

**CITY OF COSTA MESA
Benefits Summary Sheet
For 2005**

I. FLEXIBLE BENEFITS/125 CAFETERIA PLAN

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

City Council	\$1,159 per month
At-Will & Department Directors	\$1,159 per month
Division Managers	\$1,141 per month
Fire - sworn	\$501 per month
General Employees	\$619 per month
Police - sworn	\$426 per month

- Medical may be waived with proof of outside insurance. There will be a \$48.40 reduction in the contribution identified above of employees who 'opt out' of the medical plan. The \$48.40 is a reduction in the contribution and is not a "fee".
- Dental, Cancer and Short Term Disability are optional benefits
- The City has a Dependent Care Reimbursement Flexible Spending Account with a maximum election of \$5,000 annually and a Medical Reimbursement Flexible Spending Account with a maximum election of \$3,500 annually

Core Benefits (Medical, Life, & LTD)

A. Medical - CalPERS

Indemnity Plan: PERS-Choice (80/20 plan) \$913.74 per month maximum monthly premium for full family coverage if you live in the Orange/Riverside County areas and \$894.71 per month maximum monthly premium for full family coverage if you live in Los Angeles County. There is a \$500 deductible per person under this plan. 2 deductibles maximum per family (\$1,000) .

PERS-Care (90/10 plan) \$1532.02 per month maximum monthly premium for full family coverage if you live in the Orange/Riverside County areas and \$1500.10 per month maximum monthly premium for full family coverage if you live in Los Angeles County. There is a \$500 deductible per person under this plan. 2 deductibles maximum per family (\$1,000)

HMO: There are 2 plans available. The maximum premiums for full family coverage, no deductible are **Blue Shield** \$840.45 per month (Orange/Riverside County) and \$748.15 per month (Los Angeles County), and for **Kaiser** \$801.42 per month (Orange/Riverside County) and \$766.43 per month (Los Angeles County).

B. LTD:

LTD	MGMT/POL MGT	GENERAL	FIRE	POLICE
Elimination Period	60 days	60 days	30 days	30 days
Maximum Period	Disability to age 65, with a 3 year min. benefit period after age 65	Disability to age 65 with a 3 year min. benefit period after age 65	Lifetime for sickness, accident and pregnancy; for non-industrial causes; to age 65 for industrial causes	Lifetime for sickness, accident, pregnancy, non-industrial and industrial causes
Percent of earnings	67%	67%	100% for cat up to 18 months; 75% non indust'l; 77% indust'l.	100% for cat up to 18 months; 80% non indust'l; 70% indust'l.
Max. Mo. amount	\$7000	\$7000	\$8,758	\$5,500
Premium cost	.0089 x salary	.0089 x salary	\$16/ mo	\$19.50/ mo.

C. Life:

Policy value for all employees

Premium

\$50,000 life + AD&D
\$2,000 each dependent

\$ 10.50 per month (includes AD&D cost)

Optional Benefits (Dental, Cancer, Supp. Life & STD)

A. Dental

Indemnity: Fortis DHA PPO \$119.27 per month, family premium

HMO: Fortis DMO \$33.59 per month, family premium

Supplemental Life, Short Term Disability and Cancer options available by election

II. RETIREMENT PLANS

Employee	Retirement Plan	Employer Contribution	Employer-Paid Employee Share	Employee Contribution
Non-Safety	PERS 2% @ 55	7.808%	7%	0%
Part-Time*	PERS 2% @ 55	0.000%	0%	7%
Part-Time*	PARS	3.75%	0%	3.75%
<u>Safety</u>				
Fire	PERS 3% @ 55	31.350%**	9%	0%
Police	PERS 3% @ 50	35.155%**	9%	0%

* Designated part-time positions participate in PARS - 3.75%. Other part-time positions participate in PERS. Employee pays employee contribution.

** PERS Employer rates are for the 2004-2005 fiscal year.

III. LONGEVITY AWARDS

For Sworn Fire Only

<u>Years</u>	<u>Monthly Award</u>
5 thru 9	\$61
10 thru 14	\$95
15 thru 19	\$128
20 thru 24	\$161
25 thru 29	\$196
30 or more	\$229

- Next cost of living adjustment will be in July 2005.
- Fire employees lose Longevity when they enter the Fire Certification Program.

IV. HOLIDAY PRACTICES

Number of Holidays Hours Per Year:

MGMT., GENERAL & POLICE: 96 hours (includes 16 floating holiday hours)
FIRE: 134.4 hours

January 1, New Year's Day; third Monday in January, Martin Luther King's Birthday; third Monday in February, Washington's Birthday; last Monday in May, Memorial Day observance; July 4, Independence Day; first Monday in September, Labor Day; November 11, Veteran's Day observance; fourth Thursday in November, Thanksgiving; the Friday immediately following Thanksgiving; and December 25, Christmas Day. February 12, Lincoln's Birthday, and September 9, California's Admission Day, shall be recognized as holiday observances on which City Hall will remain open. 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.

Employees who receive time off for the above listed holidays receive holiday pay for their full scheduled shift.

V. SICK LEAVE PRACTICES

<u>Hours Earned</u>	<u>Maximum</u>	<u>Sick Leave Bank</u>
<u>Per Year</u>	<u>Accrual</u>	

MGMT., MISC. & POLICE:

96 hours **480 hours** After accruing the maximum of 480 hrs. in the Primary Sick Leave Bank, 1.85 hours (= 1/2 of 3.7 hours per pay period) is put into a Secondary Sick Leave Bank & the other 1.85 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.

FIRE (based on a 56 hr. work week):

134.4 hours **672 hours** After accruing the maximum of 672 hours in the Primary Sick Leave Bank, 2.582 hours (= 1/2 of 5.17 hours per pay period) is put into a Secondary Sick Leave Bank & the other 2.585 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.

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.

Sick Leave Pay At Separation - 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. 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.

VI. VACATION SCHEDULE

Based on Years of Service

MGMT., GENERAL & POLICE:

	1-2 years	3-4 years	5-9 years	10-14 years	15+ years
DAYS	11.5	14.5	17.5	20.5	23.5
HOURS	92	116	140	164	188
MAX. ACCRUAL	184	232	280	328	376

FIRE (based on a 56 hr. work week):

	1-2 years	3-4 years	5-9 years	10-14 years	15+ years
HOURS	128.8	162.4	196	229.6	263.2
MAX ACCRUAL	369.6	436.8	504.0	526.4	526.4

Probationary employees may use accrued vacation after six (6) months of continuous full-time employment. Upon termination, a permanent employee will receive compensation at his or her current rate for all unused earned vacation through the date of termination.

VII. ANNUAL PHYSICAL

Based on age, Executive Management has the option of an annual physical offered through the City's Medical Clinic:

- Under 40 years Physical every 3 years.
- 40 to 50 years Physical every 2 years.
- Over 50 years Annual physical

City basic cost is \$275 (additional costs \$45 PSA; \$150 Sig.; \$100 pelvic and mammogram)

VIII. EXECUTIVE LEAVE

80 hours prorated per calendar year for all Executive Management. Up to 40 additional hours available to Executive Management based upon assignment and City Manager approval.

Costa Mesa Police Management Association employees (Police Lieutenants) receive 40 hours Executive Leave and up to 40 hours straight overtime.

The Executive Leave and straight time overtime for Police Lieutenants must be used during the calendar year or forfeited. There are no cash out or carry-over provisions.

IX. REIMBURSEMENT POLICIES

Tuition & Books

\$500/semester (maximum \$1,000/year)

Mileage Reimbursement

\$.275 per mile

Membership/Conferences

- Dept. may budget up to \$1000/year for full time employees for education/training, meetings/seminars and conferences (including travel and meals), dues and memberships with appropriate justification.
- Department Directors receive an additional \$2,000/year for professional development
- Division Managers receive an additional \$1,000/year for professional development
- Excluding Professional Development Program, one professional membership/year is paid for all Executive Management.

Car Allowance

Assigned Cars:

- Fire Chief
- Fire Deputy Chief
- Fire Division Chief/Fire Marshal
- Police Chief
- Police Captains
- Police Lieutenants

- Public Services Director

Monthly \$300 Allowance :

- City Attorney
- City Manager
- Development Services Director
- Finance Director
- Administrative Services Director

X. FIRE CERTIFICATION PROGRAM

CLASSIFICATION	CERTIFICATION/DEGREE	MONTHLY AWARD *
FIREFIGHTER	Investigator II	\$60
	Instructor II	\$60
	Instructor III	\$60
	Prevention Officer II	\$60
	Prevention Officer III	\$60
	Public Education Officer	\$60
	Driver/Operator I	\$60
	Fire Officer Certification	\$120
FIRE ENGINEER	Investigator II	\$60
	Instructor II	\$60
	Instructor III	\$60
	Prevention Officer II	\$60
	Prevention Officer III	\$60
	Public Education Officer	\$60
	Fire Officer Certification	\$120
	FIRE CAPTAIN	Investigator II
Instructor II		\$60
Instructor III		\$60
Prevention Officer II		\$60
Prevention Officer III		\$60
Public Education Officer		\$60
Chief Officer		\$120
ALL CLASSIFICATIONS	AS/AA Degree	\$120
	BS/BA Degree	\$180
	MS/MA Degree	\$180

- Monthly award cannot exceed \$500.

XI. RETIREMENT HEALTHCARE SAVINGS PLAN

All full-time employees participate in this mandatory program in a partnership with the City in building tax-preferred assets during their employment with Costa Mesa that will pay healthcare premiums and out-of-pocket expenses in retirement. Employees pay a contribution equal to one percent (1%) of their base salary and receive a matching one percent (1%) contribution from the City. Employees can direct the investment of their fund assets through on-line and telephone services with the ICMA Retirement Corporation.

In addition to the above mandatory contributions, employees may make irrevocable elections to reduce their salary (pre-tax) by up to 15% and the City will contribute this to the employee's account. Various amounts of vacation, sick and holiday leave to be accrued in the next calendar year may also be contributed to the Plan. Contributions of future leave accruals will be remitted to the Plan as earned.

The employee amount is 100% vested at all times. There is no vesting in the employer amount until 10 years of service with the City, at which time there is 100% vesting. There is 100% vesting of the employer amount at death, disability, retirement, or attainment of benefit eligibility.

Employees are eligible to receive medical expense benefits at separation from service. Medical expenses eligible for reimbursement consist of all medical expenses eligible under Internal Revenue Code Section 213, other than direct long-term care expenses. Amounts paid from the account for reimbursement of qualifying medical expenses will be tax-free.

XII. ADDITIONAL PAYS

Bereavement

- Management & General 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 shifts days per occurrence

Bilingual Pay

- 5% over assigned monthly rate based upon proficiency.
- "Speaking only" shall receive 2.5% over assigned monthly rate based upon proficiency.

Matron Pay

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

EMD Certification Pay

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

Shift Assignment Pay

- Night Shift Differential - 5% over the assigned hourly rate per shift.
- Morning Shift Differential - 10% over the assigned hourly rate per shift.

Shorthand Assignment Pay

- 2.5% monthly assignment differential for secretarial positions certified by the Department Director.

Computer Loan Guarantee Program

- Available to employees who have passed probation. The City shall specify the minimum hardware configuration necessary to participate under the program. The employee shall apply for a loan with the Costa Mesa Municipal Employees Credit Union that will be subject to all current Credit Union lending practices. If the employee qualifies, the City will agree to guarantee the loan thereby lowering the interest rate on the loan.

P.O.S.T. Incentive Pay

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

Uniform Assignment Pay

- Employees in the classifications of Senior Police Officer, Corporal, Police Helicopter Pilot, Helicopter Sergeant and Police Sergeant who are regularly assigned to uniform automobile/motorcycle patrol, helicopter bureau or traffic enforcement shall receive uniform assignment pay (2.5% of base salary).

Motorcycle Assignment Pay

- Employees in the classifications of Police Officer, Senior Police Officer, and Police Sergeant when assigned motorcycle duty shall receive 5% over his or her assigned rate per shift. 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 hours at time and a half at the top step base salary for the Senior Police Officer classification each payperiod for the motorcycle maintenance.

Canine Assignment

- Police Officers assigned to canine duty, and who are responsible for an active duty canine will receive 6 hours of compensatory time each pay period

Certified Flight Instructor Pay

- The City will provide for Certified Flight Instructor (CFI) training pay for Police Officers assigned to the Airborne Law Enforcement Service (ABLE) program. This CFI assignment pay will be paid while the employee is assigned to provide helicopter flight training in a fashion similar to an FTO (5% of base salary).

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.

Paramedic Pay

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

- 10.00% 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

Fire Administration Assignment

Any employees in the job classification of Firefighter, Fire Engineer and Fire Captain shall be entitled to compensation in the amount of 5% over the assigned rate for his or her classification when permanently assigned by the Fire Chief to a 40-hour administrative assignment workweek