



**MANAGEMENT AND UNCLASSIFIED
SALARY AND BENEFITS PLAN
2023 – 2024**

**Prepared by:
The Human Resources Department**

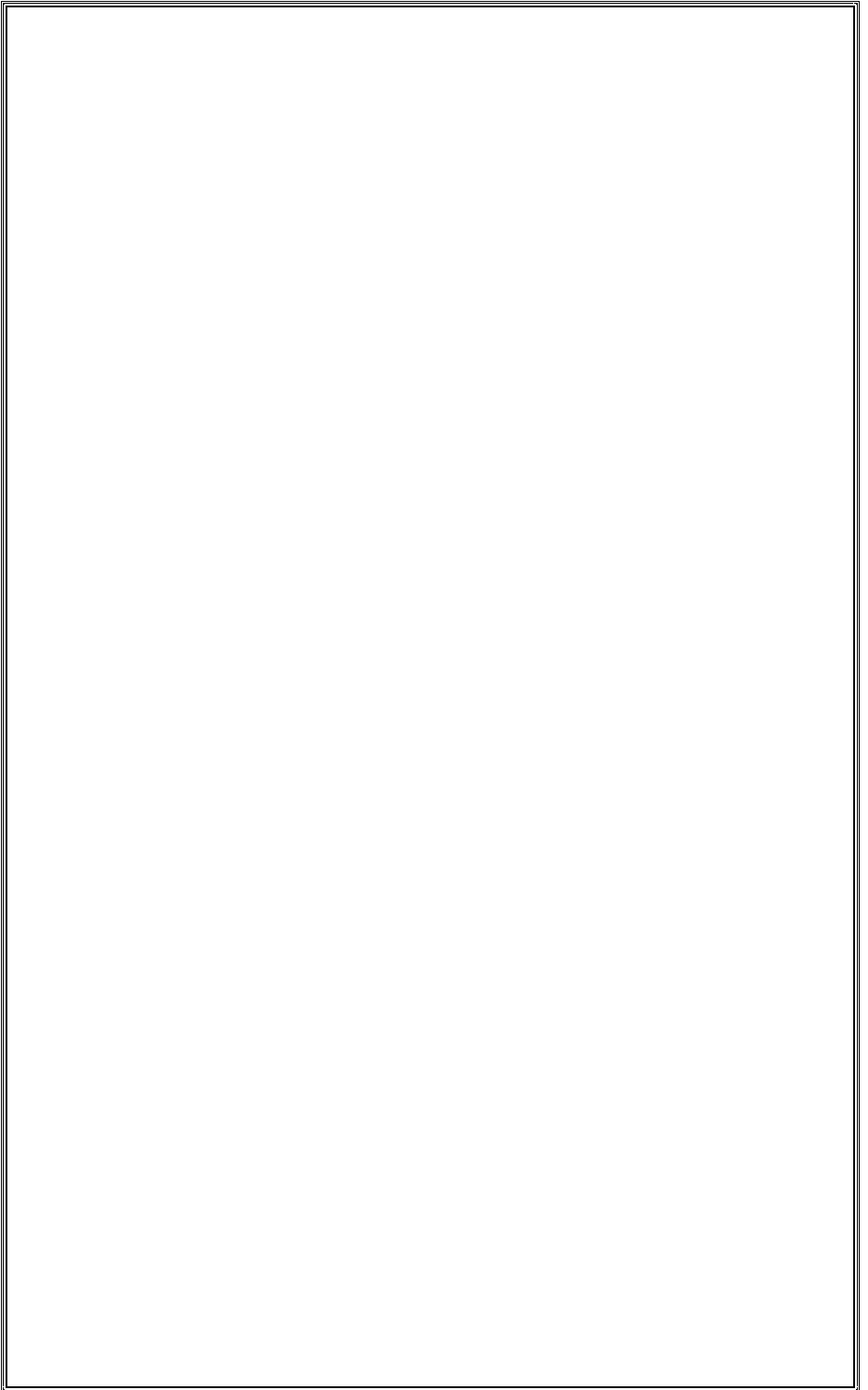


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MANAGEMENT AND UCT SALARY AND BENEFITS PLAN

I. INTRODUCTION

This document constitutes the Compensation and Benefits Plan for Management and Unclassified Clerical and Technical (UCT) employees. This Plan shall in no manner be interpreted as a guaranteed or implied contract, and is continually subject to change as a result of City Council and/or City Manager action. For additional information regarding terms and conditions of employment, please refer to specific sections of the City of Escondido Personnel Rules and Regulations that apply to unclassified employees, the City Manager Administrative Directives or contact the Human Resources Department.

Definitions:

Appointing Authority – The person(s) having authority to appoint or remove persons from positions in City service or subordinates to whom this authority is delegated. The appointing authority is usually the City Manager.

Immediate Family – The immediate family shall consist of a member of the employee's immediate family or individuals whose relationship to the employee is that of a dependent or near dependent, member of the immediate household, or a person who is significant to the employee.

Management Employees – Management employees are classifications that are listed on the City's Compensation Plan as MGT (Management), EM (Executive Management), FM (Fire Management), and PM (Police Management). These employees are unclassified and serve at the will of their appointing authority. Management employees can be terminated at any time, with or without advance notice, and with or without cause or right of appeal. Management employees are FLSA exempt.

The EM positions of City Manager and City Attorney report directly to the City Council. The salary and benefits provisions for those positions are established by contract or ordinance; therefore, they are not included in this Salary and Benefits Plan.

Unclassified Clerical and Technical Employees – Classifications that are listed on the City's Compensation Plan as UCT. These employees are unclassified and serve at the will of their appointing authority. UCT employees can be terminated at any time, with or without advance notice, and with or without cause or right of appeal. UCT employees are not FLSA exempt.

II. SALARY

Salary Adjustments:

Management employees are paid on a salary basis versus UCT employees who are paid on an hourly basis.

Merit Increases:

Management – Merit increases are based on job performance and are at the discretion of the employee's appointing authority. All management employees are reviewed and evaluated based on specific job competencies and goals using the City's Performance Evaluation Form. Performance evaluations are due by May 31st of each year.

Competencies are the knowledge, skills, abilities, and behaviors that are essential to the success of each management employee. Goals describe how the employee's contribution aligns with their department goals, objectives and ultimately, with those of the City Council. Goals are established at the beginning of the performance review period, and the employee is evaluated at the end of the period as to how well their assigned tasks were accomplished.

Merit increases result in an adjustment to the employee's base rate of pay.

UCT – Merit increases are granted per the City of Escondido Personnel Rules and Regulations.

Salary Bands and Ranges:

All salary bands and ranges for Management and UCT classifications are listed on the City's Compensation Plan.

III. EMPLOYEE LEAVES

Donated Leave:

Management and UCT

Employees may donate vacation hours to other employees in need of sick leave based upon the City Manager's approval.

Injury or Illness Leave Without Pay Under FMLA/CFRA:

Management and UCT

In the event of a leave of absence due to injury or illness, all employees who meet the qualifying criteria are eligible for up to twelve weeks of Family Medical leave and California Family Rights leave per calendar year. Employees who are ill for more than seven calendar days must file for disability benefits. The Benefits Division can assist employees with coordinating available leave balances.

Short-Term (STD) & Long-Term (LTD) Disability:

MGT and UCT (Fire and Police Management excluded).

STD – Employee pays 0.715% of salary (7 calendar – day elimination period).

LTD – Employee pays 0.500% of salary (90 calendar – day elimination period).

The STD benefit provides 66.67% of basic weekly earnings and the LTD benefit provides 60% of basic weekly earnings. Upon eligibility, benefits are provided for employees who miss more than seven consecutive calendar days due to illness or injury. Employees are required to file for short-term/long-term disability upon eligibility. Benefits are affected if an employee is off work for more than six months: Vacation, sick leave and holiday compensation will cease to accrue after a six-month period. Medical, Dental, Life and Dependent Life insurances will be paid by the City for a period not to exceed nine months after the twelve-week FMLA/CFRA period has elapsed (total payment of twelve months).

Additional benefits may apply and can be explained by the Benefits Division. Fire Management is provided an LTD benefit through their Association. Police Management is provided an STD and LTD benefit option through their Association.

Jury Duty and Witness Leave:

Management and UCT

Any employee who is called or required to serve as a trial juror shall be entitled to absent themselves from their duties with the City during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid their full salary and any payment received by them from the court for such duty. Employees shall provide their supervisor with a copy of the call to jury duty and other documentary evidence of service as required by the City.

Leave of Absence Without Pay:

Management and UCT

The City Manager may grant employees a leave of absence without pay, seniority, or benefit accruals not to exceed six months. For special educational purposes, however, the City Manager may grant leaves of absence not to exceed one year, without pay, provided such study is related to City employment. When such special educational leave of absence is granted, the employee must agree in writing that they will return to regular, full-time employment with the City for a minimum of one year. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request, and the approval will be in writing. Upon expiration of a regularly approved leave or within a reasonable period of time after notice of return to duty, the employee shall be reinstated in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty shall be cause for discharge.

When an employee is in a leave of absence without pay status due to having exhausted all accrued sick leave and vacation credit, their revised hire date or date of promotion

for purposes of merit increases, sick leave, and vacation credit, will be the number of working days absent added to their former hire or promotion date, whenever such leave exceeds 30 consecutive working days. An employee is responsible for the full cost of benefits while on an unpaid leave other than for a disability.

Employees in good standing may, with supervisory permission and five days' prior notice, take time off without pay and without having to exhaust any leave balances. No employee shall exceed ten work days off (two shifts without pay for Fire Battalion Chiefs on a shift schedule) within a calendar month.

In the event of a leave of absence due to injury or illness, an employee must file for disability benefits. The Benefits Division can assist employees with coordinating available leave balances.

Holiday Leave:

Management and UCT (Shift Fire Battalion Chief excluded)

The following 10 holidays are observed:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

When a holiday falls on a Sunday, it is observed on the Monday immediately following. When a holiday falls on a Saturday, it will be observed on the preceding Friday.

Fire Battalion Chief on Shift Only - Holiday Leave is equivalent to Fire Safety Personnel – 11.5 hours/month and is paid as 5.31 hours per pay period.

Holiday Compensation:

UCT

An employee whose regularly scheduled workday or work shift falls on a holiday and who actually works such a holiday shall receive their regular rate of pay and time and

one-half pay for time worked. Employees may request a cash payout of all or any portion each October.

Management and UCT

If the holiday occurs on an employee's normal day off, they have the following two options:

1. Float the holiday hours into their holiday bank to be used as a day off at a later date or cashed out in October.
2. Flex the holiday within the same pay period by taking an additional day off with pay. If an employee flexes an 8-hour holiday to a 9-hour workday, the employee will need to use 1 hour of other leave time.

Management Leave:

Management Only (Police Lieutenants and Fire Battalion Chiefs excluded)

Management employees are exempt from overtime requirements under the Fair Labor Standards Act.

In lieu of overtime compensation, management employees (except Police Lieutenants and Fire Battalion Chiefs – see Overtime) receive management leave as follows:

Assistant City Manager, Deputy City Manager, Dept. Directors, Executive Mgt. – 72 hours / year
Deputy and Division Fire Chief – 63 hours / year
Division Heads, Senior Mgt., Police Captain and All other Management Staff – 36 hours / year
Other exceptions, per City Manager

Management Leave is credited on July 1 of each fiscal year. Unused Management Leave will be forfeited at the end of the fiscal year.

Parental Leave:

Employees are eligible for leave without pay as provided under State or Federal laws. All employees who meet the qualifying criteria are eligible for up to twelve weeks of family medical leave per calendar year and/or twelve weeks of bonding leave. Employees may use accumulated

paid leave (floating holiday, vacation, and comp time) and up to 108 hours of sick leave while on leave to care for/bond with a family member.

Military Leave:

Management and UCT

Upon verification of military orders, military leave will be granted in accordance with federal and state law.

Health benefits will be continued for the employee and family. An employee would continue to pay their respective portion of the benefit programs (including any premiums for family coverage), unless benefits are waived.

Reserve Leave:

All personnel hired in an unclassified position prior to July 1, 1991, shall be eligible to accumulate up to 720 hours of reserve leave.

Employees hired or promoted in an unclassified personnel capacity on or after July 1, 1991 will be allowed to accumulate Reserve Leave as follows:

- Exec. Mgt. and designated Sr. Mgt. = 360 hours
- Other Sr. Mgt. and Mid-Mgt. = 240 hours
- All other MGT, UCT, Canal/Asst Canal Supt = 160 hours

Sick leave hours converted to vacation hours may be transferred to the Reserve Leave Fund account based upon usage during the prior fiscal year, ending June 30.

Vacation hours not to exceed one-half of the annual vacation accrual may be transferred to the Reserve Leave Fund account based upon usage during the prior fiscal year, ending June 30.

Transfers to the Reserve Leave Fund will be elected by the employee in conjunction with notification from Payroll on or about November 1st.

Reserve Leave can only be used after an employee's vacation balance has been exhausted.

Sick Leave/Family Assistance/Bereavement Leave:

Management and UCT

Sick leave shall be earned at the rate 4.15 hours per pay period, or 108 hours per year (Fire Battalion Chiefs on a day shift are included; Fire Battalion Chiefs on a shift schedule are excluded).

Fire Battalion Chiefs on Shift accrue 5.54 hours per pay period, or 144 hours per year (same as Fire Safety-56 hrs.).

Sick leave shall be earned from the date of hire and unused sick leave shall be accumulated indefinitely.

Sick leave shall not be considered as an entitlement which employees may use at their discretion, but shall be allowed only in case of necessity, including instances where employees are victims of domestic violence, sexual assault, or stalking (per AB 1522).

All of an employee's annual accrual of sick leave may be taken when an employee's presence is required elsewhere due to sickness/bereavement for immediate family members. Immediate family consists of a member of the employee's immediate family or individuals whose relationship to the employee is that of a dependent or near dependent, member of the immediate household, or a person who is significant to the employee. Exceptions to exceed the authorized accrual are subject to consideration by the City Manager on a case-by-case basis. In no event shall an employee be granted sick leave time to oversee children who are not ill (babysitting).

Sick Leave Conversion:

Management and UCT

Wellness Leave up to 108 hours per year – an employee may convert sick leave hours to vacation hours based on the following:

108 hours (144 hours for Fire Battalion Chiefs on shift) minus sick leave hours used within the year may be eligible for vacation conversion at a ratio of 2 sick leave hours for 1 hour of vacation. Sick leave conversion occurs once

annually, during the sixty days following the end of the fiscal year.

Vacation Leave:

Management and UCT (Shift Fire Battalion Chief excluded)
Each employee shall accrue vacation leave from the date of hire according to the following schedule:

- 1 – 5 years of service = 96 hours
- 6 – 10 years of service = 136 hours
- 11 – 15 years of service = 176 hours
- 16+ years of service = 216 hours

Plus 24 additional hours of vacation credited each July 1 and an additional 4 hours credited each October.

New employees may use vacation hours that have been accrued and reflected on their pay statement with approval from their supervisor.

Maximum allowable vacation accrual:
Management = 3 years; UCT = 2 years.

Each July and December, management employees may cash-out up to 40 hours of vacation leave, and UCT employees may cash-out up to 24 hours of vacation leave. Employees must maintain a minimum balance of 80 hours of vacation leave after the requested payoff to ensure a sufficient balance to cover future planned time off requests.

Fire Battalion Chief on Shift Only – Vacation leave accruals are equivalent to Fire Safety personnel:

- 1 – 5 years of service = 5 shifts (120 hours)
- 6 – 10 years of service = 7 shifts (168 hours)
- 11 – 15 years of service = 9 shifts (216 hours)
- 16 - 20 years of service = 11 shifts (264 hours)
- 21+ years of service = 13 shifts (312 hours)

New employees may use vacation hours that have been accrued and reflected on their pay statement with approval from their supervisor.

Maximum allowable vacation accrual for Fire Battalion Chief on shift = 732 hours.

Each July and December, Fire Battalion Chiefs (shift and days) may cash-out up to 40 hours of vacation leave.

IV. BENEFITS & OTHER SPECIAL COMPENSATION

The information described below may not include all details regarding the benefits that are provided to City employees. If there is a discrepancy between this plan booklet and the benefit's formal plan or policy documents, the language within the formal plan or policy will govern.

Automobile Allowance:

Management Only

Assistant City Manager, Deputy City Manager,
Assistant City Attorney - \$450/month
Department Directors - \$425/month

Bilingual Pay (Spanish):

Management and UCT

\$50 per pay period for verbal bilingual skills. \$25 per pay period for written bilingual skills. Written approval for bilingual pay from the employee's Department Director must be provided to Human Resources.

Cafeteria Plan / Flex Plan Credits:

Management and UCT

\$100 per month plus 4.0% of monthly salary for benefits.

Executive Management positions receive an additional \$25 per month (in lieu of physical exam) for a total of \$125 per month plus 4.0% of monthly salary.

Callback Overtime:

UCT Only

Information Systems - Minimum of 2 hours or actual time worked, whichever is greater, at the rate of time and one-half of the employee's base rate of pay for each incident of callback. Mileage reimbursement may apply.

Canal Assistants – Minimum of 3 hours or actual time worked, whichever is greater, at the rate of time and one-half of the employee's base rate of pay for each incident of callback.

Certification Pay:

Fire Battalion Chief (Fire Mgt.) – Chief Officer Cert 3% of salary.

Deputy Fire Marshal (UCT) – Fire Prevention Cert \$75 per month.

Compensatory Time:

Police Lieutenants and Fire Battalion Chief Only

At the employee's option, overtime may be accrued as compensatory time at the rate of time and one – half (see Overtime provision). The employee may request cash payout of up to a maximum of 80 hours, twice a year consistent with shift change.

UCT Only

At the employee's option, overtime may be accrued as compensatory time at the rate of time and one – half (see Overtime provision). Compensatory time off is subject to the needs of the service and may not be taken without prior approval by the employee's supervisor. UCT employees may accrue a maximum of 80 hours of compensatory time. Each October, the employee may request a cash payout of all or any portion of their compensatory time balance.

Deferred Compensation Plans:

Management and UCT

Management and UCT employees may contribute to 457, 401(k) and/or Payroll Roth IRA deferred compensation plans.

Dental Insurance:

Management and UCT

The City provides dental insurance coverage. Employees may purchase dental insurance coverage through payroll deduction.

Any PPO or DMO employee only dental insurance premium increase will be shared equally by the City and the employee. The employee's share of dental insurance premium increases will be added to the employee's insurance contribution. The City's contribution is based on the cost share of the employee only premium rate for PPO or DMO dental insurance. Employees choosing more expensive dental coverage levels are required to pay the cost difference between the employee only level and the coverage level selected.

City contribution for PPO and DMO dental insurance can be found on the [Employee Benefit Summary Sheets](#).

Flexible Spending Accounts & Pre-Tax Premiums:

Management and UCT

Employees have the option to contribute to tax-free flexible spending accounts (FSA) for health care and dependent day care as provided by Section 125, plus pre-tax premium benefit.

Annual Minimum of \$240 - both Health & Dependent FSA's

Annual Maximum of \$3,050 - Health FSA

Annual Maximum of \$5,000 - Dependent FSA

Health Insurance:

Management and UCT

The City provides the lowest cost medical plan as recommended by the Health Insurance Committee (HIC). Any medical insurance premium increases will be shared equally by the City and the employee for the lowest cost HMO medical plan. Employees choosing more expensive medical plans are required to pay the increased cost between that plan and the lowest cost plan. The employee's share of any medical insurance premium increases will be added to the employee's insurance contribution. The City's contribution in medical coverage can be found on the [Employee Benefit Summary Sheets](#).

The City will deduct health insurance premiums 24 times a year. Consistent with State law, the City provides registered Domestic Partner benefits and Same Sex marriage benefits.

Waiving Health Insurance

Employees who waive a level of City medical coverage with proof of coverage elsewhere, will receive a \$75 monthly waiver benefit. In the event two City employees are married and both employees waive a level of coverage, only one spouse will receive the \$75 monthly waiver.

Life Insurance and AD&D:

Management and UCT

Greater of: \$50,000 Life Insurance and \$50,000 AD&D, or Life Insurance of \$25,000 plus one-half annual salary. Same amount for AD&D. Additional \$1,000 dependent life coverage. Supplemental Life Insurance is available at the employee's cost.

Medicare:

Management and UCT

Employees hired prior to 4/1/86 that have elected Medicare, and all employees hired after said date:
City pays – 1.45% of salary
Employee pays – 1.45% of salary

Mileage Reimbursement:

Management and UCT

When employees travel in their personal vehicle for City business purposes, the City will reimburse mileage at the reimbursement rate allowed by the Internal Revenue Service; however, the total mileage reimbursement cannot exceed the price of a coach airfare ticket to and/or from the same destination.

City officers who receive an automobile allowance are only eligible for mileage reimbursement for travel beyond San Diego, Riverside, San Bernardino, Imperial, Los Angeles, and Orange Counties when their personal vehicle is used in lieu of public transportation. Travel between those designated counties is considered compensated by the auto allowance. Mileage will be reimbursed only up to the lowest cost transportation available.

Out of Class Compensation:

Management and UCT

An Out-of-Class assignment is a temporary assignment of a regular employee to an authorized position at a higher level of pay which requires the employee to perform all of the duties of the higher classification. Employees directed to continuously perform duties in a vacant higher-level position shall be entitled to a salary rate increase at 5% above their regular rate, or the minimum salary of the Out-of-Class position, whichever is greater, commencing after five consecutive work days in the Out-of-Class assignment. For Fire Safety: after any full shift or at least 12 hours of the shift must be worked Out-of-Class; for Police Sworn: in excess of 127.5 hours worked. Compensation will be retroactive to the first day of the Out-of-Class assignment.

Once the initial out-of-class assignment terminates, the five consecutive workday waiting period will be waived for any additional out-of-class assignments that occur within six months provided that the employee is working in the same out-of-class classification regardless or area assignment.

The Department Head shall complete the Out-of-Class Assignment Form and submit to the Human Resources

Department that the employee meets the minimum requirements of the higher-level position and is held responsible for performing all of the duties normally associated with the higher-level position without limitation as to difficulty or complexity of assignment. The employee shall also be required to meet standards for satisfactory performance normally required at the higher-level position. Benefits of the higher classification are not available; the employee will continue to receive the benefits of the employee's regular position. All Out-of-Class assignments are limited to a maximum of 960 hours.

Overtime Compensation:

Management employees are exempt from overtime requirements under the Fair Labor Standards Act (FLSA). UCT employees are FLSA non-exempt. However, specific management classes are eligible to receive additional compensation as stated below:

Fire Battalion Chiefs Only

Time and one-half for hours worked in excess of 56 hours (shift) or 40 hours (day shift) per work period.

Time and one-half while on strike team assignments, either strike team leader or strike team leader trainee, or positions within the Incident Command System (ICS) required to manage an emergency incident (an approved incident overhead position).

Battalion Chiefs backfilling a vacated position assigned to the above incidents will also be paid at time and one-half.

Police Lieutenants Only

Time and one-half for hours worked in excess of 40 hours in a 7-day work period. Police Lieutenants do not receive management leave.

UCT Only

FLSA non-exempt UCT employees are eligible for overtime compensation at time and one-half of their regular rate of pay for all hours worked in excess of 40 hours in a work week. Employees may opt for compensatory time in lieu of overtime payment (see Compensatory Time provision).

Payment for overtime compensation shall be made on the first pay date following the pay period in which such overtime is worked, unless overtime compensation cannot be computed until some later date, in which case overtime compensation will be paid on the next regular pay date after such computation can be made.

Police Officer Standard Training Incentive Pay (P.O.S.T.):

Police Management Only - Monthly

Advanced POST:	4.25% of base pay
Supervisory POST:	1.00% of base pay
Management POST:	0.50% of base pay

Supervisory POST and Management POST is additional to the Advanced POST certification level held by the incumbent.

Retirement Benefit:

Management and UCT (Fire and Police Management excluded) All employees shall participate in the California Public Employee's Retirement System (CalPERS). The City provides the following:

Misc. Tier I

1. Existing employees
2. Rehired City of Escondido employees who were in Tier I and did not receive a refund
 - 3% @ 60 CalPERS retirement benefit
 - 100% employee paid contribution (currently 8%) on a pre-tax basis.
 - One-year final compensation benefit
 - The compensation limit for classic members for the 2023 calendar year is \$330,000. Employees with membership dates prior to July 1, 1996, are not impacted by these limits.

Misc. Tier II

1. Rehired City of Escondido employees who were in Tier II and did not receive a refund.

2. New employees with no public service hired on or after pay period beginning 12/23/2012 and before 12/31/2012.
3. New employees with reciprocal public service and six months or less of a “break in service” hired after pay period beginning 12/23/2012.
 - 2% @ 60 CalPERS retirement benefit
100% employee paid contribution (currently 7%) on a pre-tax basis.
 - Three year final compensation benefit
 - Per PEPRA, beginning 1/1/18, employer may unilaterally require employee contribution rate up to 8% maximum.
 - The compensation limit for classic members for the 2023 calendar year is \$330,000. Employees with membership dates prior to July 1, 1996, are not impacted by these limits.

Misc. Tier III

1. New employees with no public service (becomes a member of a public retirement system for the first time) and hired on or after 01/01/2013.
2. New employees with reciprocal public service and more than a six month “break in service” hired on or after 01/01/2013.
 - 2% @ 62 CalPERS retirement benefit
 - Employees pay 50/50 split of normal cost, currently 7.75%, on a pre-tax basis.
 - Three-year final compensation benefit
 - Pensionable compensation – calculated based on their base pay, defined as normal monthly rate of pay paid in cash to similarly situated members in the same class of employment. Some forms of compensation will still be included; such as shift pay. Some forms will be excluded, such as uniform allowance and bonuses.
 - The compensation limit for new members for the 2023 calendar year is \$175,250.

Safety – Tier I (Fire and Police Management)

All employees shall participate in the California Public Employee's Retirement System (CalPERS), as follows:

1. Existing employees
2. Rehired City of Escondido employees who were in Tier I and did not receive a refund.
 - 3% @ 50 CalPERS retirement benefit
 - One-year final compensation benefit
 - **Police** – 100% employee paid contribution (currently 9%, on a pre-tax basis)
 - **Fire** – 100% employee paid contribution (currently 9%), on a pre-tax basis

Safety – Tier II (Fire and Police Management)

1. Rehired City of Escondido employees who were in Tier II and did not receive a refund.
2. New employees with no public service hired on or after pay period beginning 12/23/2012 and before 12/31/2012.
3. New employees with reciprocal public service and six months or less of a “break in service” after pay period beginning 12/23/2012.
 - 2% @ 50 CalPERS retirement benefit
 - Three-year final compensation benefit
 - **Police** –100% employee contribution (currently 9%), on a pre-tax basis
 - **Fire** – 100% employee contribution, (currently 9%), on a pre-tax basis.
 - The compensation limit for classic members for the 2023 calendar year is \$330,000. Employees with membership dates prior to July 1, 1996, are not impacted by these limits.

Safety – Tier III (Fire and Police Management)

1. New employees with no public service (become a member of a public retirement system for the first time) and hired on or after 01/01/2013.
2. New employees with reciprocal public service and more than a six month “break in service” hired on or after 01/01/2013.
 - 2.7% @ 57 CalPERS retirement benefit.
 - Three year final compensation benefit

- **Police** – Employees pay 50/50 split of normal cost, currently 14%, on a pre-tax basis.
- **Fire** – Employees pay 50/50 split of normal cost, currently 14%, on a pre-tax basis.
- Pensionable compensation – calculated based on their base pay, defined as normal monthly rate of pay paid in cash to similarly situated members in the same class of employment. Some forms of compensation will still be included; such as shift pay. Some forms will be excluded, such as uniform allowance and bonuses.
- The compensation limit for new members for the 2023 calendar year is \$175,250.

Unused Sick Leave Credit (GC 20965)

Employees may convert any unused sick leave hours to service credit upon retirement. To be eligible, the employee must retire within 120 days from the last day of employment.

Eight hours of sick leave = 1 day of service credit or 0.004 years of service credit

Sick Leave has no cash value.

Safety Shoe Allowance:

The following classifications receive an annual allowance of \$150.00 for safety shoes:

MGT

Canal Superintendent

UCT

Assistant Canal Superintendent
 Canal Assistant I/II
 Sr. Safety Analyst
 Safety Trainer

Standby Pay:

Deputy Fire Marshal

\$200 per week plus an additional \$25 for holidays during the standby tour.

Network Systems Technician, Network Administrator, Network Engineer, Telecommunications Specialist

Employees receive \$210 per seven-day standby duty (\$30 per day, with an additional \$50 of compensation for each designated holiday served during the standby period). If called into work during standby – minimum of 4 hours of overtime pay at the rate of time and one-half. Support calls during standby - 2 hours of overtime pay at the rate of time and one-half. Mileage reimbursement applies.

UCT Canal Employees

Employees on standby receive a \$300 weekly stipend, plus \$50 additional for holiday standby. Telephonic Consultation Pay receives overtime pay in fifteen-minute increments. When a holiday falls on a Wednesday, the standby employees who are trading out a standby vehicle shall both receive a minimum of 3 hours of overtime and the standby holiday pay of \$50.

Temporary Assignment Pay:

Management and UCT

Temporary Assignment Pay allows for temporary increases in pay beyond an employee's base rate of pay when duties performed by the employee support such additional pay for specific periods of time. Increases in pay may be granted to recognize the temporary assignment requiring a greater level of skill and out of the scope of their current classification. "Temporary Assignment" shall mean a period of six months or less. Requests for temporary assignment compensation may be initiated by the Department Head or designee. Employees directed to continuously perform higher level duties shall be entitled to a salary rate increase at 5% above their regular rate of pay.

The Department Head shall complete the Temporary Assignment Pay Form and submit documentation to the Human Resources Department stating that the employee is performing duties requiring a higher level of skill and outside the scope of their current classification.

Tuition Reimbursement:

Management and UCT

Due to the current budget impact, this program is suspended until further notice.

Uniforms:

Management

Uniform allowance is provided for the following positions:

Police Chief, Police Captain and Police Lieutenant – \$700 per year (\$26.92 per pay period).

Fire Chief, Deputy Fire Chief, Fire Division Chief and Fire Battalion Chief – \$700 per year (\$26.92 per pay period).

Fire Marshal – \$800 per year (\$30.77 per pay period). Station safety boots are required. Must purchase Class A Uniform by fifth year of employment.

Lakes & Open Space Superintendent – \$650 per year (\$25.00 per pay period).

Unclassified

Deputy Fire Marshal – \$800 per year (\$30.77 per pay period). Station safety boots are required. Must purchase Class A Uniform by fifth year of employment.

EMS Program Coordinator – \$650 per year (\$25.00 per pay period).

Voluntary Plans:

Management and UCT

The City provides voluntary medical, dental, vision, critical illness, accident, hospital indemnity, legal, and life plans for employees. Information regarding these voluntary plans can be obtained from the City's Benefits Division.

Workers' Compensation:

Management and UCT

Employees are covered under the State Workers' Compensation Law. This on-the-job injury insurance is paid for by the City of Escondido. When employees are unable to work due to a job-related illness or injury, this program pays the employee's medical bills and replaces a portion of the employee's income until the benefit terminates by law.

Work-Life Benefits:

Management and UCT

The following work-life benefits are provided to employees. Details can be obtained from the Benefits Division:

- Annual Health and Wellness Expo
- Employee Assistance Program
- 529 College Savings Program
- Employee Discounts –
 - ✓ Benefithub Discount Portal
 - ✓ Gym memberships
 - ✓ Dell and Apple Computers
 - ✓ AT&T, T-Mobile, and Verizon Wireless Cell Phones and Plans
 - ✓ Working Advantage Discount Program entertainment services
 - ✓ National University Tuition Discount of 25%
 - ✓ Waldorf University Tuition Discount of 10%
 - ✓ Grand Canyon University Tuition Discount of 10%

Please contact the Human Resources Department at (760) 839-4643 for assistance.

Last Updated: 11/27/2023