

# City of Upland



## UPLAND POLICE MANAGEMENT BENEFITS SUMMARY: SERGEANTS, LIEUTENANTS, CAPTAINS

### RETIREMENT- CalPERS

**“Classic Members” (Members currently enrolled in CalPERS prior to 1/1/2013 with no greater than 6 month break in service)**

- 3% AT 55, single highest year
- Employee pays 10.5% of salary eff. 1/1/2016
- Employee pays 12% of salary eff. 7/1/2016
- 1959 Survivor’s Benefit, 3<sup>rd</sup> level survivor benefit

**“New Members” (Members never enrolled in CalPERS or members with greater than 6 month break in service)**

- 2.7 % AT 57, 3 final years of employment
- Employee pays 12.25% of salary;
- 1959 Survivor’s Benefit, 3<sup>rd</sup> level survivor benefit

### HEALTH INSURANCE – CAFETERIA PLAN

Benefit options: CalPERS medical plans, MetLife Dental plans, Vision Service Plan (VSP), savings bonds. Employee must pay the difference between city contribution and actual premium of plan selected.

#### **Employees hired PRIOR to 1/1/2016:**

- \$1,141.00 monthly cafeteria plan allowance
- \$1,267.00 per month effective 1/1/2017

#### **Employees hired ON OR AFTER 1/1/2016:**

Monthly cafeteria allowance is 100% of the lowest cost medical, dental, and vision plans based on selected coverage level (employee only=\$493.29, employee +1=\$981.78, employee+2 or more=\$1,141.00) to a maximum of \$1,141.00, maximum of \$1,267.00 effective 1/1/2017.

### CASH IN LIEU

If an employee has outside medical coverage, such as through a spouse/domestic partner or other source, employee may take the unused portion of the monthly cafeteria allowance as cash in lieu of the benefit as follows:

- **Employees hired PRIOR to 1/1/2016** – may receive a maximum cash in lieu of \$1,015.00 as cash in lieu.
- **Employees hired ON OR AFTER 1/1/2016** – maximum cash in lieu is the dollar amount equal to 100% of the premium amount for the lowest cost medical plan for employee only coverage level.
- Proof of other coverage and signed agreement and waiver are required. Employee may elect cash in lieu either 1) when first eligible for benefits, 2) during annual open enrollment period, or 3) due to a qualifying event.

### SICK LEAVE

- 8 hours per month to a maximum accrual of 1250 hours
- No sick leave accrual during first 30 days of employment

### DEFERRED COMPENSATION

- ICMA-RC 457 plan

- The City contributes 5% of base monthly salary to 457 plan on employees behalf (for deferred comp only)
- Any unused cafeteria allowance may be contributed
- Employee may make additional, voluntary contribution from pay check
- Roth IRAs also available

### LIFE INSURANCE (METLIFE)

- City paid life and AD&D
- 1 X annual salary
- Employee may cover dependents for additional cost

### FLEXIBLE SPENDING & SUPPLEMENTAL INSURANCE

- Available through American Fidelity Assurance Co.
- Section 125 health and dependent care flexible spending plans
- Supplemental life, accident, critical illness insurance
- Enroll at time of hire or during annual open enrollment period only

### VACATION – SERGEANTS AND LIEUTENANTS

- 1-2 years = 96 hours
- 3-5 years = 120 hours
- 6-10 years = 152 hours
- 11-13 years = 160 hours
- 14-16 years = 168 hours
- 17+ years = additional day(8 hours) per year up to a max of 176 hours per year

### VACATION – CAPTAINS

- 1-2 years = 96 hours
- 3-5 years = 120 hours
- 6-16 years = 152 hours
- 17+ years = additional day (8 hours) per year up to a max of 176 hours per year

### EXECUTIVE LEAVE

- 20 hours per year for Sergeants
- 30 hours per year for Lieutenants
- 32 hours per year for Captains
- Must be used within calendar year or will be removed from the books as December 31<sup>st</sup> of each year.

### HOLIDAYS

- **Sergeants & Lieutenants** are compensated in cash for City designated holidays at 4.61 hours per pay period
- **Captains** shall observe 9 designated holidays (refer to MOU).

### SICK LEAVE BUYBACK

- Employees who use less than 40 hours of sick leave between Nov. 1 and Oct. 1 (this covers 2 calendar years) may request to cash out 20 hours of sick leave each year
- Request must be in writing to Human Resources during the month of November

*“The City of Gracious Living”*

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## UPLAND POLICE MANAGEMENT BENEFITS SUMMARY: SERGEANTS, LIEUTENANTS, CAPTAINS

### VACATION BUYBACK

**Sergeants & Lieutenants:** May be paid cash in lieu of unused vacation for up to 40 hours of vacation if they have used at least 40 hours of vacation during the preceding year.

**Captains:** If use at least 40 hours of accrued vacation between preceding November 1 and October 31, may cash out up to 60 hours of accrued vacation.

Request must be made in writing to Human Resources by November 30th

### LONGEVITY

2.5% increase in base salary with 10 years of continuous service

2.5% increase in base salary with 20 years of continuous service

### EDUCATIONAL INCENTIVE – SERGEANTS & LIEUTENANTS:

Available when employees reach Step 4 of salary range, however if promoting from Detective to Sergeant, those receiving education incentive and/or POST pay shall maintain at same compensation level.

AA/AS = 2.5%

BA/BS = 5%

Int. POST = 2.5%

Adv. POST = 5%

Not cumulative, maximum allowable of 10% of base salary

### EDUCATIONAL INCENTIVE – CAPTAINS:

BA/BS = 2.5%

MA/MS = 5%

POST Management Cert. = 2.5%

Not cumulative, maximum allowable of 7.5% of base salary

### BILINGUAL PAY

**Sergeants & Lieutenants:** 2.5% of salary for utilizing bilingual Spanish skills a substantial portion of the time; must pass a fluency exam

**Captains:** \$50 per month upon passing fluency exam

### UNIFORM ALLOWANCE

\$829 per year for purchase, maintenance and cleaning after completion of 12 months of employment

Paid twice a year, half in June and half in December

### BEREAVEMENT LEAVE

May use up to 5 consecutive days accrued sick leave for death of a relative up to 2 generations removed

Up to 4 hours per year for funeral services in the City of Upland for situations other than the above with Dept. Head approval.

### COURT STANDBY

Sergeants and Lieutenants in on-call status for court will be paid at 2.5 hours at overtime rate

### OVERTIME PAY

Sergeants and Lieutenants shall receive overtime at one and one half times their regular rate of pay for time worked in excess of 40 hours in a 7 day work period.

Captains are FLSA exempt and therefore not eligible for overtime

### COMPENSATORY TIME OFF

Sergeants and Lieutenants maximum accrual of 240 hours

May convert 20 hours of vacation into non-FLSA comp time off annually

### MERITORIOUS PAY

Any Sergeant or Lieutenant who uses 24 hours or less sick time from December 1<sup>st</sup> through November 30<sup>th</sup>, and has at some time during this period accrued 1000 hours of sick leave, and has between 952 and 1000 hours of accrued sick leave as of December 1<sup>st</sup> will receive \$500 payable in December.

Employees recommended by their department heads and approved by the City Manager may be granted a 5% increase in base salary for 3 months, 6 months, or 1 year.

### PAYCHECKS

Paychecks are issued every other Thursday. The paycheck on Thursday covers the prior two week period worked from Sunday morning (12:01 a.m.) through midnight Saturday (12:00 a.m.)

### MEDICARE

Effective April 1, 1986, Federal law requires all new employees and the City to each contribute 1.45% of salary to Medicare

The City does not pay into Social Security

### RETIREE BENEFITS

Retirement Health Savings (RHS) Accounts through ICMA-RC with City contributions on employee's behalf beginning at **5 years** of continuous service. Available only upon service or disability retirement with the City of Upland.

Upon retirement, 50% of accrued sick leave, 100% of accrued vacation and 100% of comp time will be converted to cash and deposited into the member's RHS Account on a tax deferred basis

City will provide health insurance reimbursement for employees who retire from the City of Upland based on hire date and years of service (refer to MOU).

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Updated: 06/20/2016