

**RESOLUTION NO. 2026-012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHINO,  
CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE DEPUTY  
DIRECTOR OF TECHNOLOGY AND INNOVATION CLASSIFICATION AND  
THE AMENDED AND RESTATED COMPENSATION AND BENEFITS FOR  
DEPUTY DIRECTOR EMPLOYEES**

**WHEREAS**, Section 36506 of the California Government Code requires the City Council of the City of Chino to fix the compensation for all employees through a resolution or ordinance; and

**WHEREAS**, Title 2, California Code Regulations (“CCR”) § 570.5, the California Public Employees’ Retirement System (“CalPERS”) requires that salary schedules be duly adopted and approved by the City Council; and

**WHEREAS**, the City of Chino has identified the need to establish a Deputy Director of Technology and Innovation classification to lead and manage citywide information technology strategy, cybersecurity, and digital transformation initiatives; and

**WHEREAS**, the Deputy Director of Technology and Innovation classification must be incorporated into the Compensation and Benefit Plan for Deputy Directors, which was previously adopted by the City Council under Resolution No. 2025-085; and

**WHEREAS**, the Deputy Director of Technology and Innovation classification must also be incorporated into the salary schedules for Deputy Directors.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO, CALIFORNIA,  
DOES HEREBY RESOLVE AS FOLLOWS:**

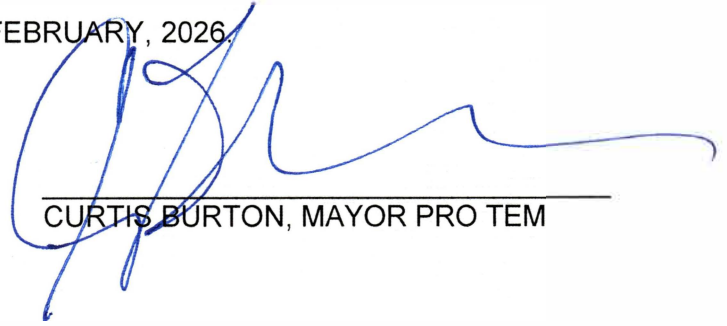
SECTION 1. The City Council hereby approves and adopts the establishment of the Deputy Director of Technology and Innovation job classification and its incorporation into the salary schedules for Deputy Directors, attached hereto as Exhibits A and B.

SECTION 2. Resolution No. 2025-085 and all prior compensation and benefits resolutions adopted by City Council are hereby rescinded and replaced by this Resolution No. 2026-012, which approves amended and restated compensation and benefits for Deputy Director Employees. In the event of conflict between this Resolution and any prior City Council resolution relating to the subject matter of this Resolution No. 2026-012, this Resolution shall supersede and prevail over the prior resolution to the extent of the conflict. To the extent this Resolution No. 2026-012 provides benefits in excess or is different from the benefits provided in any prior City Council resolution, the provisions of this Resolution shall control.

SECTION 3. The City Council hereby approves and adopts the amended and restated Compensation and Benefit Plan for Deputy Director Employees, which is attached hereto as Exhibit C.


SECTION 4. The City Clerk shall certify the adoption of this Resolution.

APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY OF FEBRUARY, 2026.



CURTIS BURTON, MAYOR PRO TEM

ATTEST:



NATALIE GONZAGA, CITY CLERK

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        ) §.  
CITY OF CHINO                            )

I, NATALIE GONZAGA, City Clerk of the City of Chino, do hereby certify that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 3rd day of February, 2026 by the following votes:

AYES:            COUNCIL MEMBERS:    LUCIO, FLORES, COMSTOCK, BURTON

NOES:           COUNCIL MEMBERS:    NONE.

ABSENT:        COUNCIL MEMBERS:    ULLOA.



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NATALIE GONZAGA, CITY CLERK

ATTACHMENTS:

EXHIBIT A. Deputy Director of Technology and Innovation Job Description

EXHIBIT B. Salary Schedules for Deputy Directors effective November 24, 2025, and July 1, 2026

EXHIBIT C. Compensation and Benefit Plan for Deputy Directors



## DEPUTY DIRECTOR OF TECHNOLOGY AND INNOVATION

### **DEFINITION**

Under administrative direction, plans, organizes, manages and provides direction and oversight for all functions and activities of the Information Technology Division including maintaining technology applications, architecture and infrastructure; directs the City's information technology systems architecture to identify, prioritize and implement technology principles, business application needs and investments; oversees the auditing of technology services, data and records; formulates policies, goals and directives; coordinates assigned activities with City departments, officials, outside agencies and the public; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from City Manager. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a deputy director classification that oversees, directs, and participates in major activities and programs of the Information Technology Division, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background and the ability to develop, oversee, and implement division projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and public and private agencies and managing and overseeing the complex and varied functions of the division. This class provides professional-level support to the City Manager and Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. This class is distinguished from the executive-level classes in that the latter has overall management responsibility for the Administrative Services programs, functions, and activities, and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Information Technology Division programs, services and activities including technology acquisition, implementation and maintenance, enterprise information services, network and server systems, project management and geographic information systems functions.
- Manages and participates in the development and administration of the Division's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates and directs Division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance

evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the Division; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Oversees the delivery of systems application development and support services as well as network and telecommunications operations; consults with manufacturers' representatives to define equipment needs.
- Plans, organizes, directs, evaluates, and ensures the integrity and security of City digital information through the development, regular review and enforcement of policies and procedures.
- Confers with Directors, supervisory staff and employees regarding current and anticipated information systems requirements and the feasibility of alternative conceptual approaches to meeting requirements; develops and recommends short- and long-term plans for hardware and software upgrades; works with departments to prioritize hardware and software upgrades; establishes hardware and software standards to meet the technology needs for the City.
- Prepares Requests for Proposals for the purchase of hardware and software; evaluates bids and recommends the selection of vendors; reviews requests for hardware and software against budget and City standards; and coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Represents the Division to other City Departments, elected officials and outside agencies; explains and interprets Division programs, policies and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the Division at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.

- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Principles, practices, theory of data management and its application to a wide variety of services and programs.
- Principles and practices for developing and implementing data security systems protocols and standards.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned area of responsibility.
- Principles and practices of enterprise software implementation and management.
- Principles and practices of design and management information technology infrastructure, communication and network systems, and associated hardware and software.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Division.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Organize, management, implement and maintain efficient and effective information technology programs to ensure the reliability, integrity, and security of City information systems and infrastructure.
- Identify information technology issues and opportunities, conduct complex research projects, visualize and present data for both qualitative and quantitative content, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Perform complex diagnostics and troubleshooting on hardware, software and communications problems.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare

- effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, information technology, management information systems, or a related field.

Experience:

- Five (5) years of increasingly responsible administrative experience in the design, programming, and installation of information systems and hardware, including three (3) years of experience in a supervisory or management capacity.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**City of Chino**  
**Deputy Directors Classification Plan and Salary Schedule**  
**Effective 11/24/2025 (3% COLA)**

Classification Title	Range		Base	Midpoint	Maximum
Deputy City Manager	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Finance	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Community Services, Parks & Recreation	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Development Services	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Human Resources/Risk Management	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Public Works/City Engineer	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Public Works/Services	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Technology and Innovation	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00

**City of Chino**  
**Deputy Directors Classification Plan and Salary Schedule**  
**Effective 07/01/2026 (3% COLA)**

<b>Classification Title</b>	<b>Range</b>		<b>Base</b>	<b>Midpoint</b>	<b>Maximum</b>
Deputy City Manager	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
		Monthly	\$ 12,936.25	\$ 14,876.67	\$ 17,108.17
		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00
Deputy Director of Finance	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
		Monthly	\$ 12,936.25	\$ 14,876.67	\$ 17,108.17
		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00
Deputy Director of Community Services, Parks & Recreation	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
		Monthly	\$ 12,936.25	\$ 14,876.67	\$ 17,108.17
		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00
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Deputy Director of Human Resources/Risk Management	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
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Deputy Director of Technology and Innovation	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
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		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00

**Exhibit C**

**COMPENSATION AND BENEFIT PLAN  
FOR DEPUTY DIRECTOR EMPLOYEES**

**DEPUTY DIRECTOR EMPLOYEES:**

The Deputy Director Employee group (Employee or Employees) shall be comprised of the following classifications and positions employed by the City of Chino (City):

- Deputy City Manager*
- Deputy Director of Community Services, Parks & Recreation*
- Deputy Director of Development Services*
- Deputy Director of Finance*
- Deputy Director of Human Resources/Risk Management*
- Deputy Director of Public Works/City Engineer*
- Deputy Director of Public Works/Services*
- Deputy Director of Technology and Innovation*

Deputy Directors appointed after February 7, 2023 are at-will employees of the City.

**BASE COMPENSATION:**

In addition to the two percent (2%) cost-of-living adjustment wage increase (COLA) previously provided to all Deputy Director Employees through City Council Resolution No. 2025-039, adopted on July 15, 2025 and made effective July 21, 2025, all Deputy Director Employees shall be provided an additional one percent (1%) COLA wage increase effective the pay period beginning on November 24, 2025, as reflected in the updated Classification Plan and Compensation Schedule set forth below:

Classification Title	Range		Base	Midpoint	Maximum
Deputy City Manager	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00
Deputy Director of Finance	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
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Deputy Director of Technology and Innovation	M39	Hourly	\$ 72.46	\$ 83.33	\$ 95.83
		Monthly	\$ 12,559.50	\$ 14,443.33	\$ 16,609.83
		Annually	\$ 150,714.00	\$ 173,320.00	\$ 199,318.00

Effective the beginning of the pay period including July 1, 2026, the Classification Plan and Compensation Schedule for Deputy Director Employees shall reflect a three percent (3%) COLA as follows:

Classification Title	Range		Base	Midpoint	Maximum
Deputy City Manager	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
		Monthly	\$ 12,936.25	\$ 14,876.67	\$ 17,108.17
		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00
Deputy Director of Finance	M39	Hourly	\$ 74.63	\$ 85.83	\$ 98.70
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		Monthly	\$ 12,936.25	\$ 14,876.67	\$ 17,108.17
		Annually	\$ 155,235.00	\$ 178,520.00	\$ 205,298.00

**RETENTION PAY:**

All Deputy Director Employees still employed by the City as of November 24, 2025 shall receive a one-time, lump sum retention payment in the amount of 0.90% of their base pay, as Off-Salary-Schedule Pay per section 571(a) of Title 2 of the California Code of Regulations, to be issued through Payroll and subject to applicable taxes and withholdings, and shall not be considered earnable or pensionable compensation under the California Public Employees’ Retirement System.

**DIRECT DEPOSIT:**

All Employees will have funds directly deposited into an account they established for deposit of their payroll checks.

**LONGEVITY PAY:**

Employees are eligible for longevity pay as a one-time lump sum payout as follows:

- ❖ 10 years of service - \$500 paid in a lump sum at time of anniversary.
- ❖ 15 years of service - \$1,000 paid in a lump sum at time of anniversary.
- ❖ 20 years of service - \$1,500 paid in a lump sum at time of anniversary.
- ❖ 25 years of service - \$2,000 paid in a lump sum at time of anniversary.
- ❖ 30 years of service - \$2,500 paid in a lump sum at time of anniversary.
- ❖ 35 years of service - \$3,000 paid in a lump sum at time of anniversary.
- ❖ 40 years of service - \$3,500 paid in a lump sum at time of anniversary.
- ❖ 45 years of service - \$4,000 paid in a lump sum at time of anniversary.

**ACTING PAY:**

The City will grant Acting after an Employee has worked in a higher classification for twenty (20) consecutive work days or twenty (20) non-consecutive work days in a ninety (90) calendar day period. To receive Acting Pay, an Employee must be formally assigned the duties of the higher classification. This assignment must be confirmed by the processing of a Personnel Action Form (PAF). Acting Pay will be five percent (5%) above the Employee's current base salary rate or Step "A" of the Acting position Classification, whichever is greater, or otherwise, as determined by the City Manager

Subject to the conditions noted above, qualifying Employees will receive Acting Pay for all days worked in an Acting position, i.e., after twenty (20) consecutive work days or twenty (20) non-consecutive work days in a ninety (90) calendar day period. The Employee will receive Acting Pay retroactive to the first day of serving in the acting capacity.

**ADDITIONAL DUTY PAY:**

Afforded to an Employee who takes on a significant number of extra assignments in an area different than their regularly assigned responsibilities. An Employee performing this type of work for a period of time greater than two (2) weeks may be afforded a percentage increase in salary to compensate for performing dual functions at the discretion of the Department Director.

**BILINGUAL PAY:**

Employees are eligible to receive one hundred and sixty dollars (\$160) per month (paid over 24 pay periods) for verbal fluency in any language, other than English, that the Department Director deems necessary, including sign language, under the following conditions:

- a. Certification: A competency examination will be administered by the Human Resources/Risk Management Department to determine Employees' proficiency. Testing and its frequency are at the discretion of the City. An Employee must pass the City's competency examination to be eligible for Bilingual Pay.
- b. Department Director Approval: To be eligible to take the City's competency examination, an Employee must be recommended by the Department Director. Eligibility for the opportunity to test for Bilingual Pay is solely at the Employee's Department Director's discretion and is not subject to administrative appeal or challenge. The Department Director will make their recommendation based on an assessment of the need for the Employee to use bilingual skills on the job. If an Employee is approved for Bilingual Pay, then later changes assignment, classification, job duties, or is transferred or promoted, a determination may be made by the Employee's Department Director that bilingual skills are no longer required for use on the job and this benefit will be removed from the Employee with no right of appeal.

**DEFERRED COMPENSATION PLAN:**

A deferred compensation plan, 457(b), is available to all Employees, providing tax-deferred savings to serve as a retirement supplement. An Employee may contribute to the City's designated deferred compensation plan up to the maximum annual amount allowed by federal and state law through a payroll deduction program.

**City Contribution**

The City-paid contribution to deferred compensation is four hundred and ten dollars (\$410) per month. The contribution will be placed in a deferred compensation account, 401(a), selected by the City. Loans are permitted.

### **“Catch-up” Provision**

Pursuant to federal and state law, Employees attaining the minimum age of 47, who are within 3 years of their planned retirement date, may take advantage of the 457 Deferred Compensation Plan "catch-up" provisions and allowances as defined in federal and state law. To the extent allowed by federal and state law and the City's deferred compensation plan administrator, the City will allow, during the three (3) years prior to an Employee's planned retirement date, the conversion of accrued Sick, Vacation, Sick Leave Conversion, Management, and Floating Holiday Leave hours to cash contribution at the Employee's base rate of pay in effect at the time of conversion. Leave conversion contributions for the "457 catch-up" shall normally be distributed over an Employee's last three (3) years prior to their planned retirement date. However, based on the total amount of "457 catch-up" contributions available to the Employee, accumulated Sick Leave hours, and the Employee's designated retirement date, "457 catch-up" contributions may occur over a shorter period of time prior to retirement. To be eligible to participate, the Employee must be within 3 years of their planned retirement date, have "457 catch-up" privileges available to them, be enrolled in the City-sponsored 457 Deferred Compensation Plan.

### **“Catch-up” – Sick Leave**

Employees are not entitled to 100% cash-out of Sick Leave until completion of 5 years of service with the City as the final employer and either a qualified service or disability retirement. The City will advance Employees 47 years of age or older a cash-out of their accrued Sick Leave up to the indexed amount if they choose to utilize the “Catch Up” provision provided through the City’s 457 plan.

In the event an Employee separates for any reason other than service or disability retirement from the City prior to being eligible to receive 100% Sick Leave pay, said Employee will be required to reimburse the excess amount of Sick Leave previously paid out. The reimbursement will be deducted by the City from any or all earned funds available to the Employee on separation, without it being necessary for the City to seek a civil judgment for the monies.

In order to participate, the Employee will select the amount of Sick Leave they want transferred into deferred compensation at the beginning of each of the 3 years. The amount can be a selected number of hours or a percentage of Sick Leave remaining at the end of the year. The Employee’s Sick Leave balance would then decrease commensurately with the amount of funds withdrawn.

The Employee will continue to accrue Sick Leave hours at the normal rate while participating in this program. “Catch-up” hours advanced will be added back to the Employee’s Sick Leave bank for the Sick Leave Program calculation.

### **“Catch-up”– Vacation Leave**

In order to participate, the Employee will select the amount of Vacation Leave they want transferred into deferred compensation at the beginning of each of the 3 years. The amount can be a selected number of hours or a percentage of Vacation Leave remaining at the end of the year. The Employee’s Vacation Leave balance would then decrease commensurately with the amount of funds withdrawn.

The Employee maintaining their Vacation Leave maximum would still be eligible for Vacation Leave incentives, such as Vacation Leave Conversion. The Employee will continue to accrue Vacation Leave hours at the normal rate while participating in this program.

### **“Catch-up”– Other Leave Banks**

In order to participate, the Employee will select the amount of other leave (this may be Sick Leave Conversion, Management, and/or Floating Holiday leave hours) to be transferred into deferred compensation at the beginning of each of the three (3) years. The amount must be a selected number of hours of leave. The Employee’s leave balance would then decrease commensurately with the amount of funds withdrawn.

### **“Age 50+ Catch-up”**

In the calendar year and Employee attains age 50 (or older), they may contribute an additional amount over the normal maximum contribution limit (per the IRS limit). The “Age 50 Catch-up” and “Pre-Retirement Catch-up” provisions may not both be used in the same calendar year. Employees may use accrued Sick, Vacation, Management, and/or Floating Holiday leave hours to contribute this additional amount.

Contributions to the deferred compensation plan will be discontinued while an Employee is receiving Workers’ Compensation payments.

### **BENEFIT BANK:**

Employees are provided with a Benefit Bank for the purchase of medical, dental and/or vision insurance for themselves and their eligible dependents. The Benefit Bank total will be equal to the premium cost of HMO medical (at the Kaiser rate), dental and vision coverage for family coverage. The Benefit Bank amount will be adjusted annually when new rates become effective December 1<sup>st</sup>. Unused portions of the Benefit Bank will be paid out in the Employee’s regular paychecks as earned.

Any Employee opting out of health coverage will be required to submit an affidavit attesting that they have other qualifying group health coverage and provide supporting documentation. For example, a letter from the employer of a spouse, domestic partner, or parent.

### New Hires:

Failure to provide the required documentation within sixty (60) days of hire may result in the City enrolling the Employee in the lowest cost medical plan. Such enrollment will remain in effect until the Employee provides valid opt-out documentation during the next Open Enrollment period.

### Recertification:

Failure to provide the required documentation during the annual Open Enrollment period may result in the City enrolling the Employee in lowest cost medical plan. Such enrollment will remain in effect until the Employee provides valid opt-out documentation during the next open enrollment period.

### **BEREAVEMENT LEAVE:**

A non-accruing bank of five (5) days (50 hours) for bereavement of a qualified immediate family member is provided. A “qualified immediate family member” is defined as spouse, domestic partner, parent, step-parent, sibling, child, step-child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, step-grandparent, grandchild, or any other relative residing within the Employee’s home.

The five (5) days of bereavement leave do not need to be taken consecutively; they can be used intermittently. If the leave is used intermittently, it must be used within three (3) months of the qualified family member’s date of death.

The Employee within thirty (30) days of the first day of the leave shall provide documentation of the death of the qualified family member, if requested by the Department Head. Documentation may include, but is not limited to a death certificate, a published obituary, a written verification of a death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

**CERTIFICATE PAY:**

If a professional certificate is required as part of an Employees' job, it will be paid for in the same manner and subject to the same limits as the American Federation of State, County and Municipal Employees (AFSCME) Employees.

**Certified Access Specialist (CASp)** – Qualifying Employees are eligible to receive two hundred and fifty dollars (\$250) per month (paid over 24 pay periods) if they possess a current CASp certificate.

**COMPUTER LOAN PROGRAM:**

Employees are eligible to participate in a Computer Loan Program managed by the Finance Department. Participants must agree to comply with the requirements of the program as listed below:

- ❖ Maximum amount financed is two thousand, five hundred dollars (\$2,500).
- ❖ Any computer system may be purchased under the plan as long as it complies with Administrative Policy Employee PC Lottery Loan Program.
- ❖ Minimum of one (1) business software package must be purchased (i.e. spreadsheet, data base manager, word processor, etc.).
- ❖ System components must be manufactured by an established, brand name company and be compatible with City data processing equipment. For example, Dell, HP, etc.
- ❖ No game or entertainment software will qualify under this program.
- ❖ Loans to participants will be for a term not to exceed thirty-six months (36) and no interest will be charged during that time.
- ❖ Payments on the loan will be made through payroll deduction on a bi-weekly basis.
- ❖ Loans are due and payable in full upon termination of employment for any reason. (i.e. resignation, retirement, etc.).
- ❖ The City must approve in advance all purchases for equipment under this program.
- ❖ A written agreement between the City and participant is required to participate in this program.

The City intends to offer this program on an annual basis, but the Plan's continued availability will be dependent upon its effectiveness and availability of funds. Should limitations on funds occur, participants buying new systems will be given first consideration and then a lottery for any participants upgrading their current system will be held.

**DEATH BENEFIT:**

Employees are provided with \$100,000 in life insurance coverage, payable to beneficiary(ies) on file in Human Resources/Risk Management Department at time of death.

In the event of an Employee's death, their beneficiary(ies) will receive payment of all unused Leave Time at 100% except Sick Leave. Sick Leave Time will be paid out at the rate established by years of service. If the Employee would have been eligible for retirement using the definition in CalPERS, Sick Leave will be paid to the Employee's beneficiary(ies) at 100% cash out of the Employee's accrued Sick Leave on record.

In the event of an Employee death, and such death is defined by the Workers' Compensation system as an industrial death, the Employee's beneficiary(ies) will receive 100% cash-out of the Employee's accrued sick leave on record.

**DEFINED CONTRIBUTION PLAN -- 401(a):**

This plan, offered in addition to the existing 457 Deferred Compensation Plan, allows Employees to defer additional income (beyond what is allowed in the 457 Plan) as a means of accumulating greater savings for retirement. Participation is voluntary. Employees who elect to enroll in the 401(a) Plan contribute pre-tax contributions in one of the established amounts: 1% - 20% inclusive, 25%, or 100%. The City contributes \$1 per pay period per participating Employee. An Employee's election to enroll in the 401(a) Plan is irrevocable. Loans are permitted.

**DISABILITY:**

The City will pay all premiums for the City-funded Short/Long Term Disability Program and provide it to all full-time, Employees, with a buy-down program to be effective on the 41<sup>st</sup> calendar day of disability, with a provision to continue regular benefits and benefit accruals during the "buy-down" and Term Disability coverage periods. Salary continuation effective on the 41<sup>st</sup> consecutive calendar day of disability will be at a rate of 100% of the Employee's base salary. Effective on the 61<sup>st</sup> consecutive calendar day of disability, salary continuation will be made at a rate of 66-2/3% of the Employee's base salary. The entire benefit period will not exceed five (5) years.

**FLEXIBLE BENEFITS SPENDING PLAN:**

A Section 125 - Flexible Benefits Spending Plan is available for Employee contributions in accordance with IRS regulations.

**FLOATING HOLIDAY TIME:**

Employees are provided with thirty five (35) hours of Floating Holiday Time in July of each year (prorated for new hires following completion of six (6) months of full-time/continuous service). This time off is used by the Employee with the approval of their supervisor.

Employees may cash-out up to thirty five (35) hours of Floating Holiday Time, one (1) time per fiscal year, in a set number of hours, payable at the Employee's existing base rate of pay at the time of request. Payment will be made with the regular payroll check run nearest the request of the cash out (requires minimum of ten (10) working days prior to request). Any remaining Floating Holiday Time will be paid out in the final payroll check of each fiscal year.

Except for Employees retiring from the City, Employees resigning/separating from employment will have Floating Holiday Time credited on a prorated basis (2.916 hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the Employee's final check(s), or in the event that sufficient funds are not available, the Employee will be responsible to pay back the City within fourteen (14) calendar days from the date of separation.

**HOLIDAYS:**

The City has designated twelve (12) ten-hour holidays as follows:

- |                            |                    |
|----------------------------|--------------------|
| New Year's Day             | Martin Luther King |
| Presidents Day             | Memorial Day       |
| Independence Day           | Labor Day          |
| Veterans Day               | Thanksgiving Day   |
| Day following Thanksgiving | Christmas Eve      |
| Christmas Day              | New Year's Eve     |

Employees must be paid for the regularly scheduled workday which immediately follows a holiday in order to receive pay for that holiday. When a holiday falls on a Saturday, the preceding Friday will be the holiday. When a holiday falls on a Sunday, the following Monday will be the holiday.

**HOLIDAY CLOSURE:**

The City reserves the right to close non-safety facilities between Christmas Eve and New Year's Day. Employees may use accrued Vacation, Floating Holidays, Sick Leave Conversion or remain in an unpaid leave status during this period.

The City shall have the discretion to advance Vacation time, which will be earned by the Employee in the future, to those Employees who request it and who do not have any current Vacation, Floating Holiday, or Sick Leave Conversion and do not wish to be in an unpaid leave status during the closure.

Based on the organizational needs, certain classifications may be required to work during the holiday closure. This determination will be made by the Department Director.

**HOLIDAY TIME COMPENSATION BANK:**

When a City-designated holiday is observed on an Employee's scheduled day off, then said holiday hours shall be deposited within a holiday time compensation bank. Any holiday hours remaining in the holiday time compensation bank by the end of the fiscal year will be converted to cash at the Employee's current hourly rate.

Should the Employee separate from City employment (for any reason) and has one or more accumulated holidays on account on the effective date of the separation, the accumulated holiday shall be converted to cash at the hourly rate existing at the time of separation and in an amount equivalent to the number of hours constituting a "workday" at the time of separation.

**JURY DUTY:**

It is the policy of the City that no Employee be compensated for jury service in excess of ten (10) working days during any fiscal year. A "working day" shall be defined as a regularly scheduled day of work for the affected Employee.

For all jury service, Employees are required to deliver a jury duty certification form at the end of the required jury duty to verify such service. Employees required to serve on a jury must report to work before and after jury duty provided there is an opportunity for at least one hour (1) of actual work time.

**LICENSING RENEWAL FEE FOR REGISTERED ENGINEERS:**

The City shall pay the Employee cost of the renewal fee for Registration as a Professional Engineer in the State of California. If the Employee who has been provided with fee payment resigns prior to the expiration of the license, the fee must be refunded to the City.

**LIFE INSURANCE:**

Employees are provided with a total of \$100,000 in life insurance coverage.

See also Death Benefit section.

**MANAGEMENT LEAVE:**

Employees are provided with sixty (60) Management Leave hours in the first pay period in July of each fiscal year. Management Leave is non-accruing and shall not be carried from one fiscal

year to the next. Newly hired management Employees or current Employees promoted into management will receive a prorated Management Leave benefit.

Up to thirty (30) hours of Management Leave may be cashed out at any time during the fiscal year by making a request to the Finance Department. Employees shall use all management leave time no later than the ending date of the second payroll in June (this payroll period does not extend into July). Any unused Management Leave on record at the ending date of the second payroll in June will be cashed out, up to thirty (30) hours maximum.

An additional sixty (60) hours of Management Leave may be granted by the Department Director with a corresponding ability to convert these hours to cash.

Except for Employees retiring from the City, Employees resigning/separating from employment will have Management Leave credited on a prorated basis (five (5) hours per month), and amounts used/cashed out in excess of those they qualify for are owed back to the City upon separation. The difference will be deducted from the Employee's final check(s), or in the event that sufficient funds are not available, the Employee will be responsible to pay back the City within fourteen (14) calendar days from the date of separation.

**MILEAGE REIMBURSEMENT:**

The City agrees to reimburse Employees authorized by the Department Head for use of personal automobiles for City business. Employees must provide prior to any mileage reimbursement being paid, the required vehicle insurance verification.

Vehicle insurance coverage must be provided annually and kept on file with the Human Resources/Risk Management Department to remain eligible for mileage reimbursement. If an Employee does not maintain current vehicle insurance coverage, the Human Resources/Risk Management Department will notify the Department Director and Finance Department that the mileage reimbursement for the Employee may not be paid until current vehicle coverage has been provided.

The City shall use the standard rate established by the Internal Revenue Service to calculate reimbursement for mileage.

**MILITARY LEAVE:**

Under certain conditions, Employees ordered to active duty may receive wage continuation and benefits for up to one year. Cost-of-living adjustments will be received and leave accruals will continue during the first year of ordered active duty.

**PERFORMANCE EVALUATION:**

Employees will receive an annual performance evaluation and consideration of a salary adjustment within the Merit Zone and the Outstanding Zone established by the date of hire. Salary adjustments will be based on individual performance and contribution.

**PERSONNEL FILE (RESPONSE TO DOCUMENTS PLACED WITHIN):**

Employees, during City Hall business hours, with advance notice to Human Resources have the right to have access to and copies of any document in their official personnel file. Employees may be charged for cost of duplication of any materials in the personnel file for which they request copies.

An Employee shall have the right to respond in writing to adverse documents placed in their personnel file by submitting a written response to the Human Resources/Risk Management Department. The written response will be filed with the original document.

### **RECRUITMENT INCENTIVES:**

For recommendation resulting in Sworn Officer hire:

- ❖ \$2,000 at hire + \$500 upon completion of probation for entry level.
- ❖ \$4,000 at hire + \$1,000 upon completion of probation for lateral.

For recommendation resulting in hire of Public Safety Dispatcher or Public Safety Dispatch Supervisor:

- ❖ \$2,000 at hire + \$500 at time of completion of probation.

***NOTE:** Any Police Department personnel who are assigned to the Backgrounds and Training Unit or who are given any work responsibility related to the recruitment and hiring of Employees are not eligible for this benefit unless the recommendation for hire is made independent of their duties as a Recruitment Team Member, i.e., outside of the work hours in which they are formally assigned to serve in the capacity of "Recruiter". In order to receive incentive pay, the Recruitment Team Member must prepare a written memorandum to the Chief of Police, detailing the circumstances under which contact was made with the individual recommended for hire. Upon the Chief's review and approval of this submission, in compliance with the guidelines established for the Hiring Incentive Program, the Recruiter may receive the same hiring incentive compensation afforded to non-Recruitment Team Members.*

### **REHIRE POLICY:**

Any Employee who resigns from City employment and at the time of resignation is noted as being subject to rehire, and who is in fact rehired later than six (6) months after the effective date of resignation and then employed in his or her former classification, or in a position within the classification series held at the time of resignation and in a comparable or lower rank, shall be subject to all terms and conditions of employment applicable to any newly hired Employee. The only exception shall be that any Employee rehired shall have their seniority level and leave accrual rates determined based upon the number of years of service with the City of Chino prior to the resignation.

Employees rehired by the City under the City's Rehire Policy will be allowed to buy back any time cashed out at time of separation. Said buy back shall be at the hourly rate existing upon rehire. Sick leave on record at the time of separation that was not compensated for will be reinstated.

### **RETIREMENT:**

The City has a three-tier retirement plan as follows:

- A. Employees hired before the contract amendment with the California Public Employee' Retirement System (CalPERS) effective October 16, 2011, will continue to be eligible for the 2.7% at 55 Plan, with the single highest year final compensation.
- B. Employees hired on or after the contract amendment with CalPERS effective October 16, 2011 will be enrolled in the 2% at 55 Plan, with a 3-year average final compensation.
- C. Employees hired on or after January 1, 2013, will be enrolled in the 2% at age 62 (PEPRA) Plan with a 3-year average final compensation.

### **Member Contribution to CalPERS**

Members will contribute the Employee rate of contributions each payroll. All Employee paid contributions to CalPERS will be made on a pre-tax basis, in accordance with IRS Section 414 (h)(2) and CalPERS guidelines:

- A. 2.7% at 55, if hired before October 16, 2011:

- 1) Employee contribution rate – 8% of reportable compensation.
  - B. 2% at 55, if hired on or after October 16, 2011:
- 1) Employee contribution rate – 7% of reportable compensation.
  - C. 2% at age 62 (Public Employees' Pension Reform Act of 2013) (PEPRA) if entering CalPERS membership on or after January 1, 2013:
- 1) Employee contribution rate – 7.25% of reportable compensation (subject to change).

Fourth Level 1959 Survivor Benefit – The City will pay all costs associated with this benefit.

**RETIREMENT HEALTH SAVINGS (RHS) PLAN:**

A Retirement Health Savings Plan is established in accordance with IRS regulations, consisting of Employee contributions only.

Employees will contribute twenty-five dollars (\$25) per pay period on a pre-tax basis. Upon separation or retirement, Employees will contribute 50% of all qualifying accrued Sick Leave to the plan.

**SALARY ADJUSTMENTS (Overpayments, Recovery, and Underpayments):**

All adjustments to an Employee’s salary shall be made at the start of the pay period in which the salary adjustment becomes effective.

**A. Overpayments**

- 1. In situations involving overpayment to an Employee by the City, the Employee shall be obliged to repay by payroll deduction the amount of the overpayment. The repayment shall occur within the same time frame the overpayment was received by the Employee or sooner. For example, if the overpayment was made over the course of six (6) months, the employee shall be given six (6) months to repay the overpayment.
- 2. Written documentation showing the calculations of the overpayment will be provided to the Employee. A meeting may be requested by the Employee with the Human Resources/Risk Management and Finance Departments to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method will be documented in writing.
- 3. Extensions to the period for repayment of the overage or an alternative repayment method may be requested by the Employee and are subject to the Approval of the Director of Human Resources/Risk Management or their designee. Extensions will be approved only in the case of extreme hardship, and the extended period for repayment will not be longer than one and one-half (1 ½) times as long as the overpayment period.

**B. Recovery**

- 1. If the Employee leaves employment prior to the repayment of the overage, the City shall recover the amount owed from the Employee’s final pay. If the amount owed is greater than the Employee’s final pay, the City may initiate a collections process against the Employee.

**C. Underpayments**

- 1. In situations involving underpayment to an Employee by the City, the Employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation and necessary approval of the compensation change.

**SEPARATION FROM CITY:**

At the discretion and approval of the Department Director, Employees may be allowed to extend their last day of employment using leave time (vacation, holiday, or management) one (1) pay period beyond that day on which the Employee actually reports to work. Sick leave may not be used for extension unless accompanied by a physician’s orders.

**SICK LEAVE:**

Upon hire, Employees will be credited with thirty (30) hours or three (3) days of Sick Leave, whichever is greater, which can be used following the completion of ninety (90) days of continuous full-time employment. Following the 90<sup>th</sup> day of employment, for each calendar month in which the Employee is paid for more than two-thirds (2/3) of the working days in such month, Employees accrue ten (10) hours of Sick Leave per month to a maximum accrual of one thousand eighty hours (1,080) hours.

If an Employee changes status (e.g. changes from full-time to part-time employment), or separates from this Employee unit, the Employee will be subject to the new bargaining group’s MOU or Compensation and Benefit Plan.

Upon notice of resignation or retirement from the City, any Sick Leave usage requested will require a doctor’s note or certification. If documentation is not received, the Employee will not receive payment for any Sick Leave hours used.

**SICK LEAVE BUY BACK:**

At separation of employment the City will buy back a percentage of the Employee’s accrued sick leave hours, at the hourly base rate of pay at the time of separation. This benefit is contingent upon non-retirement, non-disciplinary separation, and completion of five (5) years full-time employment with the City.

Completed Years of Service	% of Sick Leave Converted to Compensation
5 years	30%
10 years	35%
15 years	40%
20 or more years	45%

The City shall buy back 100% of the Employee’s accrued Sick Leave hours for a service or disability retirement following five (5) years of full-time employment with the City as the final employer. The percentages may be adjusted in accordance with the Retirement Health Savings Plan elections and provisions for affected individuals, per IRS regulations.

**SICK LEAVE CONVERSION TO PERSONAL LEAVE:**

For Employees who have earned sick leave accrual benefits for one (1) full fiscal year, Sick Leave may be converted to Personal Leave in accordance with the following schedule.

A Sick Leave Days (10 hours) Earned	B Annual Sick Leave Days (10 hours) Used	C Personal Leave Days (8 hours) Conversion	D Up to 56 hours of Sick Leave in excess of 960 hours limit Converted to Pay
12 days (120 hrs)	0	8 days (64 hrs)	0 + 64 + 56 = 120 hrs
11 days (110 hrs)	1 day (10 hrs)	7 days (56 hrs)	10 + 56 + 54 = 120 hrs

10 days (100 hrs)	2 days (20 hrs)	6 days (48 hrs)	20 + 48 + 52 = 120 hrs
9 days (90 hrs)	3 days (30 hrs)	5 days (40 hrs)	30 + 40 + 50 = 120 hrs
8 days (80 hrs)	4 days (40 hrs)	4 days (32 hrs)	40 + 32 + 48 = 120 hrs
7 days (70 hrs)	5 days (50 hrs)	3 days (24 hrs)	50 + 24 + 46 = 120 hrs
6 days (60 hrs)	6 days (60 hrs)	2 days (16 hrs)	60 + 16 + 44 = 120 hrs

Personal Leave must be taken as time off with Department Director approval and may not be carried from one fiscal year to the next. Converted Personal Leave that is not used will be credited to Sick Leave at the end of a fiscal year if credited hours do not exceed the one thousand eighty (1,080) hours Sick Leave limit.

**SICK LEAVE HIRING INCENTIVE:**

New Employees may be eligible to be credited with two hundred (200) hours of Sick Leave so long as the prior employer did not compensate the Employee for sick leave hours in the same amount or greater. New Employees will be required to provide proof that the sick leave hours were not cashed out by presenting their last pay stub or written verification from their prior employer's Payroll Division.

**SICK LEAVE PROGRAM:**

Employees having in excess of nine hundred and sixty (960) hours of accumulated sick leave on the last pay period in June will be paid in the final paycheck of the fiscal year, an amount computed at the then existing hourly rate for each hour in excess of nine hundred and sixty (960) hours, up to a maximum of fifty six (56) hours.

**SPECIAL COMPENSATION PAYMENT SCHEDULE:**

Employees eligible to receive special compensation benefits which are a percentage of base pay, will receive compensation paid over 26 pay periods each fiscal year. All other special compensation, such as Bilingual Pay, will receive compensation paid over 24 pay periods each fiscal year. Special compensation will be reported in accordance with applicable sections of the California Government Code, California Code of Regulations, and the City's contract with the California Public Employee's Retirement System.

**TUITION ADVANCE PROGRAM:**

Employees who desire to enroll in an accredited college/university degree program or professional development course, are eligible for tuition advancement up to a maximum of three thousand, five hundred dollars (\$3,500) per fiscal year. A Tuition Advancement Form must be received by the Human Resources/Risk Management Department for review and approval before and advance will be provided. Budgeted funds must be available to cover tuition advance and no expenditure beyond the approved budget allocation will be authorized to cover any amount of any Employee's educational expenses.

Affected Employees are required to complete one (1) year of service with the City from the date of completion of course work to be eligible for this benefit. Individuals voluntarily separating from the City prior to completion of one (1) year of service with the City from date of completion of course work will be required to reimburse the City for funds advanced to them under this program. Said reimbursement shall be deducted from any separation check to be distributed to the Employee, no matter what the nature of the funds, without the necessity of a judgement being mandated on behalf of the City.

A college or university shall be defined as an institution accredited by the Western Association of Schools and Colleges Senior College and University Commission (WASC), the Accrediting

Commission of Community and Junior Colleges (ACCJC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Middle State Commission on Higher Education (MSCHE), New England Association of Colleges and Schools (NEASC) or an institution listed on the Higher Learning Commission (HLC). Other accreditations may be eligible upon review by the Human Resources Department.

Advanceable expenses will include books, tuition, parking and registration/enrollment fees. All required fees such as health-related fees, “gym” fees and other miscellaneous fees, whether billed as “tuition” or otherwise required of the institution are eligible. Items such as paper, pens, notebooks, and printing fees will not be eligible.

Employees agree that upon accepting a tuition advance from the City, the Employee is responsible to provide the City with verification of completion of class(es), grade(s) and receipts for expenses within sixty (60) calendar days from the date of final course work (as indicated on the request for tuition advance form submitted by the Employee). In the event that the educational institution attended does not provide the Employee with verification of completion or grades or receipts within this sixty (60) calendar days timeframe, the Employee is responsible to notify the Director of Human Resources/Risk Management, in writing, of such and an additional sixty (60) calendar days extension will be granted. In the event that an Employee does not provide verification of completion of class(es), grade(s) and receipts for expenses at the end of either the initial sixty (60) calendar days or at the end of the extension of an additional sixty (60) calendar days (to one hundred and twenty (120) calendar days total), the City will have the right to automatically make a payroll deduction from the Employee’s next regular payroll check in an amount equal to the amount of tuition funds advanced.

**TUITION REIMBURSEMENT – ENHANCED PROGRAM:**

Employees who have incurred otherwise reimbursable tuition cost in an amount greater than the maximum amount available shall be eligible to receive additional reimbursement to the extent that tuition reimbursement funds are available at the end of each fiscal year. No such distribution will be made until the conclusion of the fiscal year to verify the number of Employees making application for the enhanced benefit. Employees must submit a tuition reimbursement invoice to the Human Resources/Risk Management Department no later than May 1<sup>st</sup> of each year to participate in this enhanced program.

It shall remain the individual Employee’s responsibility to apply for and receive written authorization to participate in a tuition reimbursable course prior to any such enrollment.

**VACATION LEAVE:**

Maximum accrual of vacation is four hundred (400) hours. Upon termination of employment, accrued vacation will be paid at the Employee’s then existing hourly rate of pay. New Employees with less than six (6) months of City service are ineligible to receive Vacation Leave buy back. It is the responsibility of Employees to schedule vacation time off for rest and recuperation in order that earned vacation time in excess of four hundred (400) hours will not be removed from the records.

Months of Completed Service	Annual Vacation Accrual
6 – 24	12 days p/year (10.0000 hours p/month)
25 – 48	15 days p/year (12.5000 hours p/month)
49 – 108	18 days p/year (15.0000 hours p/month)
109 – 120	19 days p/year (15.8333 hours p/month)

121+	20 days p/year (16.6666 hours p/month)
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Vacation leave will be taken at a time approved by the Department Director with due regard for the wishes of the Employee and particular regard for the needs of the City. Unless otherwise provided by Department rules, Employees must submit vacation requests to their supervisor at least seven (7) calendar days prior to the intended start of vacation. No person will be permitted to work for compensation for the City during his/her vacation except with prior approval of the City Manager or designated representative. If one or more City holidays fall within an annual vacation leave, the holidays will not be charged as vacation leave; however, extension of the vacation leave for the period of such holiday(s) is subject to approval of the City Manager.

A temporary increase in the total vacation hours accrued (in excess of 400 hours) may be approved by the Department Director and notification to Finance to affect this temporary exception.

**VACATION LEAVE BUY BACK:**

At separation or retirement, 100% of accrued vacation leave, to a maximum of four hundred (400) hours, will be paid at the Employee’s existing base rate of pay. New Employees with less than six (6) months of service are ineligible to receive vacation leave buy back. The percentages may be adjusted in accordance with the Retirement Health Savings Plan elections and provisions for affected individuals, per IRS regulations.

**VACATION LEAVE CONVERSION:**

Employees who have accumulated a minimum of one hundred and twenty (120) vacation hours may convert a maximum of eighty (80) hours of vacation leave to pay per fiscal year. Employees may convert leave to pay in April and/or November of each year, calculated at the Employee’s hourly base rate of pay at the time of conversion. Six (6) months prior to date of conversion, half\* the number of accrued leave hours requested, excluding sick leave, must have been taken as time off.

\*This usage requirement is waived for “active” military personnel.

**WORKERS’ COMPENSATION PROGRAM:**

Whenever any Employee of the City is disabled whether temporarily or permanently by injury or illness arising out of, and in the course of, his/her duties the Employee will be compensated as follows: On the first, second, and third day of the injury Employees will use accrued Sick, Vacation, Floating Holiday, Management and/or Compensatory Leave Time for full salary continuance.

Commencing the fourth day of the injury, the City will continue the Employee’s salary at a rate of 66-2/3% of the current monthly salary, less any applicable deductions (i.e., credit union, health insurance coverage), for a period not to exceed 12 months. If the disability extends for a period beyond fourteen (14) calendar days the City will credit the Employee for the first three (3) days of Sick Leave used. If hospitalization is required the first, second, and third days off are picked up by the City through the Workers’ Compensation program.

**WORKERS’ COMPENSATION PREMIUM PAYMENT:**

In the event of a work-related illness or injury, which results in a permanent disability settlement, the City will provide a 10% premium benefit payment provided the following occurs:

- ❖ That the Workers’ Compensation Appeals Board approves the total settlement, including the 10% premium benefit.
- ❖ That neither a “Notice of Claim” nor “Application for Adjudication of claim” will have been filed or served against the City of Chino.

- ❖ That the injured Employee has diligently sought medical attention as prescribed by the treating physician(s) approved by the City.
- ❖ That the injured Employee and the City have employed the guidance of the State Department of Industrial Relations Office of Information and Assistance to resolve any outstanding issues or misunderstandings.

Representation is a legal right recognized by statutory law. Nothing precludes an Employee from retaining legal counsel or representation; however, the premium benefit offered is only available in cases handled without the involvement of legal counsel. This is done in recognition of the cost savings that result in non-litigated cases that can be passed on to the ill or injured worker.

**SAVINGS CLAUSE:**

Should any clause in this Compensation and Benefit Plan be held invalid by law and/or a court of competent jurisdiction, then only that clause will be stricken and the remainder of the Compensation and Benefit Plan will be in full force and effect.

**MAINTENANCE OF EXISTING BENEFITS:**

All wages, hours and other terms and conditions of employment not specifically altered by this Resolution and presently enjoyed by the Employees will remain in full force and effect unless determined by a court of law to be unlawful.

**IMPLEMENTATION:**

These compensation and benefits are subject to consideration and approval by the City Manager of the City of Chino and will only be implemented upon adoption by the City Council.