

**City of Seaside**  
**Compensation Plan for Unclassified Positions**  
**Effective July 1, 2022**

- A. APPLICATION:** This Compensation Plan applies to the position of ESCA Program Director. Due to the unique nature of these positions, when established by the City Council, they were determined to be exempt from the classified service.
- B. EMPLOYMENT STATUS:** In accordance with Municipal Code Section 2.44.030, employees not included in the classified service shall serve at the pleasure of the City Manager and they may be terminated or disciplined at will by the City Manager at any time, without any right of appeal.
- C. ANNUAL SALARY:** The following position is exempt from the overtime provisions of the FLSA.
- a. ESCA Program Director
- D. SALARY ADJUSTMENTS:**
- a. General Salary Adjustments:
- i. Effective the pay period beginning July 9, 2022, all members will receive a 4% salary increase.
  - ii. Effective the first day of the first pay period in January 2023, all members will receive a 3% salary increase. This salary increase is contingent on bargaining unit members agreeing to pick up 3% of the City's CalPERS contribution.
  - iii. Effective the first day of the pay period in July of 2023, all members will receive a 4% salary increase.
  - iv. Effective the first day of the pay period in July of 2024, all members will receive a 4% salary increase.
- b. Longevity Pay:
- i. Unclassified employees with five or more years of service shall receive longevity pay in the amount of 2.5% of the member's Base Salary Rate.
  - ii. Unclassified employees with ten or more years of service shall receive longevity pay in the amount of an additional 2.5% of the member's Base Salary Rate (total of 5%).
  - iii. Unclassified employees with fifteen or more years of service shall receive longevity pay in the amount of an additional 2.5% of the member's Base Salary Rate (total of 7.5%).
- c. Performance Pay: The City Manager is authorized to grant up to a 7.5% increase to Unclassified employees who exceed expectations in the achievement of established performance goals and objectives. This gives the City Manager flexibility in setting salaries consistent with performance.
- E. RETIREMENT:**
- a. Miscellaneous Classifications:

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- i. Tier 1 - CalPERS 2% @ 55
  - 1. Eligibility: Employees determined by CalPERS to be “classic members.”
  - 2. Employee Contribution: Employees will pay the 7.0% employee contribution to PERS.
  - 3. Additional Employee Contribution: Effective the first full pay period after January 1, 2023, all bargaining unit members shall pay 3% of the employer’s contribution in accordance with Government Code Section 20516 (Employees Sharing Additional Cost). Note: Timing is subject to any administrative processing time required by CalPERS.
  
- ii. Tier 2 - CalPERS 2% @ 62 Plan
  - 1. Eligibility: Employees determined by CalPERS to be “new members.”
  - 2. Employee Contribution: Employees will pay 50% of the normal cost as determined annually by CalPERS.
  - 3. Additional Employee Contribution: Effective the first full pay period after January 1, 2023, all bargaining unit members shall pay 3% of the employer’s contribution in accordance with Government Code Section 20516 (Employees Sharing Additional Cost). Note: Timing is subject to any administrative processing time required by CalPERS.
  
- b. The City provides the PERS 1959 Survivors Benefit Level Four. The employee cost is \$2 per month.
  
- c. Deferred Compensation: The City will pay up to \$200 per month to the ICMA deferred compensation program for each employee who makes a matching contribution.

**F. MEDICAL, DENTAL, VISION INSURANCE**

- a. Medical Contributions:
  - i. MCSIG PPO \$40 (70/30 Plan).  
The City will pay 100% of the employee only premium and 90% of the dependent premium. This will be the base contribution amount for all plans except the Grandfathered PACE Plan.
  
  - ii. MCISG PPO \$25 (80/20 Plan).  
Employees electing to participate in the MCSIG PPO \$25 (80/20 Plan)

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will pay the difference between the City's contribution for the PPO \$40 Plan and the PPO \$25 Plan premium.

- iii. PACE Plan (90/10 Plan) – Employees hired after October 15, 2015.  
New employees enrolling in the PACE 90/10 Plan will pay the difference between the City's contribution for the PPO \$40 plan and the PACE Plan premium.
- iv. PACE Plan (90/10 Plan) – Grandfathered Tier – open to employees hired before October 15, 2015.  
The City will pay 81% of the employee only premium; 70% of the employee + 1 premium; and 73% of the family premium.

- b. Dental and Vision Contributions: The City will contribute towards the cost of the employee's dental and vision insurance as follows:

**Dental**

Employee Only:	\$44.80
Employee + Spouse:	\$92.90
Employee + Children:	\$102.74
Employee + Family:	\$150.85

**Vision**

Employee Only:	\$5.35
Employee + 1:	\$5.78
Employee + Family:	\$13.12

- i. Annual Premium Adjustments: The City and the employee will split the cost of any increase or decrease to the premium on a 50/50 basis.
- c. Life Insurance: The City will provide term life insurance for all Employees in the amount of two times the employee's annual salary.
  - d. Long-Term Disability: The City shall pay the cost of a long-term disability program.
  - e. IRS Section 125 Plan: The City shall make available an Internal Revenue Service Code Section 125 Plan for unreimbursed medical and dependent care expenses. The annual maximum is set by the IRS.
  - f. Wellness Program:
    - i. Health Club Membership: The City will pay up to \$45 per month towards an employee membership at a health club upon submission of

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receipt of contract to the Finance Division. The City will process dues by payroll deduction if administratively feasible.

- ii. City Recreation Facilities: Employees and their families will have use of City Recreation facilities at no cost.

**G. LEAVE BENEFITS:**

- a. Vacation: the City Manager has the authority to start a new employee covered under this compensation plan anywhere within the accrual schedule and provide them with a starting leave bank of vacation.

- i. Accrual Rates: The regular accrual rate shall be:

<b>Years of City Service</b>	<b>Accrual Rate per year</b>
Up to 4	10 days
5 – 9	15 days
10 – 14	17 days
15 – 19	20 days
20 – 24	21 days
25 +	25 days

- ii. Vacation Upon Termination: Any employee, upon termination of City employment for any reason, who is entitled to vacation time and who has not had the same, shall be paid at his/her current salary rate for such vacation time on the effective date of such termination. If such person works over one-half (1/2) of the month, they shall be entitled to accumulate vacation for that month.
    - iii. Maximum Accumulation: Employees will be allowed to have no more than two years earned vacation accumulated as of the end of the 2nd pay period of January of any year. Payout for leave in excess of maximum will occur on the 1st pay period of March.
    - iv. The City will allow employees to cash out 40 hours of accumulated vacation time as set forth in this section. On or before the pay period which includes December 15 of each calendar year, an employee may make an irrevocable election to cash out up to forty (40) hours of accrued vacation (in whole hour increments) which will be earned in the following calendar year at the employee's base rate of pay. On the pay day of the first pay period in November of the calendar year following election of the cash out, the employee will receive cash for the amount of vacation the employee irrevocably elected to cash out

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in the prior year. However, if the employee's vacation leave balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of leave the employee has accrued at the time of the cash out. This cash out provision is voluntary on the part of each employee, and does not change the practice of maintaining a maximum of two years of vacation accumulation at the end of any calendar year.

- v. Accumulation during OJI Leave: An employee being paid because of an injury on-the-job will accumulate vacation time and sick leave.
- vi. No Interruption of Accumulation: No interruption in the accumulation of vacation time shall result when an employee takes sick leave, vacation, temporary military leave, or paid leave because of an on-the-job incurred illness or injury.

b. Sick Leave with Pay for Non-Job Related Illness, Injury or Disability

- i. Accrual: Each employee shall earn eight (8) hours sick leave with pay for each calendar month or major fraction thereof served. At his / her discretion, the City Manager may provide a new employee with a starting leave bank.
- ii. Sick Leave Use: Sick leave may be used for the illness/injury of family members and all other permissible uses under state law.
- iii. Bereavement Leave: Bereavement leave, to a maximum of three (3) working days, will be permitted, without charging such leave against sick leave, upon the death of a member of the employee's immediate family. Immediate family is defined as a parent, child, spouse or domestic partner, brother, sister, grandparents, father-in-law, and mother-in-law of the employee. Employee may use an additional 16 hours of sick leave to extend said leave.

c. Management Leave

- i. Annual Accrual: Employees shall earn 40 hours of management leave per calendar year.
- ii. Initial Accrual: For newly hired employees, the initial management leave bank shall be prorated according to the following schedule:

Hired January 1 – March 31:	40 Hours
Hired April 1 – June 30:	30 Hours
Hired July 1 – September 30	20 Hours

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Hired October 1 – November 30      10 Hours  
Hired December 1 – December 31    0 Hours

- iii. Additional Leave: The City Manager shall have the authority to grant sixteen (16) hours of management time leave to Employees at his/her discretion.
- iv. Management Leave Payoff: Employees shall be permitted to sell back their unused annual management leave (up to five days) as of December 1st of each year.

d. Administrative Leave

- i. Employees shall earn forty (40) hours, non-cumulative, non-reimbursable administrative leave per calendar year.
- ii. Initial Accrual: For newly hired employees, the initial management leave bank shall be prorated according to the following schedule:
  - Hired January 1 – March 31:            40 Hours
  - Hired April 1 – June 30:                30 Hours
  - Hired July 1 – September 30            20 Hours
  - Hired October 1 – November 30        10 Hours
  - Hired December 1 – December 31      0 Hours

e. Holidays: All employees in a pay status for the majority of a pay period shall be entitled to the following holidays:

- First day of January (New Year's Day)
- Third Monday in January (Martin Luther King Observance)
- Third Monday in February (President's Day)
- Thirty-first day of March (Cesar Chavez Day)
- Last Monday in May (Memorial Day)
- Nineteenth day of June (Juneteenth)
- Fourth day of July (Independence Day)
- First Monday in September (Labor Day)
- Eleventh day of November (Veteran's Day)
- Fourth Thursday of November (Thanksgiving Day)
- Day following Thanksgiving Day
- Working day immediately preceding Christmas Day (Christmas Eve)
- Twenty-fifth day of December (Christmas Day)

f. Jury Duty:

- i. Jury Duty: The City will grant an employee leave with pay for jury duty. Any checks received from the courts must be submitted to Finance. Travel pay which is included in the check, will be returned to the

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employee. This rule also applicable to those employees serving on the Grand Jury.