

RESOLUTION NO. 2024-1923

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING A BENEFITS PROGRAM FOR FULL-TIME PERMANENT EMPLOYEES AND RESCINDING RESOLUTION NO. 2023-1864

SECTION 1. DEFINITIONS

Full-Time Permanent Employees. A full-time permanent employee is one whose position is allocated in the budget and who regularly works a minimum of forty (40) hours per workweek on a continuing basis. Such employees are hired for an indefinite and unspecified duration.

SECTION 2. CONFERENCES/PROFESSIONAL DEVELOPMENT

In order to promote continued development of skills, knowledge and abilities among the employees of the City, the City Manager may grant time off to any full-time employee in order to attend professional, technical or managerial workshops, courses, conferences, conventions, seminars, or related activities. The costs for attendance at these activities including travel, per diem, registration, tuition, materials or other reasonable costs are legitimate City expenditures if provided for in the annual City Budget and approved by the Department Head and City Manager.

SECTION 3. AUTOMOBILE ALLOWANCE

A monthly automobile allowance shall be provided for the positions listed and for the amount listed as follows:

<u>Position</u>	<u>Monthly Amount</u>
City Manager	\$ 500.00
Building Official	\$ 350.00
Landscape District Maintenance Manager	\$ 350.00
Assistant City Manager	\$ 250.00
Chief Financial Officer	\$ 250.00
City Clerk	\$ 250.00
City Council Member	\$ 250.00
City Librarian	\$ 250.00
City Planner	\$ 250.00
Communications Director	\$ 250.00
Community Development Director	\$ 250.00
Community Services Director	\$ 250.00
Deputy City Manager	\$ 250.00
Deputy Public Works Director	\$ 250.00

Public Works Director/City Engineer	\$ 250.00
Media Supervisor	\$ 125.00

At the discretion of the City Manager, certain employees are eligible for a monthly automobile allowance, treated by law as taxable income. Auto Allowance shall be accrued per pay period on a pro-rata basis, based on number of hours worked. Hours worked include: regular time, holiday, vacation, sick, floating holiday, jury duty, bereavement and administrative leave. Any unpaid leave by the employee does not count as hours worked.

Receipt of automobile allowance is dependent upon the Employee maintaining a valid California Driver's License and required automobile insurance for the Employee's private vehicle used for City business.

All other employees are eligible for mileage reimbursement at the approved IRS rate.

The City Manager, at his/her own sole discretion, may authorize an employee be assigned a City vehicle on a 24-hour basis. Employees who have a 24-hour city vehicle will have primary responsibility to respond to after hour and weekend call-outs for city business.

SECTION 4. RETIREMENT

The City contracts with the California Public Employees Retirement System (PERS) and provides PERS 2% at 55 Local Miscellaneous Classic Members. New members enrolled in PERS after January 1, 2013, the City provides PERS 2% at 62 Local Miscellaneous PEPRAs Members. The City agrees to pay the employee contribution rate to PERS for each Classic full-time permanent employee and City Councilmembers (elected prior to January 1, 2013). All other employees, including City Councilmembers, will pay their own employee contribution amount to PERS, as prescribed by law. The City also provides the following PERS benefits:

- Section 20965 ~ Credit for Unused Sick Leave - Local Members
- Section 21548 ~ Pre-Retirement Optional Settlement 2 Death Benefit
- Section 21573 ~ 1959 Survivor Allowance-Third Level
- Section 21620 ~ \$5,000 Lump Sum Post-Retirement Death Benefit

SECTION 5. LIFE INSURANCE BENEFITS

For permanent full-time employees, the City provides life insurance in the face amount of three times the employee's annual salary (not to exceed \$350,000) and \$50,000 for each Councilmember. The City agrees to pay the full cost for life insurance for full-time employees, including City Councilmembers.

SECTION 6. SHORT-TERM AND LONG-TERM DISABILITY INSURANCE

The City provides both short-term and long-term disability insurance for employees in a benefit of 66% of the employee's salary, up to \$10,000 per month.

SECTION 7. DEFERRED COMPENSATION 457 PLAN CONTRIBUTION

The City will pay a deferred compensation contribution into a City approved Deferred Compensation 457 Plan for enrolled permanent full-time employees. Participating employees will receive a 100% contribution match up to 2% of their gross base salary. Gross base salary is defined as wages paid as described in the Permanent Employees Salary Ranges (reference Salary Resolution, Section 1). Employee contribution does not include any dollar amounts toward 457 loan payments. The 457 loan payment is not a part of the 2% match calculation written above.

SECTION 8. MEDICAL INSURANCE

The City contracts with CalPERS to offer medical insurance to full-time employees, plus their qualified dependents. "Flexible Benefit Plan Election Monthly Net Amount" (cash back) shall be accrued for the first two pay periods of each month on a pro-rata basis, based on number of hours worked. Hours worked include: regular time, holiday, vacation, sick, floating holiday, jury duty, bereavement and administrative leave. Any unpaid leave by the employee does not count as hours worked.

Employees who elect medical insurance coverage

- A. Effective January 1, 2025 thru December 31, 2025, medical insurance premiums are covered 100% up to the PERS Platinum medical plan dollar amount. The "Flexible Benefit Plan Election Monthly Net Amount" (cash back) shall not exceed \$250.00 for employee only, \$450.00 for employee plus one and \$600.00 for employee plus multiple dependents.
- B. Effective January 1, 2024 thru December 31, 2024, medical insurance premiums are covered 100% up to the PERS Platinum medical plan dollar

amount. The “Flexible Benefit Plan Election Monthly Net Amount” (cash back) shall not exceed \$250.00 for employee only, \$500.00 for employee plus one and \$650.00 for employee plus multiple dependents.

Employees who elect to waive medical insurance coverage

- A. Effective January 1, 2025 thru December 31, 2025, if an employee elects to waive medical insurance coverage the “Flexible Benefit Plan Election Monthly Net Amount” (cash back) is \$300 for employee only, \$500 for employee plus one and \$650 for employee plus multiple dependents.

- B. Effective January 1, 2024 thru December 31, 2024, if an employee elects to waive medical insurance coverage the “Flexible Benefit Plan Election Monthly Net Amount” (cash back) is \$300 for employee only, \$550 for employee plus one and \$700 for employee plus multiple dependents.

SECTION 9. RETIREE MEDICAL INSURANCE

The City provides medical insurance coverage for a retiree who within 120 days retires from PERS and the City of Calabasas and chooses to participate in the PERS Medical Insurance program. The City is required by PERS to contribute the Minimum Employer Contribution amount as prescribed by Government Code section 22892 of the Public Employees’ Medical and Hospital Care Act (PEMHCA) for each retiree who remains covered by PERS Medical. The Minimum Employer Contribution for calendar year 2025 is \$158 per month and for calendar year 2024 is \$157 per month.

SECTION 10. DENTAL INSURANCE

The City provides dental insurance coverage for employees, plus their qualified dependents. Dental insurance premiums are covered 100% by the City.

SECTION 11. VISION INSURANCE

The City provides vision insurance coverage for employees, plus their qualified dependents. Vision insurance premiums are covered 100% by the City.

SECTION 12. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City provides short term counseling benefits and life management services and referrals to employees, their dependents, and any other members within their household through the Employee Assistance Program (EAP).

SECTION 13. FLEXIBLE SPENDING ACCOUNTS

The City offers employees the use of designated reimbursement accounts for health, Internal Revenue Code (IRC) 125, or dependent care, IRC 129, expenses, which allows employees to pay for qualified expenses on a pre-tax basis. Employees who choose to participate are responsible to pay the administrative fee via payroll deduction.

SECTION 14. FLOATING HOLIDAY

Each employee is given one Floating Holiday (8 hours) per fiscal year to be used at the discretion of their Department Head. If the floating holiday is not used by June 30th each year the hours are reduced to zero. Floating Holiday hours are not carried over into the following fiscal year and shall not be paid upon the termination of the employee.

The City Manager may grant employees additional floating holiday hours based on merit or at employee recognition events throughout the year. If these additional floating holiday hours are not used by June 30th each year the hours are reduced to zero. These extra Floating Holiday hours are not carried over into the following fiscal year and shall not be paid upon the termination of the employee.

SECTION 15. HOLIDAYS

The City recognizes 11½ paid holidays per year: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve (city facilities close at 12:00pm).

SECTION 16. VACATION LEAVE

Vacation Leave shall be accrued per pay period on a pro-rata basis, based on number of hours worked. Hours worked include: regular time, holiday, vacation, sick, floating holiday, jury duty, bereavement and administrative leave. Any unpaid leave by the employee does not count as hours worked.

Employees accrue vacation leave bi-weekly in accordance with the length of their city service as follows:

Up to 24 months of service	80 hours per year
24 months to 60 months of service	96 hours per year
60 months to 132 months of service	136 hours per year

132 months + of service

176 hours per year

Additional vacation leave is granted to eligible employees in recognition of the extra hours worked to accomplish the requirements of the job. This additional vacation leave shall not exceed 72 hours per year for Management employees, 64 hours per year for Mid-Management employees, and 56 hours per year for Professional/Supervisory employees.

In the event a Management Classification employee was employed by another public agency (city, county, or special district) at the time or within one year of his/her appointment with the City, the Management Classification employee may be offered at the time of appointment a Vacation Leave accrual rate that is subject to the following restrictions: The Vacation Leave rate must be at generally the same rate he/she was accruing Vacation Leave at the other agency; not to exceed the accrual rates listed herein above, and not to exceed a maximum of 136 hours per year, but in no event less than 80 hours per year. He/she will continue to accrue Vacation Leave at that rate until such time as he/she would be eligible for the next increase in accrual rate based on cumulative years of service with the City of Calabasas, consistent with rates listed herein above. All accrual rates shall be calculated based on an eight-hour day, consistent with the above leave accrual table.

Employees receiving Vacation Leave may accrue up to a maximum accumulated Vacation Leave balance of three hundred sixty (360) hours of Vacation Leave. When an employee's accumulated Vacation Leave balance reaches the stated maximum number of hours, accrual of Vacation Leave shall cease. The employee shall not accrue further Vacation Leave until such time as their accumulated Vacation Leave balance again falls below the maximum.

SECTION 17. SICK LEAVE

Sick Leave shall be accrued per pay period on a pro-rata basis, based on number of hours worked. Hours worked include: regular time, holiday, vacation, sick, floating holiday, jury duty, bereavement and administrative leave. Any unpaid leave by the employee does not count as hours worked.

Employees accrue sick leave bi-weekly at a rate of 96 hours per year. Sick leave may be used upon accrual.

Employees receiving Sick Leave may accrue up to a maximum accumulated Sick Leave balance of one thousand two hundred eighty (1,280) hours of Sick Leave. When an employee's accumulated Sick Leave balance reaches the stated maximum

number of hours, accrual of Sick Leave shall cease. The employee shall not accrue further Sick Leave until such time as their accumulated Sick Leave balance again falls below the maximum.

SECTION 18. VACATION & SICK LEAVE CASH OUT

Employees may cash out Vacation Leave at any time during the fiscal year subject to the following constraints. Employee must have a minimum of 300 hours of vacation leave. Employee must have used a minimum of 24 hours of vacation leave or floating holiday leave during the prior 12 months. Employee can request a minimum of 20 hours up to the stated limit of 80 hours per fiscal year. The City Council or City Manager may unilaterally restrict the lump-sum Vacation Leave cash out for any single fiscal year.

Employees may cash out Sick Leave at any time during the fiscal year subject to the following constraints. Employee must have a minimum of 300 hours of sick leave. Employee can request a minimum of 20 hours up to the stated limit of 80 hours per fiscal year. Upon retirement, employees may elect to cash out their sick leave, up to a maximum of one hundred fifty (150) hours. The City Council or City Manager may unilaterally restrict the lump-sum Sick Leave cash out for any single fiscal year.

SECTION 19. BEREAVEMENT LEAVE

In the event of a death in the employee's immediate family (as defined in the Human Resources Guidelines, the employee will be eligible for five work days (40 hours) of paid leave for bereavement.

SECTION 20. JURY DUTY LEAVE

Employees are granted up to ten work days (80 hours) of paid leave for jury service.

SECTION 21. COMPUTER LOAN PROGRAM

Once an employee has successfully completed their probationary period, an interest-free loan is available to employees in the maximum cumulative amount of \$3,000 in order to purchase a personal computer, laptop, printer and other related computer equipment and software.

SECTION 22. FITNESS/RECREATION PROGRAMS

The City provides a complimentary, employee-only membership to the Calabasas Tennis and Swim Center and the Calabasas Community Center for full-time and part-time employees.

The City provides retired City Council Members a one-person, lifetime, non-transferable membership to the Calabasas Tennis and Swim Center.

SECTION 23. TUITION REIMBURSEMENT

Employees of the City who have successfully passed their initial probation are eligible for the Tuition Reimbursement program. Employees are eligible to receive 85% of the costs of tuition, books and other related expenses; subject to a maximum reimbursement of \$15,000 over a seven-year period.

SECTION 24. SAFETY EQUIPMENT

As determined by the City Manager, certain employees are eligible for safety equipment based on work assignments. City shall reimburse the employee to purchase/replace/repair one (1) or more pairs of City approved safety shoes (boots) for each employee at a combined cost not to exceed \$200.00 per employee for each fiscal year. The purchase/replacement/repair shall be pre-approved by the Department Head and shall be done on a reimbursement basis. An approved reimbursement shall be made within thirty (30) days of City's receipt of appropriate documentation including but not limited to a receipt. Purchase of the work boots shall be done on an employee's own time.

SECTION 25. MEAL ALLOWANCE

Full-time and part-time employees who are scheduled to work for two hours after the close of business may be paid a meal allowance not to exceed \$15.00. This is on a reimbursement basis and the employee must provide a receipt for the meal purchase in order to receive the meal allowance.

SECTION 26. This resolution shall be effective as of the paycheck of October 4, 2024.

SECTION 27. Resolution No. 2023-1864, and any conflicting provisions previously adopted, are hereby rescinded.

SECTION 28. To the extent the provisions of this Resolution No. 2024-1923 are substantially the same as any other resolution or action of the City Council, the provisions of Resolution No. 2024-1923 shall be construed as continuations of these other enactments, and not as new enactments.

SECTION 29. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 25th day of September 2024.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Pope, City Clerk

Matthew T. Summers
Colantuono Highsmith & Whatley
City Attorney