

RESOLUTION NO. 24-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN, CALIFORNIA, RELATING TO COMPENSATION AND BENEFITS FOR UNREPRESENTED EXECUTIVE MANAGEMENT AND MANAGEMENT EMPLOYEES, AND SUPERSEDING RESOLUTION 24-49

WHEREAS, the employees covered by this Resolution constitute Executive Management and Management personnel; and

WHEREAS, the City Council has consulted with the City Manager concerning the proposed employment terms contained herein;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Tustin (the "City") authorizes staff to implement the provisions of this Resolution and modify the City's Classification and Compensation Plans to reflect the changes approved in this Resolution, and that the wages, hours and conditions of employment be adopted and set forth as follows:

CHAPTER 1 – GENERAL PROVISIONS

Section 1: Classifications

The Executive Management unit includes the classifications designated by the City as "department heads". The Management unit includes all other unrepresented FLSA-exempt classifications designated by the City as "management" employees.

Whenever the term "Executive Management" is used in this Resolution, it shall be understood to include the City Manager. The benefits and terms of employment of the City Manager and any other Executive Management employee employed under an individual employment agreement shall be as set forth herein, provided that any contrary written terms established by the City Council or City Manager, which provide a greater benefit than provided for in this Resolution, shall prevail.

Section 2: Effective Dates

The effective date of each Section is September 23, 2024 (the start of the pay period that includes October 1, 2024), unless otherwise stated herein.

CHAPTER 2 – COMPENSATION

Section 3: Salary

The base salary ranges for employees covered by this Resolution are hereby incorporated as listed in Appendix A and Appendix B. The attached salary ranges shall constitute the basic compensation plan consisting of six (6) or seven (7) steps in each range.

Effective the pay period that includes October 1, 2024, base salaries are as listed in Appendix A and Appendix B.

Effective the pay period that includes October 1, 2024, Step G shall be added to the salary range for all classifications in the Management unit. Step G shall be five percent (5%) higher than Step F. Any employee who has completed at least one (1) year of service at Step F with overall satisfactory performance will be eligible to receive a merit increase to Step G effective the pay period that includes October 1, 2024. All other employees will be eligible to advance to Step G after one (1) year of satisfactory service at Step F, in accordance with the existing merit increase process outlined in the Personnel Rules.

Effective the pay period that includes July 1, 2025, all employees shall receive a four percent (4.00%) base salary increase.

Effective the pay period that includes July 1, 2026, all employees shall receive a four percent (4.00%) base salary increase.

The City Manager may make a Special Salary Adjustment and increase the salary of an employee to any step within the salary range of their classification. A Special Salary Adjustment will only be approved in limited circumstances, such as to retain an employee who has received a confirmed offer of employment from another employer, to correct gross inequities, or to reward outstanding achievement and performance.

Section 4: Bilingual Pay

The City shall pay Bilingual Pay in the amount of one hundred dollars (\$100) per month (paid biweekly) to employees in City-designated positions who demonstrate conversational skill in Spanish or another language approved by the Director of Human Resources as necessary for City business.

To qualify for Bilingual Pay, the employee must have a business need to speak Spanish or another City-approved language in the performance of their public contact duties on a frequent and recurring basis and successfully pass a City-sponsored examination for conversational skill. The Director of Human Resources may limit the number of employees receiving Bilingual Pay based on the needs of the City and may discontinue

Bilingual Pay for any employee who no longer uses bilingual skills in the course of work as needed by the City.

Individuals are eligible to receive Bilingual Pay at the beginning of the first pay period after the Human Resources Department receives the employee's passing test results.

In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), Bilingual Pay (Bilingual Premium) shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(4) and 571.1(b)(3) as a "special assignment pay" – a type of reportable special compensation. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

Section 5: Uniforms

The City shall provide employees in the classifications of Police Chief and Deputy Police Chief with uniforms, including replacements as needed. Additionally, employees in these classifications receive an allowance of \$429 per year (paid biweekly) for care and maintenance of uniforms. In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), for "classic members" as defined by the Public Employees' Pension Reform Act of 2013, the compensation paid for the maintenance of required uniforms shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(5) and 571.1(b)(2) as a "statutory item" – a type of reportable special compensation.

The City shall provide uniforms, including replacements as needed, to employees in the classifications of Maintenance Supervisor, Water Maintenance and Construction Supervisor, and Water Treatment Supervisor. In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), for "classic members" as defined by the Public Employees' Pension Reform Act of 2013, the monetary value of the rental and maintenance of the required uniforms shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(5) as a "statutory item" – a type of reportable special compensation. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

Section 6. Longevity Pay

Employees in the classifications of Police Chief and Deputy Police Chief are eligible to receive Longevity Pay.

An employee in these classifications who has been continuously employed by the City of Tustin in any full-time position for between 10 years and 19 years and 364 days shall receive two- and one-half percent (2.5%) of base salary as Longevity Pay. Employees

are eligible to receive this pay beginning the pay period that includes the date of their 10th anniversary of consecutive full-time employment with the City.

An employee in these classifications who has been continuously employed by the City of Tustin in any full-time position for 20 years or more shall receive five percent (5%) of base salary as Longevity Pay. Employees are eligible to receive this pay beginning the pay period that includes the date of their 20th anniversary of consecutive full-time employment with the City.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(1) and 571.1(b)(1) as Longevity Pay. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

Section 7: Educational Incentive Pay

Employees in the classifications of Police Chief and Deputy Police Chief are eligible to receive Educational Incentive Pay as follows:

Degree	Amount
Bachelor's	\$575/month (paid biweekly)
Master's	\$600/month (paid biweekly)

Employees are eligible to receive Educational Incentive Pay at the beginning of the first pay period after Human Resources certifies that the employee has met all of the eligibility requirements.

In compliance with the California Public Employees' Retirement System regulations and definition of special compensation (2 CCR §571), Educational Incentive pay shall be reported to CalPERS as special compensation described in Title 2 CCR, Section 571(a)(2) as an "educational pay" – a type of reportable special compensation. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

Section 8: Peace Officer Standards and Training (POST) Certificate Pay

Employees in the classifications of Police Chief and Deputy Police Chief shall receive twelve percent (12%) of base salary for having a Management POST Certificate. This pay will begin on the first day of the pay period after the employee provides Human Resources with documentation that the Management POST Certificate has been earned.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(2) and Section

571.1(b)(2). In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

Section 9: Acting Pay

An employee assigned to temporarily work in a higher classification will receive Acting Pay. At the City Manager's discretion, during the Acting assignment the employee will either receive Acting Pay in an amount equal to 5% of the employee's base pay or the amount necessary to increase the employee's base salary to any step in the salary range of the higher classification. Acting Pay will be paid effective the beginning of the first full pay period in which the employee serves in the Acting assignment.

In accordance with Government Code section 20480, an employee's Acting assignment may not exceed a total of 960 hours in a fiscal year if the Acting assignment is for a position that is vacant during the recruitment for a permanent appointment. This hours limit does not apply to an Acting assignment that is temporarily available due to another employee's leave of absence.

In compliance with the California Public Employees' Retirement System regulations and definition of Special Compensation (2 CCR §571), Acting Pay shall be reported to CalPERS as Special Compensation for "classic members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013. Acting Pay ("Temporary Upgrade Pay") is described in Title 2 CCR, Section 571(a)(3) as a "premium pay" – a type of reportable special compensation. This pay is not reportable as special compensation for employees defined as "new members" under PEPRA. In the event of a dispute, it is ultimately CalPERS who determines whether any form of pay is reportable special compensation.

CHAPTER 3 – BENEFITS

Section 10: Flexible Benefits Plan

The City contracts with the California Public Employees' Retirement System (CalPERS) for the provision of medical insurance. All employees shall receive the minimum amount required under the Public Employees' Medical and Hospital Care Act (PEMHCA) (\$157 for calendar year 2024, \$158 for calendar year 2025, and a yet to be determined amount for subsequent calendar years) as well as an additional amount which is provided under a Section 125 Flexible Benefits program. The amounts below include the minimum amount under PEMHCA and are paid biweekly on a pro-rated basis.

The monthly Flexible Benefits contribution per Executive Management employee is as

follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,675	\$2,000	\$2,550

Effective the pay period that includes July 1, 2025, the monthly Flexible Benefits contribution per Executive Management employee is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,675	\$2,175	\$2,800

Effective the pay period that includes July 1, 2026, the monthly Flexible Benefits contribution per Executive Management employee is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,675	\$2,350	\$3,050

The monthly Flexible Benefits contribution per Management employee is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,475	\$1,700	\$2,050

Effective the pay period that includes July 1, 2025, the monthly Flexible Benefits contribution per Management employee is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,475	\$1,875	\$2,300

Effective the pay period that includes July 1, 2026, the monthly Flexible Benefits contribution per Management employee is as follows:

Employee Only	Employee + 1 Dependent	Employee + 2 or more Dependents
\$1,475	\$2,050	\$2,550

Employees who do not take medical insurance through the program offered by the City shall receive \$450 per month as the Flexible Benefits Opt-Out contribution. If an employee elects to opt out of medical coverage offered by the City, they must provide proof of

“minimum essential coverage” (as defined by the Affordable Care Act) through another source (other than coverage in the individual market, whether or not obtained through Covered California) by completing a City-provided attestation form.

The Flexible Benefits contribution consists of mandatory and discretionary allocations that may be applied to City-sponsored programs, including required payment towards employee medical insurance under the Public Employees’ Medical and Hospital Care Act (PEMHCA). Employees may allocate the remaining amount among the following City-sponsored programs:

1. Medical insurance
2. Dental insurance
3. Additional life insurance
4. Vision insurance
5. Section 125 Flexible Spending Account programs (medical and/or dependent care reimbursement programs)
6. Eligible catastrophic care programs
7. Cash

Discretionary allocations are to be made in accordance with program/City requirements, including restrictions as to the time when changes may be made in allocations to the respective programs.

The Flexible Benefits program is governed by Section 125 of the Internal Revenue Code (IRC). The City retains the right to change administrators.

Participation in the Section 125 medical and/or dependent care reimbursement programs is voluntary and employee-funded.

Section 11: Retirement

Employees covered under this Resolution shall be members of the California Public Employees’ Retirement System (CalPERS) and are subject to all applicable provisions of the City’s contract with CalPERS.

Local Miscellaneous Plan – Tier 1

Miscellaneous members employed by the City by December 31, 2011 shall be enrolled in the CalPERS 2% @ 55 plan in accordance with Government Code Section 21354 for Local Miscellaneous members. The plan includes both an employer and employee contribution. The employee is responsible for paying the employee contribution of 7% of the employee’s wages through a pre-tax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax. The plan has been amended to include

Section 21573 (Third Level of 1959 Survivor Benefits), Section 20042 (One-Year Final Compensation), and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of ten percent (10%).

Local Miscellaneous Plan – Tier 2

Miscellaneous members employed by the City on or after January 1, 2012 who are “classic members” as defined by the Public Employees’ Pension Reform Act (PEPRA) of 2013 shall be enrolled in the CalPERS 2% @ 60 plan for Local Miscellaneous members. The plan includes both an employer and employee contribution.

The employee is responsible for paying the employee contribution of 7% of the employee’s wages through a payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement or as designated by the employee in accordance with Government Code Section 20037. The plan provides for 3rd level of 1959 Survivor benefits with the employee paying the employee portion of the premium.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of ten percent (10%).

Local Miscellaneous Plan – Tier 3

Individuals first employed by the City on or after January 1, 2013 who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS 2% @ 62 plan for Local Miscellaneous members.

The employee is responsible for paying the employee contribution of one-half of the total normal cost of the plan, as defined by CalPERS, through a payroll deduction. Effective the pay period including July 1, 2024, the employee contribution is 7.25%. This amount will be determined by CalPERS in the future. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement or as designated by the employee in accordance with Government Code Section 7522.32(a). The plan provides for 3rd level of 1959 Survivor benefits with the employee paying the employee portion of the premium.

Local Safety Plan – Tier 1

Employees first hired by the City as Local Safety Members prior to January 1, 2012 shall be provided the CalPERS 3% @ 50 retirement formula in accordance with Government Code section 21362.2.

These employees are responsible for paying the employee contribution of 9% of the employee's wages through a pre-tax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of twelve percent (12%).

The plan has been amended to include Section 21574 (Fourth Level of 1959 Survivor Benefits), Section 20042 (One-Year Final Compensation), and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium.

Local Safety Plan – Tier 2

Employees first hired by the City as Local Safety Members on or after January 1, 2012 who are "classic members" as defined by the Public Employees' Pension Reform Act (PEPRA) of 2013 shall be provided the CalPERS 2% @ 50 retirement formula.

The employee is responsible for paying the employee contribution of 9% through a pretax payroll deduction. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

These employees are also responsible for paying an additional pension contribution of three percent (3%) as cost sharing in accordance with Government Code section 20516(f), for a total employee pension contribution of twelve percent (12%).

The plan includes Section 21574 (Fourth Level of 1959 Survivor Benefits) and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement or as designated by the employee in accordance with Government Code Section 20037.

Local Safety Plan – Tier 3

Individuals first employed by the City on or after January 1, 2013 who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS 2.7% @ 57 plan for Local Safety members.

The employee is responsible for paying the employee contribution of one-half of the total normal cost of the plan, as defined by CalPERS, through a payroll deduction. Effective the pay period including July 1, 2024, the employee contribution is 13.75%. This amount will be determined by CalPERS in the future. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

The plan includes Section 21574 (Fourth Level of 1959 Survivor Benefits) and Section 21024 (Military Service Credit as Public Service). The employee is responsible for paying the employee portion of the 1959 Survivor benefit premium. This plan provides retirement benefits based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of their retirement or as designated by the employee in accordance with Government Code Section 7522.32(a).

Section 12: Deferred Compensation

Employees may voluntarily open an IRC Section 457(b) deferred compensation account and make pre-tax contributions up the maximum amount permitted by law based on their age.

Employees who contribute to an IRC Section 457(b) deferred compensation account will receive a matching City contribution to an IRC Section 401(a) deferred compensation account, up to a maximum of two percent (2%) of the employee’s base salary. City contributions to the employee’s 401(a) plan will be made on each biweekly paycheck, on a dollar-for-dollar basis equivalent to the employee’s contribution to their 457(b) plan on that biweekly paycheck, in an amount not to exceed two percent (2%) of the employee’s base salary.

Section 13: Life Insurance

The City will provide life insurance for each employee and pay the required premiums. The death benefit of said policy shall be two hundred thousand dollars (\$200,000). The City will also provide \$1,000 per dependent of dependent life insurance and pay the required premiums.

Section 14: Short-Term / Long-Term Disability Insurance

The City shall maintain a short-term / long-term disability (STD/LTD) insurance program for non-industrial illnesses or injuries. Eligibility for benefits is subject to the requirements and approval of the STD/LTD insurance carrier.

An employee who is receiving STD benefits under the City's program will be granted a leave of absence for the duration of their non-industrial disability subject to a maximum period of six (6) months. Such leave of absence may be extended for an additional six (6) months under LTD, upon approval of the City Manager.

All unit employees are required to participate in the program. Premiums are deducted from the employee's pay on an after-tax basis.

In the event a non-industrial illness or injury is anticipated to exceed 30 days, the employee is first required to use 80 consecutive hours of their accrued leave during the 30 day period beginning with the first day of the leave. In the event no leave time is available, the employee shall be on leave without pay for 80 consecutive hours.

After the first 80 hours of leave, and for the remainder of the 30-day elimination period, the employee shall be compensated by the City at the rate of 60% of the employee's pre-disability base salary. This City payment is taxable income. The employee may supplement this City payment with accrued leave to enable him/her to receive an amount equivalent to no more than 100% of their pre-disability earnings.

In the event the employee is eligible for FMLA/CFRA leave, STD/LTD leave shall run concurrently with FMLA/CFRA leave.

For a new employee who has worked for the City for less than 12 consecutive months, and is therefore not eligible for FMLA/CFRA leave, the City will nevertheless provide the employee with the same Flexible Benefits contribution as was provided at the time of the non-industrial injury, for a period not to exceed 90 days.

Once the employee is on leave without pay, or the first 80 hours of leave has passed (whichever occurs first), no paid leave shall accrue to the employee.

After the 30-day elimination period, the STD/LTD carrier will provide the employee with a benefit of 60% of pre-disability base salary. The employee may supplement the STD/LTD

carrier's payment with accrued paid leave to enable him/her to receive an amount equivalent to no more than 100% of their pre-disability earnings.

The employee is responsible for all benefit elections and payments during their leave unless they are eligible to opt out of such elections and chooses to do so. In the event the employee chooses to continue their benefit elections, the employee is required to make timely payment to the City for such elections (including the cost of the STD/LTD program). In the event timely payment is not made, the City is authorized to reduce the employee's accrued paid leave accounts, in an amount equivalent to the premiums owed by the employee. In the event no paid leave is available, the City is authorized to cancel the employee's coverage.

An employee is only eligible for the City's 60% STD/LTD salary continuation benefit once in any rolling 12-month period.

Section 15: Vehicle Allowance

Each Executive Management employee shall have their personal vehicle available and shall use their personal vehicle for City business. To cover these costs, except as noted below, Executive Management employees shall receive a \$600 monthly vehicle allowance (paid biweekly).

In consideration of the duties associated with the classification, employees in the classifications of Police Chief and Deputy Police Chief may be provided with a City vehicle or be provided with the vehicle allowance provided to Executive Management employees, subject to mutual agreement between the employee and the City Manager.

Section 16: Textbook and Tuition Reimbursement

The City shall provide eligible employees with textbook and tuition reimbursement in accordance with the guidelines and procedures specified in the Personnel Rules.

Employees are eligible for this benefit after completion of the initial probationary period. Requests to enroll in courses may be granted prior to the completion of probation; however, payment will not be made until the employee has completed the probationary period and attained regular status. Approval from the department head, Director of Human Resources, and City Manager (when required) should be obtained prior to enrollment in the course or program to ensure the City will approve the reimbursement request.

Employees may be reimbursed for up to \$4,000 per calendar year in covered expenses for attending graduate school, a four-year college or university, a job-related program through University of California or California State University extended education

programs, or a California Community College. This reimbursement benefit may be used for other job-related educational programs administered by other professional organizations with the express approval of the City Manager. If an employee separates from City service within twelve months of receiving this Tuition Reimbursement benefit, the employee is responsible for refunding the City the full amount of the benefit that was paid. Funds will be deducted from the employee's final paycheck to cover the re-payment of the tuition reimbursement.

Section 17: Cell Phone Stipend

Employees are eligible for a cell phone stipend of \$45.50 per month (\$21 per biweekly pay period) or a City-provided cell phone. The stipend is designed to contribute to an employee's cell phone plan, not fully pay for the plan. Any additional charges an employee incurs are their own responsibility and those additional charges are not eligible for reimbursement.

Section 18: Additional Compensation in Extraordinary Circumstances

When in the judgment of the City Manager it becomes necessary or in the best interests of the City to utilize the services of exempt City employees in extraordinary circumstances, the City Manager may authorize additional compensation for Management employees on a limited and temporary basis. Executive Management employees are not eligible to receive any additional compensation pursuant to this Section.

"Extraordinary circumstances" for purposes of this Section may include situations such as an employee being assigned to perform work unrelated to their regular job duties due to a declared federal, state, or local emergency or natural disaster, when working on special projects of a lengthy duration outside the scope of the employee's regular duties, or when performing additional work due to extreme staffing shortages.

Management employees are eligible for lump sum payments, not to exceed an amount equivalent to five percent (5%) of their annual base salary, for additional hours worked in extraordinary circumstances. Any additional compensation paid pursuant to this Section will be paid in a lump sum and is not necessarily directly associated with a specific number of hours worked. Compensation paid pursuant to this Resolution is in addition to an employee's regular compensation, is not considered part of their base salary, and is not reported to CalPERS as compensation earnable or pensionable compensation because it does not meet the definition of "special compensation" as defined in California Code of Regulations sections 571 or 571.1.

The City Manager has the sole discretion to determine if any Management employee qualifies for additional compensation pursuant to this Section. The provisions of this Section are intended to be rarely used and reserved for limited and special circumstances in which the City Manager determines that it is in the City's best interests to implement these

provisions.

Section 19: Retiree Medical Insurance

The City will reimburse eligible unit employees up to a maximum of \$350 per month for the payment of CalPERS retiree medical insurance premiums. This amount is in addition to the minimum contribution towards retiree medical insurance required under the PEMHCA program (\$157 per month for calendar year 2024, \$158 per month for calendar year 2025, and a yet to be determined amount for subsequent calendar years).

An employee hired by the City prior to July 1, 2011 is eligible for this benefit provided that they have been continuously employed by the City for five (5) full years, retires from the City and CalPERS, and enrolls in a CalPERS medical insurance plan immediately after retirement. Eligible employees who suffer a disability, are unable to return to work, and take a disability retirement from CalPERS may satisfy the five (5) year continuous service requirement using a combination of service with the City and service with any public agency with a reciprocal retirement system.

An employee hired by the City on or after July 1, 2011 is eligible for this benefit provided that they have been continuously employed by the City for ten (10) full years, retires from the City and CalPERS, and enrolls in a CalPERS medical insurance plan immediately after retirement. Eligible employees who suffer a disability, are unable to return to work, and take a disability retirement from CalPERS may satisfy the ten (10) year continuous service requirement using a combination of service with the City and service with any public agency with a reciprocal retirement system.

Reimbursement shall not be made until an employee appears on the City’s CalPERS insurance billing. In order to maintain the retiree medical insurance stipend throughout retirement, an employee must maintain coverage in a CalPERS medical insurance plan; once coverage is dropped, reimbursement will cease and will not be reinstated.

CHAPTER 4 – LEAVES OF ABSENCE

Section 20: General Leave

Paid General Leave shall be granted to each full-time employee at the rates listed below per year, prorated on a biweekly basis for each biweekly pay period in which the employee is in paid status for at least 40 hours of the pay period. If the employee is in paid status between 40 – 80 hours of a pay period, their General Leave will be earned on a prorated basis for the pay period.

Service	Hours Per Year	Maximum Accrual
0 – 5.00 years	160	320

5.01 – 10 years	208	416
Over 10 years	248	496

When appointing an individual to a classification covered by this Resolution, the City Manager shall have the authority to consider the individual’s prior employment in determining an advanced General Leave accrual rate and an initial one-time allocation of General Leave hours upon employment.

Each January, Executive Management employees are eligible to receive up to sixteen (16) additional hours of General Leave for satisfactory performance as determined by the City Manager. Management employees may be entitled to eight (8) additional hours of General Leave as determined by their department head.

At any time, employees may accumulate General Leave to a maximum of two (2) times the employee’s annual accrual. Upon reaching the maximum, accrual will cease until leave is used to reduce the accrual below the maximum. Upon separation from City service the employee will be paid for unused General Leave, not to exceed the maximum of two (2) years accrual, at the employee’s then current base salary rate.

General Leave Cash Out

On or before December 31 of each calendar year, an employee may make an irrevocable election to cash out up to 140 hours of General Leave which will be earned in the following calendar year at the employee’s base rate of pay. In addition to the cash out opportunities described above, Executive Management employees may also cash out additional General Leave, in any amount, as long as at least 200 hours of General Leave remain in the employee’s General Leave bank after the cash out.

The employee can request that the cash out be processed on any paycheck beginning July 1 of the following calendar year through the end of that calendar year, as long as the employee has accrued the number of hours they elected to cash out during the calendar year of the cash out. However, if the employee’s General Leave balance is less than the amount the employee elected to cash out (in the prior calendar year) the employee will receive cash for the amount of leave the employee has accrued at the time of the cash out. The employee may choose to receive General Leave cash out all at once or on two different paychecks.

Section 21: Administrative Leave

As exempt employees under the Fair Labor Standards Act (FLSA), Executive Management and Management employees are compensated for meeting the requirements and performing the duties of their jobs, regardless of the number or

scheduling of hours worked. Such employees may be required periodically or routinely to work long or irregular hours, and to attend various meetings and functions outside of normal “business hours” to fulfill their responsibilities. No overtime compensation shall be provided for employees unless otherwise required by State or Federal law.

In lieu of overtime compensation, the City will provide employees with an annual credit of forty (40) hours of paid Administrative Leave at the beginning of January each year. During the first calendar year of employment as an employee covered by this Resolution, employees will be granted a prorated share of Administrative Leave at the time of appointment, with the amount dependent upon the employee’s hire date, as follows:

Hire Date	Administrative Leave
1 st Quarter (January – March)	40 hours
2 nd Quarter (April – June)	30 hours
3 rd Quarter (July – September)	20 hours
4 th Quarter (October – December)	10 hours

Each January, each employee is eligible to receive up to an additional forty (40) hours of Administrative Leave pursuant to the recommendation of their Department Head or the City Manager, with such recommendation based on the individual’s prior year’s job performance and their commitment of time dedicated to City business in excess of their regular work schedule. After the conclusion of the first calendar year of employment, employees shall be eligible for a prorated share of additional Administrative Leave, in accordance with the same guidelines as those governing the initial granting of Administrative Leave at time of appointment, as specified in this Section (e.g. an employee hired in the 3rd Quarter of Year 1 is eligible for up to 20 additional hours of Administrative Leave in January of Year 2). An employee whose performance needs improvement, pursuant to a performance evaluation or performance improvement plan, is not eligible to receive additional Administrative Leave.

The accrual of Administrative Leave is limited to a maximum of eighty (80) hours at any time. In order to receive the maximum accrual of Administrative Leave each year, an employee must use all previously accrued Administrative Leave by December 31 of the preceding year. Use of Administrative Leave is discretionary upon the approval of the Department Head or the City Manager.

When an employee separates from City service or remains employed by the City, but moves to a FLSA non-exempt position, the employee shall be compensated for all accrued Administrative Leave at the employee’s base hourly rate of pay.

Section 22: Holidays

The following days shall be holidays for which all employees will receive compensation

either in pay or paid time off:

January 1	New Year's Day
Third Monday in January	Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans Day
Thanksgiving Day	Thanksgiving Day
Day following Thanksgiving Day	Day after Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

When a holiday occurs on a Sunday, the following Monday will be observed instead. When a holiday occurs on a Saturday, the preceding Friday will be observed instead. When both Christmas Eve and New Year's Eve fall on a Friday and Christmas Day and New Year's Day fall on a Saturday, the City will observe these two Holidays on the corresponding Thursday and Friday or the corresponding Friday and the following Monday. When both Christmas Eve and New Year's Eve fall on a Sunday and Christmas Day and New Year's Day fall on a Monday, the City will observe these two Holidays on the corresponding Monday and Tuesday or the corresponding Monday and the previous Friday.

If a holiday falls on a day that is also an employee's regular day off, the employee will accrue nine hours to their General Leave bank for the holiday. If a holiday falls on an employee's regularly scheduled working Friday, the employee will receive eight hours of holiday pay and accrue one hour to their General Leave bank.

If a Holiday falls on a day that is an employee's regular day off, the employee has the option of accruing General Leave as payment for the Holiday or earning Holiday Pay on the Holiday. Employees receive a total of 9 hours of pay for each Holiday (either as accrued General Leave or as Holiday Pay). Employees shall indicate their choice by entering the applicable pay code(s) on their timesheets. Any Holiday Pay paid pursuant to this Section is not reported to CalPERS as special compensation because it does not meet the definition of special compensation pursuant to Title 2 CCR, Section 571(a)(4) and 571.1(b)(3).

Section 23: Holiday Closure

City Hall will be closed on the days between Christmas Day and New Year's Eve. An employee regularly assigned to work on one or more days during this time period has the

option of using accrued paid leave or Leave Without Pay for their regularly scheduled hours for each day they would otherwise have been scheduled to work.

Section 24: Bereavement Leave

Unit employees are allowed up to five (5) days of paid leave for the purpose of Bereavement Leave in the event of a death in the "immediate family". For purposes of this section, "immediate family" is defined as including spouse, registered domestic partner, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, stepgrandparent, grandchild and stepgrandchild of the employee or the employee's spouse/registered domestic partner.

CHAPTER 5 – WORKING CONDITIONS

Section 25: Work Schedules

Employees are eligible for participation in the City’s Alternate Work Schedule program. Such work schedules are subject to the needs of the City and the employee’s department. The City Manager has the authority to implement rules, policies and procedures for Alternative Work Schedules.

Section 26: Telecommuting

Employees are eligible for participation in the City’s Telecommuting program, subject to the needs of the City and the employee’s department. The City Manager has the authority to implement rules, policies and procedures for Telecommuting.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tustin held on the 1st day of October 2024.

Signed by:
Austin Lombard

AUSTIN LOMBARD,
Mayor

ATTEST:

Signed by:
Erica Yasuda

ERICA N. YASUDA,
City Clerk



APPENDIX A – EXECUTIVE MANAGEMENT HOURLY SALARY RANGES

Effective the Pay Period that includes October 1, 2024

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant City Manager	106.66	112.13	117.87	123.89	130.10	136.60	N/A
Deputy City Manager - Real Property	99.94	104.94	110.18	115.69	121.48	127.55	N/A
Director of Community Dev	86.89	91.23	95.79	100.58	105.61	110.89	N/A
Director of Finance / CT	86.06	90.37	94.88	99.63	104.61	109.84	N/A
Director of Human Resources	82.80	86.93	91.28	95.85	100.64	105.67	N/A
Director of Parks & Rec	82.80	86.93	91.28	95.85	100.64	105.67	N/A
Director of Public Works	88.37	92.79	97.43	102.30	107.42	112.79	N/A
Police Chief	101.47	106.66	112.13	117.87	123.89	130.10	136.60

Effective the Pay Period that includes July 1, 2025

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant City Manager	110.92	116.61	122.59	128.85	135.31	142.07	N/A
Deputy City Manager - Real Property	103.94	109.14	114.59	120.32	126.34	132.65	N/A
Director of Community Dev	90.36	94.88	99.62	104.60	109.83	115.33	N/A
Director of Finance / CT	89.51	93.98	98.68	103.61	108.79	114.23	N/A
Director of Human Resources	86.11	90.41	94.93	99.68	104.66	109.90	N/A
Director of Parks & Rec	86.11	90.41	94.93	99.68	104.66	109.90	N/A
Director of Public Works	91.91	96.50	101.33	106.40	111.72	117.30	N/A
Police Chief	105.53	110.92	116.61	122.59	128.85	135.31	142.07

Effective the Pay Period that includes July 1, 2026

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant City Manager	115.36	121.28	127.49	134.00	140.72	147.75	N/A
Deputy City Manager - Real Property	108.10	113.50	119.17	125.13	131.39	137.96	N/A
Director of Community Dev	93.98	98.67	103.61	108.79	114.23	119.94	N/A
Director of Finance / CT	93.09	97.74	102.63	107.76	113.15	118.80	N/A
Director of Human Resources	89.55	94.03	98.73	103.67	108.85	114.29	N/A
Director of Parks & Rec	89.55	94.03	98.73	103.67	108.85	114.29	N/A
Director of Public Works	95.59	100.36	105.38	110.65	116.18	121.99	N/A
Police Chief	109.75	115.36	121.28	127.49	134.00	140.72	147.75

APPENDIX B – MANAGEMENT HOURLY SALARY RANGES

Effective the Pay Period that includes October 1, 2024

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant Dir of Com Dev-Plan	65.07	68.40	71.91	75.59	79.47	83.44	87.61
Assistant Dir of Public Works	74.91	78.66	82.60	86.72	91.06	95.62	100.40
Assistant to the City Manager	59.04	62.07	65.25	68.59	72.10	75.68	79.46
Building Official	61.63	64.80	68.11	71.60	75.26	79.03	82.98
City Clerk	58.02	60.99	64.10	67.39	70.84	74.39	78.11
Deputy Building Official	58.31	61.29	64.44	67.74	71.21	74.75	78.49
Deputy Director of Econ Devel	65.07	68.40	71.91	75.59	79.47	83.44	87.61
Deputy Director of Finance	65.07	68.40	71.91	75.59	79.47	83.44	87.61
Deputy Director of Parks & Rec	59.04	62.07	65.25	68.59	72.10	75.68	79.46
Deputy Director of PW - Eng	71.02	74.66	78.48	82.50	86.71	91.06	95.61
Deputy Director of PW - Ops	68.30	71.80	75.47	79.34	83.41	87.56	91.94
Deputy Director of PW / CE	74.91	78.66	82.60	86.72	91.06	95.62	100.40
Deputy Director of Real Property	65.07	68.40	71.91	75.59	79.47	83.44	87.61
Deputy Police Chief	93.21	97.99	102.99	108.15	113.55	119.23	125.20
Field Services Manager	59.04	62.07	65.25	68.59	72.10	75.68	79.46
Human Resources Manager	59.04	62.07	65.25	68.59	72.10	75.68	79.46
Information Tech Supervisor	58.02	60.99	64.10	67.39	70.84	74.39	78.11
Maintenance Supervisor	39.79	41.84	43.98	46.22	48.59	51.02	53.57
Principal Engineer	58.31	61.29	64.44	67.74	71.21	74.75	78.49
Principal Planner	57.01	59.93	63.00	66.23	69.61	73.09	76.74
Public Works Manager	56.45	59.33	62.37	65.56	68.92	72.37	75.99
Recreation Superintendent	51.46	54.10	56.87	59.78	62.85	65.97	69.27
Recreation Supervisor	39.41	41.42	43.55	45.77	48.11	50.51	53.04
Real Property Manager	60.38	63.48	66.71	70.14	73.73	77.42	81.29
Senior Accountant	41.42	43.55	45.77	48.11	50.57	53.10	55.76
Senior Information Tech Spec	42.04	44.20	46.45	48.83	51.34	53.91	56.61
Senior Management Analyst-MGMT	54.46	57.26	60.19	63.26	66.52	69.92	73.42
Senior Planner	45.88	48.24	50.70	53.31	56.03	58.83	61.77
Water Maint & Const Supv	43.76	46.00	48.35	50.83	53.43	56.10	58.91
Water Services Manager	65.40	68.75	72.27	75.98	79.88	83.87	88.06
Water Treatment Supervisor	49.96	52.51	55.19	58.02	60.99	64.03	67.23

Effective the Pay Period that includes July 1, 2025

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant Dir of Com Dev-Plan	67.67	71.14	74.79	78.61	82.65	86.78	91.12
Assistant Dir of Public Works	77.91	81.81	85.90	90.19	94.70	99.44	104.42
Assistant to the City Manager	61.40	64.55	67.86	71.33	74.98	78.71	82.64
Building Official	64.10	67.39	70.83	74.46	78.27	82.19	86.30
City Clerk	60.34	63.43	66.66	70.09	73.67	77.37	81.23
Deputy Building Official	60.64	63.74	67.02	70.45	74.06	77.74	81.63
Deputy Director of Econ Devel	67.67	71.14	74.79	78.61	82.65	86.78	91.12
Deputy Director of Finance	67.67	71.14	74.79	78.61	82.65	86.78	91.12
Deputy Director of Parks & Rec	61.40	64.55	67.86	71.33	74.98	78.71	82.64
Deputy Director of PW - Eng	73.86	77.65	81.62	85.80	90.18	94.70	99.44
Deputy Director of PW - Ops	71.03	74.67	78.49	82.51	86.75	91.06	95.62
Deputy Director of PW / CE	77.91	81.81	85.90	90.19	94.70	99.44	104.42
Deputy Director of Real Property	67.67	71.14	74.79	78.61	82.65	86.78	91.12
Deputy Police Chief	96.93	101.91	107.11	112.48	118.09	124.00	130.20
Field Services Manager	61.40	64.55	67.86	71.33	74.98	78.71	82.64
Human Resources Manager	61.40	64.55	67.86	71.33	74.98	78.71	82.64
Information Tech Supervisor	60.34	63.43	66.66	70.09	73.67	77.37	81.23
Maintenance Supervisor	41.38	43.51	45.74	48.07	50.53	53.06	55.71
Principal Engineer	60.64	63.74	67.02	70.45	74.06	77.74	81.63
Principal Planner	59.29	62.33	65.52	68.88	72.39	76.01	79.81
Public Works Manager	58.71	61.70	64.86	68.18	71.68	75.26	79.03
Recreation Superintendent	53.52	56.26	59.14	62.17	65.36	68.61	72.04
Recreation Supervisor	40.99	43.08	45.29	47.60	50.03	52.53	55.16
Real Property Manager	62.80	66.02	69.38	72.95	76.68	80.52	84.54
Senior Accountant	43.08	45.29	47.60	50.03	52.59	55.22	57.99
Senior Information Tech Spec	43.72	45.97	48.31	50.78	53.39	56.07	58.87
Senior Management Analyst-MGMT	56.64	59.55	62.60	65.79	69.18	72.72	76.35
Senior Planner	47.72	50.17	52.73	55.44	58.27	61.18	64.24
Water Maint & Const Supv	45.51	47.84	50.28	52.86	55.57	58.34	61.26
Water Services Manager	68.02	71.50	75.16	79.02	83.08	87.22	91.59
Water Treatment Supervisor	51.96	54.61	57.40	60.34	63.43	66.59	69.92

Effective the Pay Period that includes July 1, 2026

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Assistant Dir of Com Dev-Plan	70.38	73.98	77.78	81.76	85.95	90.25	94.76
Assistant Dir of Public Works	81.02	85.08	89.34	93.80	98.49	103.42	108.59
Assistant to the City Manager	63.86	67.13	70.57	74.19	77.98	81.86	85.95
Building Official	66.66	70.09	73.67	77.44	81.40	85.48	89.75
City Clerk	62.75	65.97	69.33	72.89	76.62	80.46	84.48
Deputy Building Official	63.07	66.29	69.70	73.27	77.02	80.85	84.89
Deputy Director of Econ Devel	70.38	73.98	77.78	81.76	85.95	90.25	94.76
Deputy Director of Finance	70.38	73.98	77.78	81.76	85.95	90.25	94.76
Deputy Director of Parks & Rec	63.86	67.13	70.57	74.19	77.98	81.86	85.95
Deputy Director of PW - Eng	76.82	80.75	84.88	89.23	93.79	98.49	103.42
Deputy Director of PW - Ops	73.87	77.66	81.63	85.81	90.22	94.70	99.44
Deputy Director of PW / CE	81.02	85.08	89.34	93.80	98.49	103.42	108.59
Deputy Director of Real Property	70.38	73.98	77.78	81.76	85.95	90.25	94.76
Deputy Police Chief	100.81	105.98	111.39	116.98	122.81	128.96	135.41
Field Services Manager	63.86	67.13	70.57	74.19	77.98	81.86	85.95
Human Resources Manager	63.86	67.13	70.57	74.19	77.98	81.86	85.95
Information Tech Supervisor	62.75	65.97	69.33	72.89	76.62	80.46	84.48
Maintenance Supervisor	43.04	45.25	47.57	49.99	52.55	55.18	57.94
Principal Engineer	63.07	66.29	69.70	73.27	77.02	80.85	84.89
Principal Planner	61.66	64.82	68.14	71.63	75.29	79.05	83.01
Public Works Manager	61.06	64.17	67.46	70.91	74.54	78.28	82.19
Recreation Superintendent	55.66	58.51	61.51	64.66	67.98	71.35	74.92
Recreation Supervisor	42.63	44.80	47.10	49.50	52.04	54.63	57.36
Real Property Manager	65.31	68.66	72.15	75.86	79.75	83.74	87.92
Senior Accountant	44.80	47.10	49.50	52.04	54.70	57.43	60.30
Senior Information Tech Spec	45.47	47.81	50.24	52.81	55.53	58.31	61.22
Senior Management Analyst-MGMT	58.90	61.93	65.10	68.42	71.95	75.63	79.41
Senior Planner	49.62	52.18	54.84	57.66	60.60	63.63	66.81
Water Maint & Const Supv	47.33	49.75	52.30	54.98	57.79	60.68	63.71
Water Services Manager	70.74	74.36	78.17	82.18	86.40	90.71	95.25
Water Treatment Supervisor	54.04	56.79	59.69	62.75	65.97	69.25	72.72