

CITY OF COSTA MESA

BENEFITS **SUMMARY**



2017

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THE INFORMATION IN THIS SUMMARY IS A GENERAL OUTLINE OF BENEFITS THAT MAY BE AVAILABLE TO FULL-TIME EMPLOYEES (BENEFITS AVAILABLE TO PART-TIME EMPLOYEES ARE SPECIFIED IN EACH APPLICABLE SECTION). IN THE EVENT THAT THE INFORMATION IN THIS SECTION DIFFERS FROM THE BENEFIT PLAN DOCUMENTS, MEMORANDUM OF UNDERSTANDING OR APPLICABLE LAW, THE PLAN DOCUMENTS, MEMORANDUM OF UNDERSTANDING OR APPLICABLE LAW WILL PREVAIL.

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BENEFITS SUMMARY

I. BENEFITS/125 CAFETERIA PLAN

The City offers all Full-Time City employees a full benefits package (Mandatory & Optional Benefits). All Full-Time employees must be enrolled in the City's **Mandatory Benefits**:

MANDATORY BENEFITS	OPTIONAL BENEFITS
<p>Life Insurance Long Term Disability (LTD) Insurance Medical Insurance*</p>	<p>Aflac – Accident Aflac – Cancer Indemnity Aflac – Short-Term Disability Delta Dental (HMO & PPO) Flexible Health Spending Hyatt Legal Supplemental Life VSP Vision</p>

*Medical insurance may be waived with proof of outside insurance. Acceptable proof is a letter from your spouse or domestic partner's employer stating that you are covered as a dependent under their group policy or proof under the military health plan (TRICARE).

The City contributes the following towards employee health benefits (Medical, Life Insurance & Long Term Disability*) on a monthly basis:

GROUP	BI-WEEKLY* CITY CONTRIBUTION	MONTHLY CITY CONTRIBUTION
City Council	\$985.85	\$2,136.00
At-Will & Department Directors	\$985.85	\$2,136.00
Division Managers	\$978.00	\$2,119.00
Captains (Police Management)	\$461.54	\$1,000.00
Lieutenants (Police Management)	\$242.77	\$526.00
General Employees	\$424.15	\$919.00
Confidential	\$424.15	\$919.00
Fire Management	\$978.00	\$2,119.00
Fire - sworn	\$256.62	\$556.00
Police - sworn	\$291.23	\$631.00

*Please note, if time without pay (ABS) is taken, the City's Flex Bucket Contribution is turned off for that pay period.

Insurance premiums are paid on a bi-weekly basis (26 pay periods)*. In 2017, there will be 26 pay periods instead of the 27 pay periods we had in 2017. In 2017, there will be three (3) payrolls in the month of June and December. The annual Flexible benefit contributions and benefit premiums will be divided by 26 pay periods instead of 27.

*MONTHLY PREMIUM X 12 / 26 = BI-WEEKLY COST

II. MANDATORY BENEFITS

LIFE INSURANCE*

COVERAGE POLICY VALUES FOR <u>ALL</u> FULL-TIME EMPLOYEES	BI-WEEKLY PREMIUM	MONTHLY PREMIUM
\$50,000 LIFE INSURANCE + ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)	\$3.80	\$8.24 per month (Includes AD&D cost)
\$2,000 EACH ELIGIBLE DEPENDENT		

*Life insurance provider: CIGNA

LONG TERM DISABILITY (LTD)*

GROUP	PERCENTAGE OF EARNINGS	MAXIMUM MONTHLY AMOUNT	ELIMINATION PERIOD (WAITING PERIOD)	MAXIMUM PERIOD	BI-WEEKLY PREMIUM	MONTHLY PREMIUM
CONFIDENTIAL GENERAL MANAGEMENT POLICE MANAGEMENT	66.67%	\$7,000	60 days from date of disability	Disability to age 65, with a three (3) year minimum benefit period after age 65	.0060 x Bi-Weekly Salary = Bi-Weekly Cost	.0060 x salary
FIRE	100% for up to 18 month; 80% non-indust'l; 70% indust'l.	\$9,000	30 days	Lifetime for sickness, accident and pregnancy	\$11.31	\$24.50/mo
POLICE	100% for up to 18 month; 80% non-indust'l; 70% indust'l.	\$6,500	60 days	Lifetime for sickness, accident, pregnancy, non-industrial and industrial cause	\$11.31	\$24.50/mo

* All Other Employees - LTD Provider: CIGNA

Sworn Fire (Non-Management) - LTD Provider: California Association of Professional Fire Firefighters (CAPF)

Sworn Police (Non-Management) - LTD Provider: California Law Enforcement Association (CLEA)

- CIGNA provides an Employee Assistance Program and an Emergency Travel Assistance Program, if you are beyond 50 miles from your home, which is attached to the LTD benefit. Please visit the website at www.worldwideassistance.com or Risk Management for more information on the Emergency Travel Assistance Program.

mandatory benefits

MEDICAL

PLAN NAME	COVERAGE	OTHER SOUTHERN REGION TOTAL BI-WEEKLY COST	OTHER SOUTHERN REGION TOTAL MONTHLY PREMIUM*	LOS ANGELES REGION TOTAL BI-WEEKLY COST	LOS ANGELES REGION TOTAL MONTHLY PREMIUM*
ANTHEM SELECT HMO	Employee Only	\$304.17	\$659.03	\$273.59	\$592.78
	Employee + 1	\$608.34	\$1,318.06	\$547.18	\$1,185.56
	Employee + 2 or more	\$790.84	\$1,713.48	\$711.34	\$1,541.23
ANTHEM TRADITIONAL HMO	Employee Only	\$368.84	\$799.15	\$329.40	\$713.69
	Employee + 1	\$737.68	\$1,598.30	\$658.79	\$1,427.38
	Employee + 2 or more	\$958.98	\$2,077.79	\$856.43	\$1,855.59
BLUE SHIELD ACCESS+ HMO	Employee Only	\$359.28	\$778.45	\$311.99	\$675.98
	Employee + 1	\$718.57	\$1,556.90	\$623.98	\$1,351.96
	Employee + 2 or more	\$934.14	\$2,023.97	\$811.18	\$1,757.55
HEALTH NET SALUD Y MAS HMO	Employee Only	\$218.52	\$473.46	\$191.44	\$414.79
	Employee + 1	\$437.04	\$946.92	\$382.88	\$829.58
	Employee + 2 or more	\$568.15	\$1,231.00	\$497.75	\$1,078.45
HEALTH NET SMART CARE HMO	Employee Only	\$247.94	\$537.20	\$243.11	\$526.73
	Employee + 1	\$495.88	\$1,074.40	\$486.21	\$1,053.46
	Employee + 2 or more	\$644.64	\$1,396.72	\$632.08	\$1,369.50
KAISER HMO	Employee Only	\$276.71	\$599.54	\$264.87	\$573.89
	Employee + 1	\$553.42	\$1,199.08	\$529.74	\$1,147.78
	Employee + 2 or more	\$719.45	\$1,558.80	\$688.67	\$1,492.11
SHARP PERFORMANCE PLUS HMO <small>Coverage only in San Diego and the southern part of the Inland Empire</small>	Employee Only	\$283.60	\$614.46	N/A	N/A
	Employee + 1	\$567.19	\$1,228.92		
	Employee + 2 or more	\$737.35	\$1,597.60		
UNITED HEALTHCARE HMO	Employee Only	\$253.74	\$549.76	\$251.87	\$545.71
	Employee + 1	\$507.47	\$1,099.52	\$503.73	\$1,091.42
	Employee + 2 or more	\$659.71	\$1,429.38	\$654.85	\$1,418.85
PERS CHOICE PPO 80/20	Employee Only	\$329.74	\$714.43	\$294.24	\$637.53
	Employee + 1	\$659.47	\$1,428.86	\$588.49	\$1,275.06
	Employee + 2 or more	\$857.32	\$1,857.52	\$765.04	\$1,657.58
PERS SELECT PPO 80/20 TIER HOSPITAL 20-30%	Employee Only	\$292.37	\$633.46	\$260.92	\$565.33
	Employee + 1	\$584.73	\$1,266.92	\$521.84	\$1,130.66
	Employee + 2 or more	\$760.15	\$1,647.00	\$678.40	\$1,469.86
PERS CARE PPO 90/10	Employee Only	\$370.26	\$802.24	\$330.41	\$715.88
	Employee + 1	\$740.53	\$1,604.48	\$660.81	\$1,431.76
	Employee + 2 or more	\$962.69	\$2,085.82	\$859.06	\$1,861.29
PORAC** PPO 90/10 <small>Fire & CMPMA Safety Members Only</small>	Employee Only	\$322.62	\$699.00	\$322.62	\$699.00
	Employee + 1	\$677.08	\$1,467.00	\$677.08	\$1,467.00
	Employee + 2 or more	\$865.85	\$1,876.00	\$865.85	\$1,876.00

*Rates effective 1/1/2017, please refer to the CalPERS 2017 Health Benefits Summary for complete coverage details at <https://www.calpers.ca.gov/docs/forms-publications/2017-health-benefit-summary.pdf>

**PORAC Other Southern Region Plan – only available to sworn FIRE and CMPMA employees (members) who are in good standing with the Public Safety Association. Effective September 30, 2016 the City of Costa Mesa Police Association (CMPA) terminated their contract with PORAC and as a result, CMPA members will no longer be eligible to participate in the PORAC medical insurance plan.

mandatory benefits

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EMPLOYEE ASSISTANCE PROGRAM (EAP) – Value Options of California (Employee Assistance Program) can provide personal assistance to all regular employees and family members. This free benefit is a confidential service and is available 24-hours a day, 7 days a week and authorizes up to three (3) visits with a licensed provider after initial screening by a Case Manager. For additional information please visit www.myachieve.com or call (800) 662-7241.

RETIREMENT HEALTH SAVINGS PLAN (RHS) SWORN POLICE NON-MANAGEMENT

RETIREMENT HEALTH SAVINGS PLAN (RHS) – The RHS plan is administered by ICMA-RC and establishes a tax protected savings program where account assets plus investment earning will be used to pay health insurance premiums and other eligible out-of-pocket medical expenses such as deductibles, copayments, dental or vision care. Sworn Police Non-Management employees will make mandatory contributions equal to 1% of base salary.

III. OPTIONAL BENEFITS

AFFORDABLE CARE ACT (ACA)

The Affordable Care Act (ACA) was enacted March 23, 2010 and aims to improve the current healthcare system by increasing access to health coverage for Americans and introducing new protections for people who have health insurance. The ACA defines “full-time” status as “an employee who is employed on average at least 30 Hours of Service per week.”

The City provides medical coverage through the California Public Employees Retirement System (CalPERS). The City provides employees identified as ACA eligible, a total of \$363 monthly contribution towards the lowest HMO medical insurance coverage in the Other Southern region. The CalPERS medical plans meet the minimum value standard and, with the City’s contribution, the cost of the coverage is intended to be affordable. If you elect to enroll in a medical plan through the City, you may also enroll your eligible dependents.

Please note that ACA eligibility will be evaluated annually and eligibility for health benefits under the ACA will be based on hours worked or scheduled.

AFLAC GROUP ACCIDENT INSURANCE

AFLAC GROUP ACCIDENT INSURANCE - Group Accident Insurance pays the covered employee for certain medical services if they are injured in an accident. It pays on items such as ambulance, admittance to the hospital and designated amounts for fractures based on the body part. There is also a wellness benefit. Group Accident Insurance is offered through AFLAC and is an optional benefit that the employee may purchase.

COVERAGE*	BI-WEEKLY COST	MONTHLY PREMIUM
Individual	\$5.82	\$12.61
Employee + Spouse	\$8.52	\$18.46
One Parent Family	\$11.94	\$25.87
Two Parent Family	\$14.64	\$31.72

*Please note you must be under age 65 to sign up for this benefit.

*Pre-Tax Deduction

optional benefits

AFLAC CANCER INDEMNITY

AFLAC CANCER INDEMNITY - The cancer coverage will pay the covered employee a \$4,000 first occurrence benefit for diagnosis of cancer. There are benefits for experimental treatment, immunotherapy, anti-nausea drugs, attending physician, nursing services, skin cancer surgery, surgical/anesthesia benefit and an outpatient hospital surgical benefit. Cancer coverage is offered through AFLAC and is an optional benefit that the employee may purchase.

COVERAGE*	BI-WEEKLY COST	MONTHLY PREMIUM
Employee Only	\$17.76	\$38.48
Family – Single Parent	\$17.76	\$38.48
Family	\$31.68	\$68.64

*Children under the age of 25 are automatically covered

*Pre-Tax Deduction

AFLAC SHORT-TERM DISABILITY

AFLAC SHORT-TERM DISABILITY - Short Term Disability pays a monthly benefit ranging from \$1,000 to a maximum of \$2,500 if you become injured or ill. There is a 14-day waiting period for all absences due to illness and no waiting period for accidents. The benefits are payable for a period of up to six months of consecutive disability for a specific condition. Short-Term Disability is offered through AFLAC and is an optional benefit that the employee may purchase.

MONTHLY BENEFIT	ANNUAL INCOME	AGE	BI-WEEKLY COST	MONTHLY PREMIUM
\$1,000	\$22,000 or more	18-49	\$18.00	\$39.00
		50-64	\$22.80	\$49.40
\$1,500	\$34,000 or more	18-49	\$27.00	\$58.50
		50-64	\$34.20	\$74.10
\$2,000	\$45,000 or more	18-49	\$36.00	\$78.00
		50-64	\$45.60	\$98.80
\$2,500	\$57,000 or more	18-49	\$45.00	\$97.50
		50-64	\$57.00	\$123.50

*This is the current Short-Term Disability Insurance offered by AFLAC. This benefit has a six month duration period. For accidents (non-industrial) there is no waiting period. For sickness, there is a 14-day waiting period.

To comply with state regulations, the Aflac Short-Term Disability Policy (A57600CA) and Additional Units of Disability Rider (A57651CA) have been revised by amending the mental illness exclusion to conform to the California Mental Parity Law (new plan will have benefits available for mental illnesses like depression, PTSD and schizophrenia). After-Tax Deduction.

optional benefits

DELTA DENTAL INSURANCE

PLAN NAME	COVERAGE	BI-WEEKLY COST	MONTHLY PREMIUM*
DELTA DENTAL HMO	Employee Only	\$7.73	\$16.75
	Employee + 1	\$13.87	\$30.05
	Employee + 2 or more	\$20.74	\$44.94
DELTA DENTAL PPO LOW: \$1,000.00	Employee Only	\$22.34	\$48.40
	Employee + 1	\$43.80	\$94.90
	Employee + 2 or more	\$70.29	\$152.30
DELTA DENTAL PPO HIGH: \$1,500.00	Employee Only	\$24.51	\$53.10
	Employee + 1	\$48.05	\$104.10
	Employee + 2 or more	\$77.17	\$167.20

*Rates effective 1/1/2016

FLEXIBLE SPENDING ACCOUNTS

FLEXIBLE SPENDING ACCOUNTS - The Flexible Spending Accounts allow qualified employees to use pretax dollars to pay eligible health and dependent care expenses that the employee would normally pay for out-of-pocket with after-tax dollars. **Eligible employees can contribute up to \$2,550 annually to the Health Care Account, and/or up to \$5,000 annually to the Dependent Care Account.** Dependent Care may include a dependent under the age of 12, a spouse, or other dependent incapable of self-care. See plan description or www.discoverybenefits.com for more information.

PLAN NAME	MAX ANNUAL CONTRIBUTION
Health Savings Account	\$2,550.00
Dependent Care Account	\$5,000.00

*After-Tax Deductions

*Pre-Tax Deductions

HYATT LEGAL SERVICES

HYATT LEGAL SERVICES - Hyatt Legal by MetLife is designed to give affordable access to legal services. The plan offers preventive legal services for business and/or personal use, motor vehicle legal services, trial defense services, IRS audit legal services and other personal litigation services.

COVERAGE*	BI-WEEKLY COST	MONTHLY PREMIUM
Employee	\$9.00	\$19.50

optional benefits

SUPPLEMENTAL LIFE INSURANCE

SUPPLEMENTAL LIFE INSURANCE - Eligible employees are allowed to purchase up to five (5) times their annual salary up to a maximum of \$500,000. For spousal coverage or registered domestic partners, a maximum of 50% of the elected amount for the covered employee is available for purchase. Spousal coverage is up to a maximum of \$250,000. For dependent children a \$10,000 policy is available for purchase (for each child). Supplemental Life Insurance is offered through the CIGNA Plan.

EMPLOYEE AGE	EMPLOYEE MONTHLY COST PER \$10,000 UNIT	SPOUSE MONTHLY COST PER \$10,000 UNIT
Under 30	\$0.90	\$0.90
30 to 34	\$1.00	\$1.00
35 to 39	\$1.40	\$1.40
40 to 44	\$2.10	\$2.10
45 to 49	\$3.70	\$3.70
50 to 54	\$6.20	\$6.20
55 to 59	\$10.50	\$10.50
60 to 64	\$13.20	\$13.20
65 to 69	\$22.90	\$22.90
70 to 74	\$44.80	\$44.80
75 & over	\$76.70	\$76.70

How to calculate your monthly cost:

1. Find your age group in the following table;
2. Multiply the rate by the number of coverage units you want;
3. Calculate the cost of coverage for your spouse, using your age, then calculate the cost of coverage for your children;
4. Add the premiums for you, your spouse and your children to get your total monthly cost

*The monthly cost for children is \$1.80 for \$10,000 coverage. One premium will insure all your eligible children, regardless of the number of children you have.

Maximum coverage: employee - the lesser of five times your annual salary or \$500,000; Spouse - 50% of employee's coverage amount; Children - \$10,000.

Costs are subject to change.

VSP -VISION INSURANCE

PLAN NAME	COVERAGE	BI-WEEKLY COST	MONTHLY PREMIUM
VISION SERVICE PLAN (VSP)	Employee Only	\$4.89	\$10.60
	Employee + 1	\$9.60	\$20.80
	Employee + 2 or more	\$15.28	\$33.10

*Rates effective 1/1/2016

IV. RETIREMENT SYSTEM

CALIFORNIA PUBLIC RETIREMENT SYSTEM (CALPERS)

GROUP	EMPLOYEE	EMPLOYER RATE**	EMPLOYEE RATE	EMPLOYER RATE CITY CONTRIB.	EMPLOYER RATE EMPLOYEE CONTRIB.	EMPLOYEE RATE CITY CONTRIB.	EMPLOYEE RATE EMPLOYEE CONTRIB.	TOTAL CITY CONTRIB.	TOTAL EMPLOYEE CONTRIB.
NON-SAFETY 2.5% @ 55 (TIER 1) CLASSIC MEMBERS HIRED PRIOR TO 3/11/12	FT Management	32.762%	10.469%	32.762%	0.000%	0.000%	10.469%	32.762%	10.469%
	FT Non-Management	32.762%	10.469%	26.187%	6.575%	0.000%	10.469%	26.187%	17.044%
	Part-Time	32.762%	10.469%	32.762%	0.000%	0.000%	10.469%	32.762%	10.469%
NON-SAFETY 2% @ 60 (TIER 2) CLASSIC MEMBERS HIRED 3/11/12 OR AFTER	FT Management	35.231 %	7.000%	34.231%	1.000%***	0.000%	7.000%	34.231%	8.000%
	FT Non-Management	35.231 %	7.000%	26.187%	9.044%	0.000%	7.000%	26.187%	16.044%
	Part-Time	35.231 %	7.000%	35.231%	0.000%	0.000%	7.000%	35.231%	7.000%
NON-SAFETY 2% @ 62 (TIER 3) NEW MEMBERS HIRED AFTER 1/1/13*	FT Management	35.231%	6.750%	34.231%	1.000%***	0.000%	6.750%	34.231%	7.750%
	FT Non-Management	35.231%	6.750%	26.187%	9.044%	0.000%	6.750%	26.187%	15.794%
	Part-Time	35.231%	6.750%	35.231%	0.000%	0.000%	6.750%	35.231%	6.750%
SAFETY POLICE 3% @ 50 (TIER 1) CLASSIC MEMBERS HIRED PRIOR TO 3/11/12	FT Management	50.611%	14.000%	50.611%	0.000%	9.000%	5.000%	59.611%	5.000%
	FT Non-Management	50.611%	14.000%	50.611%	0.000%	3.000%	11.000%	53.611%	11.000%
	Chief of Police	50.611%	14.000%	50.611%	0.000%	3.500%	10.500%	54.111%	10.500%
	Part-Time	50.611%	14.000%	50.611%	0.000%	0.000%	14.000%	50.611%	14.000%
SAFETY POLICE 2.7% @ 57 (TIER 2) NEW MEMBERS HIRED 1/1/13 & AFTER*	Full-Time	55.611%	11.500%	55.611%	0.000%	0.000%	11.500%	55.611%	11.500%
	Part-Time	55.611%	11.500%	55.611%	0.000%	0.000%	11.500%	55.611%	11.500%
SAFETY FIRE 3% @ 50 (TIER 1) CLASSIC MEMBERS HIRED PRIOR TO 12/30/12	Full-Time	54.702%	14.000%	54.702%	0.000%	9.000%	5.000%	63.702%	5.000%
SAFETY FIRE 2% @ 50 (TIER 2) CLASSIC MEMBERS HIRED 12/30/12 OR AFTER	Full-Time	14.987%	9.000%	14.987%	0.000%	0.000%	9.000%	14.987%	9.000%
SAFETY FIRE 2.7% @ 57 (TIER 3) NEW MEMBERS HIRED 1/1/13 OR AFTER*	Full-Time	12.082%	11.500%	12.082%	0.000%	0.000%	11.500%	12.082%	11.500%

*Employees hired January 1, 2013 or after who meet the definition of a "new member" per the California Public Employees' Pension Reform Act of 2013 (PEPRA).

** CalPERS Employer rates subject to change effective July 1, 2017.

***Employees contribute 1% savings from temporary RHS Plan suspension towards CalPERS Employer rate.

**PUBLIC AGENCY RETIREMENT SYSTEM
(PARS)**

GROUP	EMPLOYER RATE	EMPLOYEE RATE
PART-TIME	3.75%	3.75%

V. LEAVES

VACATION LEAVE

CONFIDENTIAL, GENERAL, MANAGEMENT - TIER 1:

TIER 1	1-2 YEARS	3-4 YEARS	5-9 YEARS	10-14 YEARS	15-19 YEARS	20+ YEARS
HOURS	92	116	140	164	188	212
MAX. ACCRUAL	320	320	320	320	320	320

CONFIDENTIAL, GENERAL - TIER 2:

TIER 2	1 YEAR	2-5 YEARS	6+ YEARS
HOURS	40	80	120
MAX. ACCRUAL	320	320	320

FIRE (BASED ON A 56 HOUR WORK WEEK):

	1-2 YEARS	3-4 YEARS	5-9 YEARS	10-14 YEARS	15-19 YEARS	20+ YEARS
HOURS	128.8	162.4	196	229.6	263.2	296.8
MAX. ACCRUAL	369.6	436.8	504.0	526.4	526.4	526.4

POLICE NON-MANAGEMENT - TIER 1:

	1-2 YEARS	3-4 YEARS	5-9 YEARS	10-14 YEARS	15-19 YEARS	20+ YEARS
HOURS	92	116	140	164	188	212
MAX. ACCRUAL	184	232	280	320	320	320

POLICE NON-MANAGEMENT - TIER 2:

	0-2 YEARS	3-6 YEARS	7-12 YEARS	13-14 YEARS	15-19 YEARS	20+ YEARS
HOURS	80	120	140	160	180	200
MAX. ACCRUAL	160	240	280	320	320	320

POLICE MANAGEMENT:

	1-2 YEARS	3-4 YEARS	5-9 YEARS	10-14 YEARS	15-19 YEARS	20+ YEARS
HOURS	92	116	140	164	188	212
MAX. ACCRUAL	184	232	280	328	376	424

Vacation leave is based on years of service. **Probationary employees may use accrued vacation after six (6) months (non-sworn) or 12 months (sworn) of continuous full-time employment.** Non-sworn employees in the Police Records and Telecommunications workgroup can accumulate an optional vacation schedule. Please see the CMCEA MOU Article 8.11(f) for more information.



VACATION PAY AT SEPARATION

Upon termination, a permanent employee will receive compensation at his/her current rate for all unused earned vacation through the date of termination.

SICK LEAVE

CONFIDENTIAL, GENERAL:

Hours Earned Per Year: 96 hours

Maximum Accrual: 192 hours

Upon City Council adoption of the 2013-16 MOU or upon hire - "The Sick Leave Bank," 192 hours of available sick leave will be granted to each employee. Effective July 1 of each year, the Sick Leave Bank shall be augmented with a maximum of 96 hours of credited sick leave, but in no case shall the annual augmentation result in more than 192 hours in the Sick Leave Bank.

"The Sick Leave Bank" shall have no cash value, shall not be convertible to cash or to any form of compensation. "The Sick Leave Bank" can be converted to PERS service credit upon retirement.

FIRE (BASED ON A 56 HOUR WORK WEEK):

Hours Earned Per Year: 174.72 hours

Maximum Accrual: 672 hours

Sick Leave Bank: After accruing the maximum of 672 hours in the Primary Sick Leave Bank, 3.36 hours (= ½ of 6.72 hours per pay period) is put into a Secondary Sick Leave Bank & the other 3.36 hours are put into cash or vacation. Fire employees access their secondary bank first. If an employee has a Secondary Sick Leave Bank, hours in that bank will be used first in accordance with the rules regarding sick leave use.

Secondary Sick Leave: Hours in the Secondary Sick Leave Bank may also be used in the event of a verified non-industrial disability that has resulted in an absence of sixty (60) consecutive calendar days.

POLICE:

Hours Earned Per Year: 96 hours

Maximum Accrual: 192 hours

Upon City Council adoption of the 2014-18 MOU or upon hire, 96 hours of available sick leave will be granted to each employee in the "The Sick Leave Bank". Employees will also accrue 3.69 hours of sick leave per pay period to a maximum of 192 hours in "The Sick Leave Bank". Upon reaching the maximum accrual, the bi-weekly benefit of 3.69 sick leave hours will be cashed out at 100% of the employees regular rate of pay.

"The Sick Leave Bank" shall have no cash value, shall not be convertible to cash or to any form of compensation. "The Sick Leave Bank" can be converted to PERS service credit upon retirement.



SICK LEAVE CONTINUED

MANAGEMENT & POLICE MANAGEMENT:

Hours Earned Per Year: 96 hours (104 for Police Management) **Maximum Accrual:** 480 hours

Sick Leave Bank: After accruing the maximum of 480 hours in the Primary Sick Leave Bank, 1.84 hours or 2.0 for Police Management (= 1/2 of 3.69 or 4 hours per pay period) is placed into a Secondary Sick Leave Bank & the other 1.85 or 2.0 hours are put into cash, vacation, or the voluntary Post-Retirement Medical Plan. If an employee has a Secondary Sick Leave Bank, hours in that bank will be used first in accordance with the rules regarding sick leave use up to 40 hours per calendar year.

SICK LEAVE PAY AT SEPARATION: FIRE, MANAGEMENT, & POLICE MANAGEMENT

Employees who retire or leave the City service with at least 20 years of continued service shall be paid one-half (1/2) the accrued sick leave in their primary sick leave bank. Police Management employees who retire or leave the City with at least 20 years of continued service shall be paid one-half (1/2) the accrued sick leave in their primary sick leave bank and one-half (1/2) the accrued sick leave in their secondary sick leave bank. As an option, instead of receiving this payoff, employees can choose to receive service credit towards retirement for the full-accrued value for both primary and secondary sick leave banks.

EXECUTIVE LEAVE

80 hours prorated per calendar year for all Executive Management, Department Directors, Managers and Police Management. Up to 40 additional hours are available to Executive Management based upon assignment and with Chief Executive Officer approval. Please refer to the Administrative Regulation #2.19 that governs this benefit.

PART-TIME GENERAL LEAVE

PART-TIME LEAVE PAY - The City provides General Leave to part-time employee in lieu of paid sick leave. General leave is based on the amount of part-time hours worked. The maximum accrual of general leave shall be 84 hours. Upon termination, employee will receive compensation at his/her current rate for all unused earned general leave through the date of termination. The General Leave program complies with the "Healthy Workplaces, Healthy Families Act" which became effective July 1, 2015.

	0-520 HRS WORKED	521 HRS – 4 YEARS WORKED	5-9 YEARS WORKED	10+ YEARS WORKED
HOURS EARNED PER HOUR WORKED	0.034	0.042	0.084	.168
MAX. ACCRUAL	84	84	84	84

HOLIDAY LEAVE

GROUP	NUMBER OF HOLIDAY HOURS PER YEAR
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CONFIDENTIAL GENERAL MANAGEMENT POLICE POLICE MANAGEMENT	96 hours (includes 16 floating holiday hours)
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FIRE	134.4 hours
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HOLIDAY'S OBSERVED	DATE
NEW YEAR'S DAY	January 1
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 th
LABOR DAY	First Monday in September
VETERANS DAY	November 11 th
THANKSGIVING	Thanksgiving and the Friday immediately following Thanksgiving
CHRISTMAS DAY	December 25 th

- In the event any of the above holidays fall on Saturday, the preceding Friday will be observed. In the event any of the above holidays fall on Sunday, the following Monday will be observed.
- Lincoln's Birthday (February 12th) and California's Admission Day (September 9th), shall be recognized as holiday observances on which City Hall will remain open and shall be applied as 16 hours of floating holiday to be used at the employee's discretion with supervisors' approval.
- Employees who receive time off for the above listed holidays receive holiday pay for their full scheduled shift. Check appropriate Memorandum of Understanding for provisions affecting employees who work shifts without regard to holidays.

VI. REIMBURSEMENT POLICIES

ANNUAL PHYSICAL

Based on the chart below, Executive Management (Directors and Managers) have the option of an annual physical offered through the City's Industrial Medical Clinic:

AGE RANGE	REQUIREMENT
UNDER 40 YEARS OF AGE	Physical every three (3) years
40- 50 YEARS OF AGE	Physical every two (2) years
OVER 50 YEARS OF AGE	Annual physical

City basic physical cost is \$425.00.

CAR ALLOWANCE

ASSIGNED CARS:

- Fire Chief
- Police Chief
- Police Captains
- Police Lieutenants

MONTHLY CAR ALLOWANCE:

TITLE	MONTHLY CAR ALLOWANCE
CHIEF EXECUTIVE OFFICER	\$650.00
ASSISTANT CHIEF EXECUTIVE OFFICER	\$477.00
ECONOMIC DEVELOPMENT SERVICES DIRECTOR	\$477.00
FINANCE DIRECTOR	\$477.00
IT DIRECTOR	\$477.00
PUBLIC SERVICES DIRECTOR	\$477.00

MILEAGE REIMBURSEMENT

Based upon IRS allowable amount, which is 54 cents effective January 1, 2016. See AR 3.10, Expense Reimbursement, for information on travel reimbursement.

TUITION & BOOKS

Management, Police Management, Confidential, General, Police and Fire: \$1250/fiscal year (see MOU for specific requirements).

VII. ADDITIONAL PAY

BEREAVEMENT LEAVE

BEREAVEMENT LEAVE - See MOU or Personnel Rules for specific requirements.

- Management, General, and Confidential Employees: A maximum of five (5) working days in a calendar year.
- Sworn Police: A maximum of three (3) days of paid leave per occurrence.
- Sworn Fire: A maximum of three (3) consecutive work shift days per occurrence.

BILINGUAL PAY

BILINGUAL PAY

- General Employees: 2.5% or 5% over assigned monthly rate based upon proficiency and after passing a test.
- Sworn Police and Police Management: 2.5% or 5% pay of the top step base salary for the Senior Police Officer classification.
- Sworn Fire: 2.5% or 5% pay of the top step base salary for the Fire Engineer classification.
- Eligible languages: Spanish, Vietnamese, American Sign Language and others if the MOU language permits.

CANINE ASSIGNMENT

CANINE ASSIGNMENT - Police Officers assigned to canine duty, and who are responsible for an active duty canine will receive seven (7) hours of time at one and one-half (1.5) pay each pay period (payable as salary).

CLASS A/B LICENSE PAY

CLASS A/B LICENSE PAY - Employees assigned to a designated position requiring daily operation of equipment requiring a valid Class A/B California Driver's License shall receive an annual \$700 incentive bonus.

EMD CERTIFICATION PAY

EMD CERTIFICATION PAY - Employees certified to utilize Emergency Medical Dispatch techniques, shall receive 5% above their assigned monthly rate of pay.

FIELD TRAINING OFFICER (FTO) PAY

FIELD TRAINING OFFICER (FTO) PAY - The City will continue paying selected Police Officers Field Training Officer (FTO) assignment pay (12.5% of base salary, as of 9/07) on an as needed basis, who meet the Department established standards. This FTO assignment pay will be paid while the employee is assigned and scheduled to provide training. The minimum period of time an employee will be authorized to receive the pay is one (1) shift.

additional pay

FIRE ADMINISTRATION ASSIGNMENT

FIRE ADMINISTRATION ASSIGNMENT - Any employees in the job classification of Firefighter, Fire Engineer or Fire Captain shall be entitled to compensation in the amount of 10% over the assigned rate for his or her classification when permanently assigned by the Fire Chief to a 40-hour administrative assignment workweek. Any employee in the job classification of Battalion Chief shall be entitled to compensation in the amount of 10% of the employee's base salary when permanently assigned to be the Fire Chief to a 40-hour administrative assignment workweek.

HAZARD PAY

HAZARD PAY - \$100 per month hazard pay shall be applicable to each of two (2) Police Officers when assigned to the Drug Lab Clean-Up Task Force and when they are on-call.

MATRON PAY

MATRON PAY - 5% of base salary will be paid as compensation for a trained person whenever he or she performs the matron duty.

MOTORCYCLE ASSIGNMENT PAY

MOTORCYCLE ASSIGNMENT PAY - Employees in the classifications of Police Officer, Senior Police Officer, and Police Sergeant shall receive 5% over his or her assigned rate per shift when assigned motorcycle duty. Additionally, one motorcycle trainer shall receive 5% incentive pay while in temporary assignment to perform routine safety checks. Each employee assigned to motorcycle duty will be compensated three (3) hours at time and a half at the top step base salary for the Senior Police Officer classification each pay period for the motorcycle maintenance.

P.O.S.T. INCENTIVE PAY

P.O.S.T. INCENTIVE PAY - Full-time employees employed in the classifications of Police Officer, Senior Police Officer, Police Sergeant, Helicopter Sergeant, or Police Lieutenant are eligible to participate in this P.O.S.T. Certificate Program upon meeting the criteria. They are eligible to receive 5% above their basic monthly salary for the Intermediate Certificate and 10% above their basic monthly salary step for the Advanced Certificate. Police Captains are eligible to receive 5% above their basic monthly salary for the Management Certificate.

additional pay

PARAMEDIC PAY

PARAMEDIC PAY - Applicable to Fire Department personnel when assigned as a paramedic to the Mobile Intensive Care Division as follows:

- 10.000% above the monthly pay step of Firefighter when first assigned
- 11.25% above the monthly pay step of Firefighter after the first license renewal as a City employee
- 12.50% above the monthly pay step of Firefighter after the second license renewal as a City employee
- 13.75% above the monthly pay step of Firefighter after the third license renewal as a City employee
- \$500 bonus for the fourth and subsequent license renewal

SHIFT ASSIGNMENT PAY

SHIFT ASSIGNMENT PAY COMMUNICATIONS OFFICERS - work a 3-day/12-hour work schedule plus a one 8-hour shift (3/12 schedule). They receive a shift differential of 7.5% for hours worked between 6:00 p.m. and 6:00 a.m.

SHIFT ASSIGNMENT PAY CMCEA EMPLOYEES - The City will pay employees in CMCEA-represented classifications who are continuously and regularly assigned to a schedule which requires that he or she actually work a minimum of five (5) hours between the hours of 3:00 p.m. and 7:00 a.m. a shift differential as defined below:

- A. A Night Shift Differential of 5% over the assigned rate per shift for all CMCEA represented classifications assigned to work a night (swing) shift schedule which begins at 3:00 p.m. or later.
- B. A Morning Shift Differential of 10% over the assigned rate per shift for all CMCEA represented classifications assigned to work a morning (graveyard) shift schedule which begins at 11:00 p.m. or later.
- C. Employees working a Cross-Over Shift schedule beginning in one shift, but including at least five (5) hours worked into a Night or Morning Shift as defined above, will be compensated for those five or more hours at the appropriate Shift Differential rate.

UNIFORM ASSIGNMENT

UNIFORM ASSIGNMENT PAY - Employees in the classifications of Police Officer (after 3 years of service), Senior Police Officer, Police Sergeant, and Police Lieutenants who are regularly assigned to uniform automobile/motorcycle patrol, or traffic enforcement shall receive uniform assignment pay (2.5% of base salary).

additional pay

FIRE CERTIFICATION PROGRAM

FIRE NON-MANAGEMENT:

CLASSIFICATION	CERTIFICATION/DEGREE	MONTHLY AWARD EFFECTIVE 6/9/2011
FIREFIGHTER FIRE ENGINEER & FIRE CAPTAIN	Investigator II	0.75%
	Instructor II	0.75%
	Instructor III	0.75%
	Prevention Officer II	0.75%
	Prevention Officer III	0.75%
	Public Education Officer	0.75%
	Driver/Operator I	0.75%
	Rescue Specialist	0.75%
	Confine Space Operational Tech	0.75%
	Specialized Rescue Technician	0.75%
	Firefighter II	\$70
	Fire Officer Certification	1.75%
	Chief Officer (Captains Only)	1.75%
	60 Units	\$120
	120 Units	\$180
	180 Units	\$180
	AS/AA Degree	1.75%
	BS/BA Degree	2.25%
MS/MA Degree	2.25%	

CRITERIA:

- Certification pays are paid as a percentage based on the top step base salary for the Fire Captain classification. The maximum monthly awards payable to any employee shall not exceed 7.5% of the top step base salary for the Fire Engineer classification (for employees who do not possess a degree) and 7.5% of the top step base salary for the Fire Captain classification (for employees who do possess a degree). Effective July 1, 2008, no new employees will be eligible for payment of units only or Firefighter II and the dollar amounts for units only or Firefighter II will be frozen for employees currently receiving payment.
- Employees employed in the classifications of Firefighter, Fire Engineer, and Fire Captain are eligible to participate in the certification program upon completion of five years of service.

FIRE CERTIFICATION PROGRAM

FIRE MANAGEMENT:

CLASSIFICATION	CERTIFICATION/DEGREE	MONTHLY AWARD*
BATTALION CHIEF/ DEPUTY FIRE CHIEF	California State Fire – Chief Officer	2.50%
BATTALION CHIEF/ DEPUTY FIRE CHIEF	California State Fire – Fire Marshal	2.50%
BATTALION CHIEF/ DEPUTY FIRE CHIEF	National Fire Academy – Executive Fire Officer	2.50%
BATTALION CHIEF/ DEPUTY FIRE CHIEF	Master’s Degree	2.50%
BATTALION CHIEF	Urban Search and Rescue	1.25%
BATTALION CHIEF	Strike Team Leader	1.25%

*The maximum cumulative award payable to any employee shall not exceed 7.5% of base salary. Refer to the Executive Compensation Plan and Salary Schedule Resolution for additional details.

THIS BENEFITS SUMMARY SHEET IS A GENERAL OUTLINE OF THE BENEFITS OFFERED UNDER THE CITY OF COSTA MESA’S BENEFITS PROGRAM. SPECIFIC DETAILS AND PLAN LIMITATIONS ARE PROVIDED IN THE SUMMARY PLAN DESCRIPTION, WHICH IS BASED ON THE OFFICIAL PLAN DOCUMENTS THAT MAY INCLUDE POLICIES, CONTRACTS AND PLAN PROCEDURES. IN THE EVENT THAT INFORMATION IN THIS PLAN SUMMARY DIFFERS FROM THE BENEFIT PLAN DOCUMENTS, MEMORANDUM OF UNDERSTANDING OR APPLICABLE LAW, THE PLAN DOCUMENTS, MEMORANDUM OF UNDERSTANDING OR APPLICABLE LAW WILL PREVAIL.

2017 PAYROLL DATES

PAYROLL	PAYPERIOD	DUE IN PERSONNEL	PAYDAY	
17-01	25-Dec-16	07-Jan-17	29-Dec-17	13-Jan-17
17-02	08-Jan-17	21-Jan-17	13-Jan-17	27-Jan-17
17-03	22-Jan-17	04-Feb-17	27-Jan-17	10-Feb-17
17-04	05-Feb-17	18-Feb-17	10-Feb-17	24-Feb-17
17-05	19-Feb-17	04-Mar-17	24-Feb-17	10-Mar-17
17-06	05-Mar-17	18-Mar-17	10-Mar-17	24-Mar-17
17-07	19-Mar-17	01-Apr-17	24-Mar-17	07-Apr-17
17-08	02-Apr-17	15-Apr-17	07-Apr-17	21-Apr-17
17-09	16-Apr-17	29-Apr-17	21-Apr-17	05-May-17
17-10	30-Apr-17	13-May-17	05-May-17	19-May-17
17-11	14-May-17	27-May-17	19-May-17	02-Jun-17
17-12	28-May-17	10-Jun-17	02-Jun-17	16-Jun-17
17-13	11-Jun-17	24-Jun-17	16-Jun-17	30-Jun-17
17-14	25-Jun-17	08-Jul-17	30-Jun-17	14-Jul-17
17-15	09-Jul-17	22-Jul-17	14-Jul-17	28-Jul-17
17-16	23-Jul-17	05-Aug-17	28-Jul-17	11-Aug-17
17-17	06-Aug-17	19-Aug-17	11-Aug-17	25-Aug-17
17-18	20-Aug-17	02-Sep-17	25-Aug-17	08-Sep-17
17-19	03-Sep-17	16-Sep-17	08-Sep-17	22-Sep-17
17-20	17-Sep-17	30-Sep-17	22-Sep-17	06-Oct-17
17-21	01-Oct-17	14-Oct-17	06-Oct-17	20-Oct-17
17-22	15-Oct-17	28-Oct-17	20-Oct-17	03-Nov-17
17-23	29-Oct-17	11-Nov-17	03-Nov-17	17-Nov-17
17-24	12-Nov-17	25-Nov-17	17-Nov-17	01-Dec-17
17-25	26-Nov-17	09-Dec-17	01-Dec-17	15-Dec-17
17-26	10-Dec-17	23-Dec-17	15-Dec-17	29-Dec-17



THE BENEFITS SUMMARY IS PROVIDED BY THE HUMAN RESOURCES DIVISION, CONTINUOUSLY STRIVING TO PROVIDE EMPLOYEES WITH THE MOST IMPORTANT AND CURRENT INFORMATION.

UPDATED 01-01-2017