

CITY OF MOUNTAIN VIEW  
RESOLUTION NO.  
SERIES 2017

ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SET THE COMPENSATION FOR UNREPRESENTED CONFIDENTIAL EMPLOYEES, FIRE MANAGERS, POLICE MANAGERS, DEPARTMENT HEADS, AND COUNCIL APPOINTEES, FOR JULY 1, 2017 THROUGH JUNE 30, 2020, AND REVISE THE CITY'S SALARY PLAN TO REFLECT THESE COMPENSATION CHANGES

WHEREAS, on June 23, 2015, the City Council of the City of Mountain View adopted a resolution for compensation for unrepresented employees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mountain View hereby amends or approves the following compensation for unrepresented employees for July 1, 2017 through June 30, 2020, as follows:

**Common Provisions for All Unrepresented Employees**

1. Employee Cost Share for PEPRA Employees: For PEPRA miscellaneous employees on the 2.0 @ 62 pension formula and sworn employees on the 2.7 @ 57 pension formula, the additional deductions for Employee Share of Employer Contribution will not be applied to any income in excess of the limits set forth in California Government Code Section 7522.10(c).

**Common Provisions for All Unrepresented Miscellaneous Employees (Confidential Employees, Miscellaneous Department Heads and Council Appointees)**

1. Term: Three-year compensation package beginning July 1, 2017 and ending June 30, 2020.
2. 4.0 Percent COLA Fiscal Year 2017-18: Effective the first pay period ending in July 2017, the City shall amend the salary plan to increase the salary ranges for all classifications of unrepresented miscellaneous employees by a four percent (4.0%) cost-of-living adjustment (COLA). This provision will not apply to Council Appointees, whose base compensation is set separately by the Council following performance evaluations.
3. 4.0 Percent COLA Fiscal Year 2018-19: Effective the first pay period ending in July 2018, the City shall amend the salary plan to increase the salary ranges for all

classifications of unrepresented miscellaneous employees by a four percent (4.0%) COLA. This provision will not apply to Council Appointees.

4. 1.0 Percent COLA Fiscal Year 2019-20: Effective the first pay period ending in July 2019, the City shall amend the salary plan to increase the salary ranges for all classifications of unrepresented miscellaneous employees by a one percent (1.0%) COLA. This provision will not apply to Council Appointees.
5. Parity with Represented Employees: Should a different schedule of COLAs be approved for miscellaneous represented employees for Fiscal Years 2017-18, 2018-19, and 2019-20 the same schedule of COLAs shall be offered to unrepresented miscellaneous employees instead of the four percent (4.0%), four percent (4.0%), and one percent (1.0%) accepted in Fiscal Years 2017-18, 2018-19, and 2019-2020, respectively, as outlined above. This provision will not apply to Council Appointees.
6. One-Time Leave Hours: Effective the first pay period ending in July 2017, unrepresented miscellaneous employees who are City employees on July 1, 2017, will receive a one-time contribution of twenty-one (21) hours of leave time, (prorated for regular part-time employees). This leave must be used by pay period 2, 2018, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2018, unrepresented miscellaneous employees who are City employees on July 1, 2018 will receive another one-time contribution of twenty-one (21) hours of leave time (prorated for regular part-time employees). This leave must be used by pay period 2, 2019, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2019, unrepresented miscellaneous employees who are City employees on July 1, 2019 will receive another one-time contribution of twenty-one (21) hours of leave time (prorated for regular part-time employees). This leave must be used by pay period 2, 2020, or any balance will be cashed out with the pay period 2 payroll. This provision will not apply to Council Appointees.
7. Defined Contribution Retirees' Health: Effective the first pay period ending in July 2017, the direct employer contributions for employees enrolled in the defined contribution retirees' health plan will be increased for Fiscal Year 2017-18 by the following amounts; 0 to 5 years: fifty dollars (\$50) per month, 6 to 10 years: seventy-five (\$75) per month, 10+ years: one hundred dollars (\$100) per month.

Effective the first pay period ending in July 2018, contributions will be indexed at a three percent (3.0%) fixed rate annually. This is the first adjustment in the City's contribution amount since inception of the City's Defined Contribution Plan in 2007.

Interest on the first year employer contributions held in an account prior to transfer will be credited at a fixed rate of one percent (1.0%) per annum on the monthly balance effective the first pay period ending in July 2017.

8. Kaiser Vision Benefit: Effective January 1, 2018, the vision benefit included in the Kaiser medical plan available to eligible employees will be changed so that the vision allowance is available every 12 months.
9. Dental Benefit: Effective January 1, 2018, the dental plan design will be changed to increase both the annual plan maximum (non-orthodontia) and lifetime plan maximum (orthodontia) by five hundred dollars (\$500) per insured person.
10. City Contribution to Flexible Spending Account (FSA): Effective the first pay period ending in July 2017, the City will discontinue the City's one hundred and fifty dollars (\$150) annual contribution to each employee's medical FSA in exchange for the enhanced dental plan.
11. Vacation Cash Out: Effective July 1, 2017, employees are eligible to file an irrevocable election, in December of each year, to cash out vacation accrued in the payroll calendar year following the cash out election in accordance with IRS regulations and procedures set forth by the Finance and Administrative Services Department. For employees electing to cash out over forty (40) hours of vacation, the employee must have used a minimum of forty (40) hours vacation in the full payroll calendar year and have a minimum balance of eighty (80) hours as of the last full pay period in the payroll calendar year of the cash out election.
12. Health Benefits Committee: The City will form a joint committee with interested miscellaneous employee groups to engage in a focused discussion on health benefits for active employees to consider potential solutions to address the high cost of employee health benefits while ensuring both the sustainability of health benefits and that the benefits remain competitive with comparison agencies. The committee's findings will be used to inform a discussion of health benefits during the next negotiations process.

### **Confidential Employees**

1. Equity Adjustments for Confidential Employees: Effective the first pay period ending in July 2017, the City shall provide equity adjustments to the salary range for the following positions that were below average in the City's total compensation survey of comparable agencies: Financial Analyst I/II (2/22 and 2/26 to 2/23 and 2/27); Senior Financial Analyst (2/30 to 2/31); Principal Financial Analyst (2/34 to 2/35); Senior Management Analyst (2/30 to 2/31); Accountant I/II (2/22 and 2/26

to 2/23 and 2/27); Payroll Accountant I/II (2/24 and 2/28 to 2/25 and 2/29); Senior Accountant (2/30 to 2/31); Senior Payroll Accountant (2/32 to 2/33); Accounting Manager (2/37 to 2/39); Human Resources Analyst I/II (2/22 and 2/26 to 2/23 and 2/27); Senior Human Resources Analyst (2/30 to 2/31); Human Resources Manager (2/41 to 2/42). All equity adjustments are approximately two and one half percent (2.5%) with the exception of Accounting Manager, the range for which is being adjusted by five percent (5.0%). Any employee in these classifications whose current salary falls below the new salary range shall receive a salary increase sufficient to place them at the starting point of the salary range effective the first pay period ending in July 2017.

2. Sick Leave Incentive for Confidential Employees: Effective the first pay period ending in July 2017, employees who do not use sick leave for each payroll calendar quarter, shall be allowed to convert four (4) hours of sick leave into vacation and will continue to be provided four (4) hours of vacation per quarter.

## **Fire Managers**

1. Term: Three-year compensation package beginning July 1, 2017 and ending June 30, 2020.
2. 4.0 Percent COLA Fiscal Year 2017-18: Effective the first pay period ending in July 2017, the City shall amend the salary plan to increase the salary ranges of Fire Managers by a four percent (4.0%) COLA.
3. 4.0 Percent COLA Fiscal Year 2018-19: Effective the first pay period ending in July 2018, the City shall amend the salary plan to increase the salary ranges of Fire Managers by a four percent (4.0%) COLA.
4. 1.0 Percent COLA Fiscal Year 2019-20: Effective the first pay period ending in July 2019, the City shall amend the salary plan to increase the salary ranges of Fire Managers by a one percent (1.0%) COLA.
5. One-Time Leave Hours: Effective the first pay period ending in July 2017, Fire Managers who are City employees on July 1, 2017, will receive a one-time contribution of twenty-one (21) hours of leave time for employees on a 40 hour schedule and twenty-nine (29) hours of leave time for employees on a 56 hour schedule (prorated for regular part-time employees). This leave must be used by pay period 2, 2018, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2018, Fire Managers who are City employees on July 1, 2018, will receive another one-time contribution of twenty-one (21) hours of leave time for employees on a 40 hour schedule and twenty-nine (29) hours of leave time for employees on a 56 hour schedule (prorated

for regular part-time employees). This leave must be used by pay period 2, 2019, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2019, Fire Managers who are City employees on July 1, 2019, will receive another one-time contribution of twenty-one (21) hours of leave time for employees on a 40 hour schedule and twenty-nine (29) hours of leave time for employees on a 56 hour schedule (prorated for regular part-time employees). This leave must be used by pay period 2, 2020, or any balance will be cashed out with the pay period 2 payroll.

6. Vacation Cash Out: Effective July 1, 2017, Fire Managers are eligible to file an irrevocable election, in December of each year, to cash out vacation accrued in the payroll calendar year following the cash out election in accordance with IRS regulations and procedures set forth by the Finance and Administrative Services Department.

### **Police Managers**

1. Term: Three-year compensation package beginning July 1, 2017 and ending June 30, 2020.
2. 4.0 Percent COLA Fiscal Year 2017-18: Effective the first pay period ending in July 2017, the City shall amend the salary plan to increase the salary ranges of Police Managers by a four percent (4.0%) COLA.
3. 3.0 Percent COLA and 1.0 Percent Equity Adjustment Fiscal Year 2018-19: Effective the first pay period ending in July 2018, the City shall amend the salary plan to increase the salary ranges of Police Managers by four percent (4.0%), of which three percent (3.0%) is a COLA and one percent (1.0%) is an equity adjustment in consideration of recruitment and retention challenges in the regional police labor market.
4. 2.0 Percent COLA and 1.0 Percent Equity Adjustment Fiscal Year 2019-20: Effective the first pay period ending in July 2019, the City shall amend the salary plan to increase the salary ranges of Police Managers by three percent (3%), of which two percent (2.0%) is a COLA and one percent (1.0%) is an equity adjustment in consideration of recruitment and retention challenges in the regional police labor market.
5. One-Time Leave Hours: Effective the first pay period ending in July 2019, the Police Managers who are City employees on July 1, 2019, will receive a one-time contribution of thirty-one (31) hours of leave time. This leave must be used by pay period 2, 2020, or any balance will be cashed out with the pay period 2 payroll.
6. Parity with Represented Employees: Should a different schedule of COLAs and equities be approved for represented Police employees for Fiscal Years 2017-18,

2018-19, and 2019-20 the same schedule of COLAs and equities shall be offered to Police Managers instead of the four percent (4.0%), four percent (4.0%), and three percent (3.0%) accepted in Fiscal Years 2017-18, 2018-19, and 2019-2020, respectively, as outlined above.

7. Education Incentive: Provide the Police Chief with discretion in determining eligible training courses to meet the Tier 3 education incentive requirement.
8. Bereavement Leave: In the event of the death of any immediate family member (as defined in the City's Administrative Instruction 3-15 Bereavement Leave), employees will receive paid bereavement leave of three (3) shifts. If the employee is traveling over three hundred miles one way, they will be granted one (1) additional shift as bereavement leave.

### **Department Heads and Council Appointees**

1. Management Leave: Effective the first pay period ending in July 2017, increase management leave provided for full time Department Heads and Council Appointees by sixteen (16) hours, which shall be administered in accordance with procedures set forth by the Finance and Administrative Services Department and in accordance with IRS regulations.
2. Special Pay: Effective the first pay period ending in July 2017, convert existing Department Head special pay to a flat amount that is not tied to the City's mileage reimbursement policy and increase this pay by eighteen dollars and twenty cents (\$18.20) per pay period over the 2017 amount. This provision will not apply to Public Safety Department Heads or Council Appointees.

### **Fire Chief**

1. Term: Three-year compensation package beginning July 1, 2017 and ending June 30, 2020.
2. 4.0 Percent COLA Fiscal Year 2017-18: Effective the first pay period ending in July 2017, the City shall amend the salary plan to increase the salary range by a four percent (4.0%) COLA.
3. 4.0 Percent COLA Fiscal Year 2018-19: Effective the first pay period ending in July 2018, the City shall amend the salary plan to increase the salary range by a four percent (4.0%) COLA.

4. 1.0 Percent COLA Fiscal Year 2019-20: Effective the first pay period ending in July 2019, the City shall amend the salary plan to increase the salary range by a one percent (1.0%) COLA.
5. One-Time Leave Hours: Effective the first pay period ending in 2017, the Fire Chief who is a City employee on July 1, 2017, will receive a one-time contribution of twenty-one (21) hours of leave time. This leave must be used by pay period 2, 2018, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2018, the Fire Chief who is a City employee on July 1, 2018, will receive another one-time contribution of twenty-one (21) hours of leave time. This leave must be used by pay period 2, 2019, or any balance will be cashed out with the pay period 2 payroll. In addition, effective the first pay period ending in July 2019, the Fire Chief who is a City employee on July 1, 2019 will receive another one-time contribution of twenty-one (21) hours of leave time. This leave must be used by pay period 2, 2020, or any balance will be cashed out with the pay period 2 payroll.
6. Vacation Cash Out: Effective July 2017, the Fire Chief is eligible to file an irrevocable election, in December of each year, to cash out vacation accrued in the payroll calendar year following the cash out election in accordance with IRS regulations and procedures set forth by the Finance and Administrative Services Department. For elections to cash out over forty (40) hours of vacation, the employee must have used a minimum of forty (40) hours vacation in the full payroll calendar year and have a minimum balance of eighty (80) hours as of the last full pay period in payroll calendar year of the cash out election.

### **Police Chief**

1. Term: Three-year compensation package beginning July 1, 2017 and ending June 30, 2020.
2. 4.0 Percent COLA Fiscal Year 2017-18: Effective the first pay period ending in July 2017, the City shall amend the salary plan to increase the salary range by a four percent (4.0%) COLA.
3. 3.0 Percent COLA and 1.0 Percent Equity Adjustment Fiscal Year 2018-19: Effective the first pay period ending in July 2018, the City shall amend the salary plan to increase the salary range by four percent (4.0%), of which three percent (3.0%) is a COLA and one percent (1.0%) is an equity adjustment in consideration of recruitment and retention challenges in the regional police labor market.
4. 2.0 Percent COLA and 1.0 Percent Equity Adjustment Fiscal Year 2019-20: Effective the first pay period ending in July 2019, the City shall amend the salary plan to increase

the salary range by three percent (3.0%), of which two percent (2.0%) is a COLA and one percent (1.0%) is an equity adjustment in consideration of recruitment and retention challenges in the regional police labor market

5. One-Time Leave Hours: Effective the first pay period ending in July 2019, the Police Chief who is a City employee on July 1, 2019, will receive a one-time contribution of thirty one (31) hours of leave time. This leave must be used by pay period 2, 2020, or any balance will be cashed out with the pay period 2 payroll.
6. Parity with Represented Employees: Should a different schedule of COLAs and equities be approved for represented Police employees for Fiscal Years 2017-18, 2018-19, and 2019-20 the same schedule of COLAs and equities shall be offered to the Police Chief instead of the four percent (4.0%), four percent (4.0%), and three percent (3.0%) accepted in Fiscal Years 2017-18, 2018-19, and 2019-2020, respectively, as outlined above.
7. Vacation Cash Out: Effective July 2017, the Police Chief is eligible to file an irrevocable election, in December of each year, to cash out vacation accrued in the payroll calendar year following the cash out election in accordance with IRS regulations and procedures set forth by the Finance and Administrative Services Department. For elections to cash out over forty (40) hours of vacation, the employee must have used a minimum of forty (40) hours vacation in the full payroll calendar year and have a minimum balance of eighty (80) hours as of the last full pay period in payroll calendar year of the cash out election.

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