

RESOLUTION NO. 20-14 OF THE CITY COUNCIL OF THE CITY OF PIEDMONT APPROVING A POLICY STATEMENT REGARDING MID-MANAGEMENT **FIRE CAPTAINS** APPROVING AND AUTHORIZING SPECIFIED COMPENSATION AND SETTING FORTH OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PIEDMONT AS FOLLOWS:

**SECTION 1 POLICY STATEMENT REGARDING FIRE MID-MANAGEMENT PERSONNEL**

The City Council wishes to acknowledge the special public service rendered by the city's Fire Captains. Under the operational supervision of the Fire Chief, the Fire Captains are responsible for producing high quality and effective city services, as required by the City Council. They organize subordinates into effective work units, administer ongoing programs, motivate personnel, resolve operational problems and apply the full range of modern management techniques. Fire Captains often speak directly for the city government and, thus have a decisive effect on how the city is judged. The public's view of the city's ethical and administrative standards results from observation of the conduct and problem solving abilities of these individuals in their extensive public contacts.

Fire Captains work whatever extra hours are required for appearances before Council, city boards and commissions, citizens' groups and intergovernmental bodies; for maintenance of essential services during emergencies; and for accomplishment of work assignments which often impose time expenditures for in excess of the conventional work week.

Therefore, considering the special responsibilities inherent in the management role, the City Council adopts the following policy regarding management personnel compensation:

Compensation shall reflect the greater level of responsibility characteristic of managerial positions.

In determining compensation, consideration shall be given to various pertinent factors, which may include maintaining a comparative and relative relationship with similar positions in other comparable public agencies within the city's local labor market area; and as well as the city's budgetary considerations.

Levels of compensation shall be reviewed in June 2017 by the City Council and, if appropriate, suitable adjustments made upon consideration of the city administrator's recommendation.

**SECTION 2 HOURS OF WORK**

2.1 Workday and Workweek

It is expected that mid-management employees will work as many hours per day as are necessary to fulfill the requirements of their position.

2.2 Work Performed During Disaster

All employees shall have the duty and obligation to perform emergency work in the City of Piedmont upon proper authority declaring such emergency.

2.3 Overtime/Fire Duty Captain

Fire Captains shall receive overtime for all work in excess of the fifty-six (56) hour workweek, when assigned for by the Fire Chief. Overtime will be compensated for at one and one-half (1.5) the straight-time rate of pay for the classification to which the employee is permanently assigned.

2.4 Work Schedule

The work schedule (48 hours on duty and 96 hours off duty), as set forth in City Council Agenda Report dated March 4, 2002, shall be in effect during the term of this Agreement; provided, however, that if for any reason the Fire Chief deems it necessary to revert to another work schedule, then the Fire Chief shall give written notice to the Fire Captains, and explain the reasons for the schedule change. The Fire Captains shall have 30 days to respond, and meet with the Fire Chief. Thereafter, the Fire Chief may change the work schedule at his discretion.

**SECTION 3 SALARY ADMINISTRATION**

3.1 Salary - Monthly

The following salaries shall be increased by 3% effective July 1, 2013:

<b>Fire Captain</b>	Step 1	Step 2	Step 3	Step 4	Step 5
	<u>0-12 Mo.</u>	<u>13-24 Mo.</u>	<u>25-36 Mo.</u>	<u>37-48 Mo.</u>	<u>49 Mo. +</u>
	8,167	8,576	9,005	9,453	9,922

Salaries for the remaining contract years will be increased as follows:

3% effective July 1, 2014

3% effective July 1, 2015

3% effective July 1, 2016

3.2 Officer Certificates

Fire Captains holding a Fire Officer Certificate will be paid an additional 5% of base salary. Fire Captains holding a Chief Officer Certification will be paid an additional 6% of base salary. The six percent (6%) additional sum payable to the holder of a Chief Officer Certificate shall not be cumulative with the additional sum paid to the holder of a Fire Officer Certificate, so that s/he shall receive only a six percent (6%) additional sum and not an eleven percent (11%) additional sum. For bookkeeping purposes the payment of any additional sum as provided in this paragraph shall commence on the first of the month following submission of written proof to the Fire Chief that the employee has obtained the appropriate certificate.

3.3 Paramedic Incentive

Employees who are designated and who serve as a Fire Captain/Paramedic shall be entitled to a Paramedic pay differential, which shall be twelve percent (12%) above the base pay for the employee's classification.

3.4 Eligibility for Advancement in Pay

Employees normally shall be advanced from Step 1 through Step 5 in accordance with the time-in-step requirements outlined above. The above time-in-step requirements shall apply before an employee gains eligibility for advancement in pay, provided his/her work meets performance standards for the position.

Advancement in pay when approved shall be effective at the beginning of the first pay period immediately following completion of the time-in-step requirement outlined above. If an employee is on leave without pay for more than one month, the period shall be deducted from accumulated time in step.

When an employee demonstrates outstanding capacity in performing his/her duties advancement may be made by his/her supervisor with the city administrator's concurrence prior to completion of the above time-in-step requirements. Advancement in pay when approved shall be effective at the beginning of the first pay period immediately following approval.

3.5 Use of Performance Ratings in Determining Whether Step Advancement is Merited

Performance ratings shall determine whether step advancements have been earned. Performance ratings shall be completed by the supervisor of each employee on an annual basis, or more frequently as deemed necessary.

3.6 Withholding Step Advancement

Department heads shall have authority, upon the city administrator's concurrence, to withhold an employee's step advancement if not merited. The city administrator and department heads shall keep employees informed about their job performance, giving good work its proper recognition, noting deficient work, and attempting to assist toward improvement.

3.7 Probationary Period

A probationary period of eighteen (18) consecutive months shall be established for new employees. Any approved leave of absence during this eighteen (18) month period shall not be counted towards fulfilling the probationary requirement and such probationary period shall be extended accordingly. During such probationary period, an employee may be discharged for any reason which is just and sufficient.

3.8 Conversion of Salary to ICMA Deferred Compensation

The employee may convert salary to deferred compensation through ICMA to the extent allowed by law. Contributions to ICMA-DC are subject to federal tax deferral regulations.

### 3.9 Conversion of City Paid PERS to Salary

Effective June 1, 1995, the City converted the 9% city paid PERS to salary, thereby increasing by 9% the salary reported to PERS. The employee member contribution will be deducted from PERS reportable salary prior to the calculation and deductions of federal and state income taxes as provided in IRS Section 414(h)(2).

### 3.10 Retirement Plan

#### 3.10.1 Employees Hired Before December 5, 2012

All employees hired prior to December 5, 2012, will be provided the CalPERS 3% @ 50 plan, as sponsored by the California Public Employees' Retirement System. Employees are responsible for the CalPERS-established employee contribution rate, which is currently 9%.

If the Public Safety Employer CalPERS contribution rate for the 3% @ 50 plan is more than 37%, the amount above 37% will be shared equally between the City (50%) and the employees (50%) through payroll deductions. Effective August 1, 2012, employees will continue to pay 50% of the employer CalPERS rate above 37%, plus an additional 0.6085%.

#### 3.10.2 Employees Hired On Or After December 5, 2012 And Before January 1, 2013, And Employees Hired On Or After January 1, 2013 With Pension Reciprocity

Employees hired on or after December 5, 2012 and before January 1, 2013, and employees hired on or after January 1, 2013 with pension reciprocity will be provided the PERS 2% @ 50 plan, and are responsible for the CalPERS-established employee contribution rate, which is currently 9%.

If the Public Safety Employer CalPERS contribution rate for the 2% @ 50 plan exceeds 37%, the amount above 37% will be shared equally between the City (50%) and the employees (50%) through payroll deductions.

#### 3.10.3 Employees Hired On Or After January 1, 2013 Without Pension Reciprocity

Employees hired on or after January 1, 2013 without pension reciprocity will be provided the PERS 2.7% @ 57 plan and shall pay 50% of normal costs for the 2.7% at 57 plan as established by CalPERS. If the Public Safety Employer CalPERS contribution rate for the 2.7% @ 57 plan exceeds 37%, the amount above 37% will be shared equally between the City (50%) and the employees (50%) through payroll deductions.

#### 3.10.4 All Employees

In the event that the City refinances the CalPERS Side Fund, the City's employer contribution rate cap of 37% will be decreased based on the "Amortization of Side Fund" rate in the current "Actuarial Valuation for the Safety Plan of the City of Piedmont." (A sample calculation is attached.)

**SECTION 4 HOLIDAYS**

4.1 Holidays Observed

There shall be 11 designated paid holidays:

JANUARY 1	New Year's Day
JANUARY (3rd Monday)	Martin Luther King's Birthday
FEBRUARY (3rd Monday)	President's Day
MAY (last Monday)	Memorial Day
JULY 4	Independence Day
SEPTEMBER (1st Monday)	Labor Day
NOVEMBER 11	Veteran's Day
NOVEMBER (4th Thursday)	Thanksgiving
NOVEMBER (4th Friday)	Day After Thanksgiving
DECEMBER 25	Christmas Day
EMPLOYEE'S BIRTHDAY	

In addition to the above designated eleven paid holidays there shall be one floating paid holiday on a day mutually agreeable between the Fire Captains and the Fire Chief.

Fire Captains shall be compensated for holidays in the manner set forth in the firefighter bargaining unit memorandum of understanding. Fire Captains may, with department head approval, be permitted to take time off on holidays with forfeiture of holiday pay.

4.2 Employee's Birthday

The employee's birthday may be taken as a paid holiday on a date other than that on which the birthday falls, subject to approval of the city administrator.

4.3 Holidays Observed as Workdays

In the event that any holiday listed above shall fall on a Saturday, such holiday shall be observed on the preceding Friday. In the event that any holiday listed above shall fall on a Sunday, such holiday shall be observed on the following Monday.

**SECTION 5 VACATION**

5.1 Vacation Accrual Rate

The employee shall accrue annual vacation leave as follows:

0 - 60 months service	6 hours per pay period
61 - 96 months service	7 hours per pay period
97 - 144 months service	8 hours per pay period
145 - 192 months service	9 hours per pay period
193 - 240 months service	10 hours per pay period
241 months service and over	11 hours per pay period

Employees shall be eligible for vacation leave after the completion of six (6) consecutive months of service.

Fire Captains shall accrue and use vacations earned in the manner set forth in the firefighter bargaining unit memorandum of understanding.

5.2 Date When Vacation Credit Starts

Vacation credit shall begin as of the date of employment. In the event the date of employment is not the first (1st) day of the pay period, then the vacation credit for that pay period shall be prorated in accordance with the actual time worked in the pay period.

5.3 Holiday Falling During Vacation

In the event that a holiday specified above occurs during a period of authorized vacation leave, said holiday shall be charged as a holiday, not as a day of vacation leave.

5.4 Use of Sick Leave During Vacation

An employee who is injured or becomes ill while on vacation may be paid for sick leave in lieu of vacation.

5.5 Accumulation

An employee shall be allowed to accumulate a maximum of two (2) years' vacation accrual at any one (1) time.

5.6 Vacation Sellback

Within a calendar year, an Employee may sell back to the City up to one hundred and twenty (120) accumulated hours of vacation time, subject to the employee having no less than ninety-six (96) hours of vacation on the books after the sell-back and provided that 48 hours of vacation have been taken in the calendar year the vacation sellback takes place; and so long as employee notifies payroll prior to or with timesheet submission.

## **SECTION 6 SICK LEAVE**

6.1 Accrual

Each regular full-time employee shall earn sick leave benefits at the rate of twenty-four (24) hours for each month of employment. In the event of absence due to illness or injury, the employee's regular monthly salary shall continue only for the period of time covered by the employee's accumulated sick leave benefits.

6.2 Usage

The employee is entitled to be paid for sick leave used, to a maximum of time accrued, under the following conditions:

- a. The employee's illness or injury or the illness or injury of a member of the employee's immediate family prevents him or her from performance of duties. For the purpose of this

section, immediate family is defined as a child, parent, spouse, registered domestic partner or child of registered domestic partner.

- b. The employee's receipt of required medical or dental care or consultation.
- c. At the discretion of the city administrator evidence of medical or dental care or consultation may be required of the employee.
- d. Employees shall be entitled to use a maximum of 144 hours of accumulated sick leave in any calendar year to attend to the illness of a sick family member as defined in Section 6.2(a).

*\*A registered domestic partnership requires filing an Affidavit of Domestic Partnership with the Human Resources Department of the City of Piedmont.*

### 6.3 Lapse

In the event of termination or resignation, all unused sick leave shall lapse and not carry over or be owed to the employee in cash or otherwise.

### 6.4 Catastrophic Leave Program

Permanent employees represented by this agreement may be eligible to receive donations of paid leave, to be included in the recipient employee's sick leave balance if he/she has suffered a catastrophic illness or injury which is defined as a serious medical condition considered to be terminal, a major physical impairment, or a family medical emergency (defined as a catastrophic illness or injury of a spouse, registered domestic partner, child or parent residing in the employee's household), subject to the following conditions:

- The recipient employee, recipient employee's family, or other person designated in writing by the recipient must submit a request to the City Administrator or designee.
- The recipient employee is not eligible so long as he/she has paid leave time available; however, the request may be initiated prior to the anticipated date that all leave balances will be exhausted.
- The recipient employee must provide a medical verification which meets the criteria above and a prognosis.
- Donations may be made in whole hour increments, and are irrevocable. The donor employee may donate vacation up to any amount, but the City may require that the donor employee retain 40 hours of vacation leave. Sick leave may be donated up to 24 hours in whole hour increments. Donations may be made from any individual employed by the Piedmont Fire Department.
- Time donated will be converted from the type of time donated to sick leave and credited to the recipient employee's sick leave balance on an hour-for-hour basis and shall be paid at the rate of pay of the recipient employee.

- Time donated in any pay period may be used in the following pay periods. No retroactive donations will be permitted.
- Eligibility for this program requires recommendation by the Fire Chief and approval by the City Administrator.

## **SECTION 7 LEAVES**

### **7.1 Funeral Leave**

In the case of death within the immediate family of an employee, such employee shall be entitled to leave from duty with pay in order to attend the funeral or memorial service for a period of up to three (3) working days. The immediate family of any employee, for the purpose of this section, shall be defined as: Wife, husband, mother, father, sister, brother, child, grandmother, grandfather, spouse's grandmother, spouse's grandfather, mother-in-law, father-in-law, daughter-in-law, grandchildren and registered domestic partner. Leave of absence with pay because of death in an employee's immediate family is allowed solely for the purpose of attending funeral and memorial services, and such leave shall not be charged against vacation or sick leave which an employee may be entitled to, but may be in addition thereto. The city administrator may grant death leave in accordance with this section for the death of a person not included within the definition of the immediate family.

### **7.2 Leave of Absence Without Pay**

Except for those leaves of absence required by law to be granted, an employee desiring a leave of absence without pay for any reason, shall secure permission from the city council upon recommendation of the city administrator.

### **7.3 Military Leave**

Employees who are called upon to perform active annual training duty or temporary special services as a member of any Armed Forces reserve and who lose time from their regular scheduled workweek shall be paid the difference between the pay received from the federal or state government for such reserve duty and their normal weekly earnings not to exceed two (2) weeks annually.

Employees are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code. Employees must bring their military service orders to the Fire Chief for review prior to commencement of the leave.



7.4 Jury Duty

Any employee required to serve as a juror in a civil or criminal action pending in a superior, municipal or justice court of the State of California or any federal court convening in the State of California or any employee required to report for the selection of a jury in any of these courts shall receive pay for the time such service requires his/her absence from work up to a maximum of thirty (30) days annually; provided, however, that the city administrator may require proof of the time such service was required and any monies received from jury service shall be deducted from the pay.

7.5 Maternity Leave

Maternity leave shall be granted in accordance with state and local law. Any disability suffered by an employee which is caused or contributed to by pregnancy, childbirth, miscarriage, abortion and recovery therefrom are for all job related purposes temporary disability and shall be treated as a condition of illness.

An employee with one year or more of continuous service shall be entitled to use sick leave, vacation or leave without pay to the cumulative total of four (4) months upon the birth of her child.

An employee desiring to take maternity leave must request such leave in writing no less than thirty (30) days prior to the beginning date of the leave period. Such request shall include a statement setting forth the employee's intention with respect to resuming her employment with the city. As a condition of accepting the leave the employee will be required to sign a statement that:

- (a) She must return to work from the leave on the date set forth in the approved leave request unless she is medically unable to do so; and
- (b) She understands and agrees that failure to return from leave will constitute a constructive resignation and will terminate her employment relationship with the city.

**SECTION 8 INJURY PAY**

Injury pay shall conform to Labor Code Section 4850.

**SECTION 9 HEALTH PLAN AND LIFE INSURANCE**

9.1 Hospital-Medical-Surgical Insurance

Effective January 1, 1997 the City enrolled all employees and their dependents in the CalPERS Medical program. Effective January 1, 1997 the City also enrolled in the CalPERS Medical program all retirees and eligible survivors of retirees who subscribe for such coverage.

Health insurance premiums will be at a shared cost between the City and the bargaining unit employees. The City's maximum contribution toward an employee's medical benefits is based on the 2013 CalPERS Kaiser Bay Area premium. The City will contribute monthly the following contribution toward the premium costs of an eligible employee's elected medical coverage, inclusive of the minimum statutory PEMCHA contribution:

- Employee only: \$ 668.63
- Employee +1: \$1,337.26
- Employee +family \$1,738.44

All CalPERS Kaiser Bay Area premium increases above these amounts shall be shared equally between the City and the employee. Employees electing any coverage costing more than the City's contribution (2013 CalPERS Kaiser Bay Area premium rate + 50% of any subsequent increases) shall pay the difference through automatic payroll deduction.

#### 9.2 Dental Insurance Plan

The city shall pay the cost of providing each eligible employee and his/her eligible dependents dental care benefits under a group insurance plan in effect at the time of this resolution. Orthodontic care is included in the group policy, and covers up to 70% of the cost for adults and children (lifetime maximum of \$5,000).

#### 9.3 Life Insurance

The city shall pay the cost of providing each employee with a group term life insurance policy in effect at the time of this resolution in an amount equal to twice the employee's gross annual salary, rounded to the nearest one thousand dollar (\$1,000) increment. The city's payment shall cease upon the employee's separation from city service, but the employee may elect to retain such policy (if conversion is available) at his/her sole expense.

#### 9.4 Alternative Coverage

In the event that it may be possible to provide an alternative hospital-medical, life insurance and dental coverage as nearly comparable as possible to the benefits in effect at the date of this resolution without additional cost to the city or the employees, the city may substitute new insurance carriers. Employee will have the opportunity to review the coverage afforded under such substitute plans before they are implemented.

#### 9.5 Disability Insurance

The city shall continue in effect at no cost to the employee, the salary continuance disability insurance policy in effect at the time of this resolution or any other such successor program which provides essentially comparable benefit, which provides disability benefits equal to sixty (60) percent of any employee's current gross salary following a sixty (60) day absence due to non job related injury or illness.

9.6 Retiree Medical

9.6.1 The city shall pay the entire cost of the lowest cost medical insurance coverage for fire captains, and police captains hired prior to October 1, 1984, who retire on a service pension prior to age 65; provided that payment by the city for such coverage shall cease upon the employee becoming eligible for Federal Medicare coverage; provided further, that payment by the city for medical insurance coverage of the retired employee shall not be extended to dependents of that employee.

9.6.2 Retiree medical insurance is available for eligible employees who retire from the City of Piedmont. The amount paid on behalf of retirees and/or their eligible survivors shall increase annually as required by CalPERS regulations so that it reaches the amount paid for active employees and their dependents. Effective August 1, 2012, all employees eligible for retiree medical will contribute \$50 semi-monthly by payroll deduction.

9.6.3 The City shall adopt the Government Code Section 22893 vesting schedule for retiree medical benefits that shall apply to all employees who are hired on or after the effective date of the City resolution electing this vesting method. Employees hired after the effective date of this vesting schedule shall not be required to make the employee contribution described in Section 9.6.2.

9.7 Vision Plan

The City shall pay the cost of providing each eligible employee and his/her eligible dependents vision care benefits under a group insurance plan in effect at the time of this resolution.

9.8 Cafeteria Plan

Without a change in the City's maximum contribution toward hospitalization and medical care (Section 9.1), dental insurance (Section 9.2), and vision insurance (Section 9.7) benefits, the City may provide these benefits through a cafeteria plan. In the event the City decides to implement a cafeteria plan during the term of the MOU, the City will provide the Fire Captains an opportunity to meet and discuss with the City any planned cafeteria plan prior to implementation by the City.

**SECTION 10 MISCELLANEOUS PROVISIONS**

10.1 Tuition Reimbursement

The city shall reimburse an employee for tuition and books for courses of study in an off-duty status not to exceed two-thousand dollars (\$2,000.00) per fiscal year for Fire Captains if the subject matter content of the course is related to the employee's work assignment promotional opportunities, transfer opportunities, or is a course required for the attainment of a degree or certificate program.

The employee must have his/her request approved by the Fire Chief and/or City Administrator which approval is subject to available budgeted funds, prior to enrolling in the course in order for

the employee to be assured of reimbursement. Upon completion of this course, the employee must submit appropriate receipts for books and tuition in order to be eligible for reimbursement.

10.2 Uniform Allowance

Employees shall receive a payment of \$50 semi-monthly to purchase and maintain uniforms and items of personal equipment not supplied by the Department.

In January of each year, the City shall supply the following uniform items to each member of the bargaining unit: Six (6) short sleeved t-shirts, two (2) long sleeved t-shirts, two (2) sweatpants, two (2) sweatshirts and two (2) sweat shorts. The City agrees that station duty boots are an item of safety equipment to be provided as needed by the City at no cost.

Should any such Captain terminate from employment with the City in the first six (6) months of employment, the Captain shall reimburse the City on a month-by-month proration for all uniform allowance costs made on his/her behalf.

The above uniform allowance is to cover those expenses incurred to provide and maintain station uniforms and shoes necessary to meet department uniform standards and regulations. The City may at its sole discretion elect to provide uniforms in lieu of the above uniform allowance and the City will meet and confer with the Captains regarding reasonable maintenance costs.

10.3 Schoolmates Program

The children of the employees covered by this agreement are eligible to attend the Schoolmates program at no charge.

10.4 Maintenance of Qualifications

Effective January 1, 2012, it is understood and agreed that all employees must continue to meet the basic requirements for their position during the term of their employment. Included in this is the maintenance of a valid California Class B Firefighter driver's license or the Firefighters Endorsement with SFM Driver/Operator 1A; EMT certificate and/or Paramedic license.

BE IT FURTHER RESOLVED that Resolution No. 107-12 is hereby rescinded, and that this resolution shall constitute the sole statement of compensation and benefits for the mid-management Fire Captains of the City of Piedmont, until June 30, 2017.

I certify that the foregoing resolution was passed and adopted at a regular meeting of the Piedmont City Council on February 3, 2014 by the following vote:

Ayes: Chiang, Fujioka, Keating McBain, Wieler  
Noes: None  
Absent: None

Attest: \_\_\_\_\_  
John O. Tulloch, City Clerk

Attachment I  
Side Fund Refinancing Example

Summary

If the City refinances the Side Fund, it would reduce the employer contribution cap of 37% to 18.9210% which is cost neutral to the employee.

Description	Currently FY13-14	Side Fund Paid off FY13-14	
Current PERS Rate	45.956%	45.956%	
Current Side Fund Rate		-18.079%	
Revised Employer Rate (Side Fund Paid Off)		27.877%	
Employee Sharing is based on the employer rate over 37%, which will be shared 50/50 plus an additional .06085%			Employee Sharing is based on the employer rate over 18.9210%, which will be shared 50/50 plus an additional .06085%
Base Rate	37.00%	18.9210%	Revised Base Rate (37%-18.079%)
Difference (45.956% - 37%)	8.956%	8.956%	Difference (27.877%-18.9210%)
50/50 of amount over 37% (8.956%/2)	4.4780%	4.4780%	50/50 of amount over 37% (8.956%/2)
Additional .6085%	0.6085%	0.6085%	Additional .6085%
Employee Pays	5.0865%	5.0865%	Employee Pays
Estimated Salary Amount	\$100,000.00	\$100,000.00	
PERS Employer Contribution	\$ 5,086.50	\$5,086.50	
Difference		\$ -	