

**CHAPTER 6**  
**MANAGEMENT EMPLOYEES**  
**CLASSIFICATION AND BENEFIT PLAN**  
**SECTION 6**

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**CHAPTER 6**

**MANAGEMENT EMPLOYEES  
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SECTION 6**

**SECTION 6.1 CLASSIFICATION PLAN**

**Section 6-1.1 Classification Plan, Management:** The following Classification are considered “Management” employees:

- CITY MANAGER
- ASSISTANT CITY MANAGER
- ADMINISTRATIVE SERVICES DIRECTOR/CITY CLERK
- CHIEF OF POLICE
- COMMUNITY DEVELOPMENT DIRECTOR
- CITY ENGINEER
- DIRECTOR OF PUBLIC WORKS
- PUBLIC WORKS SUPERINTENDENT
- DIRECTOR OF FINANCE
- POLICE CAPTAIN
- POLICE LIEUTENANT
- SENIOR PLANNER

**SECTION 6-2 BENEFIT PLAN**

**Section 6-2.1 Salary Adjustments:**

Management Employees shall receive a salary adjustment each July 1<sup>st</sup>. The salary adjustment shall take into consideration the March to March U.S. All Urban Cities Consumer Price Index, equity adjustments based on the labor market, and the financial condition of the City. (Res 28-2007)

**Section 6-2.2 Longevity Pay:**

The City will provide a longevity payment to all sworn and non-sworn unit employees based on the following schedule:

Completion of Years of Service	% of Salary Longevity Payment
5	1.0%
6	1.5%
7	2.0%
8	2.5%
9	3.0%
10	3.5%

11	4.0%
12	4.5%
13	5.0%
14	5.5%
15	6.0%

(Res 97-04 and 2009-50)

**Section 6-2.3 Medical/Dental/Vision and Life Insurance:** The City will provide one hundred (100%) of the monthly premium for the employ and dependents including a \$20,000 life insurance policy for each non-safety employee and \$20,000 for each safety employee with an option for the employee to purchase an additional \$10,000 policy. (Res 2017-45)

**Section 6-2.4 Retirement Contribution:** All employees shall pay 100% of the employee’s share of the Public Employees Retirement System (Res 2017-45).

The City shall maintain a deferred compensation plan of the City’s choice for employee’s voluntary participation in said plan. (Res 86-108, Res 93-79)

**Section 6-2.5 Executive Leave Account:** The City shall establish an executive leave account for management employees. Effective July 1, 2002, executive leave shall be earned and credited to the employee’s executive leave account as follows:

- a) For the period of January 1<sup>st</sup> through June 30<sup>th</sup> of each year forty (40) hours of executive leave shall be earned and shall be credited to the employee’s executive leave account on January 1<sup>st</sup>.
- b) For the period of July 1 through December 31 of each year, an additional forty (40) hours of executive leave shall be earned and shall be credited to the employee’s executive leave account on July 1<sup>st</sup>.
- c) Executive leave during the first six months of employment shall be pro-rated based upon the date of commencement of employment.

Unused executive leave may be accrued up to a maximum of twice the number of hours earned annually. (Res 86-108, Res 02-40)

Unused executive leave may be paid out up to forty (40) hours per calendar year (Res 2017-45).

**Section 6-2.6 Sick Leave:** Each employee shall accrue sick leave at the rate of eight hours per month which shall be placed in a sick leave account for each employee. (Res 86-108)

**Section 6-2.7 Unused Sick Leave Conversion:** The City will modify its contract with the Public Employees Retirement System (PERS) to allow management employees to convert unused sick leave to service credit upon retirement (Res 2009-50).

**Section 6-2.8 Sick Leave Incentive:**

- (a) Management employees who have an accrued sick leave account balance on June 30<sup>th</sup> of not less than 192 hours of sick leave shall be eligible to receive benefits during the subsequent fiscal year under the Annual Sick Leave Incentive Program.

On July 1st of each year the unused portion of sick leave accrued during the previous fiscal year which is in excess of eight (8) days, but not to exceed thirty (32) hours, shall be placed in the Annual Sick Leave Incentive Program. Eligible employee may elect to:

1. receive pay-off of that portion of unused sick leave which has been placed in the Annual Sick Leave Incentive Program up to the maximum of thirty (32) hours; or
2. convert said unused sick leave which has been placed in the Annual Sick Leave Incentive Program to vacation leave up to the maximum of thirty (32) hours; or
3. return said unused sick leave which has been placed in the Annual Sick Leave Incentive Program said unused leave to the employee's sick leave account.

- (b) Employees who have:

- 1) completed 20 years of service with the City of Clearlake; and
- 2) have a minimum balance of 1,000 hours of accrued unused sick leave; and
- 3) who separate from employment for any reason except termination for cause shall upon separation from employment with the City receive sick leave pay-off of one-hundred (100%) percent of the accrued unused sick leave balance that is in excess of 1,000 hours up to a maximum of 500 hours of sick leave pay-off.

At the City's sole discretion, sick leave pay-off may be paid to the employee spread over a period of up to three (3) fiscal years. Whenever sick leave payment is not paid in full at the time of separation, sick leave payment shall not be subject to interest and payments shall be dispersed to the employee at a minimum rate of one-third (1/3) of the total amount of sick leave pay due the employee with the first payment to be made upon separation from employment with the City and each

subsequent payment to be made on the anniversary date of separation. (Res 86-108, Res 93-79, Res 02-40)

**Section 6-2.9 Vacation:** Effective January 1, 1997, each employee covered under this benefit plan shall earn vacation leave with pay as follows:

<u>Years of Service</u>	<u>Vacation Hours Per Year</u>
0 - 2 yrs.	96
2 - 3	100
4	104
5	108
6	112
7	116
8	120
9	124
10	128
11	132
12	136
13	140
14	144
15	148
16	152
17	156
18	160
19	164
20	168

An employee may accumulate unused vacation leave up to a maximum of twice the number of days due annually. Under extraordinary circumstances and when the best interest of the City so requires, the City Manager may permit a temporary accumulation of vacation leave in excess of the maximum accrued. (Res 86-108, Res 93-79, Res 97-04)

**Section 6-2.10 Holidays:** The following holidays shall be observed:

New Years Day ---- January 1st  
Martin Luther King's Birthday -- Third Monday in January  
Washington's Birthday -- Third Monday in February  
Memorial Day -- Last Monday in May  
Independence Day -- July 4<sup>th</sup>  
Labor Day -- 1st Monday in September  
Veteran's Day -- November 11th  
Thanksgiving Day - 4th Thursday in November  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Years Eve

(Res 86-108)

**Section 6-2.11 Bereavement Leave:** An employee shall receive five (5) days bereavement leave due to death of his or her parent, step-parent, mother-in-law, father-in-law, spouse, child, step child, adopted child, grandchild, grandparent, sister, brother, sister-in-law, brother-in-law, or the death of any person residing in the immediate household of the employee at the time of death. (Res 86-108)

**Section 6-2.12 Mileage Reimbursement:**

- a) Effective immediately, except for the Chief of Police, Police Captain and Police Lieutenant, management employees shall receive \$200 per month vehicle allowance unless otherwise provided for under the terms and conditions of an employment contract.
- b) The Chief of Police shall have personal use of a City vehicle.
- c) The Police Captain and Police Lieutenant shall have use of a city vehicle during the course of conducting business or events which arise as a result of city employment. The Police Captain and Police Lieutenant may have the privilege of a city vehicle while traveling to and from work of the Clearlake Police Department subject to approval by the City Manager.
- d) The Public Works Director and Public Works Superintendent shall have the use of a City vehicle during the course of conducting business or events which arise as a result of City employment. The vehicle may be used while traveling to and from work subject to approval of the City Manager. (Res 2009-44)

Benefits provided pursuant to provisions of this section shall be subject to applicable State and Federal taxes. (Res 86-108, Res 00-96, Res 02-40)

**Section 6-2.13 Legal Representation:** The City will provide legal defense of its public employees pursuant to requirements set forth in Part 7 of the California Government Code commencing with Section 995. (Res 86-108, Res 02-40)

**Section 6-2.14 Disability Plan:** City shall provide a disability indemnity plan either through State Disability and/or a private plan. The type of plan shall be at the sole discretion of the City, however, benefits provided under said plan shall not be less than the benefits provided under the State Disability Plan. (Res 86-108, Res 02-40)

**Section 6-2.15 Tuition and Books:** The City will reimburse management employees up to \$600 per year for the cost of educational classes and books to encourage higher education, subject to the approval of the City Manager (Res 2009-50).

**Section 6-2.16 Disciplinary Action:** Disciplinary action of management employee shall be subject to the disciplinary procedures set forth in the Personnel Rules of the City of Clearlake unless otherwise provided for under the terms and conditions of an “at-will” employment contract.  
(Res 02-40)

**Section 6-2.17 Incentives – Certificate Incentive:** Police Lieutenants who possess a POST Advanced Certificate shall be paid in an amount equal to two and one-half (2.5%) percent of base pay.

**Section 6-2.18 Conflicts:** In the event that any of the provisions of this agreement conflict with those contained within a personal employment contract, the terms of the contract shall take precedent. (Res 02-40)

(Res 86-108) November 17, 1986

(Res 87-04) January 5, 1987

(Res 87-75) September 8, 1987

(Res 93-79) September 14, 1993

(Res 97-04) January 9, 1997

(Res 99-34) July 22, 1999

(Res 99-60) November 18, 1999

(Res 02-40) June 27, 2002

(Res 28-2007) June 28, 2007

(Res 2009-44) September 24, 2009

(Res 2009-50) October 22, 2009

(Res 2017-45) July 13, 2017

(Res 2019-14) March 28, 2019

(Res 2020-56) November 5, 2020

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