

# **CITY OF REDWOOD CITY**



## **EXECUTIVE MANAGEMENT**

### **SUMMARY OF BENEFITS**

**Revised  
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**CITY OF REDWOOD CITY**  
**EXECUTIVE MANAGEMENT**  
**SUMMARY OF BENEFITS**

The purpose of the Executive Management Summary of Benefits is to establish and maintain benefits that will attract and retain the best available talent for the City of Redwood City. Additionally, the Summary of Benefits is established to ensure Executive Management benefits stay in balance with other city employees.

**I. EXECUTIVE MANAGEMENT BENEFITS APPLY TO THE FOLLOWING CLASSIFICATIONS:**

- |   |   |
|---|---|
| Assistant City Attorney                 | Fire Chief  |
| Assistant to the City Manager           | Human Resources Director                          |
| Community Development Services Director | Library Director                                  |
| Community Development Services Manager  | Parks, Recreation and Community Services Director |
| Finance Director                        | Police Captain                                    |
| Financial Services Manager              | Police Chief                                      |
| IT Manager                              | Public Works Services Director                    |

Individuals in the above classifications are at-will employees.

The Following Council appointed positions will receive at a minimum all benefits of the Executive Management Group and at Council discretion any additional benefits:

- City Attorney
- City Manager
- City Clerk

## **II. COMPENSATION**

### **MARKET EQUITY and SALARY SETTING**

The comparable labor market will include those cities that provide full-service, are in the Bay Area job pool, recognized as excellent organizations, and have comparable service outputs. These cities include Alameda, Berkeley, Hayward, Mt. View, Palo Alto, San Leandro, San Mateo, South San Francisco, and Sunnyvale. The following factors will be included when conducting a market study: 1) base top step salaries and/or control point minus and special performance premiums, and 2) employer paid PERS contributions.

Upon Council direction the City Manager shall request external labor market comparisons for all classifications in the Executive Management Group. Upon review of the labor market comparison and the City's financial condition the City Council may approve implementation of the new salary ranges for the Executive Management Group.

The salary range for each classification in the Executive Management Group is established by using the lowest salaried city and the highest salaried city comparable classification. Individual Executive Management salaries for Department Heads are reviewed by the City Manager on an annual basis and are set anywhere within the established high/low range based on performance. Individual Executive Management salaries for Division Managers are reviewed by the Department Head and recommended to the City Manager on an annual basis and are set anywhere within the established high/low range based on performance

Additionally, all Executive Management classifications shall maintain a minimum differential of 10% above the top step subordinate classifications. Adjustments in salary ranges to maintain the differential will be effective the same date the subordinate class received the adjustment. Council approval for adjustments to salary ranges due to compaction shall not be required.

### **EXCEPTIONAL PERFORMANCE BONUS**

The City Council shall establish a bonus program for Department Heads in the Executive Management Group that will offer incentives and commensurate rewards for exceptional service or contributions. Any bonus granted under this program is at the discretion of the City Manager and is awarded when previously established stretch goals have been met or when the City Manager deems it appropriate. Department Heads in the Executive Management Group are eligible to receive up to a 5% of their base salary one time each fiscal year. It is not expected that all Department Heads positions will receive bonuses each year since this program is intended to recognize only exceptional

performance. This program is not a method of recognizing expected or above average performance. Again, the Bonus program is only for exceptional service to the city or community. Any bonus awarded under this program is not considered part of base salary nor is there any intention that any bonus serve as the basis for any future compensation.

Annually as part of the budget process, the City Manager recommends to council an amount to be appropriated for this program for the ensuing fiscal year. This amount may be based upon experience and may be expanded or reduced in accordance with the City's financial prospects and the City Manager's/City Council's satisfaction with the program.

### **CITY PAID DEFERRED COMPENSATION CONTRIBUTION**

Effective October 1, 2001, the City shall contribute 2% of compensation to a deferred compensation program for all Executive Management classifications.

### **RETIREMENT ENHANCEMENT PLAN (401-A)**

Effective January 28, 2003, all Executive Management employees shall be eligible to participate in the plan if they are employed as the City Manager, City Attorney, City Clerk or Department Head of the City of Redwood City.

Upon adoption of plan amendment, Division Managers in Executive Management shall be eligible to participate in the 401-A plan.

Effective January 28, 2003, the City paid contribution of 2% of compensation will go into a 401-A plan for the classifications of City Manager, City Attorney, City Clerk and Departments Heads, as defined in applicable plan document.

Upon adoption of plan amendment, the City paid contribution of 2% of compensation will go into a 401-A for the the Division Managers in Executive Management.

For the purposes of this section compensation shall be defined as all regular pay and any applicable retroactive payments relating to said regular pay.

For the purposes of this section regular pay shall be defined as the amount appearing in the regular pay line on the participant's pay stub.

Upon adoption of plan amendment provide Executive Management the election to contribute, subject to the applicable I.R.S. limits, all or a portion of their leave payouts,

upon retirement or separation, to either or both of the 401(a) plans that the City maintains.

For the purposes of this section leave payouts shall be defined as vacation, in-lieu hours, administrative holidays and any eligible sick leave.

Upon Council adoption of the benefits summary dated February 2005, all Executive Management personnel will participate in the City's payroll direct deposit program.

### **III. LEAVE**

- a. **Vacation** – Vacation accruals will be set by the City Manager based on years of service with City and total public sector years or years in the industry.

Executive Management will accrue vacation based on years of service based on the following schedule:

- Date of Hire through the fourth year of service – 3.077 hours per pay period, yields 80 hours of vacation per year).
- Fifth through the ninth year of service – 4.615 hours per pay period, yields 120 hours of vacation per year.
- Tenth through the sixteen year of service – 6.154 hours per pay period, yields 160 hours of vacation per year.
- Seventeenth through the nineteenth year of service – 6.923 hour per pay period, yields 180 hours of vacation per year.
- Twentieth and subsequent years of service – 7.692 hour per pay period, yields 200 hours of vacation per year.

Vacation leave shall not be accumulated in excess of two (2) years accrued vacation leave computed to the 31<sup>st</sup> of December, except upon written authorization of the City Manager.

- **Illness During Vacation** - An employee who commences a scheduled vacation period and subsequently becomes ill before his or her vacation period has been completed shall be placed on sick leave.

When the employee's vacation leave is converted to sick leave, the appropriate vacation credit shall be restored to the employee's earned vacation balance, and a reasonable opportunity to utilize this vacation credit shall be provided within the City's existing practices in order to avoid loss of vacation credit.

- b. In-Lieu Hours** - In-Lieu Hours are established to recognize the inherent and distinctive terms and conditions of employment of Executive Management classifications. These positions are distinguished from all other merit system positions in that they serve solely at the pleasure of the City Manager or appointing authority in an exempt at will capacity, they may be removed without cause, and they are expected to work on call numerous hours beyond the regular work week without any additional form of compensation.

In partial recognition of the extra work hours expected of these positions, in-lieu hours are established. Executive Management is eligible to receive one hundred sixty (160) hours per calendar year of in-lieu hours. This leave may be taken as time off, paid in cash for any portion of this leave remaining as of December 31 of the calendar year or may go into your 401-A account (based on your enrollment election). Newly appointed Executive Management employees who have served less than one full calendar year may receive a prorated portion of this leave at the discretion of the City Manager.

- c. Holidays** - The following are recognized holidays:

New Year's Day  
Martin Luther King, Jr. Day (observed on the third Monday in January)  
Washington's Birthday (observed on the third Monday in February)  
Memorial Day (observed on the last Monday in May)  
Independence Day  
Labor Day (observed on the first Monday in September)  
Veterans Day (observed November 11)  
Thanksgiving Day  
The Day After Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve  
Two Administrative Holidays

- **Administrative Holiday** - At the option of the employee, an employee may receive pay at the employee's straight-time rate of pay in lieu of one or both of the administrative holidays at eight (8) hours per administrative holiday.

- **Holiday During Vacation** - In the event any of the holidays above occur while an employee is on vacation or sick leave, the holiday shall not be charged as vacation or sick leave.

**d. Sick Leave** - Sick leave with pay shall be granted to all regular employees except as hereinafter provided, at the rate of one (1) working day for each full calendar month of service. Upon satisfactory completion of six (6) months of service, an employee shall be credited with six (6) days sick leave and shall accumulate sick leave thereafter at the rate of one (1) day for each calendar month of service.

Sick leave shall be defined as the non-job related absence from work due to illness, bodily injury, and exposure to contagious disease and caring of family members or domestic partner whose illness required the employee's care.

Unused sick leave may be accumulated to maximum sick leave credits of 1200 hours.

In the event an employee has accumulated the maximum sick leave credits of 1200 hours and the employee becomes so severely ill that he exhausts his/her sick leave, the Human Resources Director may authorize additional sick leave to include any sick leave in excess of the 1200 hours maximum which may have been lost due to the maximum limitation; provided, however, that sick leave credits were not accumulated for a period of six (6) months or longer.

An employee may elect to receive compensation in lieu of sick leave credits for any calendar year by requesting payment of unused sick leave in writing to the Director of Finance. Payment shall be made at fifty (50%) of the value of the unused sick leave for that calendar year at the salary for the year the payment is being made and shall be made after December 31. There shall be no payment in lieu of accumulated sick leave benefits for years prior to such calendar year.

Accumulated sick leave credits shall be reduced by the value of the sick leave compensated as provided in the above paragraph and the remaining balance shall be accumulated to a maximum of 1200 hours.

If an employee terminates his/her employment, for reasons other than death, retirement or discharge, compensation in lieu of unused sick leave shall be paid in accordance with the terms provided for an employee who may elect to receive compensation in lieu of sick leave credits, prorated to the date of termination of service.

Employees who retire from City employment with benefits from PERS or who die while in the employ of the City shall be eligible to receive fifty percent (50%) of

accrued unused sick leave. In the event of the death of an employee, such payments shall be made to the designated beneficiary filed with the Director of Finance, or, in the event no designated beneficiary has been chosen, the beneficiary listed in the employee's insurance policy will receive the payment of such unused sick leave as provided under the provisions for an employee who elects to receive compensation in lieu of sick leave credits.

Employees discharged shall not be eligible for payment of unused sick leave.

- **PERS Sick Leave Credit** - In the event the PERS sick leave credit contract option is provided to any employee organization in the miscellaneous group of employees, all Executive Management employees shall be granted this benefit.
- e. **Absences Less Than One (1) Day** - Executive Management shall charge the appropriate leave balances (vacation, sick, administrative) only for absences of one (1) or more working days.
- f. **Industrial Disability Leave** - Executive Management employees who are employed by the City as of March 31, 1983, who suffer any disability arising out of and in the course of his/her employment as defined by the Workers' Compensation laws of the State of California, shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of one (1) year, or until retirement, whichever comes first.

Employees hired on or after April 1, 1983, shall be entitled to industrial disability leave without loss of compensation for the period of such disability to a maximum of sixty (60) days or until retirement, whichever occurs first. During the period the employee is paid by the City, the employee shall assign or endorse to the City any benefit payments received as a result of workers' compensation insurance coverage. The City reserves the right to withhold payment of any disability benefits until such time as it is determined whether or not the illness or injury is covered by workers' compensation.

Employees shall not accrue sick leave or vacation leave credits during any period of industrial disability exceeding one (1) month.

An employee who is unable to perform his/her job due to a serious health condition may also request family and medical leave.

- g. **Bereavement Leave** – In the event of a death in the immediate family member of an employee in the Executive Management Group that employee, upon request, shall be granted such time off with pay as is necessary to make arrangements for and/or attend the funeral not to exceed three (3) regularly

scheduled working days or four (4) days in the event the funeral is 300 or more miles from the City.

- h. Military Leave** - The provisions of the Military and Veterans Code of the State of California shall govern the granting of military leaves of absence and the rights of employees returning from such leaves.
- i. Parental Leave of Absence Without Pay** - Employee's shall be granted a leave of absence without pay to fulfill parenting responsibilities for up to one (1) year following the child's birth or one (1) year following the filing of application for adoption and actual arrival of child in the home.

The employee on leave shall be returned to his/her original position or if that position is not in existence, to an equivalent position within his/her classification.

A parental leave, absent physical disability, is granted without pay for the duration of leave. The employee may elect to continue medical and dental insurance coverage for up to one (1) year during this leave at his/her own expense.

A worker may incorporate a portion of his/her parental leave into provisions of the Family and Medical Leave Act.

- j. Leave for Pregnancy Disability** - Employees who are working are entitled to use personal illness and injury leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illness or medical disability. Such leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above.

The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the Human Resources Director may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City at the City's expense.

Employees are entitled to leave without pay or other benefits for disabilities because of pregnancy, miscarriage, childbirth, or recovery there from when sick leave has been exhausted. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician; however, the Human Resources Director may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City.

The employee on leave shall be returned to her original position or if that position is not in existence to an equivalent position within her classification.

**k. Family and Medical Leave** - In accordance with the California Family Rights Act of 1991 and the Family Medical Leave Act of 1993, Executive Management employees with one or more years of service are entitled to leave to a maximum of 12 weeks in a 12-month period (or 16 weeks in a 24-month period).

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
2. To care for the spouse, domestic partner, child or parent of the employee who has a serious health condition.
3. If the employee is unable to perform his/her job because of the employee's own serious health condition.

When an Executive Management employee desires leave for the above stated reasons, that employee shall give 30 calendar days written advance notice to his/her immediate supervisor (or if the event is unforeseeable employee should give as much notice as possible)

The City may require that a request for family leave be supported by a certification issued by the employees' health care provider.

Certification may also be required from the health care provider of the employees' child, parent, spouse or domestic partner who has a serious health condition before the employee is approved to use family/medical leave to take care of that family member.

Failure to comply with the above requirements may lead to denial of leave.

The employee may elect, or the City may require the employee to substitute accrued vacation leave or other accrued time off during family/medical leave. Sick leave may be used during the period of family medical leave in accordance with the provisions of the plan.

The City will maintain contributions for the employees' health benefits under the group health plan at the same level as prior to the leave, in accordance with the Family & Medical Leave Act. The employee may return to the same position or another position with equivalent benefits, pay and other terms and conditions of employment upon completion of the leave.

- i. Court Appearance Leave** - Leave for court appearance shall be granted by the City for court appearance on behalf of the City with no loss of salary.
  
- m. Jury Duty** - Any employee whose name shall be selected from the list of trial jurors to serve as a juror in a civil or criminal action pending in a Superior, Municipal, or Justice Court of the State of California, or any Federal court convening in the State of California, or any employee required to report for the selection of a jury in any of these courts shall receive pay for the time such service requires his absence from work; provided, however, that the City may require proof of the time such service was required and any moneys received from jury service shall be turned into the City; provided, further, that the employee shall report to work whenever a reasonable portion of the workday or shift remains for completion. Any employee required to serve as a juror shall not have his/her regular starting or quitting time changed as a result of being called for jury service.
  
- n. Leave of Absence** - Upon written request of an employee, the City Manager may grant a leave of absence without pay for a period not to exceed one (1) year. Any authorization for a leave of absence without pay shall be made in writing by the Human Resources Director and the department head.

During an approved leave of absence, the employee shall not engage in gainful employment unless authorized to do so by written permission of the City. The City may cancel the leave of absence or terminate any employee who violates the terms and conditions of the written permission for the leave.

#### **IV. HEALTH BENEFITS**

**Medical Insurance/Cafeteria Plan** - The City agrees to contract with the California Public Employee's Retirement System (PERS) for participation under the Public Employees Medical and Hospital Care Act (Government Code Section 22751, et, seq.), pursuant specifically to Government Code Section 22825 and 22850, or any other reasonably comparable health plan.

The City's maximum contribution for each active employee for a Health Benefit Plan shall not exceed the amount referenced in Government Code 22825.

The health plans offered shall be those of the California Public Employee's Retirement System (PERS) or any other reasonably comparable health plan options.

For Executive Management employees who have five (5) years of service and retire under the City's retirement, the maximum City contribution toward health plan coverage shall be equal to the premium paid for an active employee.

In the event there are any costs not charged to the City due to delays by PERS and/or other administrative agencies in calculating or reporting these costs, said costs shall be carried over and charged as administrative costs to the following plan year and deducted from the aforementioned monthly dollar caps accordingly.

The City shall establish in accordance with Section 125 of the IRS Code a Cafeteria Plan establishing the following individual accounts for each active employee

- A. PERS Medical Premiums
- B. Dependent Care
- C. Health Care Reimbursement

The City's maximum monthly contribution for each active employee for the aforementioned Cafeteria Plan shall be equal to the Kaiser Family Premium per employee minus any costs incurred by the City to maintain said Cafeteria Plan in compliance with IRS Code Section 125, and minus any costs incurred by the City to maintain the Health Benefits Plans. Such costs include, but are not limited to surcharges, and/or administrative fees.

Any funds remaining at the end of the fiscal year in each individual Cafeteria Plan account shall be returned to the general fund for use consistent with IRS Code Section 125.

- a. **Health Savings/Cash Option** - If an employee elects a City health plan or coverage which costs less than the Kaiser Family Premium, the City and the employee shall share equally the difference between their elected coverage/non-coverage to a maximum total shared savings of \$205.00 per month. For example, the maximum an employee could receive under this provision is 50% of \$205.00 or \$102.50 per month. An employee's savings under this provision shall be at least five dollars (\$5.00). An annual open enrollment period shall be provided to each employee to determine which plan these savings are to be allocated.

If an employee elects no health coverage and shows evidence of other coverage, as a second health savings/cash option the City and the employee shall share equally the amount designated as the City's actual maximum monthly contribution.

- b. **Dental Insurance** - The City shall continue to provide to eligible employees and dependents, including domestic partners, fully paid dental insurance.

Coverage to be as follows: \$2,000 annual cap for basic coverage and \$2,500 lifetime cap for orthodonture effective October 1, 2001.

c. **Vision Care** - The City shall contract with Vision Service Plan (VSP) or a comparable vision care provider to provide vision care benefits for employees and their dependents including domestic partners. The Vision Service Plan B provides for an exam every 12 months, lenses every 12 months if needed, and frames every 24 months if needed. There will be no deductible for employees, but a \$20.00 per person deductible will apply to dependents each time benefits are available and will be paid by the employee.

d. **Savings Clause** – If, pursuant to any federal or state law which may become effective subsequent to the effective date of this policy, the City is required to pay contributions or taxes for hospital-medical-surgical, dental care, prescription drug or other health benefits to be provided its employees under such federal or state act, the City’s obligation to furnish the same benefits under the hospital-medical programs shall be suspended and the contributions agreed to be paid monthly hereunder by the City shall be reduced each month by the amounts which the city is required to expend during such month in the form of contributions or taxed to support said federal or state health plan.

If, as a result of such law, the level of benefits provided by such law for any group of employees, or their dependents, is lower in certain categories of services than that provided under the existing major plan, the City shall, to the extent practical, provide a plan of benefits supplementary to the federal or state

benefits so as to make benefits in each category of coverage as nearly comparable as possible to the benefits provided under the existing major plan. The City need only expend for this purpose the actual amount required to achieve parity between the benefits provided under any federal or state plan as supplemented in the manner hereinabove described. In no event shall the City be required to expend for such purposes an amount which when added to the contributions or taxes required of the City under the federal or state act, shall exceed the amounts paid at the time such legislation becomes effective.

If the benefits provided under the federal or state act exceed the benefits provided hereunder in each category of coverage, the City shall be under no further obligation to make any contribution.

e. **Life Insurance** – The City shall provide “basic” life insurance coverage of \$3,000 to all members of the Executive Management Group. The City shall offer to eligible employee’s additional life insurance equal to one and one-half (1-1/2) times the employee's annual salary minus \$3,000.

- f. **Long Term Disability** - The City will contract to provide Long Term Disability Insurance for Executive Management employees. The City, for the term of this agreement, will pay the full cost of the basic rate (basic rate provides for up to a \$3,000 maximum monthly payout). A buy-up option will be included to offer the employee the opportunity to increase their coverage, at their own expense, up to an additional \$3,000 monthly payout. The total maximum monthly payout available will be \$6,000.
- g. **Social Security** - In the event the City and its employees are required to participate in the Federal Social Security Program, the contribution designated by law to be the responsibility of the employee shall be paid in full by the employee and the City shall not be obligated to pay or "pick up" any portion thereof.
- h. **COBRA** - The City may cause employees not entitled to the benefits set forth in this Article who are allowed to remain on a City health insurance plan following separation from employment pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) to be charged for such coverage at the maximum rate permissible by law (presently 102% of the premium for an active employee).

## **V. RETIREMENT**

**Public Employees' Retirement System (PERS)** - The City shall provide the Public Employees' Retirement System 2% at 55 formula retirement plan to all Executive Management employees in the miscellaneous employee categories. Retirement allowance shall be based on the single highest year of employment. Retirement vesting occurs with five years of service in PERS.

Upon ratification of agreements with the City by all bargaining units containing Miscellaneous Employees, the City will contract with PERS to provide the Local Miscellaneous Members Section 21354.5, two and seven-tenths percent (2.7%) at age fifty-five (55) retirement formula in accordance with all PERS rules and regulations governing such contract amendment to be effective July 10, 2006.

For the Public Safety employees, the City shall provide the 2% at 50 formula retirement plan with the retirement allowance based on the employee's highest single year.

Effective July 1, 2003, the City shall provide the 3% at 50 formula retirement plan for the classification of Fire Chief.

Effective June 28, 2004, the City shall provide the 3% @ 50 formula retirement plan for the classifications of Police Chief and Police Captains.

The City shall contribute on behalf of members of the Executive Management seven percent (7%) towards the employee's contribution to the Public Employees Retirement System. The 7% contribution shall be added to the eligible compensation for establishing special compensation under California Public Employees Retirement System rules (PERS section 20023(c) (4)).

Effective with the PERS contract amendment to provide the Local Miscellaneous Members Section 21354.5, two and seven-tenths percent (2.7%) at age fifty-five (55) retirement formula on July 10, 2006, the City shall continue to contribute on behalf of members of the Executive Management group the seven percent (7%) member contribution to the retirement plan in addition to the established employer contribution and the employee will contribute the additional one percent (1%) member contribution on a pre-tax basis. The seven percent (7%) contribution shall be added to the eligible compensation for establishing special compensation under the California Public Employees Retirement System rules (PERS Section 20636©(4)) in accordance with the rules and regulations governing such contributions.

Please refer to the appropriate Public Employees' Retirement booklet for details of the 2% at 50, 2% at 55, 2.7% @ 55 or 3% @ 50 formula retirement plan benefits.

**PERS Military Leave Credit Option** – Members who are qualified may apply to PERS for up to four- (4) year's military credit. The individual employee would be responsible for payment of all the costs of this benefit except for the contractual option between the City of Redwood City and the Public Employees Retirement System.

## **VI. REIMBURSEMENTS/ALLOWANCES**

- a. **Educational Expense Reimbursement** - Executive Management employees shall be eligible for reimbursement of costs of tuition, registration fees, books and supplies, and other educational expenses incurred in connection with enrollment in and successful completion of courses of instruction related to the employee's position with the City or a higher position with the City.

An Executive Management employee shall be eligible to receive reimbursement not to exceed six hundred-fifty dollars (\$650.00) per fiscal year, provided that the courses of instruction require attendance at an accredited community college or university, are part of a curriculum leading to a degree or given by an accredited institution of learning, are approved in advance of enrollment by the Human Resources Director, and the employee successfully completes such course

submitted for reimbursement with a grade of "C" or better. The Educational Expense Reimbursement Program may be used for professional development workshops or seminars.

- b. **Professional Development Reimbursement** – Reimbursement for authorized personal development and improvements will be granted to Executive Management up to a maximum of \$750.00 per fiscal year. The following items are examples: Civic, community and professional organizations; professional development costs such as purchase of personal computer equipment's, tuition for job related seminars, conferences and educational work or other professional development membership costs not included in the departmental budget. With department head and City Manager approval, personal well-being activities such as fitness and gym membership fees can be applied to the \$750 per year.

Professional development requires approval by both the Department Head and City Manager.

- c. **Auto Allowance** - Executive Management employees who are required to keep available a privately-owned vehicle for use in traveling on City business during his/her working days as a condition of employment shall receive an amount equal to estimated actual costs, including costs of fuel, maintenance, repairs insurance and depreciation, which amount shall not exceed \$400.00 per month for Department Heads and \$300.00 for Division Managers.

Executive Management employees may receive additional compensation based on the current prescribed IRS mileage reimbursement rate per mile for each mile in excess of 1,500. Mileage records shall be maintained for establishing such payment.

Executive Management employees may be eligible to receive a city vehicle in-lieu of auto allowance upon authorization from the City Manager.

- d. **Uniform Reimbursement** – Uniform reimbursement for items including equipment or other materials are eligible for reimbursement by the Fire Chief, Police Chief and Police Captains up a maximum of \$700.00

A statement of expense form, along with receipts, must be submitted for approval to the City Manager. Upon approval, the City Manager will forward the form to Finance who will process the reimbursement check to the employee.

- e. **Other Expenses** - Upon approval of the City Manager and department head, the City will reimburse employees for expenses incurred in performance of their assigned job duties when such other expenses are other than, or in addition to, expenses based upon mileage transportation costs.

- f. Compensation for Vehicular Damage** - An employee may be compensated by the City for property damage to a private vehicle owned by the employee or his/her spouse, provided that at the time the damage occurred the employee was using the vehicle within the scope of his/her employment and directly in pursuit of City business. The City shall pay the employee the actual cost of the damage less monetary damages paid the employee, provided the total payment by the City shall not exceed one hundred dollars (\$100.00) for any one (1) occurrence. It is further understood that payment shall be made only in the event a City-owned vehicle was not assigned to or available for use by the employee; the employee is not required to keep a vehicle available as provided in Section 2.16 of the Redwood City Code; and that the employee has diligently pursued his/her legal remedies to obtain payment for the damages in an amount which totally compensates for the damages, the employee shall reimburse the City any payments made as provided by this Section.

Except as otherwise specifically provided in this section, the existing City policy on Use of City Owned and Private Vehicles for City Business shall be followed.

- g. Licenses and Certificates** - Employees who are required by State or Federal agencies to be licensed or certificate shall be reimbursed for the fees for such license or certificate, excluding licenses required by the Department of Motor Vehicles.
- h. Service Credit** - Executive Management employees shall have all years of service with the City of Redwood City credited toward accrual rates and benefit vesting privileges.