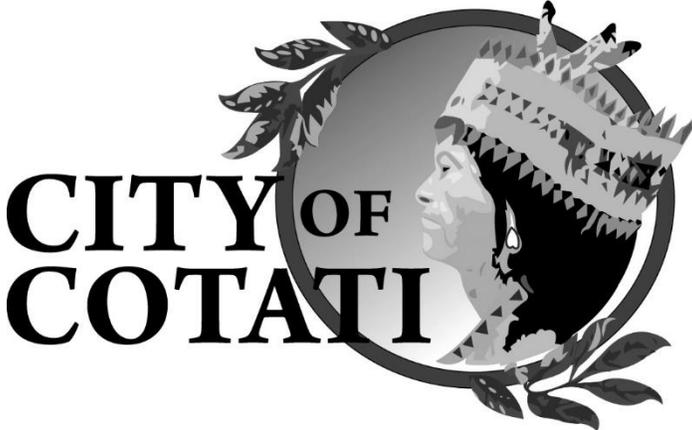


COMPENSATION PLAN

**NON-REPRESENTED CONFIDENTIAL AND MANAGEMENT  
EMPLOYEES**



Revision: May 2023 Resolution  
XXXXXX

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

**Table of Contents**

ARTICLE 1: NO CONTRACT .....3  
ARTICLE 2: SAVINGS CLAUSE .....3  
ARTICLE 3: APPLICABILITY .....3  
ARTICLE 4: COMPENSATION.....4  
ARTICLES: INSURANCES .....8  
ARTICLE 6: RETIREMENT .....12  
ARTICLE 7: HOLIDAY PAY .....14  
ARTICLE 8: ADMINISTRATIVE LEAVE.....14  
ARTICLE 9: VEHICLES .....15  
ARTICLE 10: PAID LEAVE.....15  
ARTICLE 11: REQUIRED CERTIFICATIONS.....18  
ARTICLE 12: TERM.....18

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

**ARTICLE 1: NO CONTRACT**

This Compensation Plan does not create any contractual right, any express or implied contract of employment, or any vested right. The City of Cotati ("City") retains the full discretion to modify this Compensation Plan at any time in accordance with law.

**ARTICLE 2: SAVINGS CLAUSE**

If any section, subsection, subdivision, sentence, clause or phrase of this Compensation Plan is, for any reason, held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this document. This Compensation Plan shall not be interpreted in such a way that would deny employee legally-protected rights.

**ARTICLE 3: APPLICABILITY**

This Compensation Plan applies to probationary and regular full-time employees in the following, non-represented classifications, as well as new job classifications created by the City which do not have a community of interest, as determined by Human Resources, with an existing employee organization and which are designated by Human Resources to be included in the non-represented group of employees:

Department Heads

Director of Administrative Services  
Director of Community Development  
Director of Public Works/City Engineer  
Police Chief

First Tier Managers

Building Official  
Police Lieutenant  
Public Works Superintendent  
Recreation Manager

Confidential Employees

Deputy City Clerk  
City Clerk  
Management Analyst (Confidential)  
Senior Management Analyst (Confidential)

Other Non-Represented Employees

Police Services Aide (Permanent, Part-Time)  
Police Officer Trainee

Part-time employees who are scheduled to work three quarters' time (thirty (30) or more hours per workweek) or more in the classifications listed above are eligible for benefits and City benefit contributions provided in this compensation plan on a prorated basis, as further described in Section 5.04 of this Compensation Plan. Part-time employees who are scheduled to work less than thirty (30) hours per workweek are not eligible for City benefit contributions listed herein, unless such benefit contributions are otherwise required by law.

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

**ARTICLE 4: COMPENSATION**

Section 4.01. Wages

A. Equity Adjustments:

Effective the pay period including August 9, 2022, the following equity adjustments shall be applied to the following classifications, not including any applicable cost of living adjustments during this period of time. The amounts below reflect adjustments to the top step of the applicable salary schedules ("Step E"). At the time of each adjustment, lower salary steps shall also be adjusted to reflect a five (5) step salary schedule with a difference of approximately five percent (5%) between each salary step.

Position Title	Hourly Wage Step E,
	Effective the Pay Period
	including August 9, <u>2022</u>
Deputy City Clerk	\$43.52
City Clerk	\$62.90
Management Analyst (Confidential)	\$45.03
Senior Management Analyst (Confidential)	\$49.64
Building Official	\$68.36
Recreation Manager	\$52.77
Public Works Superintendent	\$61.12
Police Services Aide	\$31.42
Police Lieutenant	\$64.41
Director of Administrative Services	\$89.62
Director of Community Development	\$89.62
Director of Public Works	\$89.62
Chief of Police	\$89.62

B. Cost of Living Adjustment (COLA):

Effective the pay period including August 9, 2022, salary schedules for all job classes covered by this compensation plan will be increased by a cost of living adjustment of three and one-half percent (3.5%) after equity adjustments.

Effective the first full pay period in July 2023, salary schedules for all job classes covered by this compensation plan will be increased by a cost of living adjustment of two and one-half percent (2.5%).

Effective the first full pay period in July 2024, salary schedules for all job classes covered by this compensation plan will be increased by a cost of living adjustment of two and one-half percent (2.5%).

Effective the first full pay period in July 2025, salary schedules for all job classes covered by

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

this compensation plan will be increased by a cost of living adjustment of two and one-half percent (2.5%).

Effective the first full pay period in July 2026, salary schedules for all job classes covered by this compensation plan will be increased by a cost of living adjustment of two and one-half percent (2.5%).

Section 4.02. Salary

A. Salary Advancement

Assigned salary ranges normally contain five (5) steps. Employees move through these steps on the basis of performance. Employees shall be eligible for salary advancement consideration, as follows:

1. To the "B" step of the salary schedule after successful completion of twelve (12) months (2080 hours) in paid status at the "A" step. The date of this increase shall become the employee's pay review date for purposes of eligibility for future merit step increases.
2. To the "C" step after successful completion of twelve (12) months (2080 hours) in paid status at the "B" step.
3. To the "D" step after successful completion of twelve (12) months (2080 hours) in paid status at the "C" step.
4. To the "E" step after successful completion of twelve (12) months (2080 hours) in paid status at the "D" step.

When an employee is hired or internally promoted at a step other than Step "A" of the salary range assigned to the position, the employee shall be eligible for a step increase twelve (12) months (2080 hours) in paid status from the date of employment or promotion, and this date shall become the employee's pay review date for purposes of eligibility for future merit increases. Thereafter, the above merit pay procedure shall be followed.

Salary advancements are granted for continued meritorious and efficient service, and after continued improvement in assigned tasks, in conjunction with performance appraisal procedures. Recommendations are initiated by immediate supervisors and are then forwarded to the concerned department head, as applicable, for approval. These, in turn, shall be transmitted to the City Manager.

Salary step advancements are not guaranteed. When an employee is denied a merit increase, the employee shall be informed of such and the reasons therefore in writing. The employee shall be reconsidered for advancement within three (3) months and, if still denied, may be reconsidered for advancement at any subsequent time recommended by management of the concerned department.

B. Longevity Pay

1. Effective the pay period including August 9, 2022, Department Heads listed in Article

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

3 shall be eligible for longevity pay, based on the following schedule:

- a. Three percent (3%) base salary after six (6) consecutive years of full-time service (12,480 hours) in paid status with the City.
- b. An additional three percent (3%) base salary, for a total of six percent (6%) base salary, after eight (8) consecutive years of full-time service (16,640 hours) in paid status with the City.
- c. An additional three percent (3%) base salary, for a total of nine percent (9%) base salary, after ten (10) consecutive years of full-time service (20,800 hours) in paid status with the City.

2. For all other non-represented employees not classified as Department Heads, longevity pay will be paid as follows:

- a. Effective the pay period including August 9, 2022, employees hired before August 9, 2022 shall be eligible for salary advancement (longevity pay) based on the following schedule:
  - 1. Three percent (3%) base salary after six (6) consecutive years of full-time service (12,480 hours) in paid status with the City.
  - 11. An additional two percent (2%) (for a total of 5%) after ten (10) consecutive years of full-time service (20,800 hours) in paid status with the City.
  - 111. An additional one percent (1%) (for a total of 6%) after thirteen and one-half (13 ½) consecutive years of full-time service (28,080 hours) in paid status with the City.
  - 1v. An additional three percent (3%) (for a total of 9%) after eighteen and one-half (18 ½) consecutive years of full-time service (38,480 hours) in paid status with the City.
- b. Effective the pay period including August 9, 2022, employees hired on or after August 9, 2022 shall be eligible for salary advancement (longevity pay) based on the following schedule:
  - 1. Three percent (3%) base salary after eight and one-half (8 ½) consecutive years of full-time service (17,680 hours) in paid status with the City.
  - 11. An additional three percent (3%) (for a total of 6%) after thirteen and one-half (13 ½) consecutive years of full-time service (28,080 hours) in paid status with the City.
  - 111. An additional three percent (3%) (for a total of 9%) after eighteen and one-half (18 ½) consecutive years of full-time service (38,480 hours) in paid status with the City.

C. Professional and Education Incentives

Subject to the criteria specified below, the City will pay a monthly incentive to the Police Lieutenant who is employed full-time on a permanent or probationary basis for job related

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

Police Officer Standards and Training (P.O.S.T) certificates which exceed the normal established job requirements. The Police Lieutenant will be compensated as follows:

P.O.S.T. Management Certificate                      three percent (3%) of base salary,

Section 4.03. Uniform Program

The purpose of this uniform program is twofold: (1) to identify City employees who have direct contact with the public on a regular basis, and to enhance the image of City operations generally performed by City personnel in public view; and (2) to provide uniforms to those personnel who are required to perform duties that result in their clothing becoming excessively dirty or in duties that require identifying uniforms. Any identifying patches, badges, etc., purchased by the City for an employee, must be returned to the City when an employee terminates City employment.

A.      Sworn Public Safety Personnel

Effective the pay period including August 9, 2022, sworn police staff shall receive a uniform allowance of one thousand dollars (\$1,000.00) per year, payable in twenty-four (24) equal installments in the employee's paychecks.

New employees shall receive their initial uniform allowance upon appointment in employee's first full paycheck. Beginning with the subsequent fiscal year, the employee shall receive uniform allowance payments in equal installments in each paycheck.

B.      Police Officer Trainee

Effective May 10, 2023, Police Officer Trainees will be eligible for reimbursement or direct payment by the City to the Police Academy for the Basic Intensive Police Academy tuition and required academy uniform, required equipment and required training materials/supplies only. Items such as other clothing, food, lodging, travel, telephone, and internet are not reimbursable. Total reimbursements shall not exceed \$6,500.

C.      Public Works Superintendent, Building Official

The Public Works Superintendent and Building Official, and other classifications as determined by the City Manager, are required under this program to wear uniforms appropriate to performing the necessary tasks of their positions in a manner that is safe for the employee, and enables them to be readily identified by the public as authorized City employees. Uniforms shall be furnished as-needed by the City; the design, manufacturer and supplier of which shall be determined by the Department Head or designee. The Public Works Superintendent and Building Official shall abide by the following rules unless, for safety or other reasons, in particular situations, prudent judgment dictates to the contrary.

1.      Uniform Requirements: The Building Official will receive three (3) polo shirts with the City logo and/or other identifying information. The Building Official shall be issued one (1) protective suit and respirator which meets state and federal standard requirements for the job hazards. The Public Works Superintendent will receive a supply of seven (7) shirts and seven (7) pants, one (1) safety jacket, and two (2) coveralls. The City issued uniform, or any part of it, shall be worn only during working hours, in traveling to and from work, or while serving in a standby capacity.

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

2. Safety Jacket: City issued safety jackets, shall be worn only during working hours, in traveling to and from work.
3. Safety Clothing: Personnel who work with hazardous machinery, equipment, or environments that requires safety clothing shall wear such gear to prevent bodily injury.
4. Headwear: Employee shall be issued one (1) hard hat at the initiation of employment.
5. Footwear: Uniformed personnel shall wear safety shoes which shall be worn only during working hours, in traveling to and from work, or while serving in a standby capacity. The policy on the purchase of shoes shall be as follows:
  - a. Effective the pay period including August 9, 2022, each employee will be entitled, during each fiscal year to be reimbursed up to an amount not to exceed three hundred dollars (\$300.00) for purchase of needed safety shoes and belt at a store of employee's option.
  - b. Safety shoes must meet OSHA guidelines.
6. Damage: Uniforms and/or safety equipment damaged through employee misuse or negligence shall be replaced at the employee's expense.
7. Uniform and Safety Jacket Cleaning and Replacement Policy: Uniforms will be the sole responsibility of the employee to launder. Employees will return worn uniforms to City on an as needed basis for replacement subject to the approval of the Department Head.
8. Rain Gear: City issued rain gear will be provided to each employee and replaced on an as needed basis subject to the approval of the Department Head.

Section 4.04. Deferred Compensation Plan

All employees can make contributions, through payroll deductions, into one or more savings vehicles through payroll deduction, up to the legal maximum as defined by the law governing deferred compensation accounts.

Full time employees in the Tier 2 or Tier 3 ("PEPRA") pension benefits are eligible to participate in a City-matching deferred compensation plan. Provided the total City contribution to Tier 2 or Tier 3 pension benefits remains under twenty percent (20%) of the employee's base salary, the City will contribute up to three percent (3%) in matching funds to the City's deferred compensation plan.

Section 4.05. Direct Deposit

The City will offer employees the option of direct deposit for their payment of payroll. The employee will be given the option to select a banking institution to have their payroll directly deposited. The City cannot guarantee direct deposits, and employees will be responsible for follow-up with their banking institution when problems arise that are directly related to errors and/or omissions on the part of such banking institution.

**ARTICLES: INSURANCES**

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits, subject to the provisions of Section 5.01. Benefits available through the Cafeteria Plan include, but are not limited to, medical insurance, flexible spending accounts for out-of-pocket medical expenses and dependent care, vision insurance, dental insurance, disability, and life insurance benefits. The City agrees to provide a Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health benefits. Any tax consequences resulting from City contributions to the Cafeteria Plan are the sole responsibility of the employee. The City does not make available any life insurance policy to employee's eligible dependents under this plan.

Section 5.01. Section 125 Plan Benefits: Medical, Dental, and Vision Insurance

- A. Medical Insurance: The City offers medical insurance through REMIF. The policies shall be determined by the City, and shall be available for permanent or probationary full time employees and their eligible dependents.

The City shall pay only the percentage of the City contribution commensurate with the percentage of hours worked. Employees will contribute the remainder of the premium cost not paid by the City through payroll deduction. The employee has three health care options:

- I. EPO/PPO/HMO Health Plans. The employee may enroll in an EPO/PPO or HMO offered by the City. The City will pay ninety percent (90%) of the cost of group medical insurance premiums for full-time regular employees and their eligible dependents. Employees will pay the remaining ten percent (10%) cost of the medical insurance premiums.
  - a. The City will pay one hundred percent (100%) of the cost of group medical insurance premiums for the Police Chief.
2. HDHP/HSA Health Plan. The employee may enroll in a High Deductible Health Plan (HDHP) offered by the City. The City will pay ninety percent (90%) of the cost of high deductible group medical insurance premiums for full-time regular employees and their eligible dependents. Employees will pay the remaining ten percent (10%) cost of the medical insurance premiums. In addition, for employees enrolled in an HDHP, the City will make an annual contribution to a City-established employee Health Savings Account of up to \$1,300 (EE only) or \$2,600 (EE+1 or Family), not to exceed the total corresponding EPO/PPO/HMO contribution made by the City.
3. Opt-Out. An employee may opt to waive enrollment in City-provided medical insurance coverage, and may elect to receive one hundred and fifty dollars (\$150) per month in taxable cash-in-lieu of enrolling in the City's offered health insurance coverage. In order to receive the cash-in-lieu amount, the employee will be required to provide proof and attestation that the employee and all individuals in the employee's tax family have alternative minimum essential group health insurance coverage. Employees who have alternate coverage in the individual market or individual coverage through Covered California are not eligible for opt-out cash-in-lieu.

If, at any time during the plan year, the City knows or has reason to know that the employee or individual in the employee's tax family does not have alternative coverage, the City shall not pay cash in lieu.

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

If the City is determined to be an "Applicable Large Employer," and if the City's cash-in-lieu benefit results in the City's coverage not meeting affordability thresholds under the Affordable Care Act ("ACA"), the City reserves the right to reduce or retract this benefit as necessary to meet ACA affordability thresholds.

- B. Dental Insurance: The City offers dental insurance. The policy shall be determined by the City and shall be available for permanent or probationary full-time employees and their eligible dependents. The City will pay one hundred percent (100%) of the premium for full-time regular employees and eligible dependents. The City shall pay only the percentage of the premium commensurate with the percentage of hours worked.
- C. Vision Insurance: The City offers vision insurance. The policy shall be determined by the City and shall be available for permanent or probationary full-time employees and their eligible dependents. The City will pay one hundred percent (100%) of the premium for full-time regular employees and eligible dependents. The City shall pay only the percentage of the premium commensurate with the percentage of hours worked.

Section 5.02. Other Insurance.

- A. Life Insurance: Effective the first full pay period including August 9<sup>th</sup>, 2022, the City shall provide life insurance coverage in the amount of one-hundred fifty thousand dollars (\$150,000) for each employee, policy to be determined by the City. The City shall pay only the percentage of the premium commensurate with the percentage of hours worked.
- B. Flexible Spending Account: The City offers an IRS 125 plan Flexible Spending Account (FSA). The plan allows employees to pay medical and childcare expenses with pre-tax dollars in accordance with IRS regulations. Any pre-tax dollars withheld, but not spent, during the plan's fiscal year will be forfeited to the City except as precluded by federal law.
- C. AFLAC: The City makes available to all permanent and probationary employees a group of supplemental insurance policies offered by AFLAC. The policy premiums are paid by the employee through payroll deduction.
- D. Employee Assistance Program: The City provides an Employee Assistance Program for all employees. The City shall pay only the percentage of the premium commensurate with the percentage of regularly scheduled hours worked.
- E. Long Term Disability: The City offers a Long-Term Disability Insurance (LTD) for all full time permanent and probationary employees. The extent of benefits will be dependent on provider; however, minimum benefits are to be:
  - 1. Coverage beginning on the sixty first (61<sup>st</sup>) day of disability.
  - 2. Disability benefit received will be sixty percent (60%) of employee base salary with a cap of five thousand dollars (\$5,000) per month; and
  - 3. Benefits will be available for the length of disability until retirement age.

The City shall pay only the percentage of the premium commensurate with the percentage of regularly scheduled hours worked.

- F. Short Term Disability: This plan shall consist of City-paid coverage by which an employee utilizes all accrued time off, such as leave bank, vacation, sick leave, compensatory time, and

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

personal holidays. When such time off has been exhausted by the employee, the City will continue to compensate the employee at fifty percent (50%) of his/her current base salary through the sixtieth (60<sup>th</sup>) consecutive day of disability.

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

Section 5.03. Retiree Medical Benefits

Retired full-time permanent employees with fifteen (15) years or more of full-time permanent service and their spouses may participate, at their option, in a City-provided medical, dental and vision plan after the official date of retirement until the participant becomes eligible for Social Security Insurance (SSI) or Medicare, whichever is sooner. The retiree is required to pay one hundred percent (100%) of the applicable premium for the retiree and dependent(s).

Eligibility will be determined in accordance with REMIF rules and regulations. Starting the 2010-11 fiscal year, this includes a requirement that employees be enrolled in a REMIF member entity's health program at retirement and maintain enrollment in a REMIF member entity's health plan for a period of at least five (5) consecutive years immediately prior to retirement.

Section 5.04 Part-Time Employees

Part-time employees must work at least three quarters' time (thirty (30) hours per week) to be eligible for any benefits, except as required by law. Part-time employees that are eligible for benefits will have the benefits pro-rated, determined by the regularly scheduled hours that the part-time employee works, in accordance with applicable plan rules and requirements. For example, based on three-quarters' time employment in the case of vision, life, medical and dental premiums, the City will contribute seventy-five percent (75%) of the normal City contribution to premiums for full-time employees. However, due to policy limitations the City is not able to provide long term disability for part-time employees.

**ARTICLE 6: RETIREMENT**

Section 6.01. Public Employees' Retirement System (PERS)

The City of Cotati is a member of the Public Employees' Retirement System (CalPERS). All permanent or probationary, full-time employees are required to become members of the system. Permanent part-time employees are required to become members if they work more than one thousand (1,000) hours in any fiscal year. The following benefits apply based on employee's sworn or non-sworn status, and date of hire and membership status under the Public Employee Pension Reform Act (PEPRA), and in accordance with CalPERS regulations:

A. Sworn Employees:

1. Sworn Classic Members - Tier 1: Qualifying employees hired on or before April 27, 2011, which is the date of adoption of the amended City contract with CalPERS are covered under the "3% at 50" benefit formula, calculated in accordance with the City's plan with CalPERS.
  - a. Tier One sworn employees will pay three percent (3%) of the member contribution to CalPERS for pension. The City will pay the remaining six percent (6%) of the member contribution to CalPERS for pension.
2. Sworn Classic Members - Tier 2: Qualifying employees hired after April 27, 2011 and considered classic members as defined by PEPRA and CalPERS, are covered under the "2% at 50" benefit formula, calculated in accordance with the City's plan

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

with CalPERS.

- a. Tier Two sworn employees will pay the full member contribution to CalPERS for pension.
3. Sworn PEPRAs Members - Tier 3: Qualifying employees hired on or after January 1, 2013 and considered new members as defined by PEPRAs and CalPERS, will receive a 2% at age 50 (increasing to 2.7% at age 57) retirement formula for sworn employees, and shall be subject to the provisions of PEPRAs, including provisions governing reportable compensation.
4. Survivor Benefits for Tier 1, 2, and 3 Sworn Employees: Sworn safety employees shall receive the CalPERS Second Level of 1959 Survivor Benefits. The City shall pay the employer premiums and the employee shall pay the employee premiums. The City will deduct the employee contribution by payroll deduction each bi-weekly pay period.

**B. Non-Sworn Employees**

1. Non-sworn Classic Members - Tier 1: Qualifying employees hired on or before April 27, 2011 are covered under the "2.7% at 55", calculated in accordance with the City's plan with CalPERS. Employees may retire at age 55, with 5 or more years of PERS-credited service.
  - a. Employees covered by the 2.7% at 55 formula shall contribute the normal PERS employee share of 8.0% plus 2.371% of the City share (10.371% total).
  - b. Future increases in the employer contribution may result in a change to the employees' contribution rate to facilitate sharing of costs and continued employee payment for the agreed-upon enhancements. Once per year, the City may adjust the cost sharing of any increase to the employer contribution due to the enhanced benefit.
2. Non-sworn Classic Members - Tier 2: Qualifying employees hired after April 27, 2011, the date of adoption of the amended City contract with CalPERS, and considered classic members as defined by PEPRAs and CalPERS, are covered under the 2% at 60 formula, calculated in accordance with the City's plan with CalPERS.
  - a. Tier Two non-sworn employees will pay the full member contribution to CalPERS for pension.
3. Non-sworn PEPRAs Members - Tier 3: Qualifying employees hired on or after January 1, 2013 and considered new members as defined by PEPRAs and CalPERS, will receive a 2% at age 62 retirement formula for non-sworn employees, and shall be subject to the provisions of PEPRAs, including provisions governing reportable compensation.
4. Survivor Benefits for Tier 1, 2, and 3 Non-sworn Employees: Non-sworn employees receive the PERS Section 21574 Fourth Level of 1959 Survivor Benefits. The City shall pay the employer premiums and the employee shall pay the employee premiums. The City will deduct the employee contribution by payroll deduction each bi-weekly pay period.

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

Section 6.02. Impact of Government Regulations on Employee Benefits

The value or availability of the benefits provided in the Compensation Plan as originally worded or as amended from time to time may depend on their tax treatment by the state or federal government or the decisions of other government agencies or departments, such as, but not limited to, the Public Employees Retirement System. The City will endeavor to obtain the most favorable treatment legally possible from these other governmental entities. However, the City makes no representation concerning the value of such benefits to unit members or how they will be taxed or otherwise treated by other agencies or departments. The City's obligations under this Compensation Plan are limited to the direct cost of providing the salary and benefits as described in the Compensation Plan. The City shall have no additional financial obligation, even if the tax or other treatment of such salary or benefits by other agencies or departments reduces or eliminates their value to the employee.

**ARTICLE 7: HOLIDAY PAY**

Permanent and probationary employees covered by this Compensation Plan shall receive twelve and one half (12 ½) days of paid holiday leave for each year.

Full-time and part-time employees working an alternative work schedule shall be allowed to bank holiday hours at straight time for each holiday hour falling on a scheduled off-day, up to the scheduled hours typically worked on the day that the holiday falls. Holiday time accrued must be used prior to the end of the fiscal year in which it is earned. Unused, banked holiday hours as of June 30th of each year, and at separation from City employment, will be forfeited. It is the express intent of the parties that holiday bank hours will not be treated as vested vacation in accordance with Labor Code section 227.3.

**ARTICLE 8: ADMINISTRATIVE LEAVE**

The following job classifications shall receive eighty (80) hours of Administrative Leave at the start of each fiscal year:

- A. Police Chief
- B. Administrative Services Director
- C. Community Development Director
- D. Public Works Director/City Engineer

The following job classifications shall receive forty (40) hours of Administrative Leave at the start of each fiscal year:

- A. Police Lieutenant
- B. Building Official
- C. City Clerk
- D. Public Works Superintendent
- E. Recreation Manager (Effective the pay period including August 9, 2022)

Administrative Leave time does not accrue, and may not be converted to service time, banked or cashed out. Administrative leave must be used during the fiscal year in which it is received, or it will be lost. The City's intent is that Administrative Leave not be subject to the provisions of California Labor Code §227.3. Employees hired or promoted into a non-represented position after the start of the fiscal year (July 1), shall receive a pro-rata proportion of Administrative Leave for that fiscal

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

year.

**ARTICLE 9: VEHICLES**

Section 9.01. City Take-Home Vehicles

At the discretion of the City Manager, an employee may be assigned a take-home vehicle to enable the employee to respond to urgent business needs after hours, or for other business and operations reasons.

Employees are to use City vehicles for City work. City liability insurance coverage extends to include use of all City-owned vehicles when the employee is driving the vehicle on City business. Employees shall not use City vehicles for unauthorized purposes.

Take home vehicle assignments can be removed at any time at the discretion of the City Manager. Employees assigned a take-home vehicle shall comply with the City's personnel rules regarding use of City vehicles.

Section 9.02. Auto Allowance

Department Heads who are not assigned a take-home City vehicle shall receive two hundred dollars (\$200) per month in auto allowance.

**ARTICLE 10: PAID LEAVE**

Section 10.01. Sick Leave

A. Sick Leave Accrual

Effective the first pay period following ratification and adoption of this Compensation Plan, each full-time permanent and probationary employee shall accrue and accumulate sick leave at the rate of eight (8) hours of accrued sick leave for every month of service, for a total of ninety-six (96) hours per year.

Eligible part-time employees, as defined in Section 5.04 of this Compensation Plan, shall be eligible to receive sick leave on a pro-rata basis. Usage and accrual of sick leave benefits shall be governed by the same rules and regulations applicable to full-time employees.

Sick leave accrual and usage shall be subject to the City's Personnel Rules. Sick leave may not be cashed out during employment or upon separation.

Section 10.02. Vacation Leave

A. Vacation Leave Accrual

Effective the first pay period following adoption of this Compensation Plan the City will provide vacation leave as follows:

1. For employees hired before January 16, 2011:

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

<b>Years of Consecutive Service with City of Cotati</b>	<b>Vacation Accrual Per Year</b>	<b>Vacation Accrual Per Month</b>	<b>Vacation Accrual Cap</b>
One to Three Years (Start date - 1,095 Days)	84	7	432
Four to Five Years (1,096-1,825 Days)	132	11	432
Six to Ten Years (1,826 - 3,650 Days)	156	13	432
More than 10 Years (3,651 + Days)	216	18	432

2. For employees hired on or after January 16, 2011:

<b>Years of Consecutive Service with City of Cotati</b>	<b>Vacation Accrual Per Year</b>	<b>Vacation Accrual Per Month</b>	<b>Vacation Accrual Cap</b>
One to Five Years (Start date - 1,825 Days)	120	10	240
Six to Ten Years (1,826-3,650Days)	160	13.33	320
More than 10 Years (3,651 Days +)	200	16.67	320

Each employee shall accrue and may use vacation leave with full pay providing that accrual may not exceed the maximum accumulation indicated above. Upon reaching the applicable Leave accrual cap, employees will cease to accrue Leave until such time that they reduce accrued Leave hours below the cap.

The Police Chief as of January 1, 2017 shall maintain his current leave bank accrual schedule, but shall have an accrual cap of four hundred thirty-two (432) hours. Future employees hired into the position of Police Chief shall be subject to the applicable accrual schedule listed above, as amended by City Council.

C. Vacation or Leave Bank Cash Out (collectively "Leave")

E

1. As applicable to that employee at the time of cash out, up to a maximum number of hours annually accrued, as indicated in Vacation Accrual Per Year (Section 10.03.A), may be cashed out per calendar year, as long as the employee maintains at least an eighty (80) hour balance after the cash out.

Employees may elect to receive up to a maximum of the above-listed hours of pay in lieu of time off for vacation. Such election shall be irrevocable, and made in the calendar year prior to the cash-out. Employees may only elect pay in lieu for vacation time to be accrued in the following calendar year.

Employees must choose by the last business day of each year to elect or opt out of pay in lieu of vacation time off for the following year by using the Request for Pay in

**CITY OF COTATI COMPENSATION PLAN  
FOR NON-REPRESENTED EMPLOYEES**

Lieu of Vacation Leave form. The hours indicated in the irrevocable election will be automatically paid to the employee in the last paycheck of November.

Employees who did not elect pay in lieu of vacation time off by the last business day of the prior year will not be able to cash out any vacation in the following calendar year, except as provided below. All vacation cash outs will be taxed at the supplemental tax rate in accordance with IRS code. If insufficient vacation hours exist to meet the annual pay in lieu election, only the remaining available elected vacation hours will be paid out, not to exceed the above-listed amounts.

2. In the event an employee is faced with an "unforeseeable emergency" as described below, they may be eligible to receive a hardship cash-out of vacation leave, without electing the cash-out in the prior year as required above. In order to receive a hardship cash-out, the employee must establish and substantiate that he or she has suffered a severe financial hardship resulting from an illness or accident suffered by the employee or employee's dependent, a loss of his or her property due to casualty or severe weather or other similar extraordinary and unforeseeable circumstance beyond the control of the employee. An "unforeseeable emergency" does not include situations such as the need to send a child to college, to purchase a home, funeral expenses for a non-dependent adult child, debt not incurred due to any extraordinary or unforeseeable circumstances beyond the employee's control.

An employee may only be eligible to receive a financial hardship cash-out of vacation leave to the extent the unforeseeable emergency is not or may not be relieved through insurance reimbursement or assets available to the employee that would not cause a severe financial hardship.

The amount of any financial hardship vacation cash-out due to unforeseeable emergencies shall not exceed the annual Vacation hours accrued applicable to that employee at time of cash out, in accordance with Section 10.03.A.

The Administrative Services Director shall provide recommendations to the City Manager regarding eligibility for and distribution of leave hours from an employee's available vacation leave balance based on this policy. The City Manager shall make the final determination on all matters related to the City's vacation cash-out for financial hardships.

To apply for a hardship cash-out of vacation leave, employees shall complete the Vacation Cash-out Due to an Unforeseeable Emergency Application available from the Human Resources Department.

3. If an employee is eligible for longevity pay under Section 4.02, subsection B of this Compensation Plan, leave cash out shall include the value of applicable longevity pay.
4. An employee must be in pay status or on an approved leave to exercise this option.
5. Sick leave may not be cashed out during employment or upon separation.
6. Upon revision of the Personnel Rules to address cashable leaves, any conflicting

language in this Section 11.03.C shall be superseded by the cashable leave provisions in the Personnel Rules.

**ARTICLE 11: REQUIRED CERTIFICATIONS**

Subject to the pre-approval of the employee's Department Head, the City will reimburse the employee's direct cost after successful completion of a training course, materials and testing for any certification or renewal required in that employee's position description. The reimbursement will only be made after the certificate has been obtained.

**ARTICLE 12: TERM**

This Compensation Plan shall be effective upon City Council adoption, effective the pay period including August 9, 2022 for full-time employees as of the date of City Council adoption, and will continue until amended or superseded by City Council action.