

# **Compensation and Benefits Profile**

**For**

**City of Ontario**

**Department  
Head**

**July 1, 2021**



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**Article I. ADMINISTRATION**

**Section 1.01 Covered Employee Classifications**

This profile covers employees in the following Department Head classifications.

<b>Classification Listing</b>	
Assistant City Clerk/Records Management Director	Assistant Finance Director
Assistant General Manager – Administration and Customer Service	Assistant General Manager – Integrated Waste
Assistant General Manager – Utilities Engineering and Operations	Assistant Human Resources/Risk Management Director
Broadband General Manager	Building Official
Chief Investment Officer	City Engineer
Communications and Community Relations Director	Community Improvement Director
Departmental Administrator	Deputy Police Chief
Economic Development Director	Emergency Medical Services Director
Fire Administrative Director	Housing Director
Innovation Performance and Audit (IPA) Director	IT Applications Director
IT Operations Director	IT Systems Director
Library Director	Municipal Services Director
Museum, Arts and Culture Director	Parks and Maintenance Director
Planning Director	Police Administrative Director
Recreation/Community Services Director	Utilities Administrative Services & Integrated Waste Director
Utilities Customer Services Director	Water Resources and Regulatory Affairs Director

**Section 1.02 Terms and Conditions of Employment**

- A. The Department Head Compensation and Benefits Profile is a summary of benefits and compensation practices approved by the City Council to be applied on an ongoing basis. The provisions of this document apply to all employees appointed to the Department Head classifications listed in Section 1.01.
- B. This document sets forth policies and procedures to follow in implementing and administering this Department Head Compensation and Benefit program. The various sections and provisions of the Government Code, Municipal Code, Personnel Rules and Regulations, and “Employment Policies” in the City’s Online Policy Center in effect and applicable to the above-mentioned classifications will remain in effect unless expressly superseded by provisions within this document.
- C. The terms and conditions of employment for Department Head employees may also be addressed in individual employment contracts. Such contracts are considered to be supplemental to this document to address terms and conditions of employment that may not be addressed in this document. However, if an individual’s employment contract is in conflict with this document, then the provisions of the contract will supersede the provisions of this document.
- D. Employees in Department Head classifications are considered to serve at the will and pleasure of the City Manager. The appointment of a person to a Department Head position will be made by the City Manager with the recommendation of the appropriate Executive (hereinafter known as employee) Agency Head.
- E. Employees in listed Department Head classifications are not represented by an employee organization. The terms and conditions of employment for these

Department Head employees are provided in this Profile and/or employment contracts between the City and Department Head employees.

- F. The various forms of compensation and benefits described in this comprehensive document recognize that individuals in Department Head classifications should be compensated appropriately for exhibiting accountability, cost effectiveness, application of new technologies and maximizing the utilization of human, physical and fiscal resources to enhance the mission and future of the City; and for stimulating the development of people and methods which will facilitate the meeting of program goals and objectives.
- G. The Profile may be amended on a periodic basis by the City Manager. The impacts of amendments to the Profile shall not exceed the budget authorizations provided by the City Council.

## **Article II. COMPENSATION**

### **Section 2.01 Pay Plan and Benefits Review**

Salary and benefit levels will be reviewed on a periodic basis. Such review will contain comparisons with other similar agencies within the appropriate job market. Such comparisons will be one of the factors utilized to recommend competitive salary and benefit levels. Salary and benefit levels for individual positions may be adjusted from time to time, within the budget appropriation levels authorized by the City Council.

### **Section 2.02 Compensation Adjustments**

- A. Progression in the salary range for Department Head employees shall be based on the employee's performance. The employee's Agency Head shall be responsible for evaluating the employee's work performance and recommending any salary increases based on the employee's performance. Department Head employees will be evaluated annually.
- B. The salary ranges shall be increased for Department Head classifications (with the exception of Deputy Police Chief as follows:
  - 1. Effective July 4, 2021, base salary ranges shall increase by 2%.
  - 2. Effective July 3, 2022, base salary ranges shall increase by 2%.
- C. The salary range for the classification of Deputy Police Chief shall be adjusted by same percentage and with the same effective date of any general salary increase provided to the Police Captain classification.
- D. The Salary Range Table (Appendix A) is established to provide the minimum and maximum salary levels.

### **Section 2.03 American Rescue Plan Act Premium**

The American Rescue Plan Act (ARPA) provided federal relief funds to local government agencies for certain uses. Among those uses include premium pay for employees who perform essential work during the COVID-19 pandemic.

In recognition of Ontario employees’ contributions and their continued diligence in providing essential services through the COVID-19 pandemic, active employees (with a probability of continued employment) as of 1/28/2022 will receive a one-time lump-sum payment as follows:

<b>Assigned Agency (as of 01/28/2022)</b>	<b>American Rescue Plan Act Payment Amount</b>
Ontario Fire Department; Ontario Police Department	\$10,000
All other Agencies	\$7,500

The ARPA Premium Payment is not pensionable and is taxed in accordance with IRS regulations. The ARPA Premium Payment will be issued in a separate paper check on or before 2/11/2022.

**Section 2.04 Management Incentive Pay**

Employees in the Deputy Police Chief classification shall receive Police Management Incentive credit at the rate of (8.08) hours per pay period, for a total of two hundred and ten hours (210) each calendar year, in recognition for their on-call availability as needed by the department. Such credit shall not be available for use as time off and shall be paid as salary compensation at the employee's regular rate of pay.

**Article III. LEAVES – PAID AND UNPAID**

It is understood that there exists a variety of different circumstances and situations, which require the employee’s absence from work. The following is a compilation of leaves for Department Head employees:

**Section 3.01 Holidays**

A. The following paid holidays will be observed on the day specified.

New Year's Day	January 1 <sup>st</sup>
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
Presidents' Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving Day	Day After 4 <sup>th</sup> Thursday in November
Christmas Eve	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
New Year's Eve	December 31 <sup>st</sup>

- B. Any holiday listed in provision 3.01 which falls on Sunday will be observed on the following Monday.
- C. Any holiday which falls on an employee’s regular day off shall be accrued as annual leave. The employee shall receive annual leave equal to their scheduled workday, not to exceed 10 hours per holiday, as follows:
  - 1. Employees on an 8-hour per day work schedule shall receive 8 hours of annual leave.
  - 2. Employees on a 4/10 work schedule shall receive 10 hours of annual leave.
  - 3. Employees on a 9/80 work schedule shall receive compensation in accordance with their scheduled work day, as follows:
  - 4. Employees shall receive the number of hours they were scheduled to work the day the holiday is observed (e.g. 9 or 8 hours).
  - 5. If the holiday falls on the employee’s regularly scheduled or “flex” day off, the employee shall receive 9 hours of annual leave.
- D. At the City Manager’s discretion, City Hall may be closed between and including Christmas Eve through New Year’s Day. During this time, employees shall use accrued annual leave or management leave to cover this period of closure.

**Section 3.02 Annual Leave**

- A. The purpose of annual leave is to provide employees in the Department Head group the ability to accrue time for use in vacation, sick leave and personal leave situations. Department Head employees do not accrue separate vacation or sick leave hours. Annual leave shall not be used:
  - 1. to extend retirement or separation date;
  - 2. for illness or injury arising from outside employment, for which the employee is receiving workers’ compensation or disability payments from another employer.
- B. Department Head employees accumulate the following annual leave hours in accordance with City service time. Employees accrue annual leave evenly over 26 pay period each year as follows:

<b>Year of Service</b>	<b>Annual Leave Hours Earned Per Year</b>
1 – 3	192
4	200
5 – 8	216
9 – 10	224
11	232

Year of Service	Annual Leave Hours Earned Per Year
12	240
13	248
14	256
15	264
16+	272

1. Annual leave shall be accrued based on paid hours on a pro-rated basis. For example, if an employee is paid for 40 hours in an 80-hour pay period, the employee shall earn one-half of the normal accrual. Paid hours include regular work time, holiday, annual, management, bereavement, sick, personal, jury duty, military, and disciplinary leaves. It excludes amounts paid by any disability benefits, including short-term disability and workers' compensation.
2. The maximum annual leave balance shall be 800 hours. Employees shall not accrue annual leave above 800 hours.
3. Upon initial hire with the City, the City Manager may authorize a higher leave accrual rate.

**C. Conversion of Accumulated Vacation and Sick Leave to Annual Leave**

1. If an employee with accumulated vacation leave hours is promoted to a Department Head classification, all accumulated vacation leave hours shall be converted to annual leave hours.
2. If an employee with accumulated sick leave hours is promoted to a Department Head classification, the employee may, at the employee's option, convert up to 100 hours of sick leave to annual leave hours. Remaining accumulated sick leave hours will be retained only for use as leave for purposes described in Section 3.03.
3. Employees cannot convert "retained sick leave" to annual leave at any other time.
4. Upon promotion into the Department Head group, if the combination of converted sick and vacation leave hours results in an annual leave balance of more than 750 hours, any leave hours over 750 hours will be converted to compensation at the rate prior to promotion.

**D. Conversion of Annual Leave to Compensation**

1. Employees may convert a minimum of 8 hours and a maximum of 200 hours of annual leave hours to salary compensation twice each calendar year. The total number of hours converted per calendar year shall not exceed 200. Employees may not convert accumulated annual leave below a balance of 40 hours.
2. Conversion requests shall be submitted on City forms to Payroll. The deadlines for conversion requests are as follows:

Request Due Date	Payment
2 <sup>nd</sup> Friday in May	1 <sup>st</sup> payday in June
2 <sup>nd</sup> Friday in November	1 <sup>st</sup> payday in December

**Section 3.03 Use of Retained Sick Leave**

- A. Employees may utilize any retained sick leave balance for use as paid leave for:
  - 1. Any bona fide illness or injury;
  - 2. Quarantine due to exposure to contagious disease;
  - 3. Any treatment or examination including, but not limited to, medical, dental or ocular;
  - 4. Death in the immediate family;
  - 5. Time off to resolve issues related to the employee being a victim of domestic violence, sexual assault or stalking as defined in California Labor Code Section 230.
  - 6. Personal Leave as defined in Section 3.05
  - 7. Conversion to PERS Service Credit pursuant to CalPERS regulations
- B. A City employee is not entitled to use retained sick leave for illness or injury arising out of employment, other than employment for the City, for monetary gain or other compensation, or by reason of engaging in business or activity for monetary gain or other compensation.
- C. Employees are not eligible to use retained sick leave for donations to catastrophic leave programs.
- D. All determinations of retained sick leave usage will be made by the Agency Head concerned, subject to the approval of the Human Resources Director.

**Section 3.04 Management Leave**

Employees accrue 40 hours of management leave with the first pay period ending in January. Employees hired or promoted after that date shall receive a prorated amount of such leave. Such leave may only be utilized as time off during the calendar year. Any remaining hours will not carry over to the succeeding calendar year. Such leave will not convert to compensation upon separation from employment. Employees will not use management leave to extend retirement or separation date.

**Section 3.05 Personal Leave**

An employee may use up to three working days of retained sick leave per calendar year as paid personal leave, provided an emergency or other urgent and justifiable cause is presented at the time the request is made. Additional leave may be authorized by the City Manager from any leave accrued, or without pay.



**Section 3.06 Bereavement Leave**

Employees receive three working days of paid leave for bereavement purposes upon the death of a member of the employee's immediate family. Immediate family for this provision is defined as the following relationships relative to the employee: child, including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or any other relationship included in the definition of "family member" in California labor code section 245.5 (4)(c) or successor legislation. Employees may receive an additional two working days of paid leave if the deceased family member resided outside the state boundaries or in excess of 250 miles from the employee's home at time of death.

**Section 3.07 Compensatory Leave**

Department Head employees are not eligible to accrue compensatory time. Any employee who is promoted to the Department Head Group will be required to convert any accrued balance of compensatory time to compensation at the rate of pay prior to the promotion.

**Section 3.08 Family Medical Care Leaves**

- A. Family Leave shall be granted in accordance with the California Rights Act of 1993 and the Family and Medical Leave Act of 1993, and any modified provisions and interpreted regulations for those respective statutes.
- B. Employees may utilize up to six weeks of retained sick leave for leaves of absence for care of family members that fall under the provisions of the FMLA and CFRA. This sick leave may be in addition to any other paid or unpaid leave, which may be granted under the provisions of FMLA and CFRA. This sick leave shall be used prior to the unpaid leave provisions of FMLA and CFRA. Both paid and unpaid time during an approved FMLA/CFRA leave or Pregnancy Disability Leave (PDL) of absence shall run concurrently with FMLA/CFRA leave.
- C. Employees on any type of leave are required to use all eligible leave accruals, or the number of hours for full integration if integrating with disability programs, up to 80 hours per pay period. Employees are not permitted to take time off without pay if eligible leave accruals are available. Eligible leave accruals include, but are not limited to, annual leave and management leave for any purpose, and retained sick leave accruals if used for qualified medical, bereavement, or personal reasons as defined in this Article.

**Section 3.09 Catastrophic Leave**

- A. The City agrees to permit employees within the Department Head Group to contribute a portion of their accrued annual leave to another employee when such employee has suffered a catastrophic injury or illness. Employees may receive donations from other employees.
- B. The City also agrees to permit employees to contribute a portion of their accrued annual leave to another employee when such an employee is on an approved leave of absence due to the verifiable illness or injury of the employee's spouse, domestic partner, parent or child. Retained sick leave may not be donated.

- C. All Catastrophic Leave transfers are subject to the following conditions:
1. The Human Resources Department shall review all requests from the receiving employee to determine eligibility for catastrophic leave prior to the receiving employee or their Department requesting donations.
  2. Catastrophic injury or illness as used in this provision is defined as an unforeseen or sudden unexpected illness or injury requiring immediate attention.
  3. The receiving employee shall be on an approved continuous leave of absence at least 40 hours due to the catastrophic injury or illness. A statement from the employee's or family member's treating physician is required.
  4. The employee has exhausted all accrued leave time, and is therefore facing financial hardship.
  5. The receiving employee must participate in any City disability benefits for which the employee is eligible (e.g. short-term disability, long-term disability, or workers' compensation).
  6. The total number of hours that can be donated to the receiving employee from all contributing employees combined shall not exceed 520 hours within 26 consecutive pay periods.
  7. The contributing employee must have at least 96 hours of annual leave remaining after such contribution. The leave application rate shall be based on the contributing employee's dollar value, which shall be adjusted proportionally to the receiving employee's rate.
  8. The transfers must be in whole hour increments. Donations shall be transferred in accordance with the recipient's needs. Department Head Unit employees may not donate retained sick leave.
  9. Once the leave has been transferred from the donating employee to the receiving employee, the transfer is irrevocable. Transfers shall be subject to all taxes required by law.
  10. Requests and transfers shall be made on a form prescribed by the Human Resources Department.

### **Section 3.10 Jury Duty**

- A. In the event any full-time employee is duly summoned to any court during the employee's scheduled working hours for the purpose of performing jury service or serving as a witness, except in cases where the employee is a plaintiff, petitioner, defendant, respondent, or appellant; the employee shall be released from the employee's regular duties with pay. Any fees for the performance of such service, excepting mileage or subsistence allowances, shall be remitted to the City.
- B. Any employee called for jury duty in Rancho Cucamonga must return to work if dismissed before 3:00 pm. If the employee is called to San Bernardino, he or she

must return to work if dismissed by 2:00 pm. Upon return from jury duty, the employee shall present a certificate of service to the employee’s Agency Head.

- C. This section shall not apply when an employee is summoned or otherwise required to appear in court in the course of City business.

**Article IV. BENEFITS**

**Section 4.01 Health Insurance Contribution**

The City will contribute up to a maximum of \$300 per month toward health insurance premiums for active and retired employees. This amount is inclusive of the minimum statutory employer contribution under CalPERS medical (PEMHCA) for active employees who choose to enroll in the City’s medical plan.

**Section 4.02 Insurance**

**A. City Contributions to Cafeteria Plan Benefits**

The City will maintain an IRS Code Section 125 qualifying Cafeteria Plan to allow employees to pay for pre-tax medical, dental and vision benefits.

**Enrollment:** An Eligible Employee must enroll in the City medical insurance plan unless the employee satisfies the conditions to be eligible for the opt-out provision below. The City’s lowest cost employee-only plan satisfies the Federal Poverty Line Safe Harbor under the Patient Protection and Affordable Care Act.

**City Contribution:** For eligible active employees who enroll in coverage, the City Contribution, inclusive of the Health Insurance Contribution set forth in Section 6.01(A), shall be tiered. Employees who enroll in the City’s medical plan shall receive a Health Flex Contribution depending on the level of coverage selected by the employee as follows:

Single Coverage	\$765
Two-party Coverage	\$1,090
Family Coverage	\$1,380

Beginning January 1, 2018, for eligible active employees who enroll in coverage, the monthly City Contribution, inclusive of the Health Insurance Contribution set forth in Section 4.01(A), shall be based on the level of coverage selected by the employee, and equal to the corresponding Kaiser premium for the region in which the employee is enrolled and as reflected on the CalPERS monthly billing statement. Employees hired on or before December 31, 2017, selecting single party coverage shall receive a contribution of no less than \$765 per month, or the applicable Kaiser premium for single party coverage, whichever is greater. Employees hired on or after January 1, 2018, selecting single party coverage shall receive a monthly contribution up to the Kaiser premium for single party coverage for the region in which the employee is enrolled.

For purposes of the Affordable Care Act’s employer mandate, the amount of the lowest cost plan offered to the Eligible Employees is considered a Health Flex Contribution. A Health Flex Contribution cannot be cashed out or applied to other benefits.

After enrolling in the selected coverage, an Eligible Employee may take the remainder of the City's Contribution in cash. Effective, January 1, 2018, only those Eligible Employees hired on or before December 31, 2017 enrolled in single level coverage may take the remainder of the City's contribution in cash as taxable compensation.

**Cash-in-Lieu Option:** An Eligible Employee will be eligible to receive cash-in-lieu of instead of enrolling in a City offered medical insurance plan only if the following conditions are satisfied.

1. The employee signs a form attesting that the employee and the employee's Tax Family have the Alternative Required Coverage for the Opt-Out Period.
  - a. Tax Family means all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt-out applies.
  - b. Alternative Required Coverage means minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California).
  - c. Opt-Out Period means the plan year to which the opt-out arrangement applies.
2. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year for each plan year the employee would like to receive cash in lieu.
3. The cash in lieu payment cannot be made and the City will not in fact make payment if the City knows or has reason to know that the employee or a Tax Family member does not have such alternative coverage, or if the conditions in this Section are not otherwise satisfied.
4. If the above conditions are satisfied:
  - a. Eligible Employees who waive coverage on or after September 1, 2004 are eligible to receive \$420 per month cash-in-lieu.
  - b. Eligible Employees who waived coverage on or before September 1, 2004 are eligible to receive \$485 per month cash-in-lieu.
5. **Dental Insurance:** Employees who enroll in the City's dental plan shall receive an employer contribution up to the DPO basic plan premium for employee and dependents (in addition to the City Contribution described in Section 4.02). Employees who do not enroll in the City dental plan will not receive employer contribution for dental premiums.
6. **Vision Insurance:** Employees who enroll in the City's vision plan shall receive an employer contribution up to the basic vision plan premium for employee and dependent coverage (in addition to the City Contribution described in this

Section 4.02). Employees who do not enroll in the City vision plan will not receive employer contribution for dental premiums.

#### **B. Eligible Employee Requirements**

1. Employees must be full-time (i.e. scheduled for a minimum of 40 hours per week) and be in a paid status for a minimum of 15 hours per pay period to be eligible for the benefits of Section 4.02, unless the employee is receiving disability benefits. Paid status includes hours paid for: regular work time, annual leave, management leave, bereavement leave, retained sick leave, jury duty leave, personal leave, paid military leave, disciplinary leave and paid holidays.
2. The City Manager may authorize, at their sole discretion, continuation of benefits for employees that do not have 15 hours of pay for a limited period of time. As defined under the Family Medical Leave Act of 1993 (FMLA), the City may determine that some unit employees may fall under the criteria of a “key” employee. If not a key employee, health benefits shall be continued as required by law for leave taken pursuant to FMLA.
3. Employees who have leave balances must use all leave accruals available each pay period up to 80 hours, or up to the amount needed to reach 80 hours when combined with disability and workers’ compensation payments.

#### **C. Disability**

The City shall pay the premium for the City's Disability Insurance Program.

#### **D. Life and Accidental Death & Dismemberment Insurance**

Employees shall be covered by the City’s group term life insurance and accidental death and dismemberment (AD & D) insurance plan. The City will pay the premiums for life insurance coverage amounts of \$51,000 for basic life and \$54,000 for accidental death and dismemberment policies (AD & D). Effective January 1, 2018, the level of coverage for each Department Head employee will increase to \$75,000 for basic life insurance and \$75,000 for accidental death and dismemberment insurance (AD&D).

### **Section 4.03 Flexible Spending Accounts**

The City will offer Flexible Spending Accounts (FSA) to all unit employees. An FSA allows an employee to make pre-tax deductions for qualifying medical, dental, vision expenses, and dependent care expenses. The plan is established and administered in accordance with Section 125 of the Internal Revenue Service code.

### **Section 4.04 Deferred Compensation**

The City has established a Section 401(a) money purchase plan for employer deferred compensation contributions. The City will contribute \$225 per month to the Section 401(a) plan.

Employees are eligible to voluntarily participate in a Section 457(b) deferred compensation plan as provided for in State and Federal Tax codes. Employees may contribute additional deferred compensation to the plan in accordance with plan provisions and subject to plan maximums.

**Section 4.05 Employee Assistance Program**

The City offers an employee assistance program for all members of this group. Confidentiality regarding employee use of this program will be maintained in full compliance with State and Federal Regulations.

**Section 4.06 Tuition Reimbursement**

To provide encouragement for all unit employees to continue educational development, specified employees shall be eligible for reimbursement of tuition expenses. The City shall reimburse an eligible employee for the cost of tuition for academic and continuing education courses that are determined to be job-related and subject to the following conditions:

- A. Full-time employees are eligible.
- B. The determination that the course is job related shall be made by the employee's Agency Head.
- C. The course shall provide college-level or professional continuing education credit from an accredited educational institution.
- D. The employee is not eligible for assistance from any other source.
- E. Submission and approval of the request for reimbursement must be completed at least 30 calendar days prior to the start date of the course.
- F. Tuition is the only expense that shall be reimbursable. No reimbursement shall be made for lab fees, books, travel costs, etc.
- G. Classes shall not interfere with the employee's normal work hours. Any exceptions must be approved by the employee's Agency Head.
- H. Certification of completion of the course with a passing grade must be obtained and submitted within 60 calendar days after completion of the course.
- I. The maximum reimbursement amount paid to an eligible employee shall not exceed \$1,000 per calendar year.

Tuition reimbursement requests shall be submitted to the employee's Agency Head for a determination that the course is job-related. After such determination is made, the Agency Head shall forward the request to the Human Resources Department for processing. The Human Resources Department shall be responsible for notifying the employee of the disposition of the request prior to the start date of the course. Proof of payment and proof of completion shall be submitted to the Human Resources Department. Reimbursement shall be made within 30 calendar days following the receipt of proof of payment amount and proof of completion.

**Section 4.07 Auto Allowance**

The City may assign a City-owned vehicle to an employee for use on City business or the City may provide a monthly allowance of up to a maximum \$217 for an employee that is regularly required to use the employee's private vehicle on City business. The City Manager may adjust such stipend in accordance with levels of activity and operational necessity.

If assigned, a City-owned vehicle may be used by employee for City business and for commuting to and from the employee's residence. City shall incur all costs related to the provision of the vehicle, including maintenance and insurance. Employee shall be responsible for ensuring that

City's vehicle is appropriately secured when parked at the employee's residence. Employee acknowledges that City is required to report the value of the provided vehicle as income as required by applicable Internal Revenue Service regulations and tax laws.

#### **Section 4.08 Meal Reimbursement**

An employee may request reimbursement for meals consumed after regular work hours when such employee is required by the Agency Head to attend City Council meetings and city commission meetings that are in addition to those regularly scheduled. The limit for reimbursement shall be \$12 and only actual expenses will be reimbursed. Requests will be submitted on the City's reimbursement form through established channels and must include receipts verifying the expense.

### **Article V. RETIREMENT – END OF SERVICE**

#### **Section 5.01 CalPERS Contribution**

##### **A. Classic Member**

1. A classic member is defined as an employee who meets the definition of a "classic" member for purposes of retirement pension benefits in accordance with the Public Employees Pension Reform Act of 2013. Generally, this includes employees that were hired before January 1, 2013 in the California Public Employees Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six months. CalPERS ultimately determines who is a classic member in compliance with the law.
2. Classic CalPERS members shall be eligible for the 2.5% @ 55 Full and Modified Formula for Local Miscellaneous Members including integration with Social Security. This also includes the optional benefit of Government Code Section 20042, Highest Single Year.
3. All classic members shall pay the employee's contribution of eight (8%) percent as a pre-tax deduction to CalPERS.

##### **B. New Member**

1. A new member is defined as an employee who meets the definition of a "new" member for purposes of retirement pension benefits pursuant to the Public Employees Pension Reform Act of 2013. Generally, this includes employees that were hired into a regular position on or after January 1, 2013 or former members who have more than a six-month break in service. CalPERS ultimately determines who is a new member in compliance with the law.
2. New Members shall be eligible for the 2% @ 62 Formula for Local Miscellaneous Members including integration with Social Security.
3. The employee contribution for new members shall be one-half the normal cost, as determined by CalPERS. As of July 2013, the required employee contribution for new members is 6.25%. This amount will be adjusted periodically by CalPERS.

### C. Optional Benefits for Classic and New Members

The City's contract with the Public Employees' Retirement System includes the following optional benefits for both classic and new members:

1. Section 20903 – Two Years Additional Service Credit
2. Section 20965 – Sick Leave Credit
3. Section 21024 – Military Service Credit
4. Section 21037 – Cancel Payment for Optional Service Credit upon Retirement for Disability
5. Section 21548 – Pre-Retirement Optional Settlement Death Benefit

#### Section 5.02 Employee Severance Compensation

In recognition that employees serve at the will and pleasure of the City Manager, the City Manager may offer employment severance pay to terminating employees. The period of such severance compensation shall be determined by the City Manager and may be included in the terms of a contractual agreement between the employee and the City made at the time the individual is hired or promoted.

## ARTICLE VI. GENERAL PROVISIONS

#### Section 6.01 Overpayments, Recovery and Underpayments

In situations involving overpayment to an employee by the City, the employee shall be obliged to repay by payroll deduction the amount of overpayment. The repayment shall occur within the same time frame the overpayment was received by the employee or sooner at the employee's discretion.

Either Human Resources, or the Payroll Department shall provide written documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with the Payroll Department to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method (including repayment from personal funds) will be documented in writing.

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 Executive Director of Finance 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 times as long as the overpayment period.

If the employee leaves employment prior to repayment of 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 shall initiate a collections process against the employee.

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.



**Section 6.02 Direct Deposit and Electronic Pay Advice**

- A. Employees must make and maintain arrangements for direct deposit of their net paychecks into the financial institution of their choice via electronic fund transfer. Such arrangements shall be made within one month.
- B. In an extraordinary circumstances/events that an employee is unable to make arrangements for electronic fund transfer, the employee shall submit a request in writing to the Human Resources Agency to be considered for an exception. Human Resources shall review the request for the Direct Deposit Special Exemption and may request supporting documentation; and the employee will be notified of the determination.
- C. Any Direct Deposit Special Exemption granted may be reviewed periodically for continuation, subject to the approval of Human Resources Agency.
- D. The electronic pay advice will be available for employees to view, save and print in the City's human resources information system on the employee's pay day.

**ARTICLE VII. FINAL SIGNATURE**

All provisions set forth in this Profile are hereby effective the 1st day of July 2021.

**City of Ontario**  
  
**Scott Ochoa**  
**City Manager**

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<b>APPENDIX A -- SALARY RANGE TABLE</b>
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**APPENDIX A - SALARY GRADE TABLE  
2021 DEPARTMENT HEAD PROFILE**

Classification	Approximate Salaries*					
	July 4, 2021		January 2, 2022		July 3, 2022	
	Monthly Minimum	Monthly Maximum	Monthly Minimum	Monthly Maximum	Monthly Minimum	Monthly Maximum
Assistant City Clerk / Records Management Director	\$11,020.53	\$15,386.80	\$11,020.53	\$15,386.80	\$11,242.40	\$15,695.33
Assistant Finance Director	\$12,072.67	\$15,381.60	\$12,072.67	\$15,381.60	\$12,315.33	\$15,690.13
Assistant General Manager - Administration and Customer Service	\$13,587.60	\$16,154.67	\$13,587.60	\$16,154.67	\$13,859.73	\$16,478.80
Assistant General Manager - Integrated Waste	\$11,020.53	\$16,154.67	\$11,020.53	\$16,154.67	\$11,242.40	\$16,478.80
Assistant General Manager - Utilities Engineering and Operations	\$14,386.67	\$17,664.40	\$14,386.67	\$17,664.40	\$14,674.40	\$18,018.00
Assistant Human Resources / Risk Management Director	\$12,072.67	\$14,674.40	\$12,072.67	\$14,674.40	\$12,315.33	\$14,969.07
Broadband General Manager	\$13,291.20	\$16,154.67	\$13,291.20	\$16,154.67	\$13,558.13	\$16,478.80
Building Official	\$12,658.53	\$15,386.80	\$12,658.53	\$15,386.80	\$12,913.33	\$15,695.33
Chief Investment Officer	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
City Engineer	\$14,544.40	\$17,676.53	\$14,544.40	\$17,676.53	\$14,835.60	\$18,030.13
Communications and Community Relations Director	\$11,020.53	\$15,386.80	\$11,020.53	\$15,386.80	\$11,242.40	\$15,695.33
Community Improvement Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Departmental Administrator	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Deputy Police Chief**	\$14,514.93	\$19,448.00	\$14,806.13	\$19,838.00	\$14,806.13	\$19,838.00
Economic Development Director	\$13,291.20	\$16,154.67	\$13,291.20	\$16,154.67	\$13,558.13	\$16,478.80
Emergency Medical Services Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Fire Administrative Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Housing Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Innovation Performance and Audit (IPA) Director	\$11,020.53	\$15,386.80	\$11,020.53	\$15,386.80	\$11,242.40	\$15,695.33
IT Applications Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
IT Operations Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
IT Systems Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Library Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Municipal Services Director	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Museum, Arts and Culture Director	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Parks and Maintenance Director	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Planning Director	\$13,291.20	\$16,154.67	\$13,291.20	\$16,154.67	\$13,558.13	\$16,478.80
Police Administrative Director	\$11,020.53	\$13,393.47	\$11,020.53	\$13,393.47	\$11,242.40	\$13,662.13
Recreation/Community Services Director	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Utilities Administrative Services & Integrated Waste Director	\$12,379.47	\$15,045.33	\$12,379.47	\$15,045.33	\$12,627.33	\$15,346.93
Utilities Customer Services Director	\$10,687.73	\$12,987.87	\$10,687.73	\$12,987.87	\$10,902.67	\$13,247.87
Water Resources and Regulatory Affairs Director	\$12,379.47	\$15,045.33	\$12,379.47	\$15,045.33	\$12,627.33	\$15,346.93

\*Actual rates will be calculated by the City's payroll system and may vary by a fraction of a cent.

\*\*Safety related classification