

**Palos Verdes Estates  
2017-2018**

*This is a worksheet/draft document that is subject to constant change and revision*

<b>City Group &amp; Benefits</b>	<b>Public Service Employees</b>	<b>Police Officers Association</b>	<b>Police Management</b>	<b>Management - Administration</b>	<b>Professional &amp; Supervisory</b>
<b>Classifications:</b>	<i>Code Enforcement Officer, Deputy City Clerk, Financial Services Technician, Maintenance Worker, Office Specialist, Permit Technician, Receptionist, Senior Secretary, Senior Receptionist, Senior Clerk Typist</i>	<i>Sergeant, Corporal, Police Officer, Police Recruit, Lead Services Officer, Services Officer, Traffic Control Officer, Community Relations Officer</i>	<i>Chief &amp; Captains</i>	<i>Finance Director and Planning &amp; Building Director/Deputy City Manager, Director of Public Works/City Engineer</i>	<i>Administrative Analyst, Assistant to City Manager, City Clerk/Executive Assistant, Executive Assistant/Custodian of Records, Sr. Accountant, Urban Forester, Planner and Maintenance Foreman</i>
<b>Work Week &amp; Shifts</b>	5 days 40/hrs. a week	4 days/10 hours/week & 3 days/12 hours/week	5 days 40/hrs. a week		
<b>Most Current MOU Compensation Plan &amp; Salary Adjustments</b>	None				
<b>CalPERS Pension Contribution Rates (Employee Paid)</b>	Classic Employees 7% PEPRA 6.25%	Classic Sworn Employees 9% PEPRA Sworn 11.50% Classic non-sworn Employees 7% PEPRA Non-Sworn 6.25%	Classic Sworn Employees 9% PEPRA Sworn 11.50%	Classic Employees 7% PEPRA 6.25%	Classic Employees 7% PEPRA 6.25%
<b>Most Current MOU Employer Paid Pension Contribution</b>	Classic Sworn Employees 19.723% PEPRA Sworn Employees 11.990% Classic Non-Sworn Employees 8.921% PEPRA Non-Sworn Employees 6.532%				
<b>CalPERS Benefit Plan levels</b>	Classic employees hired before 01/01/13 set at 2% @55		Classic employees hired before 01/01/13 set at 2.7% @50	Classic employees hired before 01/01/13 set at 2% @55	Classic employees hired before 01/01/13 set at 2% @55
	Classic Employees = 2% @55, Single Highest Year PEPRA employees = 2% @62 contribute 50% of normal contribution cost set by PERS, highest 3 yr. average	Classic Sworn Employees = 3% @50, Single Highest Year PEPRA Sworn Employees = 2% @57, highest 3yr. Average Classic Employees 2% @55, single highest PEPRA employees = 2% @62 contribute 50% of normal contribution cost set by PERS, highest 3 yr. average	Classic Employees = 2% @55, Single Highest Year PEPRA employees = 2% @62 contribute 50% of normal contribution cost set by PERS, highest 3 yr. average	Classic Employees = 2% @55, Single Highest Year PEPRA employees = 2% @62 contribute 50% of normal contribution cost set by PERS, highest 3 yr. average	Classic Employees = 2% @55, Single Highest Year PEPRA employees = 2% @62 contribute 50% of normal contribution cost set by PERS, highest 3 yr. average

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<b>Merit Pay</b>	5yrs. 2 1/2% 10yrs - 5% 15yrs - 7.5% 20yrs - 10%	10 yrs. - 5% 15yrs. - 7.5% 20yrs. - 10% <i>can be denied/revoked</i>	N/A	N/A	N/A
<b>Performance Based Special Compensation</b>	Based on performance, salary schedule applies		Stipend - Recognition for performance based merit adjustments: 0% for unsatisfactory performance 1% for satisfactory 2% for exceptional performance		
<b>Cost of Living (COLA)</b>	None				
<b>FLSA Exempt from Overtime</b>			Not entitled to overtime compensation		Assistant to the City Manager, Senior Accountant, City Clerk/Executive Assistant, Financial Services Manager and Maintenance Foreman and Administrative Analyst. Not entitled to overtime
<b>FLSA Non-Exempt from Overtime</b>	Entitled to overtime compensation at rate of time and one-half for overtime or in lieu thereof, take compensation time off. Overtime is approved by <del>DH or CM</del>	Entitled to overtime compensation at rate of time and one-half for overtime or in lieu thereof, take compensation time off. Overtime is approved by DH or CM	N/A		Planner, Executive Assistant/Custodian of Records, Urban Forester are entitled to overtime compensation at rate of time and one-half for overtime or in lieu thereof, take compensation time off. Overtime is approved by DH or CM
<b>Compensation Time</b>	At any one time not to exceed 36 hours. Capped at 80 hours				Non-exempt employees can in lieu of overtime earn compensatory time.
<b>Administrative Leave</b>	None		Chief: 96 hrs. and Captains:30 hrs.; must be utilized in the yr. credited or	96 hrs. and must be utilized in the yr. credited or will be forfeited	Exempt staff: 48 hrs. and must be utilized in the yr. credited or will be forfeited
<b>Health Insurance</b>	City pays \$1429 plan for medical, dental & vision (vision self only), EAP and; retiree health after 20 yrs. \$275 until Medical eligible; annual physical exam paid by City not to exceed				
<b>Post Retirement Health</b>	City pays \$275 per mo., for retiree health				
<b>Deferred Compensation</b>	Voluntary benefit, City does not match				
<b>AFLAC</b>	Supplemental Insurance - Voluntary employee benefit and paid for by employee				
<b>Medicare</b>	If hired after 1986, employee contributes full amount				
<b>Social Security</b>	If required to participate, employee shall contribute all cost				
<b>Vehicle allowance</b>	N/A		Assigned unmarked vehicle	\$375/mo.	N/A
<b>Cell Phone Allowance</b>	N/A		Chief - allowance of \$60/mo. Captains - City issued phone	\$60/mo.	N/A
<b>Safety Boot Allowance</b>	\$300 for Streets & Parks Employees		N/A	N/A	Maintenance Foreman \$300

Last Updated 1/25/2018

Human Resources

References City MOUs and Resolutions

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<b>Clothing Allowance</b>	N/A	\$825/yr.		N/A	FT Police Department member \$825/yr.
<b>Sick leave</b>	After 90 days of employment 6 days of leave; retirement may be paid 75% of accumulative sick leave above 960 hrs. Max 5 days in calendar or may only use max 48 hours in a calendar year to attend relative's illness				
<b>Part-Time Sick Leave</b>	Earn 1 hour of sick leave for every thirty (30) hours worked with a cap of 6 days. Eligible to begin using sick leave after 90 days of employment with the	N/A	N/A	N/A	N/A
<b>Sick Leave Cash Out</b>	If use less than 40 hours in fiscal year, can sell back 40 hours. Must have a balance of 480 hours remaining.	If use less than 48 in fiscal year, can sell back 48 hours.	None		
<b>Vacation Accrual</b>	Greater than: Less than or equal to: 1 full year 5 full years 8hrs/month 96 hours 5 full years 6 full years 8.667hrs/month 104 hours 6 full years 7 full years 9.333hrs/month 112 hours 7 full years 8 full years 10hrs/month 120 hours 8 full years 9 full years 10.667hrs/month 128 hours 9 full years 10 full years 11.333hrs/month 136 hours 10 full years 11 full years 12hrs/month 144 hours 11 full years 12 full years 12.667hrs/month 152 hours 12 full years 13.333hrs/month 160 hours				
<b>Vacation Cash Out</b>	After 1st yr. 96 hrs. are credited; after 5 yrs. accrue 8 hrs. every year max 160 hrs. At separation, eligible for full payment of vac. hrs. Police Chief 96 hrs. each yr. after first 5 yrs. w/ 40hrs immediately credited as of date of hire.				
<b>Vacation - Part Time</b>	Permanent PT employees - After 3 yrs. Eligible for 7 days paid	N/A			
<b>Paid Holiday Leave</b>		120 hours. 10 hours deposited for 11 holidays as they occur	N/A		
<b>City Holidays (Closed)</b>	9 days	N/A	9 days		
<b>Floating Holiday</b>	After 1 yr. credited 3 floating holidays not to exceed 6 days	N/A	After 1 yr. credited 3 floating holidays not to exceed 6 days		

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<b>Jury Duty</b>	Max 10 days/PT Staff paid porportional to hours worked	N/A	Max 10 days		
<b>Bereavement leave</b>	3 days, not deducted from sick leave				
<b>Compassionate leave</b>	Max 5 days and deducted from sick leave				
<b>Leave Buy Back</b>	200 hrs. have been accumulated of vacation, holiday, and comp time, employee may buy 100 hrs. (DH and CM approval and if budget permits. If sells back employee may elect to receive cash, contribute to 457, retiree health saving plan; or any of the mentioned combined.	N/A	N/A	N/A	N/A
<b>Catastrophic Leave</b>	May donate on an hour-for-hour basis of vacation, sick and/or comp time	N/A	N/A	N/A	N/A
<b>Books/Tuition Reimbursement</b>	The total amount of reimbursement paid by the City to one or more members of the unit shall not exceed \$30,000 in any fiscal year. Requests for reimbursement will not be approved for amounts in excess of the individual annual cap or the annual cap (\$30,000) for the unit. In addition to the aforementioned annual caps on reimbursement, no employee shall be reimbursed by the City for tuition in excess of \$25,000 in that employee's lifetime. Tuition reimbursements approved and/or paid for by the City prior to October 1, 2017 shall not be counted towards the lifetime cap.				

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<b>Education Incentive</b>	N/A	After 2 yrs. of service: AA-5% BA - 10%	For Captains, 10% above base pay after 2 yrs. w/BA	N/A	N/A
<b>Bilingual Pay</b>		\$75/mo	N/A	N/A	N/A
<b>Certification Recognition Pay</b>	Maintenance Worker \$75/mo	N/A	N/A	N/A	N/A
<b>Shooting Pay</b>	N/A	200/300 = \$5/mo.		N/A	N/A
		250/300 = \$10/mo.			
		270/300 = \$20/mo.			
<b>Acting Pay</b>	Placed at lowest step with minimum 5% pay increase from regular base rate. Must work at least 3 consecutive days or more	Placed at lowest step with minimum 5% pay increase from regular base rate for a period of (3) work weeks			
<b>Acting Watch Commander</b>	N/A	Police Officer - paid 5% of base for each full shift		N/A	
<b>Special Pay</b>	N/A	Motorcycle Pay - 5%		N/A	
	N/A	Detective Bureau 5%		N/A	
	N/A	Canine Patrol 5% + \$200 OT for care of canine		N/A	
	N/A	AB 109 Task Force 5%		N/A	