
Attachment 16

*Admin Compensation Plan
July 1, 2026 - June 30, 2029*

JULY 1, 2026 – JUNE 30, 2029

COMPENSATION PLAN
BETWEEN
THE CITY OF WESTMINSTER



AND
MANAGEMENT, ADMINISTRATIVE, AND
CONFIDENTIAL EMPLOYEES

ADOPTED

RESOLUTION NO.

Table of Contents

Section 1. Application of Resolution.....	1
Section 2. Allocation To Salary Range.....	3
Section 3. Salary Increases.....	3
Section 4. Overtime/Administrative Time Off.....	4
Section 5. Mileage.....	4
Section 6. Demotion.....	4.
Section 7. Educational Achievement.....	4
Section 8. Longevity Pay.....	5
Section 9. Bilingual Pay.....	5
Section 10. Special Pay.....	6
Section 11. Vacation Allowance.....	6
Section 12. Sick Leave.....	7
Section 13. Observed Holidays.....	8
Section 14. Floating Holidays.....	8
Section 15. Winter Recess.....	8
Section 16. Catastrophic Leave Donations.....	9
Section 17. Bereavement Leave.....	9
Section 18. Retirement.....	10
Section 19. Health Benefit Program.....	14
Section 20. Continuation Of Medical, Dental, Life, And Vision Insurance Upon Retirement.....	15
Section 21. Tuition Reimbursement.....	16
Section 22. Uniforms.....	16
Section 23. Cell Phone / Data Plan Reimbursement.....	17
Section 24. Disability Leaves.....	17
Section 25. Light Duty Assignments.....	18
Section 26. Accruals While on Disability Leave.....	18
Section 27. Accruals While on Personal Leave of Absence.....	18
Section 28. Me-Too Clause.....	18

SECTION 1. APPLICATION OF RESOLUTION.

This Resolution provides for salaries, benefits and other terms and conditions of employment applicable to unrepresented Management, Administrative, and Confidential employees of the City of Westminster. Classifications covered by this Resolution are as follows:

Job Classification	Exemption Status	Department
Accounting Manager	Exempt	Finance
Accounting Supervisor	Exempt	Finance
Administrative Assistant	Non-Exempt	Various
Assistant City Clerk	Exempt	City Clerk
Assistant Community Services Director	Exempt	Community Services
Assistant Finance Director	Exempt	Finance
Assistant Planner	Non-Exempt	Community Development
Associate Engineer	Exempt	Public Works
Associate Planner	Non-Exempt	Community Development
Building Official	Exempt	Community Development
Business Services Manager	Exempt	Police
City Engineer	Exempt	Community Development
Civil Engineering Assistant	Non-Exempt	Public Works
Civil Engineering Associate	Exempt	Public Works
Code Enforcement Manager	Exempt	Police
Communication Specialist	Non-Exempt	City Manager
Community Services & Recreation Coordinator	Non-Exempt	Community Services
Community Services & Recreation Supervisor	Exempt	Community Services
Deputy Police Chief	Exempt	Police
Economic Development Manager	Exempt	City Manager
Economic Development Specialist	Non-Exempt	City Manager
Family Resource Center Supervisor	Exempt	Community Services
Garage Superintendent	Exempt	Public Works
Housing Manager	Exempt	Community Development
Housing Specialist	Non-Exempt	Community Development
Human Resources Analyst	Non-Exempt	Human Resources
Human Resources Specialist	Non-Exempt	Human Resources
Information Technology Manager	Exempt	Information Technology
Information Technology System Supervisor	Exempt	Information Technology
Little Saigon Outreach Coordinator	Non-Exempt	City Manager
Maintenance and Utilities Manager	Exempt	Public Works
Maintenance Superintendent	Exempt	Public Works
Management Analyst	Non-Exempt	Various
Network Engineer	Exempt	Information Technology

Plan Checker	Non-Exempt	Community Development
Planning Technician	Non-Exempt	Community Development
Police Communications Manager	Exempt	Police
Principal Planner	Exempt	Community Development
Receptionist	Non-Exempt	Various
Records Coordinator	Non-Exempt	City Clerk
Senior Administrative Assistant	Non-Exempt	Various
Senior Center Supervisor	Exempt	Community Services
Senior Engineer	Exempt	Public Works
Senior Management Analyst	Exempt	Various
Senior Planner	Exempt	Community Development
Senior Programmer Analyst	Exempt	Information Technology
Transportation Manager/City Traffic Engineer	Exempt	Public Works
Water Superintendent	Exempt	Public Works

SECTION 2. ALLOCATION TO SALARY RANGE.

The classifications listed above are allocated to monthly salary ranges as contained in the Management, Administrative, and Confidential Employees Salary Schedule, attached hereto as Exhibits A, B and C and by reference made a part hereof.

Employees will receive a performance evaluation annually on the anniversary date of their hire or promotion to their current position. All other policies as stated in the Personnel Policy Manual shall apply.

Employees whose current salary exceed the maximum established for the position, shall be "Y" rated until such time the salary range exceeds their salary.

SECTION 3. SALARY INCREASES.

Salaries are listed in Exhibits "A", "B" and "C" (Management, Administrative, and Confidential Employees salary schedule) and reflect the changes noted in Subsection "A," below.

A. Salary Increases, Fiscal Year 2024-2026.

Effective in the pay period following July 1, 2026, all members of the Management, Administrative and Confidential Employee group shall receive a five percent (5%) increase to base salary.

Effective in the pay period following January 1, 2027, all members of the Management, Administrative and Confidential Employee group shall receive a five percent (5%) increase to base salary.

Effective in the pay period following July 1, 2027, all members of the Management, Administrative and Confidential Employee group shall receive a five percent (5%) increase to base salary.

Effective in the pay period following July 1, 2028, all members of the Association shall receive a five percent (5%) increase to base salary.

SECTION 4. OVERTIME/ADMINISTRATIVE TIME OFF.

A. Exempt Employees.

Employees defined as “exempt” under the Fair Labor Standards Act (FLSA) shall not be eligible for overtime pay but shall be eligible for Administrative Time Off (ATO) of 1:1 and can accumulate up to 120 hours. Such time off shall be at the convenience of the City and must be approved in advance by the City Manager or their designee. Accumulated ATO shall not be eligible for cash out. Please reference the salary schedule for exemption status.

B. Non-Exempt Employees.

Employees defined as “non-exempt” under the FLSA shall be eligible for overtime pay or compensatory time off at the rate of time and one-half (1½) for all hours actually worked in excess of forty (40) in one week. Such time off shall be at the convenience of the City and must be approved by the City Manager or their designee. Please reference salary schedule for exemption status.

C. Administrative Leave.

Exempt employees in the following classifications shall not receive administrative time off in lieu of overtime pay, but shall receive Administrative Leave in the amount of eighty (80) hours per calendar year:

- Deputy Police Chief

SECTION 5. MILEAGE.

Employees required or permitted to use private automobiles in the discharge of their duties shall be paid mileage allowance per IRS website.

SECTION 6. DEMOTION.

Demotion of Management, Administrative, and Confidential employees for other than disciplinary reasons shall not result in a reduction in pay; and if continued payments exceed the appropriate salary schedule, the employee shall be shown on the personnel and payroll records as a “Y” rated employee, with the salary held at the “Y” rate.

SECTION 7. EDUCATIONAL ACHIEVEMENT.

No employee in the Management, Administrative, and Confidential series shall be eligible for any additional compensation for educational or professional achievements.

SECTION 8. LONGEVITY PAY.

Employees shall be eligible to receive Longevity Pay at the completion of the following consecutive years of service:

21 years of service:	2.0% of base salary
22 years of service:	4.0% of base salary
23 years of service:	6.0% of base salary
24 years of service:	8.0% of base salary
25 years of service:	10.0% of base salary

An employee who qualifies shall be eligible for only one of the levels of Longevity Pay noted above. Longevity Pay shall continue to be reported to California Public Employees' Retirement System (CalPERS) as special compensation and therefore compensation earnable pursuant to CalPERS Regulations, Section 571(a)(1).

Employees transitioning into the Management, Administrative, and Confidential employee group from any of the represented employee organizations within the City of Westminster shall retain all earned Longevity Pay and continue to accrue any remaining Longevity Pay under the terms of the Memorandum of Understanding or Resolution such employee left, not to exceed a maximum of ten percent (10%). In the event the employee's former employee organization negotiates a change in Longevity Pay, the employee shall retain the earned Longevity Pay or receive such compensation under the terms of this resolution, whichever is greater.

SECTION 9. BILINGUAL PAY.

Employees who are assigned a position requiring routine and consistent communication skills in languages other than English, and is one of the following listed languages, shall receive an additional \$200.00 per month (\$92.31 biweekly) increase to base pay.

- American Sign Language
- Spanish
- Vietnamese

Additional languages may be added to the eligibility list at the discretion of the department head with Human Resources Director approval. The Human Resources Director will determine the specific examination for employees to qualify for bilingual pay.

This form of special compensation, also referred to as "Bilingual Premium," shall continue to be reported to CalPERS as special compensation, and therefore compensation earnable pursuant to CalPERS Regulations, Section 571(a)(4).

SECTION 10. SPECIAL PAY.

A. Advanced POST Pay.

Upon submitting proof to Human Resources of Advanced POST Certification, the Deputy Police Chief shall be paid an additional 2.5% above base salary as Advanced POST Pay. This form of special compensation, also referred to as "Peace Officer Standard Training (POST) Certificate Pay," shall be reported to CalPERS as special compensation and therefore compensation earnable pursuant to CalPERS Regulations, Section 571(a)(2).

B. Working Out of Class.

When an employee performs work out of classification for 40 consecutive hours or more, inclusive of holidays, increased compensation shall be effective from the first day of the assignment as approved by the department head and/or the City Manager. Working out of class provisions shall be made for positions vacated due to illness, injury on duty, vacations, terminations, resignations, layoff, or due to a leave of absence. An employee shall receive temporary upgrade pay (TUP) at the "A" step of the higher class, but shall receive not less than five percent (5%) above the employee's regular salary, unless acting in a position only one schedule higher and also paid at the "E" step, for work performed within the scope and responsibilities of the higher classification, and for each day or hours thereafter an employee works out of class. The department head shall notify the Human Resources Director of such assignment.

Temporary upgrade pay (TUP) is not considered pension-reportable compensation for PEPRA members. TUP is only reportable to CalPERS for classic members. TUP is not CalPERS reportable income if employees are taking on additional duties while maintaining current duties

The City will not assign various employees to the vacant position to thwart the intent of this Section.

SECTION 11. VACATION ALLOWANCE.

Vacation allowance shall be earned based on the following schedule:

Years of Service	Accrual per Pay Period	Yearly Accrual
Year 1	4.62	120
Year 2	4.92	128
Year 3	5.23	136
Year 4	5.54	144
Years 5 to 10	5.85	152
Years 10 to 15	6.15	160
Years 15 to 20	6.46	168
Year 21	6.77	176
Year 22	7.08	184
Year 23	7.38	192
Year 24+	7.69	200

Requests should be submitted at least 1 week in advance for a time off request of less than 5 workdays and at least three weeks in advance for time off in excess of a week. Each request shall be evaluated based on operational need.

Management, Administrative, and Confidential employees shall be permitted to cash out accrued vacation hours a maximum of two (2) times per calendar year so long as a minimum of one hundred and twenty (120) vacation hours are maintained in the employee's leave account at all times.

All vacation hours in excess of two hundred and forty (240) hours shall be paid in cash on the second pay period of November each year.

The City shall provide an exception for economic hardship. The Director of Human Resources shall review such requests for vacation cash out. A good faith demonstration that the employee has a financial hardship will be sufficient (i.e., does not require that the hardship be "unforeseen" or "preventable" as 457 withdrawals require).

SECTION 12. SICK LEAVE.

Employees shall be credited with sick leave at the rate of eight (8) hours per month and may not be taken off until earned.

Accumulated sick time shall be disposed of in any of the following ways at the discretion of the employee. The employee must declare in advance his/her intended form of disposition to the City. This declaration shall be made by April 30th of each year for the current year only. The forms of disposition shall be:

1. CASH OUT. The employee may elect to cash all remaining sick leave earned during the previous twelve (12) months at the rate of fifty percent (50%) of the total value. The cash out will occur during the last pay period in June.
2. RETIREMENT. Employees who make an application for and retire from City service shall receive cash payment for up to two hundred and forty (240) hours of sick leave to be paid at the rate in effect at the time of such retirement. Upon retirement, all remaining accumulated sick time, not disposed of, will be reported to CalPERS and may be converted into additional service credit.
3. DEATH. In the event of death of the employee, the designated beneficiary on file in the Human Resources Department shall be paid in cash for sick leave at the rate of a hundred percent (100%) of cash value.
4. LAYOFF. Employees whose employment is terminated due to layoff shall be paid in cash for all (100%) accumulated sick leave on the books at the time of layoff, at full cash value.

SECTION 13. OBSERVED HOLIDAYS.

In addition to their regular compensation, employees shall be eligible for eleven (11) holidays, which will be credited as earned at a rate of nine (9) hours per holiday.

Observed Holidays.

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King Day)
- Third Monday in February (Presidents' Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- November 11 (Veteran's Day)
- Fourth Thursday in November (Thanksgiving Day)
- Fourth Friday in November (Day after Thanksgiving)
- December 24 (Christmas Eve)
- December 25 (Christmas Day)

When a holiday falls on a Saturday, the Friday before will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a day that City Hall is closed the employee will receive nine (9) hours of vacation credited to their leave bank.

Every day appointed by the President or Governor for public fast, thanksgiving, or holiday and so proclaimed by the Mayor.

SECTION 14. FLOATING HOLIDAYS.

Three (3) nine (9) hour Floating Holidays (total of twenty-seven [27] hours) to be taken at the convenience of the City. Employees hired on or after October 1st will be provided with one 9-hour floating holiday to be used before the end of the calendar year. Such holidays are not eligible for cash payment and must be taken between the first pay period of the calendar year and the last pay period of the calendar year. It is understood "calendar year" refers to the City's normal payroll cycle and might not include a pay period that includes the entire month of December. The intent and practice is to allow employees twenty-six pay periods in which to utilize the floating holiday hours. The employee is eligible for the three (3) Floating Holidays after sixty (60) days of continuous employment.

SECTION 15. WINTER RECESS.

City offices will be closed between Christmas Eve and New Year's Day. Employees will be allowed to use banked time to cover time employees are off. Employees may choose time off without pay.

SECTION 16. CATASTROPHIC LEAVE.

In recognition of the fact that catastrophic illness or injury can cause employees financial hardship, an employee may apply for Catastrophic Leave donations from fellow City employees. This will allow the employee facing financial hardship to remain on the payroll using Sick Leave hours. Requests for Catastrophic Leave donations shall be made through and from the Human Resources Department.

An eligible recipient is an employee who:

- Holds permanent/full-time status
- Submits medical evidence substantiating a non-industrial catastrophic illness/injury or that of an immediate family member
- Has exhausted all leave accruals
- Is not eligible for Long Term Disability (LTD) benefits

Donations shall be limited to whole hour increments of Vacation, Comp Time, and Sick Leave (Sick Leave shall be donated at 50% value). The donating employee shall have their leave hours deducted accordingly and the recipient shall have donated hours credited to their Sick Leave account. Donated hours shall be converted to Sick Leave hours for the recipient as follows:

1. Donated hours multiplied by donating employee's hourly rate (base pay and Longevity Pay included).
2. This amount divided by the recipient's hourly rate (base pay and Longevity Pay included).
3. Result is the number of hours the recipient will have credited to their Sick Leave account.

The minimum donation an employee may make is two (2) hours and the maximum is forty (40) hours. All donation forms submitted to HR will be date stamped and used in the order they are received for each bi-weekly pay period. Multiple donations will be rotated in order to insure even use of time from donors. Any donation form submitted that is not needed will be returned to the donor.

SECTION 17. LONG TERM DISABILITY (LTD).

The City shall provide Long Term Disability (LTD) Insurance benefits for all employees covered by this agreement who sustain a non-industrial injury or illness. The benefit shall equal two-thirds (66.67%) of the employee's basic earnings, reduced by any deductible benefits received from other sources. No benefits shall be payable for the first 90 calendar days of each period of disability. After LTD benefits commence, the employee may use any remaining paid leave to supplement such benefits during the term of

disability leave. The amount of supplementation, in conjunction with the LTD benefit payment, shall not exceed the employee's normal payroll for the period. All remaining sick leave must be used before vacation or other accumulated leave can be used for this purpose.

SECTION 18. BEREAVEMENT LEAVE.

In the event of a death to a spouse, domestic partner or child (to include foster and/or step-child), the employee shall be granted two (2) weeks of leave with pay depending on the employee's schedule, with such time not to be charged against the employee's leave account. It is understood the "two (2) weeks" amount will coincide with the employee's work schedule (i.e., 4-10 work week, 28 day work cycle, etc.).

AB 1949 amends the California Fair Employment and Housing Act (FEHA) to create a statutory right for eligible employees to take up to five days of bereavement leave upon the death of a covered family member of which the employee should be granted up to three (3) days off with pay. This time can be used consecutively or intermittently and must be completed within three months of the date of death of the family member. A "covered" family member would include parent, grandparent, grandchild, sibling, or such relative of spouse.

Employees requesting bereavement leave must complete and submit a Request for Leave form and provide proof of death (e.g. obituary, death certificate) within 30 calendar days.

SECTION 19. RETIREMENT.

1. MISCELLANEOUS (NON-SAFETY) EMPLOYEES.

Miscellaneous (Non-Safety) employees include all positions covered by this Resolution except the Deputy Police Chief. These employees shall be members of CalPERS and shall be eligible for retirement benefits based on their hire date, as noted in Sections A, B, and C below:

- A. MISCELLANEOUS TIER 1 - PERS 2.5% @ AGE 55 FORMULA shall be applicable to miscellaneous employees hired prior to July 28, 2011.
 - i. Employee Contribution. The member (employee) contribution rate for Non-Safety (Miscellaneous) employees is established by State Legislation and is currently set at 8.0% of "pensionable compensation." These contributions shall be administered via payroll deduction on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Service Code and applicable Government Code sections.
 - ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly

salary earned during the highest twelve (12) consecutive months of employment to establish final compensation.

B. MISCELLANEOUS TIER 2 - PERS 2.0% @ AGE 60 FORMULA shall be applicable to miscellaneous employees hired on or after July 28, 2011 but prior to January 1, 2013, as well as new hires from other agencies who are current members of CalPERS or a reciprocal retirement system.

- i. Employee Contribution. The member (employee) contribution rate for Non-Safety (Miscellaneous) employees is established by State Legislation and is currently set at 7.0% of “pensionable compensation.” These contributions shall be administered via payroll deduction on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Service Code and applicable Government Code sections.
- ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly salary earned during the highest thirty-six (36) consecutive months of employment to establish final compensation.

C. MISCELLANEOUS TIER 3 - PERS 2.0% @ AGE 62 FORMULA shall be applicable to new employees/members hired on or after January 1, 2013 as defined by the Public Employee Pension Reform Act of 2013 (PEPRA).

- i. Employee Contribution. Employees shall be responsible for contributing one-half of the normal cost for this pension program. as required by Public Employees’ Pension Reform Act (PEPRA). Members hired on or after January 1, 2013 are subject to possible increases or decreases to their pension benefit contribution rate based on the results of the annual actuarial valuations which are determined and effective each July This reimbursement shall be administered via payroll deduction on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Service Code and applicable Government Code sections. In no event shall the City pay any of the required employee contribution, as prescribed by PEPRA and outlined in Government Code Section 20516 et al.
- ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly salary earned during the highest thirty-six (36) consecutive months of employment to establish final compensation.

2. SAFETY EMPLOYEES.

Safety employees covered by this Resolution include the Deputy Police Chief only. These employees shall be members of CalPERS and shall be eligible for retirement benefits based on their hire date, as noted in Sections A, B, and C below:

- A. SAFETY TIER 1 - PERS 3.0% @ AGE 50 FORMULA shall be applicable to safety employees hired prior to July 28, 2011.
- i. Employee Contribution. The member (employee) contribution rate for Safety employees is established by State Legislation and is currently set at 9.0% of “pensionable compensation.” Safety employees covered herein shall therefore contribute PERS payments in the amount of 9.0% of “pensionable compensation” as their full PERS member contribution. These contributions shall be administered via payroll deduction on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Service Code and applicable Government Code sections.
 - ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly salary earned during the highest twelve (12) consecutive months of employment to establish final compensation.
- B. SAFETY TIER 2 - PERS 2.0% @ AGE 50 FORMULA shall be applicable to safety employees hired on or after July 28, 2011 but prior to January 1, 2013, as well as new hires from other agencies who are current members of CalPERS or a reciprocal retirement system.
- i. Employee Contribution. Employees shall contribute PERS payments in an amount of 9.0% of “pensionable compensation” as their full PERS member contribution. This contribution shall be administered via payroll deduction on a pre-tax basis in accordance with Section 414(h)(2) of the Internal Revenue Service Code and applicable Government Code sections.
 - ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly salary earned during the highest thirty-six (36) consecutive months of employment to establish final compensation.
- C. SAFETY TIER 3 - PERS 2.7% @ AGE 57 FORMULA shall be applicable to new local safety members entering CalPERS membership for the first time in a Police Safety classification on or after January 1, 2013 as defined by PEPRA.
- i. Employee Contribution. As required by Public Employees’ Pension Reform Act (PEPRA). Members hired on or after January 1, 2013 are subject to possible increases or decreases to their pension benefit contribution rate based on the results of the annual actuarial valuations which are determined and effective each July.
 - ii. Final Compensation. Upon retirement, employees under this section will have their retirement calculation based on the average monthly

salary earned during the highest thirty-six (36) consecutive months of employment to establish final compensation.

3. TERMINATION OF PERS MEMBERSHIP.

A. DISABILITY RETIREMENT.

Miscellaneous employees who become disabled to the extent that he/she is incapable of performing his/her duties may be eligible for disability retirement provided he/she has at least five (5) years of service. The monthly retirement allowance is determined by CalPERS.

A sworn employee, who becomes disabled while a member of the System for reasons arising out of his/her employment, will be eligible for a life income of fifty percent (50%) of his/her final compensation. If his/her disability is such that he/she is also entitled to a disability income from Social Security, the State System benefit will be reduced by the amount of his/her Social Security benefit.

B. DEATH BEFORE RETIREMENT.

If an employee dies before becoming vested or has not reached retirement age, they will receive six (6) months' salary, provided they have been a member of the Retirement System for six (6) years or more. For those who die before completing six (6) years membership, the benefit is one (1) month's salary for each year of membership. The salary referred to is that earned during the year preceding death. Prior service does not count toward this benefit.

C. TERMINATION OF EMPLOYMENT.

Upon termination of employment, an employee with five (5) or more years of service may either leave his/her contributions with the Retirement System and receive, upon attaining retirement age, the retirement benefit he/she has earned, or he/she may withdraw his/her contributions (plus interest), thus terminating his/her membership in the System and receiving no retirement benefits. Except (1) a member with less than five (5) years of service shall not have interest refunded upon termination of employment, and (2) a member who is transferring to employment with another agency covered by the System shall not have the right of withdrawing his/her accumulated contributions, but the contributions will be transferred with the member.

SECTION 20. HEALTH BENEFIT PROGRAM.

A. The City shall maintain a comprehensive health benefit program consisting of the following:

- Comprehensive family health medical coverage
- Dental care
- Vision care
- Life insurance
- Long Term Disability

The City's Health Benefit Program may be increased in scope at any time; however, the Benefit Program may not be decreased without providing an equivalent program.

B. The City has implemented a full flex cafeteria plan. Active employees participating in the City's full flex cafeteria plan shall receive a flex dollar allowance to purchase group health coverage under the plan:

Effective Date	Single Coverage or Opt Out	2-Party and Family Coverage
July 1, 2026	\$1600 per month	The City shall contribute 90% of the cost of the PERS GOLD monthly premium (region rates apply)

A portion of the flex dollar allowance is identified as the City's mandatory contribution towards CalPERS Health under the Public Employees' Medical and Hospital Care Act (PEMHCA), hereinafter referred to as the "PEMHCA minimum contribution." The PEMHCA minimum contribution shall be adjusted annually by an amount to be determined by CalPERS. The remaining flex dollars shall be used by employees to participate in the City's health benefits plans.

Unused flex dollar allowances, after the employee has elected the coverage under the Cafeteria plan they desire, can be taken by the employee as cash (taxable income), or deposited into the following tax deferred options: (1) employee's Health Care spending account (Section 125 plan); (2) Dependent Care Spending account; (3) 457 Deferred Compensation plan; or (4) used to purchase voluntary products. Employees who do not use the full monthly maximum benefit amount shall be paid the unused amount on the first payday of the month.

C. City life insurance coverage shall provide for \$50,000 death benefit and \$50,000 accidental death or dismemberment rider effective the first month following adoption of this Resolution. Additional insurance amount are available based on eligibility determination.

D. The City shall provide vision coverage under the VSP Insurance Plan.

- E. The City shall provide Long Term Disability Insurance for non-industrial injuries, covering 66 2/3% of an employees' monthly salary, up to a maximum benefit of \$10,000 per month, with the full cost of such coverage paid by the City.
- F. In the event any of the plans listed above become unavailable, a replacement plan shall be provided by the City.
- G. The City shall continue to make available an IRS Section 125 cafeteria plan and shall include if possible, all options provided by law.
- H. The full flex cafeteria dollar amounts listed in this section apply to active employees only.

SECTION 21. CONTINUATION OF MEDICAL, DENTAL, LIFE, AND VISION INSURANCE UPON RETIREMENT.

Eligibility for City contribution to the retiree Health Benefits Program shall be based on the following schedule:

<5 Years	Years 5 - 15	>15 years
Minimum CalPERS required contribution	\$550/month	936.60/month

1. Employees who retire from City service shall be eligible after retirement for continuation of medical insurance at an amount not to exceed \$936.60 per month based on above table.
2. Additionally, Tier 1 retirees (hired prior to August 10, 2005) may continue to participate in previously elected coverages. If continued, there is no charge for the City maintained vision coverage plan. If enrolled in a City maintained dental plan the City will contribute \$20 per month towards the premium. Additionally, retirees hired prior to 2005 may continue to participate in the City's group life insurance with a City contribution not to exceed \$19.10 per month. Additional coverage up to \$35,000 may be purchased by the retiree but is based on life insurance eligibility determination. Continuation of coverage as permissible under the Plan document issued by the insurer.
3. Additionally, Tier II retirees hired between August 10, 2005 and December 31, 2010 may continue to participate in previously elected coverages. If continued, there is no charge for the City maintained vision coverage plan. If enrolled in a City maintained dental plan the City will contribute \$20 per month towards the premium. Additionally, retirees may continue to participate in the City's group life insurance coverage up to \$35,000 may be purchased by the retiree but is based on life

insurance eligibility determination. Continuation of coverage as permissible under the Plan document issued by the insurer.

4. Retirees must be enrolled in a CalPERS medical plan to participate in ancillary benefits.

In order to implement the benefit contained in this Section, the City's contribution towards coverage under PEMHCA shall be the minimum contribution amount that is established by CalPERS on an annual basis. The PEMHCA minimum contribution shall be adjusted annually by an amount to be determined by CalPERS. According to the California Government Code Section 22892 (b) (1), the City is required to pay an equal amount towards the cost of medical coverage under PEMHCA for both active and retirees. The retiree shall have any additional premium required deducted from their retirement check. City contributions required under this section shall be made directly by the City to eligible retirees on or about the 1st of each month. Retirees may receive these contributions either by check or direct deposit.

The City contribution to medical coverage of the retiring employee's spouse shall continue to a surviving spouse only until the employee's surviving spouse becomes Medicare eligible, at which time the City contribution shall be discontinued.

SECTION 22. TUITION REIMBURSEMENT.

Full time employees who have successfully completed their probationary period may be eligible for tuition reimbursement for course work taken from any college, university, or accredited institution which increases the employees' value to the City. To be eligible, the employee must receive a grade "C" or higher, and upon completion must verify the grade received. Courses must be approved in advance by the department head and the City Manager on the appropriate form. In the event the employee resigns or is removed from City service within one (1) year following completion of the approved courses for which the City funds have been expended, the amount of tuition reimbursement paid by the City will be repaid to the City by means of a payroll deduction from the employee's last paycheck.

Reimbursement is limited to \$1,000.00 maximum per fiscal year. All required documentation for reimbursement must be submitted by August 15th after the fiscal year in which the course is completed. Documentation received after this deadline will not be eligible for reimbursement.

SECTION 23. UNIFORMS.

Employees required to wear a distinctive uniform will be furnished such uniform or will receive a uniform allowance. The City will purchase and maintain uniforms for the Deputy Police Chiefs covered by this Resolution. Pursuant to Section 571(a)(5) of CalPERS Regulations, the City will report to CalPERS the monetary value for the purchase, rental, and/or maintenance of employee uniforms.

The City will report uniform allowance to CalPERS in the amount of \$28.85 biweekly as pensionable compensation.

Uniform allowance is not considered pension reportable compensation for “new members” hired after January 1, 2013, pursuant to the PEPRA.

SECTION 24. CELL PHONE / DATA PLAN REIMBURSEMENT.

Upon showing proof of related expenses, department heads and key managers (as recommended by their department heads) who use their personal cell phones for conducting City business will receive reimbursement of up to \$60.00 per month for their cell phone/data plan expenses.

SECTION 25. DISABILITY LEAVES

An employee who suffers a work-related injury or illness is eligible for industrial Disability Leave in accordance with applicable Workers’ Compensation laws and the guidelines set forth.

1. NON-SWORN SALARY CONTINUATION. Once a claim is accepted, non-sworn employees shall be entitled to salary continuation up to a maximum of six (6) months paid leave for job connected illness or injury. Salary continuation is paid at your average weekly wage.
2. NON-SWORN TEMPORARY DISABILITY. If an employee exhausts salary continuation and is still determined disabled, they will be entitled to temporary disability pay. Temporary Disability is paid at 2/3rds of their average weekly wage up to a maximum of 78 weeks. Such leave is to be determined by one of the doctors from the panel established by the Human Resources Department. Employee is able to use accrued time off to supplement the difference between workers’ compensation and his/her regular salary and receive a full paycheck.
3. SWORN SALARY CONTINUATION (4850). Once a claim is accepted, any sworn public safety employee who is a member of the California Public Employees’ Retirement System (CalPERS) and is disabled temporarily or permanently by injury or illness arising out of and in the course of employment, shall be paid in accordance with all applicable workers’ compensation laws. While so disabled, an employee is entitled to a leave of absence without loss of salary in lieu of temporary disability payments which would otherwise be payable, in accordance with Labor Code Section 4850.
4. SWORN TEMPORARY DISABILITY. If an employee exhausts salary continuation and is still determined disabled, they will be entitled to temporary disability pay. Temporary Disability is paid at 2/3rds of their average weekly wage up to a maximum of 52 weeks. Such leave is to be determined by one of the doctors from the panel established by the Human Resources Department.

Employee is able to use accrued time off to supplement the difference between workers' compensation and his/her regular salary and receive a full paycheck.

SECTION 26. LIGHT DUTY ASSIGNMENTS

If released by the employee's treating physician, and with the approval of the City's doctor, the employee may be allowed to work a light duty assignment if a position is available. Such light duty work would be made available with no loss in pay to the employee for the hours worked. Such assignments shall be reevaluated every 90 days.

When assigned to a light duty assignment, the employee shall make every effort to arrange doctor visits or prescribed in-office therapy sessions during their off-duty time. If an employee is unable to schedule an appointment during their off-duty time, the employee shall use their accruals to make up the difference to prevent time loss.

SECTION 27. ACCRUALS WHILE ON DISABILITY LEAVE

- A. Once an employee has exhausted their 4850 or salary continuation, they will no longer accrue sick leave or vacation time unless they work more than 40 hours per pay period.
- B. Once an employee has exhausted their 4850 or salary continuation, they will no longer receive a flex dollar allowance (rebate) unless they work more than 40 hours per pay period. If an employee is enrolled in a City sponsored medical plan, they shall receive an allowance that can only be applied to the cost of medical, dental, vision and life insurance.

SECTION 28. ACCRUALS WHILE ON PERSONAL LEAVE OF ABSENCE

- A. Once an employee has exhausted their FMLA, CFRA and/or PDL entitlements they will no longer accrue sick leave or vacation time unless they work more than 40 hours per pay period.
- B. Once an employee has exhausted their FMLA, CFRA and/or PDL entitlements they will no longer receive a flex dollar allowance (rebate) unless they work more than 40 hours per pay period. If an employee is enrolled in a City sponsored medical plan then they shall receive an allowance that can only be applied to the cost of medical, dental, vision and life insurance.

SECTION 29. ME-TOO CLAUSE

If, as a result of collective bargaining, the WPOA and/or the WMEA unit receive any greater salary or benefit increases during the term of this agreement than provided herein,

the City shall provide Management, Administrative, and Confidential employees with the same increases.

SECTION 29. ALL RESOLUTIONS IN CONFLICT, ETC.

All resolutions of the City of Westminster in conflict herewith are hereby repealed.

SECTION 31. EFFECTIVE DATES.

This Resolution shall be effective beginning July 1, 2026 and shall remain in effect until June 30, 2029 unless amended by subsequent City Council Resolution.

PASSED, APPROVED AND ADOPTED this by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Chi Charlie Nguyen, MAYOR

ATTEST:

, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF WESTMINSTER)

I hereby certify that I am the duly appointed City Clerk of the City of Westminster, and that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Westminster held on the.

City Clerk