

**UNREPRESENTED COMPENSATION
PROGRAM**

March 8, 2016 – December 31, 2016

Approved March 8, 2016

CITY OF ST. HELENA
UNREPRESENTED EMPLOYEE COMPENSATION PROGRAM

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At-will Employees
Mid-Management Employees
Confidential Employees

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At-will Employees
Mid-Management Employees
Confidential Employees

SECTION 1: INTRODUCTION

All provisions of this resolution only apply to At-will Executive Management, Mid-Management, and Confidential employees (together “Employees”) as defined herein.

1.1 Employee Definitions:

At-Will Executive Management Employee – an employee who serves at the will of the City Manager and who has responsibility for formulating, administering, and/or managing City policies and programs. In the City, this would typically be department heads.

Mid-Management Employee – an employee whose position is just below the department heads or City Manager and is responsible for managing a distinct responsibility area. Mid-Managers are in regular City service and are not at-will.

Confidential Employee – a Mid-Management employee, who in the course of his or her duties, has access to confidential information relating to the City’s administration of employer-employee relations. This access may include instances of an occasional but critical nature or due to the employee whose position requires the incumbent to provide direct administrative support to a manager who has such access.

1.2 Purpose of the Unrepresented Employee Compensation Program:

For At-will Executive Management, Mid-Management, and Confidential employees (together “Employees”), this resolution is adopted to promote the development of a stronger, more effective Management Team, not merely for purposes of employer-employee relations but also as a means of recognizing outstanding management performance in all public service areas. These general purposes may be achieved through several means, notably: training, more effective communication among departments, and clear identification of goals and objectives. Also inherent in such a program is the means of retaining good department heads and mid-managers and strengthening the managers (if any) who’s effectiveness and performances fall short of reasonable levels of expectation. This resolution is also referred to herein as the “Unrepresented Program.” This resolution sets forth all of the compensation and benefits for the positions set forth in section 1.3.

1.3 Employees Covered:

Employees covered under this program shall include the following:

A. At-Will Executive Management

Finance Director

Fire Chief

Library Director

Planning/Community Development Director

Police Chief

Public Works Director

Recreation Director

Human Resources Director

B. Mid-Management

Assistant Public Works Director
Chief Building Official
Grant Manager
Library Manager
Police Lieutenant
Management Analyst
Operations Manager
Public Works Manager
Senior Management Analyst (non-Confidential)
Senior Planner
Utilities Manager
Water Conservation Coordinator

C. Confidential

Human Resources Analyst
City Clerk
Senior Management Analyst - Finance

Additional job classes may be added to the Unrepresented Program from time to time, based upon the creation of additional City departments/divisions, the addition of new positions, or by the reclassification of existing positions to either At-will Management, Mid-Management, or Confidential based upon the nature of the work.

1.4 Exempt Status of Employees Covered:

The City has reviewed the salaries and duties of the Employees covered under the Unrepresented Program and has determined that these employees are exempt from the overtime provisions of the federal Fair Labor Standards Act.

SECTION 2: EMPLOYMENT CONTRACTS

The Executive Management employees as designated in Section 1.3(A) shall be “At Will” employees, and shall enter into an employment contract, confirming the “At Will” status of the employee and setting forth any special pay or benefits such as severance pay. Employment contracts with all At-will Executive Management employees will be approved by the City Manager, or, in the case of the City Manager’s employment contract, approved by the Council, pursuant to the terms of the City of St. Helena Municipal Code, authorizing the City Manager to appoint all At-will Executive Management employees except the City Attorney.

SECTION 3: EMPLOYEE SALARY COMPENSATION

3.1 Annual Salary Adjustment:

3.1.1 Effective on the same date as the pension cost sharing arrangement

described in Sections 4.1.3.2, 4.2.3.2, and 4.3.3.2 becomes effective pursuant to the required CalPERS contract amendment process, miscellaneous employees salary ranges shall be increased by an additional one percent (1%). This additional 1% salary range increase is expressly contingent upon the implementation of the pension cost sharing arrangement, and will not be implemented unless and until the cost sharing arrangement is implemented. The City will consider cost sharing for safety employees (Fire Chief, Police Chief, and Police Lieutenant) covered by this resolution at a future date.

3.1.2 The City recognizes that it is appropriate to provide unrepresented employees with a three percent (3%) salary increase, in addition to the one (1%) percent contained in 3.1.1. However, due to the City's current financial challenges, it is unable to provide unrepresented employees with the three percent (3%) increase at this time. The City will review whether there is adequate funding after the FY 2016-17 Budget is finalized and determine whether unrepresented employees shall receive a salary increase and the effective date of any salary increase.

3.2 Salary Schedule:

The salary ranges for Employees covered by this Unrepresented Compensation Program are set forth in Exhibit 1, attached to this resolution, and made a part hereof by reference.

3.3 Confidential Pay Differential:

Each Confidential employee will receive a 3% pay differential to be added to the employee's base pay. This 3% pay differential will not be added to the salary range for that job class. If at any time that a currently designated Confidential employee who receives the confidential differential is deemed to be Non-Confidential, the 3% confidential differential will cease at that time, and the City will take appropriate steps to reclassify the position.

3.4 Bilingual Pay:

Bilingual pay for fluency in both English and Spanish will be paid to employees who are routinely and consistently assigned to communicate in Spanish or to provide translation for City business by communicating in Spanish. For employees who are certified as fluent in both written and verbal Spanish language, bilingual pay will be five percent (5%) of the designated employee's base salary. For employees who are certified as fluent only in verbal Spanish language, bilingual pay will be two and one-half percent (2.5%) of the designated employee's base salary. Only designated employees certified by the City as fluent in both English and Spanish are eligible for this additional pay.

SECTION 4: RETIREMENT BENEFITS

Management Employees are provided retirement benefits under the California Public Employee Retirement System (CalPERS) as described in this Section 4.

4.1 Tier One: 2% at 55 Retirement Program (Miscellaneous Group) and 3% at 50 (Safety Group) – Employees Hired Before July 1, 2012 (Tier One Classic Members)

This section 4.1 (including subsections) shall apply to miscellaneous employees hired before July 1, 2012.

4.1.1 2% at 55 or 3% at 50 Pension Formulas: The "2% @ 55" (for miscellaneous employees) or "3% @ 50" (for safety employees) retirement programs

will be available to members covered by this Section 4.1.

4.1.2 Final Compensation Based On 12-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.1 shall mean the highest twelve (12) consecutive month period as specified in Government Code Section 20042.

4.1.3 Required Member Contributions:

4.1.3.1 Members covered by this Section 4.1 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.1.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous members covered by this Section 4.1 shall pay, through payroll deduction, the full 7.0% employee contribution plus an additional 1% of compensation earnable toward the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.2 Tier Two: 2% at 60 Retirement Program (Miscellaneous Group) or 3% at 55 (Safety Group) for Members Hired On or After July 1, 2012, and Before December 31, 2012, and Unit Members Qualified for Reciprocity (Tier Two Classic Members):

This Section 4.2 (including subsections) shall apply to members hired on or after July 1, 2012, and before January 1, 2013. In addition, this Section 4.2 shall apply to members hired on or after January 1, 2013, who are qualified for pension reciprocity as stated in Government Code Section 7522.02(c) and related CalPERS reciprocity (Classic Member) requirements:

4.2.1 2% at 60 or 3% at 55 Pension Formulas: The "2% @ 60" (for miscellaneous) or "3% @ 55" (for safety) retirement programs will be available to members covered by this Section 4.2.

4.2.2 Final Compensation Based On 36-Month Period: For the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.2 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service.

4.2.3 Required Member Contributions

4.2.3.1 Employees covered by this Section 4.2 shall continue to pay, through payroll deduction, the full 7.0% member contribution for Miscellaneous Group and 9.0% member contribution for the Safety Group.

4.2.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (estimated date, Spring 2016), miscellaneous employees covered by this Section 4.2 shall pay, through payroll deduction, the full 7.0% member contribution plus an additional 1% of compensation earnable towards the City's costs for a total contribution of 8% toward the normal cost of pension benefits as permitted by Government Code Section 20516.

4.3 Tier Three: 2% at 62 PEPR Retirement Tier (Miscellaneous Group) or 3% at 57 (Safety Group) is Required For Members Hired On or After January 1, 2013 and Not Qualified For Reciprocity (Not a Classic Member):

This Section 4.3 (including subsections) shall apply to members who were hired on or after

January 1, 2013, and who do not qualify for pension reciprocity (not a Classic Member) as stated in Government Code Section 7522.02(c).

4.3.1 2% at 62 or 3% at 57 Pension Formulas: The “2% @ 62” (for miscellaneous) or “3% @ 57” (for safety) retirement programs will be available to members covered by this Section 4.3.

4.3.2 Final Compensation Based On 36-Months: Effective January 1, 2013, for the purposes of determining a retirement benefit, final compensation for members covered by this Section 4.3 shall mean the highest annual average pensionable compensation earned during thirty-six (36) consecutive months of service as required by Government Code Section 7522.32.

4.3.3 Required Member Contributions

4.3.3.1 Required 50% of Normal Costs: As required by Government Code Section 7522.04(g), effective January 1, 2013, members covered by this Section 4.3 shall pay, through payroll deduction, fifty percent (50%) of normal costs.

4.3.3.2 Miscellaneous Member Pension Cost Sharing: Beginning on the effective date of the amendment to the CalPERS contract providing for cost sharing (expected Spring of 2016), in addition to paying 50% of normal costs as described above, employees covered by this Section 4.3 shall pay, through payroll deduction, an additional 1.0% of pensionable compensation toward the City’s cost of pension benefits as permitted by Government Code Section 20516.

4.4 Cost Sharing Implementation – All Tiers:

CalPERS mandates an election of employees, separate from adoption of this resolution, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable, the City will initiate the contract amendment process for miscellaneous employee cost sharing. Upon completion of the City’s amendment to the CalPERS contract, miscellaneous member contributions will be made pursuant to Government Code Section 20516, Member Cost Sharing of Additional Benefits. The City will consider cost sharing for safety employees at a future date.

4.5 Converting Sick Leave Balance:

An employee who retires may convert his/her unused sick leave balance to service credit as provided by Government Code Section 20965. Any accrued unused sick leave credit that is paid out at termination will not be available for conversion to service credit.

4.6 Other Options Included In CalPERS Contract: Employees shall be eligible for other options included in the City’s contract with CalPERS as stated in that contract, and allowed by law.

4.7 Implementation of Internal Revenue Code Section 414(h)(2):

As permitted by Internal Revenue Code Section 414(h)(2) and Government Code Section 20516, each employee shall pay, through payroll deductions, the PERS contributions described in this Article 11 with state and federal income tax on the PERS member contribution deferred to the extent permitted by Internal Revenue Code, 26 USC Section 414(h)(2).

4.8 All Provisions Subject to Requirements of Law:

The City is required to comply with all requirements of law governing the CalPERS retirement program, including, but not limited to eligibility and reporting requirements. In implementing this Unrepresented Compensation Program Resolution and related practices, the City will comply with the requirements of law, and those legal requirements prevail over any inconsistent prior practices or prior resolutions.

SECTION 5: INSURANCE BENEFITS

5.1 General Provisions:

The City will pay the full cost of the employee’s health insurance plan to cover both the employee and the employee’s dependents. The City will pay the full cost for dental coverage for the employee and her/his dependents. When an employee commences work with the City, the effective date of coverage of his/her benefits distribution selection shall be established by the individual carrier. In most cases, coverage begins the first of the month following date of hire.

Employees will choose from available insurance programs and/or health and welfare plans at the time of hire or as carriers allow during Open Enrollment periods. Dependent coverage may be added or deleted between Open Enrollment periods subject to conditions imposed by the selected carriers.

5.2 Life Insurance:

The City will provide term life insurance for each employee, not to exceed \$50,000.

Employees may elect to increase the value of their life insurance policy by \$20,000 at their own expense for a total policy value of \$70,000. Employees opting for the additional coverage will have the cost of that coverage deducted from their pay.

5.3 Short-term Disability Insurance: The City will pay for the employee’s cost to participate in the State Disability Insurance (SDI) program.

5.4 Vision Care: The City will pay for vision care benefits, for the employee and all dependents through VSP Vision Care Insurance.

SECTION 6: HOLIDAYS

All Unrepresented employees shall receive 12 paid holidays per year, as follows:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1
Martin Luther King, Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Cesar Chavez Birthday	March 31 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September

Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve Day	December 24 th
Christmas Day	December 25 th

It is the intent of this resolution that all full-time employees receive 12 paid holidays regardless of their assigned workweek. When a holiday falls on a Saturday, the preceding Friday shall be deemed a holiday. When a holiday falls on a Sunday, the following Monday shall be deemed a holiday. When an employee is required to work on a holiday, s/he may select another day as holiday leave with pay during the fiscal year with the consent of the City Manager.

Floating Holidays: Except for the calendar year they are hired, on January 1st of each year, employees earn 16 hours of floating holiday for use during that calendar year, taken in at least 8-hour increments. The hours must be used by the end of the calendar year and does not accrue. After five years of service, employees earn 40 hours of floating holiday.

SECTION 7: VACATION LEAVE

7.1 Vacation Entitlement:

Employees shall accumulate vacation in accordance with the following vacation entitlement schedule:

<u>Years of Continuous Service</u>	<u>Vacation Days Earned/Year</u>
1 – 5 years	10
6 th year	15
7 th year	16

This pattern continues until 20 days per year is reached. On the employee's 25th anniversary and every five years thereafter, one additional day will be awarded on that year.

7.2 Vacation Accrual:

Employees shall begin earning vacation upon the first day of employment. Vacation leave time shall be accrued as it is earned; odd fractions rounded to the nearest tenth. Vacation time shall not be taken until earned and shall be subject to other provisions of this resolution. When an employee is on a leave without pay status, s/he shall not be entitled to earn vacation.

For purposes of calculating vacation earned upon termination, the employee's final accrual will be prorated, based on the days worked in the employee's last month of employment. Upon termination of an employee's service with the City, s/he shall be paid a lump sum for all earned vacation not taken, at the employee's hourly rate then in effect.

7.3 Vacation Usage:

An employee may take vacation at a time approved by the employee's direct supervisor, or,

in the case of the City Manager, after notification of the City Council. It is the policy of the City that employees take their normal provided vacation leave each year.

Employees should not be earning vacation leave once their accrued vacation balance has reached 380 hours. All employees who have accrued at least 380 hours of vacation shall expend at least 80 hours of vacation leave per calendar year with at least 40 hours being consecutive.

SECTION 8: EXECUTIVE LEAVE

In recognition of the extra hours required to perform at the level of management, including attendance at numerous meetings outside normal working hours and the fact that employees who are exempt from FLSA are not compensated for overtime work, the following executive leave policy shall be implemented:

Each FLSA-exempt, unrepresented employee may receive up to five (5) days Executive Leave annually at the discretion of the City Manager provided on January 1st of each year. On January 1st of each year, all hours not taken in the prior year will be lost unless an extension of time is granted by the City Manager. .

Newly hired employees shall have Executive Leave awarded to them in the following pro-rated manner:

If the employee is hired from:

January – March	40 hours awarded on the date of hire
April – June	30 hours awarded on the date of hire
July – September	20 hours awarded on the date of hire
October – December	10 hours awarded on the date of hire

SECTION 9: OTHER LEAVES OF ABSENCE

9.1 Sick Leave:

Employees shall accrue and use sick leave in accordance with City of St. Helena Personnel/Administrative on Sick Leave.

9.2 Family Care:

Except as otherwise required by state or federal law, sick leave may be used to care for the employee’s child, spouse, or domestic partner who is incapacitated by a serious health condition as defined by state of federal Law. Sick leave utilized for Family Care shall not exceed forty-eight (48) hours per occurrence.

9.3 Bereavement Leave:

Leave with pay up to 3 days per year in state/5 days out of state shall be granted by the City Manager to employees in case of the death of spouse or domestic partner regardless of gender, parent or step-parent, grand-parent, child, or stepchild, brother or sister, parent-in-law, brother/sister-in-law, son/daughter-in-law, or any relative in the immediate household of the employee. Bereavement leave shall not be charged against any accumulated leave. Additional time off (vacation, executive leave) may be taken if approved by the City Manager.

9.4 Industrial Accident Leave:

The City shall provide paid leave and benefits consistent with the State's Worker's Compensation laws.

9.5 Miscellaneous Leave With Pay:

Employees shall be granted a leave of absence with full pay for jury duty; subpoena of the employee as a witness; or attendance in court resulting from the employee's official duties as assigned by the City Manager. Any compensation received by the employee for the above, except for travel reimbursement, shall be promptly remitted to the City by the employee.

9.6 Leave Pursuant to the Family and Medical Care Leave Act and the California Family Rights Act:

Employees shall be entitled to take leave in response to the birth or adoption of a child, or the placement of a child with the employee for foster care; the employee's own serious health condition, or to care for a child, parent or spouse of the employee who has a serious health condition; for a "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces; or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin, as specified in the federal Family and Medical Care Leave Act (FMLA) and the California Family Rights Act (Government Code Section 12945.2). Employees may use their accrued leave balances during such leave.

If the period of leave exceeds the employer's accrued leave balances, the employee shall take the balance of the leave as unpaid leave.

9.7 Leave for Pregnancy, Childbirth and Related Medical Conditions (California Government Code Section 12945):

In addition to leave authorized by Section 9.6, eligible employees may take leave based on pregnancy, childbirth, or related medical conditions pursuant to California Government Code Section 12945. Generally, this leave should not exceed six (6) weeks for a normal pregnancy, childbirth, or related conditions, but may be taken for a period of up to a total of four (4) months if the employee is disabled due to pregnancy, childbirth, or other medical conditions. The need for leave beyond six (6) weeks due to disability shall be verified in writing by the employee's physician. The employee may use accrued leave balances during leave taken pursuant to this Section. If the period of leave exceeds the employee's accrued leave balances, the balance of the leave shall be taken as unpaid leave.

9.8 Leave of Absence Without Pay:

Upon the written request of any employee, the City Manager may approve in writing a leave of absence without pay for a period up to thirty (30) calendar days. Except in the cases of illness or maternity, an employees' request for Leave Without Pay shall be submitted to the City Manager, accompanied by a recommendation or an explanation from the manager as to how an adequate level of service can be maintained during her/his absence. Such leave may be extended up to one calendar year by action of the City Council.

9.9 Military Leave:

An employee called to active duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the duration of said active duty. Any full-time employee on a military leave of absence shall be compensated as outlined in the City's Personnel Policies Manual if the employee provides proper documentation from the Commanding Officer concerning their active duty; or, if the employee is a Commanding Officer, with a copy of the order to report to active duty and any applicable extension orders.

SECTION 10: TRAINING AND PROFESSIONAL GROWTH

10.1 Professional Seminars and Training:

To promote continued development of skills, knowledge, and abilities among the Employee, the City Manager may grant time off to employee(s) for educational leave. Such leave may be received in order to attend professional, technical, or managerial workshops, courses, conferences, conventions, seminars, or related activities. The cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

10.2 Professional Membership Fees:

Most At-will Executive Management, Mid-Management, and Confidential personnel are expected to maintain membership in appropriate professional organizations. These memberships serve to acquaint the City with the current state-of-the-art in these professional areas by means of publications and special activities. The City will include the costs of these membership fees in the respective department budgets, subject to approval by the City Manager.

10.3 College Tuition Reimbursement:

An employee who is taking courses in a field related to his/her employment may receive reimbursement for tuition and/or materials up to \$1,500 per year of the reasonable cost for books and tuition per fiscal year.

SECTION 11: OTHER BENEFITS

11.1 Vehicle Reimbursement:

Covered employees to a far greater extent than most other City employees are required to travel throughout the City and the County to fulfill their job requirements. This travel is frequently required outside of normal working hours. In recognition of this employment requirement, the City may provide either the use of a City vehicle or pay an auto allowance of \$100 per pay period. In addition, if travel is required by the employee in his/her personal

vehicle beyond the County line, mileage shall be reimbursed at the same rate as set by the IRS.

11.2 *Deferred Compensation Plan:*

Employees may elect payroll deductions in an amount permissible under IRS regulations, to be placed in a deferred compensation program administered at no cost to the City. To the extent allowed by law, such monies deposited would become tax deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation program. The City shall match up to \$100 per pay period to the employee's contribution into the City's deferred compensation program.

11.3 *Health Club Membership:*

The City will pay a one-time membership fee of \$25.00 towards employee enrollment in a health clubs.

11.4 *Sick Leave Payout:*

Upon separation, the City will pay out 50% of accrued sick leave. Retirees have the option of using 100% of their accrued sick leave towards health premiums.

11.5 *St. Helena Charity Based Events:*

In recognition of the importance of being engaged with the St. Helena community, Unrepresented Employees are eligible to be reimbursed for charity event tickets related to their employment. To be eligible for reimbursement, the event must be held within the County of Napa and directly benefit the St. Helena community. Event tickets may be purchased only for the employee up to a total reimbursable amount of \$750.00 per calendar year.

SECTION 12: TERMINATION ALLOWANCE

12.1 *Severance Pay:*

In order to foster job security within a professional climate, At-will Executive Management employees who receive no protection from the City's Personnel System may be entitled to severance pay when they are discharged from the City service. At-will Management employees terminated for cause are not eligible for severance benefits.

12.2 *Allowance Schedule:*

At-will Executive Management employees shall generally be entitled to two (2) months' salary, excluding fringe benefits. All specific severance pay terms and conditions must be included in the employee's Employment Contract, as noted in section 2 (Employment Contracts). In no event shall an employee receive a severance that is greater than the employee's salary multiplied by the number of months left on the unexpired term of the employee's employment contract, and all severance provisions shall comply with all other requirements of law..

Exhibit 1 Salary Schedule

City of St. Helena Publicly Available Salary Schedule FY 2015-2016

Position		A	B	Steps C	D	E
<i>Mid-Management Exempt</i>						
Assistant Public Works Director	Annual	90,047.00	94,549.00	99,277.00	104,241.00	109,453.00
	Monthly	7,504.00	7,879.00	8,273.00	8,687.00	9,121.00
	Pay Period	3,752.00	3,940.00	4,137.00	4,343.00	4,561.00
	Hourly	43.29	45.46	47.73	50.12	52.62
Chief Building Official	Annual	90,751.00	95,289.00	100,053.00	105,056.00	110,308.00
	Monthly	7,563.00	7,941.00	8,338.00	8,755.00	9,192.00
	Pay Period	3,781.00	3,970.00	4,169.00	4,377.00	4,596.00
	Hourly	43.63	45.81	48.10	50.51	53.03
Grant Manager	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
Library Manager	Annual	87,826.00	92,217.00	96,828.00	101,670.00	106,753.00
	Monthly	7,319.00	7,685.00	8,069.00	8,472.00	8,896.00
	Pay Period	3,659.00	3,842.00	4,035.00	4,236.00	4,448.00
	Hourly	42.22	44.34	46.55	48.88	51.32
Lieutenant	Annual	86,638.00	90,970.00	95,518.00	100,294.00	105,309.00
	Monthly	7,220.00	7,581.00	7,960.00	8,358.00	8,776.00
	Pay Period	3,610.00	3,790.00	3,980.00	4,179.00	4,388.00
	Hourly	41.65	43.74	45.92	48.22	50.63
Management Analyst	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Public Works Maintenance Manager	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Public Works Utilities Manager	Annual	87,826.00	92,217.00	96,828.00	101,670.00	106,753.00
	Monthly	7,319.00	7,685.00	8,069.00	8,472.00	8,896.00
	Pay Period	3,659.00	3,842.00	4,035.00	4,236.00	4,448.00
	Hourly	42.22	44.34	46.55	48.88	51.32
Senior Management Analyst * * (non-Confidential)	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
Senior Planner	Annual	84,027.00	88,228.00	92,640.00	97,272.00	102,135.00
	Monthly	7,002.00	7,352.00	7,720.00	8,106.00	8,511.00
	Pay Period	3,501.00	3,676.00	3,860.00	4,053.00	4,256.00
	Hourly	40.40	42.42	44.54	46.77	49.10
Water Conservation Coordinator	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21

Exhibit 1 Salary Schedule

City of St. Helena Publicly Available Salary Schedule FY 2015-2016

Position		Steps				
		A	B	C	D	E
<u>Confidential Positions</u>						
City Clerk ⁽²⁾	Annual	77,382.00	81,251.00	85,314.00	89,579.00	94,058.00
	Monthly	6,449.00	6,771.00	7,109.00	7,465.00	7,838.00
	Pay Period	3,224.00	3,385.00	3,555.00	3,732.00	3,919.00
	Hourly	37.20	39.06	41.02	43.07	45.22
Human Resources Analyst ⁽²⁾	Annual	72,324.00	75,940.00	79,737.00	83,724.00	87,910.00
	Monthly	6,027.00	6,328.00	6,645.00	6,977.00	7,326.00
	Pay Period	3,014.00	3,164.00	3,322.00	3,489.00	3,663.00
	Hourly	34.77	36.51	38.34	40.25	42.26
Senior Management Analyst ⁽²⁾	Annual	79,083.00	83,037.00	87,189.00	91,548.00	96,126.00
	Monthly	6,590.00	6,920.00	7,266.00	7,629.00	8,010.00
	Pay Period	3,295.00	3,460.00	3,633.00	3,815.00	4,005.00
	Hourly	38.02	39.92	41.92	44.01	46.21
<u>Executive Management</u>						
City Manager ⁽¹⁾	Annual					188,000.00
	Monthly					15,667.00
	Pay Period					7,833.00
	Hourly					90.38
Human Resources/IT Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Fire Chief ⁽¹⁾	Annual					31,000.00
Finance Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Library Director	Annual	98,926.00	103,872.00	109,066.00	114,519.00	120,245.00
	Monthly	8,244.00	8,656.00	9,089.00	9,543.00	10,020.00
	Pay Period	4,122.00	4,328.00	4,544.00	4,772.00	5,010.00
	Hourly	47.56	49.94	52.44	55.06	57.81
Planning/Community Services Director	Annual	115,550.00	121,328.00	127,394.00	133,764.00	140,452.00
	Monthly	9,629.00	10,111.00	10,616.00	11,147.00	11,704.00
	Pay Period	4,815.00	5,055.00	5,308.00	5,573.00	5,852.00
	Hourly	55.55	58.33	61.25	64.31	67.52
Police Chief	Annual	131,216.00	137,776.00	144,665.00	151,898.00	159,493.00
	Monthly	10,935.00	11,481.00	12,055.00	12,658.00	13,291.00
	Pay Period	5,467.00	5,741.00	6,028.00	6,329.00	6,646.00
	Hourly	63.08	66.24	69.55	73.03	76.68
Public Works Director	Annual	138,214.00	145,125.00	152,381.00	160,000.00	168,000.00
	Monthly	11,518.00	12,094.00	12,698.00	13,333.00	14,000.00
	Pay Period	5,759.00	6,047.00	6,349.00	6,667.00	7,000.00
	Hourly	66.45	69.77	73.26	76.92	80.77
Recreation Director	Annual	94,578.00	99,307.00	104,272.00	109,486.00	114,960.00
	Monthly	7,882.00	8,276.00	8,689.00	9,124.00	9,580.00
	Pay Period	3,941.00	4,138.00	4,345.00	4,562.00	4,790.00
	Hourly	45.47	47.74	50.13	52.64	55.27

(1) Positions do not have a pay range

(2) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(3) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

***Per CCR and CalPERS requirements salary schedules must be duly adopted by City Council to be used for calculating retirement benefits. The portion of the schedule pertaining to Mid- Management Exempt, Confidential Positions, and Executive Management will be presented to City Council and duly adopted on March 8, 2016.**

Exhibit 2 Salary Schedule 1% PERS Cost Share

City of St. Helena Publicly Available Salary Schedule FY 2015-2016 - Includes 2016 1% Increase

Position		Steps				
		A	B	C	D	E
<i>Mid-Management Exempt</i>						
Assistant Public Works Director	Annual	90,948.00	95,494.00	100,270.00	105,283.00	110,548.00
	Monthly	7,579.00	7,958.00	8,356.00	8,774.00	9,212.00
	Pay Period	3,790.00	3,979.00	4,178.00	4,387.00	4,606.00
	Hourly	43.72	45.91	48.21	50.62	53.15
Chief Building Official	Annual	91,659.00	96,242.00	101,054.00	106,107.00	111,411.00
	Monthly	7,638.00	8,020.00	8,421.00	8,842.00	9,284.00
	Pay Period	3,819.00	4,010.00	4,211.00	4,421.00	4,642.00
	Hourly	44.07	46.27	48.58	51.01	53.56
Grant Manager	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
Library Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Lieutenant ⁽²⁾	Annual	86,638.00	90,970.00	95,518.00	100,294.00	105,309.00
	Monthly	7,220.00	7,581.00	7,960.00	8,358.00	8,776.00
	Pay Period	3,610.00	3,790.00	3,980.00	4,179.00	4,388.00
	Hourly	41.65	43.74	45.92	48.22	50.63
Management Analyst	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Public Works Maintenance Manager	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Public Works Utilities Manager	Annual	88,704.00	93,139.00	97,796.00	102,687.00	107,821.00
	Monthly	7,392.00	7,762.00	8,150.00	8,557.00	8,985.00
	Pay Period	3,696.00	3,881.00	4,075.00	4,279.00	4,493.00
	Hourly	42.65	44.78	47.02	49.37	51.84
Senior Management Analyst * * (non-Confidential)	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
Senior Planner	Annual	84,867.00	89,110.00	93,566.00	98,245.00	103,156.00
	Monthly	7,072.00	7,426.00	7,797.00	8,187.00	8,596.00
	Pay Period	3,536.00	3,713.00	3,898.00	4,094.00	4,298.00
	Hourly	40.80	42.84	44.98	47.23	49.59
Water Conservation Coordinator	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68

Exhibit 2 Salary Schedule (1% PERS Cost Share)

City of St. Helena Publicly Available Salary Schedule FY 2015-2016 - Includes 2016 1% Increase

Position		Steps				
		A	B	C	D	E
<u>Confidential Positions</u>						
City Clerk ⁽³⁾	Annual	78,156.00	82,064.00	86,167.00	90,475.00	94,999.00
	Monthly	6,513.00	6,839.00	7,181.00	7,540.00	7,917.00
	Pay Period	3,256.50	3,419.00	3,590.00	3,770.00	3,958.00
	Hourly	37.58	39.46	41.43	43.50	45.67
Human Resources Analyst ⁽³⁾	Annual	73,047.00	76,699.00	80,534.00	84,561.00	88,789.00
	Monthly	6,087.00	6,392.00	6,711.00	7,047.00	7,399.00
	Pay Period	3,044.00	3,196.00	3,356.00	3,523.00	3,700.00
	Hourly	35.12	36.88	38.72	40.65	42.69
Senior Management Analyst ⁽³⁾	Annual	79,874.00	83,867.00	88,061.00	92,463.00	97,087.00
	Monthly	6,656.00	6,989.00	7,338.00	7,705.00	8,091.00
	Pay Period	3,328.00	3,494.00	3,669.00	3,853.00	4,045.00
	Hourly	38.40	40.32	42.34	44.45	46.68
<u>Executive Management</u>						
City Manager ⁽¹⁾	Annual					189,880.00
	Monthly					15,823.00
	Pay Period					7,912.00
	Hourly					91.29
Human Resources/IT Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Fire Chief ^{(1) (2)}	Annual					31,000.00
Finance Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Library Director	Annual	99,915.00	104,911.00	110,157.00	115,664.00	121,447.00
	Monthly	8,326.00	8,743.00	9,180.00	9,639.00	10,121.00
	Pay Period	4,163.00	4,371.00	4,590.00	4,819.00	5,060.00
	Hourly	48.04	50.44	52.96	55.61	58.39
Planning/Community Services Director	Annual	116,706.00	122,541.00	128,668.00	135,102.00	141,857.00
	Monthly	9,726.00	10,212.00	10,722.00	11,259.00	11,821.00
	Pay Period	4,863.00	5,106.00	5,361.00	5,629.00	5,911.00
	Hourly	56.11	58.92	61.87	64.96	68.21
Police Chief ⁽²⁾	Annual	131,216.00	137,776.00	144,665.00	151,898.00	159,493.00
	Monthly	10,935.00	11,481.00	12,055.00	12,658.00	13,291.00
	Pay Period	5,467.00	5,741.00	6,028.00	6,329.00	6,646.00
	Hourly	63.08	66.24	69.55	73.03	76.68
Public Works Director	Annual	139,596.00	146,576.00	153,905.00	161,600.00	169,680.00
	Monthly	11,633.00	12,215.00	12,825.00	13,467.00	14,140.00
	Pay Period	5,817.00	6,107.00	6,413.00	6,733.00	7,070.00
	Hourly	67.11	70.47	73.99	77.69	81.58
Recreation Director	Annual	95,524.00	100,300.00	105,315.00	110,581.00	116,110.00
	Monthly	7,960.00	83.58	8,776.00	9,215.00	9,676.00
	Pay Period	3,980.00	4,179.00	4,388.00	4,608.00	4,838.00
	Hourly	45.93	48.23	50.64	53.17	55.83

(1) Positions do not have a pay range

(2) 1% Increase was not applied to Safety Positions: Lieutenant, Fire Chief and Police Chief

(3) Confidential Positions receive a 3% pay differential that is added to the employee's base salary

(4) Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.

***Per CCR and CalPERS requirements salary schedules must be duly adopted by City Council to be used for calculating retirement benefits. This schedule will be presented to City Council and duly adopted on March 8, 2016.**