

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing the Compensation Package)
for Department Directors effective July 1,)
2015 to June 30, 2017)

Resolution No. 57 - 2015

WHEREAS, Resolution No. 33-2013 dated May 22, 2013 establishing the compensation package for Department Directors will expire on June 30, 2015; and

WHEREAS, the Town Manager and Town Council have reviewed and discussed the compensation package applicable to the Department Directors; and

WHEREAS, it is a goal of the Town Manager to establish a compensation package that both attracts and retains the most qualified staff while carefully managing scarce resources.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the following compensation and benefits package applies to these positions effective July 1, 2015 through June 30, 2017:

Administrative Services Director
Parks and Recreation Director
Planning Director
Police Chief
Public Works Director/Town Engineer
Town Clerk/Assistant to the Town Manager

BE IT FURTHER RESOLVED THAT the Town Council does approve the following compensation and benefit plan as follows:

I. SALARY ADJUSTMENTS

- A. Effective July 1, 2015, the Town will implement a 3% increase to base salary, plus an additional 1% increase to base salary in exchange for a 1% payment to the Town's CalPERS Employer costs.
- B. Effective July 1, 2016, the Town will implement a 3% increase to base salary, plus an additional 1% increase to base salary in exchange for an additional 1% payment to the Town's CalPERS Employer costs.

II. RETIREMENT

- A. For "Classic" members, as defined by the California Public Employees Retirement System (CalPERS):
- a. The Town participates in the "2% at 55" Miscellaneous retirement program for non-sworn Department Directors.
 - b. Town participates in the "2% at 50" Police Safety retirement program for sworn Department Directors (i.e., Police Chief).
 - c. The Town plan shall provide the "average of three years" benefit.
 - d. The Town plan shall provide the sick leave conversion benefit.
 - e. The Town plan shall include credit for military service time.
 - f. The Employee will pay 100% of the Employee's Contribution, which is 7% of salary for the Miscellaneous Plan and 9% for the Police Safety Plan.
 - g. Effective July 1, 2015, the Employee will pay 1% of salary toward the Town's CalPERS Employer Contribution. The total contribution for Miscellaneous Plan members will be 8%. The total contribution for Police Safety Plan members will be 10%.
 - h. Effective July 1, 2016, the Employee will pay an additional 1% of salary toward the Town's CalPERS Employer Contribution. The total contribution for Miscellaneous Plan members will be 9%. The total contribution for Police Safety Plan members will be 11%.
- B. For "New" members, as defined by CalPERS, the Town will comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA) that went into effect on January 1, 2013:
- a. The Town participates in the "2% at 62" miscellaneous retirement program for non-sworn Department Directors.
 - b. The Town participates in the "2% at 50 / 2.7% at 57" safety retirement program for sworn Department Directors.
 - c. The Town plan shall provide the "average of three years" benefit.
 - d. The Town and the Employee will share equally the normal cost of the CalPERS contribution.

III. DEFERRED COMPENSATION

Town employees may make a voluntary contribution to ICMA 457, up to the maximum amount allowable by law.

IV. SICK LEAVE

- A. Sick leave shall be earned at the rate of eight (8) hours per month.
- B. All Department Directors may accrue unlimited sick leave.

V. FAMILY AND MEDICAL LEAVE/BEREAVEMENT LEAVE

Family and Medical Leave shall be provided to eligible employees in accordance with federal and State law. Further, paid leave shall be granted by the Town Manager for major family illness or death of a spouse or fiancé/fiancée, parent, spouse's parent, child, child's spouse, stepchild, grandparent, grandchild, brother, sister, for up to three work days per occurrence for travel in state and up to five work days for travel out of state.

VI. ADMINISTRATIVE LEAVE

Administrative leave shall be given at a rate in the amount of 104 hours per fiscal year and is not accruable.

VII. VACATION

- A. Vacation shall be accrued based on years of service as follows:
 - a. Year 1 = 120 hours (3 weeks) annually with an additional 8 hours of vacation for each completed year of service thereafter.
 - b. For Department Directors, except current employees with at least 16 years of service as a Moraga employee as of July 1, 2013, the maximum amount of vacation earned is 240 hours (6 weeks) annually. For current employees with at least 16 years of service as a Moraga employee as of July 1, 2013, the maximum amount of vacation earned is 320 hours (8 weeks) annually.
- B. Town Manager has the authority to negotiate larger vacation accrual limits for newly hired department directors based on years of local agency experience, difficulty in recruiting and retaining department heads, and consideration of internal equity and fairness.
- C. Employees are encouraged to take annual vacation leave equal to time accrued. Employees may carry up to 360 total hours of accumulated vacation time. Department Directors may carry an additional 40 hours (up to 400 total hours) during a fiscal year through a written request to and approval from the Town Manager prior to the end of the same fiscal year (June 30).
- D. Employees may request to buy back up to 40 hours of accrued vacation leave once each fiscal year so long as the employee maintains a 120 hour vacation accrual minimum after the vacation accrual buy-back and the employee is in "good standing" as demonstrated by a Performance Evaluation within the past 12 months having an overall average or above average rating. The buy-back is issued after an employee submits a written request for the buy-back to the Administrative Services Department.

VIII. HOLIDAYS

Employees shall receive a paid day off for eleven holidays and two floating holidays per year. Exhibit A lists the observed holidays.

Sworn Department Directors may routinely work on holidays. Thus, Sworn Department Directors shall receive holiday pay equal to thirteen days spread evenly over 26 pay periods.

IX. MEDICAL BENEFIT

The Town will provide at least three (3) options for medical insurance coverage, including the Kaiser HMO – Gold level plan, for employees and their eligible dependents (employee, employee/spouse, employee/child(ren) or employee/family) through the term of this agreement.

- A. The Town will contribute monthly toward the medical insurance premium for medical coverage for each employee and eligible dependents up to a maximum of the Kaiser HMO – Gold level plan for the 2015 plan year.
- B. If an employee chooses a plan other than the Kaiser HMO – Gold level plan, the Town agrees to contribute the value of the full monthly premium cost for the employee and eligible dependents as established under the Kaiser HMO – Gold level plan, for the 2015 plan year, toward the premium and Health Savings Account (HSA), if applicable, of one of the other medical plan options as selected by the employee. If the monthly premium for the plan option and coverage level selected by the employee exceeds the Town's monthly contribution as described in paragraph D.1.a above for the same coverage level (i.e., employee, employee/spouse, employee child(ren), or employee/family), the employee shall pay the balance of the premium cost through pre-tax payroll deduction.
- C. In the event the Kaiser HMO – Gold level plan is discontinued or no longer available, the Town will offer a mutually agreeable plan equivalent to the Kaiser HMO-Gold level.
- D. For the term of this agreement, the Town agrees to contribute up to the monthly premium rates established under the Kaiser HMO – Gold level plan for the January 1, 2015 – December 31, 2015 plan year for medical insurance coverage for each employee and eligible dependents. For each subsequent plan year, the Town's contribution shall include the amount of any premium increases for the Kaiser HMO – Gold level plan not to exceed twelve percent (12%) for each employee and their eligible dependents. Any increase exceeding twelve percent (12%) and less than twenty-five (25%) will be paid by the employee. If the Kaiser HMO-Gold level plan premium increase is twenty-five percent (25%) or greater, the Town Council agrees to reconsider this section IX.D. of this Resolution.

- E. With proof of alternative medical insurance, an employee may opt to receive \$600 per month as cash in-lieu of medical coverage or as a contribution into the individual's deferred compensation (ICMA 457) account in lieu of medical benefits.
- F. For regular (permanent) part-time employees, the Town will pay pro-rated amounts for medical insurance coverage.

X. DENTAL BENEFIT

The Town agrees to pay the entire premium for the level of coverage selected by the employee (e.g., employee only, employee plus one or family) for a Dental Plan of the Town's choice, which has substantially the same benefits as the dental plan in effect on June 30, 2015. For regular (permanent) part-time employees, the Town will pay pro-rated amounts for dental insurance coverage.

XI. VISION BENEFIT

The Town agrees to pay the entire premium for the level of coverage selected by the employee (e.g., employee only, employee plus one or family) a Vision Plan through 'VSP' or comparable, which has an annual twenty-five dollar (\$25) co-pay that is paid by the employee for services rendered through the plan. For regular (permanent) part-time employees, the Town will pay pro-rated amounts for vision insurance coverage.

XII. LIFE INSURANCE BENEFIT

The Town shall provide a life insurance policy in the sum of \$100,000 for full-time employees. For regular (permanent) part-time employees, the Town will provide pro-rated amounts for life insurance coverage.

XIII. LONG-TERM DISABILITY/ SHORT-TERM DISABILITY BENEFITS

The Town provides for group long-term and short-term disability insurance through the Municipal Pooling Authority (MPA).

XIV. UNIFORM ALLOWANCE

Sworn Department Directors shall receive \$1,050 annually for the cleaning and maintenance of their uniform. This benefit is to be paid in 26 equal payments, one in each pay period.

XV. AUTO ALLOWANCE

Non-sworn Department Directors will receive a \$500 per month auto allowance to be paid in 26 payments corresponding to the payroll pay periods. Sworn Department Directors will be issued a Town-owned vehicle in lieu of receiving an auto allowance.

XVI. CELL PHONE ALLOWANCE

Non-sworn Department Directors, who are not issued a Town-owned cell phone, will receive a \$50 per month cell phone allowance to be paid in 26 payments corresponding to the payroll pay periods. Sworn Department Directors will be issued a Town-owned cell phone in lieu of receiving a cell phone allowance.

XVII. WORK HOURS

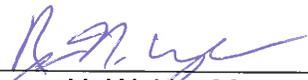
Each Department Director shall set a weekly work schedule with the Town Manager according to the needs of his/her Department that ensures a continued level of high quality service to the public. Generally, the regular work schedule shall be a "9/80" work schedule.

XVIII. SEVERANCE PACKAGE

In recognition that all employees in this group are "at will" employees and therefore serve at the discretion and pleasure of the Town Manager, the Town offers a severance package of three (3) months' salary upon involuntary termination.

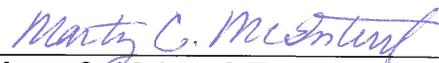
PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on May 27, 2015 by the following vote:

- AYES:** Mayor Wykle, Vice Mayor Metcalf, Councilmembers Arth, Onoda and Trotter
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None



 Roger N. Wykle, Mayor

Attest:



 Marty C. McInturf, Town Clerk

EXHIBIT A

LIST OF OBSERVED HOLIDAYS

1. New Year's Day (January 1)
2. Martin Luther King Jr. Day (3rd Monday in January)
3. Presidents' Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (1st Monday in September)
7. Columbus Day (2nd Monday in October)
8. Veterans Day (November 11)
9. Thanksgiving Day (4th Thursday in November)
10. Day after Thanksgiving Day (4th Friday in November)
11. Christmas Day (December 25)
12. Two Floating Holidays