

**City of Garden Grove**  
**Central Management Employee Benefits**  
**January 2021**

**Holidays**

General Central Management - Fourteen (14) paid holidays annually (up to 125 hours)

- January 1<sup>st</sup> (New Year's Day)
- Third Monday of January (Martin Luther King Jr. Day)
- Third Monday of February (President's Day)
- Last Monday of May (Memorial Day)
- July 4<sup>th</sup> (Independence Day) – floating holiday bank
- First Monday in September (Labor Day)
- November 11<sup>th</sup> (Veteran's Day)
- Fourth Thursday in November (Thanksgiving Day)
- Day after Thanksgiving (8 hour day)
- December 25<sup>th</sup> (Christmas Day)
- Two (2) work days - the week between Christmas Eve and New Year's
- Two (2) Floating holidays

Police Chief - Fourteen (14) paid holidays annually (up to 125 hours)

- January 1<sup>st</sup> (New Year's Day)
- Third Monday of January (Martin Luther King Jr. Day)
- Third Monday of February (President's Day)
- Last Monday of May (Memorial Day)
- July 4<sup>th</sup> (Independence Day)
- First Monday in September (Labor Day)
- November 11<sup>th</sup> (Veteran's Day)
- Fourth Thursday in November (Thanksgiving Day)
- Day after Thanksgiving
- December 24<sup>th</sup> (Christmas Eve)
- December 25<sup>th</sup> (Christmas Day)
- December 26<sup>th</sup> (Day after Christmas)
- December 30<sup>th</sup>
- December 31<sup>st</sup> (New Year's Eve)

**Vacation**

80 hours upon completion of one (1) year  
120 hours after one (1) year – 10 hours per month  
144 hours after nine (9) years – 12 hours per month  
168 hours after fourteen (14) years – 14 hours per month  
207 hours after nineteen (19) years – 17.25 hours per month  
246 hours after twenty-four (24) years – 20.5 hours per month

Vacation Buy-Back –Management employees may choose to cash out vacation hours, but must maintain a minimum balance of eighty (80) hours in their account. Elections for vacation buy-back must be made by December 15<sup>th</sup> for the following calendar year.

**Administrative Leave**

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Central Management employees are exempt from all overtime provisions contained in the Municipal Code or in any Memorandum of Understanding. Central Management employees are provided with forty (40) hours of administrative leave for use each calendar year beginning January 1. New employees hired after July 1 shall be allowed to use up to twenty (20) hours during that year. There is no limit on the number of hours that can be used in any pay period and it cannot be carried over to the next year.

### Sick Leave

Sick leave accrues at the rate of eight (8) hours with pay for each full calendar month of service. Employee may use up to 48 hours as "family sick leave" for immediate family members each calendar year.

Sick Leave Annual Sell Back - After accumulating 240 hours, employee can sell back 50% of annual unused sick leave at \$.70 on the dollar of the base hourly rate.

Sick Leave Payoff - Upon retirement, employee may: Receive 50% of the cash value of sick leave and the remainder of sick leave reported to the Public Employees' Retirement System (PERS) as service credit; or, 100% of accumulated but unused hours of sick leave reported to PERS toward the extension of service credit.

### Cafeteria Plan Contribution

The City provides each eligible employee a fringe benefit allocation to purchase benefits for themselves and their dependents. After employee selects health coverage, employee can use any remaining dollars for dental or vision. If waiving dental and/or vision, excess funds are cashed out to employees bi-weekly. The below chart indicates the allocation amounts based on employee's selection of health insurance coverage (employee only, employee and one dependent, employee and full family, or if employee chooses to waive coverage).

#### Monthly City Contribution through June 30, 2021:

Employee Only	\$805.00
Employee & One Dependent	\$1,270.00
Employee & Full Family	\$1,550.00
Waiver of Coverage	\$355.00

#### Monthly City Contribution effective July 1, 2021:

Employee Only	\$905.00
Employee & One Dependent	\$1,370.00
Employee & Full Family	\$1,650.00
Waiver of Coverage	\$455.00

### Benefits

Insurance Premiums - All employee deductions for medical, dental, and IRS allowed benefits not deducted from your fringe benefit allocation are done on a pre-tax basis.

Medical Insurance - You have the option of the following plans:

- Anthem HMO Select
- Anthem HMO Traditional
- Blue Shield Access+ HMO
- Blue Shield Trio HMO
- Health Net Salud y Más HMO
- Health Net SmartCare HMO
- Kaiser Permanente HMO
- Sharp HMO (Region 2 only)
- United Healthcare HMO
- PERS Care/Blue Cross PPO
- PERS Choice/Blue Cross PPO
- PERS Select/Blue Cross PPO
- PORAC – Police Chief only

Dental Insurance - You have the option of the following plans:

- Delta Preferred - PPO
- Delta Care – HMO

Vision Service Plan - Employee may elect to participate at his/her expense in an eye care plan. Plan provides for vision services at reduced rates.

Life Insurance – The City carries a plan for all employees that covers employee for one (1) times annual base salary rounded up to the nearest \$1,000. Additional life insurance of up to five times the annual salary (\$500,000 maximum) is available for a fee to the employee. Coverage on employee’s dependent(s) is also available.

Long Term Disability Insurance (City paid plans) – The City carries a long-term disability insurance program for management employees which provides up to 66 2/3% of base salary (\$12,500 maximum) after the employee has been disabled for 60 calendar days or has used all of his/her accrued sick leave, whichever is longer. Central Management employees also receive the executive long-term disability insurance benefit.

Flexible Reimbursement Plans (Health Care or Dependent Care) - Employee may deduct monies on a pre-tax basis into a medical reimbursement account (\$2,750 annual maximum) and/or a childcare account (\$5,000 annual maximum) in accordance with IRS regulations.

Deferred Compensation Plan – Employee may contribute to a 457(b) account up to the maximum as determined by the IRS annually. There is no City contribution.

### **Executive Medical Examination**

Central Management employees are eligible for an executive medical (physical) examination on an annual basis, to be provided by the City if requested.

### **Automobile Allowance or Assigned City Vehicle**

Central Management employees may be assigned a City vehicle by the City Manager to conduct City business in accordance with the Administrative Regulations. The City Manager may, in lieu of assigning a City vehicle, provide the employee with an allowance equal to the City’s budgeted equipment rental rate for a standard sedan.

### **Uniform Allowance**

If employees are required to wear uniforms issued by the City, the City will replace uniforms due to normal wear. The cost of uniforms shall not constitute compensation for purposes of the regular rate calculation under the Fair Labor Standard Act.

### **Retirement**

#### General Central Management

In accordance with the new Public Employee’s Pension Reform Act (PEPRA), the following pension formulas have been adopted:

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<b>Current Miscellaneous Formula (Tier I)</b>	<b>New Miscellaneous Formula (Tier II)</b>
2.5% at age 55	2.0% at age 62
Effective through 12/31/12	Effective 01/01/13 and after
Final Compensation: 1-year average	Final Compensation: 3-year average
Employee Contribution Rate: 8%	Employee Contribution Rate: 6.75% <sup>1</sup>
Sick Leave Service Credit	Sick Leave Service Credit
1959 Survivor Benefit (index level)	1959 Survivor Benefit (index level)
\$5,000 death benefit	\$5,000 death benefit

Employees hired after January 1, 2013 that have already been enrolled in CalPERS or a reciprocal retirement system and do not have a break in service of more than six months, may be hired into Tier I. Employees hired after January 1, 2013 that have never been enrolled in CalPERS or have a gap in service greater than six months will be hired into Tier II.

### Police Chief

In accordance with the new Public Employee's Pension Reform Act (PEPRA), the following pension formulas have been adopted:

<b>Current Miscellaneous Formula (Tier I)</b>	<b>New Miscellaneous Formula (Tier II)</b>
3.0% at age 50	2.7% at age 57
Effective through 12/31/12	Effective 01/01/13 and after
Final Compensation: 1-year average	Final Compensation: 3-year average
Employee Contribution Rate: 12%	Employee Contribution Rate: 12.75% <sup>2</sup>
Sick Leave Service Credit	Sick Leave Service Credit
1959 Survivor Benefit (index level)	1959 Survivor Benefit (index level)
\$5,000 death benefit	\$5,000 death benefit

Employees hired after January 1, 2013 that have already been enrolled in CalPERS or another reciprocal retirement system and do not have a break in service of more than six months, may be hired into Tier I. Employees hired after January 1, 2013 that have never been enrolled in CalPERS or have a gap in service greater than six months will be hired into Tier II.

### **Bilingual Pay**

Employee may receive \$85 per pay period if designated by City Manager and certified by the Personnel Office to use bilingual verbal and translation abilities for languages such as Spanish, Korean, Vietnamese, or other designated languages. A designated and certified bilingual employee required to use his/her verbal-only bilingual abilities (Vietnamese, Korean, Spanish,

<sup>1</sup> CalPERS calculates employee contribution rates annually, so this percentage is subject to change

<sup>2</sup> CalPERS calculates employee contribution rates annually, so this percentage is subject to change

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and/or any other language designated by the City Manager) on City business will be paid \$65 each pay period.

### **Bereavement Leave**

Employee may receive up to five (5) working days off with pay upon death of an immediate family member (father, mother, brother, sister, spouse, children, mother-in-law, father-in-law, step-parent, grandmother, grandfather, grandchildren, legal guardian or ward).

### **On-The-Job Injury Leave**

City will pay up to six (6) months full salary if employee has a job-related injury that causes total disability from performing regular duties.

Police Chief Only – Per Labor Code 4850, the Police Chief will receive one (1) year full salary if a job-related injury occurs that causes total disability from performing regular duties.

### **Jury Duty**

City will pay for up to 15 working days in a calendar year for jury duty service.

**Note:** This is a summary only of fringe benefits available to Central Management employees. Complete descriptions and eligibility criteria may be obtained from Human Resources.