Salary increases generally occur in 5% increments. Salary increases of less than 5% or greater than 5% shall be approved by the City Manager.

Cafeteria Plan: The City offers a Cafeteria-style plan in which each employee receives a fixed amount of FlexNet credits to purchase health coverage. Health coverage is available through CalPERS. Dental is available through MetLife. A Vision Plan is available through EyeMed. Employees may also contribute pre-tax earnings into the City's Section 125 Flex Spending plan. Employees may make contributions for both health and dependent care reimbursement. Effective the first full pay period in November 2022, the City shall make contributions to the cafeteria benefit plan according to the following formulas:

NO CITY HEALTH INSURANCE COVERAGE	\$115.00
EMPLOYEE ONLY	\$704.72
EMPLOYEE + 1 DEPENDENT	\$1,219.32
EMPLOYEE + 2 OR MORE DEPENDENTS	\$1,594.58

Life Insurance: The City pays for the cost of life insurance in an amount equal to the employee's annual compensation. In addition, Management employees are provided with an additional \$25,000 in coverage. Employees may purchase voluntary life insurance up to 5x annual compensation (maximum of \$500,000) at a monthly cost of \$0.95 cents per \$10,000 of coverage. The City also purchases \$5,000 in life insurance for a Spouse and \$2,500 for each eligible Dependent Child. Spouse voluntary life insurance may be purchased in units of \$5,000 but cannot exceed 50% of the employee benefit. Child life insurance may be purchased in units of \$2,000 up to \$10,000.

Long Term Disability Insurance: The City pays for the cost of a Long-Term Disability plan. The plan pays up to 66-2/3% of the first \$11,244 of salary per month (\$7,500 benefit amount). Benefits begin on the first day after 30 days of disability and continue through disability up to age 65.

Accident Indemnity/Critical Illness: The City provides voluntary benefits through The Standard. The personal Accident plan features benefits for emergency treatment, follow-up treatment, initial hospitalization, hospital confinement, physical therapy, accidental death, and other wellness benefits. The Critical Illness plan features benefits for heart attack, stroke, invasive cancer, major organ failure, and health maintenance screening wellness benefits.

Employee Assistance Program (EAP): Provides confidential professional assistance to employees and family members who are experiencing personal problems (six sessions per EAP issue). There is no cost to the employee for EAP counseling. If further treatment is recommended, there may be costs to the employee and/or benefits may be coordinated with individual medical insurance plans.

Deferred Compensation: City employees have the opportunity to build their retirement savings and reduce taxable income by participating in the City's Section 457 deferred compensation program or the post-tax 457 Roth deferred compensation program. The City's plan is administered by the ICMA Retirement Corporation. Participation is handled through payroll deduction. The City does not make any contributions to this plan.

Tuition Reimbursement: The City provides up to \$3,000 in tuition reimbursement per fiscal year for pre-approved college courses. \$500 of that amount may be used for job-related non-college courses.

Technology Allowance: Technology allowance provides eligible employees with the option of receiving a monthly allowance for personal cellular telephones, internet, routers, tablets, personal computers, and other related computing equipment to conduct work. Please reference Administrative Instruction A-23 for policy details.

- a) Mayor and City Council: \$100/month
- b) Senior Management Employees:
 - City Manager \$100/month
 - City Attorney \$100/month
 - Assistant City Manager: \$80/month
 - Department Directors: \$80/month
- c) Other Managers and Supervisors: \$60/month
 - Assistant Department Directors
 - Communications Manager
 - Assistant to the City Manager
 - La Mesa Police Department Management Staff

- Heartland Fire Management Staff
 - Department Division Managers or Senior Managers
 - Employees in the IT Division: \$120/month
- d) Other Eligible Employees: \$40/month

Bilingual Pay: Employees who are regularly required to use their bilingual or sign language skills in the performance of their duties may receive an additional \$50 per month.

Uniform Allowance: Provided to safety Management employees in accordance with applicable MOUs.

Jury Duty: Paid leave is granted to enable a Management employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal, Superior, or Municipal Court located in the County which the employee resides. Paid Court Leave shall also be granted by the City for employees required by the Court to serve on a Grand Jury. Paid leave shall not be granted when the employee is paid an expert witness fee.

Computer Loan Program: Employees may obtain an interest-free loan, up to \$2,500, to purchase computers, related equipment, and software. Employees must complete probation before they are eligible to receive benefits under this program.

P.O.S.T. Incentive Program: (Sworn Police Management Employees)

1. **Police Lieutenant:** Employees will receive educational incentive pay based on 5% of Police Lieutenant Step E for an Advanced *P.O.S.T.*, or 10% of Police Lieutenant Step E for a Supervisory *P.O.S.T.*
2. **Police Captain:** Employees will receive educational incentive pay based on 5% of Police Captain Step E for a Supervisory *P.O.S.T.*, or 10% of Police Captain Step E for a Management *P.O.S.T.*

The amounts for Advanced, Supervisory, or Management *P.O.S.T.* educational incentive pay will not be cumulative. Advanced *P.O.S.T.* educational incentive pay will be replaced by Supervisory *P.O.S.T.* educational incentive pay when qualifications are met, and Supervisory *P.O.S.T.* educational incentive pay will be replaced by Management *P.O.S.T.* educational incentive pay when qualifications are met.

Educational incentive pay for Advanced, Supervisory, or Management *P.O.S.T.* certificates shall be reported to CalPERS as special compensation for Classic CalPERS members only.