

BEFORE THE TOWN COUNCIL OF THE TOWN OF MORAGA

In the Matter of:

Establishing the Compensation Package)
for Mid-Management / Professional)
Employees Effective July 1, 2019 to)
June 30, 2022)

Resolution No. 32 - 2019

WHEREAS, Resolution No. 59-2017 dated June 14, 2017 establishing the compensation package for Mid-Management/Professional employees will expire on June 30, 2019; and

WHEREAS, it is a goal of the Town to recruit and retain exceptional and loyal staff to stabilize the workforce and make progress on priority projects and initiatives while containing current and future costs and maintaining a balanced and sustainable budget; and

WHEREAS, the Town Manager and Town Council have reviewed and discussed the compensation package applicable to the Mid-Management/Professional employees;

WHEREAS, the Town has designated the Accountant job classification as a confidential employee pursuant to California Government Code 3507.5; and as the confidential employee is privy to confidential information leading to decisions affecting employee relations and matters that are used to contribute significantly to the development of management positions, that the confidential employee is precluded from representing the collective bargaining group; and

WHEREAS, the Town Manager and Mid-Management/Professional Employees have met, conferred, and come to agreement on the provisions of this successor resolution.

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, 2019 through June 30, 2022:

Accountant (designated as confidential employee)
Associate Civil Engineer
Associate Planner
Police Lieutenant
Public Works/Parks Maintenance Manager
Recreation Coordinator II
Senior Civil Engineer
Senior Planner
Senior Planner/Economic Development Coordinator

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

I. SALARY ADJUSTMENTS

- A. Effective the first full pay period of July 2019, the Town will implement a 3% increase to base salary. The Associate Civil Engineer and Senior Engineer salaries that were adjusted effective March 31, 2019 to reflect median market salary rate after an independent compensation study was completed using comparable cities in the area, will not be adjusted. The revised 2019-20 salary tables are attached to this Resolution as Appendix A.
- B. Effective the first full pay period of July 2020, the Town will implement a 2.5% increase to base salary. The revised 2020-21 salary tables are attached to this Resolution as Appendix B.
- C. Effective the first full pay period of July 2021, the Town will implement a 2.5% increase to base salary. The revised 2021-22 salary tables are attached to this Resolution as Appendix C.

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 Mid-Management/Professional positions.
 - b. Town participates in the “2% at 50” Police Safety retirement program for sworn Mid-Management/Professional positions.
 - 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 Town plan shall include 1959 Survivor Benefits – Level 4.
 - g. The Employee will continue to pay 100% of the CalPERS-established required employee contribution (7% of salary for the Miscellaneous Plan and 9% for the Police Safety Plan) and the additional 4% cost sharing required by the prior CalPERS contract amendment for a total of 11% for the Miscellaneous Plan and 13% for the Police Safety Plan.
- 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 Mid-Management/Professional positions.
 - b. The Town participates in the “2% at 50 / 2.7% at 57” Police Safety retirement program for sworn Mid-Management/Professional positions.
 - 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.

C. Retirement benefits are subject to all applicable CalPERS regulations and relevant law, and the Town cannot provide retirement benefits that are inconsistent with the Public Employees' Retirement Law and related CalPERS rules and regulations. Employees should consult with CalPERS in calculating the amount of benefits they will receive after retirement.

III. DEFERRED COMPENSATION

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

B. Town employees may elect to contribute to an ICMA 401a "final payout" plan. Employees must elect to participate in this Plan within the first thirty (30) days of employment. Per IRS rules, election to participate and level of contribution is irrevocable.

IV. SICK LEAVE

A. Sick leave shall be earned at the rate of eight (8) hours per month.

B. All Mid-management/Professional employees may accrue unlimited sick leave.

V. FAMILY MEDICAL LEAVE/BEREAVEMENT LEAVE

Family and Medical Leave shall be provided to eligible employees in accordance with federal and state law.

In addition, employees shall be granted a maximum of three (3) days leave for each incident relating to matters arising out of a major family illness or death of any immediate family member in California. In cases where the death of an immediate family member is outside California and the employee is required to travel out of state to attend to the death of the family member, the employee shall be granted a maximum of five (5) days leave. Employees requiring more than the leaves set forth in this section are able to utilize vacation and/or other available leave for such purposes, subject to reasonable notice and the operational needs of the department, as determined by the Department Head. "Immediate Family" is defined as wife, husband, domestic partner, son, daughter, mother, father, brother, or sister of employee, parent of a spouse or domestic partner, and close blood relatives or close relatives living in the member's household.

VI. ADMINISTRATIVE LEAVE

A. Accrual - Administrative leave shall be given at a rate in the amount of 80 hours beginning each fiscal year and is not accruable. Leave is prorated

based on the date hired or promoted and made available the first month following the date of hire or promotion.

- B. Administrative Leave Cash-Out Option - Employees may elect to cash-out up to 40 hours of accrued administrative leave each fiscal year so long as the employee is in "good standing" within the past 12 months as verified by employee's respective Department Director. Time may be cashed out twice annually in June and November consistent with the process outlined in the Town's Personnel Rules.

VII. VACATION

A. Vacation Accrual –

- a) For employees hired on or after July 1, 2017, vacation leave shall be earned, beginning in year one of employment at the rate of 3.08 hours per pay period (80 hours per year). Subsequently, an additional 8 hours per year shall be earned per year of service, up to a maximum of 200 hours per year.

Vacation Accrual Schedule:

Years of Service	Accrual Hours/Year
0-1	80
Every additional year	Additional 8 hours

- b) For employees hired before July 1, 2017, vacation leave shall be earned, beginning in the first year of employment at a rate of 4.61 hours per pay period (120 hours per year). Subsequently, an additional 8 hours per year shall be earned per year of service up to a maximum of 240 hours per year.
- c) For the Public Works/Parks Maintenance Manager, the maximum amount of annual vacation accrual shall decrease from 320 hours to 240 hours as of July 1, 2019. A one-time vacation cash-out in the amount of \$5,000 shall occur in June 2019 in exchange for this reduction in benefits.

- B. Additional Vacation Accrual -Town Manager may authorize higher vacation accrual for newly hired employees based on prior years of local agency experience, difficulty in recruiting and retaining employees, and consideration of internal equity and fairness.

If a higher vacation accrual is granted to a newly hired employee, the additional annual vacation accrual of 8 hours shall begin once the employee reaches the number of employment years equivalent to the vacation accrual calculated according to Section VII-A above. For example, if a new employee is granted 120 hours of vacation annually, they would not start earning an additional 8 hours of additional vacation until year 6.

- C. Employees are encouraged to take annual vacation leave equal to time accrued.

D. Vacation Accrual Cap

- a) For employees hired on or after July 1, 2017 - an employee may accrue a maximum of 240 hours. Once the accrual maximum has been reached, no additional vacation shall be earned or accrued until the balance falls below the 240-hour maximum accrual amount.
- b) For employees hired before July 1, 2017 - an employee may accrue a maximum of 280 hours. Once the accrual maximum has been reached, no additional vacation shall be earned or accrued until the balance falls below the 280-hour maximum accrual amount.

E. Vacation Cash Out - Employees may request to cash-out up to 60 hours of accrued vacation leave twice each fiscal year so long as the employee maintains a 120 hour vacation accrual minimum after the vacation accrual cash-out and the employee is in "good standing" within the past 12 months as verified by the employee's respective Department Director. Time may be cashed out twice annually in June and November consistent with the process outlined in the Town's Personnel Rules. Employees will be offered the opportunity to cash out vacation leave in July 2019 as a one-time opportunity in recognition of this change in procedures.

VIII. HOLIDAYS

Holidays Observed - Employees shall receive a total of 13 paid days off (eleven scheduled holidays and two floating holidays per year). Employees regularly assigned a "9/80" work schedule shall receive a nine-hour holiday when the holiday is observed on a regularly scheduled nine-hour work day, and an eight-hour holiday when the holiday is observed on a regularly scheduled eight-hour work day.

The following are paid holidays:

- 1) New Year's Day (January 1st)
- 2) Martin Luther King Jr Day
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day (July 4th)
- 6) Labor Day
- 7) Veterans Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving
- 10) Christmas Eve (December 24th)
- 11) Christmas (December 25th)
- 12) Floating Holidays (2)

Floating Holidays - may be scheduled with the consent of their respective Department Director as nine-hour holidays when the holiday is observed on a regularly scheduled nine-hour work day, and an eight-hour holiday when the holiday is observed on a regularly scheduled eight-hour work day.

Floating holidays do not accrue from year to year, are not payable upon separation from Town service and must be used within the fiscal year.

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. Employer Contribution - The Town will contribute monthly toward the medical insurance premium for medical coverage for each employee and eligible dependent up to a maximum of the Kaiser HMO – Gold B level plan for the 2019 plan year.
- B. Employee Contribution - If an employee chooses a plan other than the Kaiser HMO – Gold B 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 B level plan, for the 2019 plan year, toward the premium 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 IX. D. 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 a pre-tax payroll deduction.

- C. In the event the Kaiser HMO – Gold B level plan is discontinued or no longer available, the Town will offer a mutually agreeable plan equivalent to the Kaiser HMO-Gold B level.
- D. Change in Premium Rates - For the term of this agreement, the Town agrees to contribute up to the monthly premium rates established under the Kaiser HMO – Gold B level plan for the January 1, 2019 – December 31, 2019 plan year for medical insurance coverage for each employee and eligible dependent. For each subsequent plan year, the Town's contribution shall include the amount of any premium increases for the Kaiser HMO – Gold B 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 (20%) will be paid by the employee. If the Kaiser HMO-Gold B level plan premium increase is twenty percent (20%) or greater, the Town Council agrees to reconsider Section IX.D. of this Resolution.

- E. Medical Insurance Opt-Out - 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. Regular (Permanent) Part-time Employees – The Town will pay pro-rated amounts for medical insurance coverage for regular (permanent) part-time employees who are regularly scheduled to work at least 60 hours but less than 80 hours in a two-week period, or at least 1,560 hours but less than 2080 hours per year.

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, 2019.

For regular (permanent) part-time employees who are regularly scheduled to work at least 60 hours but less than 80 hours in a two-week period, or at least 1,560 hours but less than 2080 hours per year, 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) for 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 who are regularly scheduled to work at least 60 but less than 80 hours in a two-week period, or at least 1,560 hours but less than the 2080 hours per year, 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 \$150,000 for full-time employees. For regular (permanent) part-time employees, the Town will provide a life insurance policy in the sum of \$100,000.

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

The Town provides for group long-term and short-term disability insurance.

XIV. UNIFORMS

The Police Lieutenant shall receive \$1,200 annually and the Public Works/Parks Maintenance Manager shall receive \$850 annually for the purchase, cleaning, and

maintenance of uniforms. This benefit will be paid in 26 equal payments, one in each pay period.

XV. WORK HOURS

Each Mid-Management/Professional employee shall set a weekly work schedule with the respective Department Director according to the needs of the 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 unless otherwise agreed upon between employee, Department Director and Town Manager.

XVI. SALARY SURVEY

No later than December 2021, the Town shall offer the Mid-Management Group the option of a salary survey of the mid-management/professional positions to be implemented during the next contract negotiation period based on a mutually agreed upon methodology.

XVII. MEET AND CONFER

To facilitate positive labor relations, the Town shall serve written notice prior to implementing personnel changes, which may include modifications of existing policies and procedures that will have a significant impact on work schedules or duties of a mid-management/professional employee. Upon request by the Mid-Management Group, the parties shall meet and confer prior to implementation of the proposed change.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on April 24, 2019 by the following vote:

- AYES:** Vice Mayor Korpus, Councilmembers McCluer, Sos and Woehleke
- NOES:** None
- ABSTAIN:** None
- ABSENT:** Mayor Wykle



Roger N. Wykle, Mayor

Attest:



Marty C. McInturf, Town Clerk

APPENDIX A

Town of Moraga Mid-Management / Professional Employees Fiscal Year 2019-20 – Monthly Salary Tables Effective July 7, 2019

Classification	Step A	Step B	Step C	Step D	Step E
Accountant	\$6,620	\$6,950	\$7,299	\$7,663	\$8,046
Civil Engineer, Senior	\$9,515	\$9,991	\$10,491	\$11,015	\$11,566
Civil Engineer, Associate	\$7,929	\$8,326	\$8,742	\$9,179	\$9,638
Manager, Public Works/Parks Maint	\$7,503	\$7,878	\$8,272	\$8,686	\$9,120
Planner, Associate	\$6,764	\$7,102	\$7,457	\$7,830	\$8,221
Planner, Senior	\$8,137	\$8,544	\$8,971	\$9,419	\$9,891
Planner, Senior/Econ Dev Coord	\$8,137	\$8,544	\$8,971	\$9,419	\$9,891
Police Lieutenant	\$10,930	\$11,477	\$12,051	\$12,654	\$13,286
Recreation Coordinator II	\$5,599	\$5,879	\$6,173	\$6,482	\$6,805

APPENDIX B

**Town of Moraga
Mid-Management / Professional Employees
Fiscal Year 2020-21 – Monthly Salary Tables
Effective July 5, 2020**

Classification	Step A	Step B	Step C	Step D	Step E
Accountant	\$6,785	\$7,124	\$7,481	\$7,855	\$8,248
Civil Engineer, Senior	\$9,753	\$10,241	\$10,753	\$11,290	\$11,855
Civil Engineer, Associate	\$8,127	\$8,534	\$8,961	\$9,408	\$9,879
Manager, Public Works/Parks Maint	\$7,690	\$8,075	\$8,479	\$8,903	\$9,348
Planner, Associate	\$6,933	\$7,279	\$7,644	\$8,026	\$8,427
Planner, Senior	\$8,340	\$8,757	\$9,196	\$9,655	\$10,138
Planner, Senior/Econ Dev Coord	\$8,340	\$8,757	\$9,196	\$9,655	\$10,138
Police Lieutenant	\$11,204	\$11,764	\$12,352	\$12,970	\$13,618
Recreation Coordinator II	\$5,739	\$6,026	\$6,327	\$6,644	\$6,975

APPENDIX C

**Town of Moraga
Mid-Management / Professional Employees
Fiscal Year 2021-22 – Monthly Salary Tables
Effective July 4, 2021**

Classification	Step A	Step B	Step C	Step D	Step E
Accountant	\$6,955	\$7,302	\$7,668	\$8,051	\$8,454
Civil Engineer, Senior	\$9,997	\$10,497	\$11,022	\$11,573	\$12,152
Civil Engineer, Associate	\$8,330	\$8,748	\$9,185	\$9,644	\$10,126
Manager, Public Works/Parks Maint	\$7,882	\$8,277	\$8,691	\$9,126	\$9,581
Planner, Associate	\$7,106	\$7,461	\$7,835	\$8,226	\$8,638
Planner, Senior	\$8,549	\$8,976	\$9,425	\$9,896	\$10,392
Planner, Senior/Econ Dev Coord	\$8,549	\$8,976	\$9,425	\$9,896	\$10,392
Police Lieutenant	\$11,484	\$12,058	\$12,661	\$13,294	\$13,959
Recreation Coordinator II	\$5,883	\$6,177	\$6,485	\$6,810	\$7,150