



**MANAGEMENT AND UCT SALARY  
AND BENEFITS PLAN  
2011 – 2012**

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## TABLE OF CONTENTS

I. Introduction and Definitions.....	1
II. Salary.....	2
Salary Adjustments.....	2
Merit Increases .....	2
Salary Bands and Ranges .....	3
Furlough Program .....	3
III. Benefits & Other Special Compensation .....	3
Automobile Allowance .....	3
Bilingual Pay .....	3
Cafeteria Plan / Flex Plan Credits .....	4
Callback Overtime .....	4
Certification Pay.....	4
Compensatory Time.....	4
Deferred Compensation Plans .....	5
Dental Insurance.....	5
Donated Leave .....	5
FMLA/CFRA.....	5
Flexible Spending Accounts & Pre-Tax Premiums.....	6
Health Insurance.....	6
Holidays.....	6
Holiday Compensation .....	7
Jury Duty and Witness Leave .....	7
Leave of Absence Without Pay .....	7
Life Insurance and AD&D .....	8
Long-Term Disability & Short-Tem Disability.....	9
Management Leave .....	9
Maternity/Paternity/Adoption Leave .....	10
Medicare .....	10
Mileage Reimbursement .....	10
Military Leave.....	10
Out of Class Compensation .....	11
Overtime Compensation.....	11

<b>POST Incentive .....</b>	<b>12</b>
<b>Reserve Leave .....</b>	<b>13</b>
<b>Retirement Benefit.....</b>	<b>13</b>
<b>Safety Shoe Allowance .....</b>	<b>14</b>
<b>Shift Differential.....</b>	<b>15</b>
<b>Sick Leave/Family Assistance/Bereavement Leave .....</b>	<b>15</b>
<b>Sick Leave Conversion .....</b>	<b>15</b>
<b>Standby Pay .....</b>	<b>16</b>
<b>Temporary Assignment Pay.....</b>	<b>16</b>
<b>Tuition Reimbursement .....</b>	<b>16</b>
<b>Uniforms .....</b>	<b>17</b>
<b>Vacation Leave .....</b>	<b>17</b>
<b>Voluntary Plans .....</b>	<b>18</b>
<b>Workers' Compensation .....</b>	<b>18</b>
<b>Work-Life Benefits.....</b>	<b>19</b>

# 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.

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.

The EM positions of City Manager, City Attorney, and City Treasurer 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.

## II. SALARY

### Salary Adjustments:

Fire Division Chief, Fire Battalion Chief, Police Captain, and Police Lieutenant salary adjustments are tied to their respective safety group negotiated salary increases.

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

### Merit Increases:

**All merit and step increases have been suspended where eligibility for the increase occurs on or after the pay period beginning October 5, 2008.**

Management – Annual 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 31<sup>st</sup> 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.

## **Furlough Program**

### MGT and UCT Employees located at City Hall:

City Hall will be closed each Friday; alternate Fridays each month are designated as mandatory furlough days.

### MGT and UCT Self-Directed Furlough Program (SDFP)

Employees: A SDFP is created as a companion to the furlough program in effect at City Hall for those employees whose work sites are away from City Hall. Employees will be given personal discretion in the use of SDFP time with management approval.

## **III. 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

City Clerk, Department Directors - \$425/month

Other selected Executive Management - \$375/month

### **Bilingual Pay (Spanish, Laotian and American Sign Language):**

#### Management and UCT

\$50 per pay period for verbal bilingual skills. \$25 per pay period for written bilingual skills. Written approval for bilingual pay must be received by the employee's Department Director.

## **Cafeteria Plan / Flex Plan Credits:**

### Management and UCT

\$100 per month plus 4.0% of 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 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:**

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

## **Compensatory Time:**

### Police Lieutenants 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

**Effective January 11, 2009 the City will no longer contribute \$100 per month toward the employee's 401(k) deferred compensation plan.**

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

## **Dental Insurance:**

### Management and UCT

The City provides employee-only dental insurance coverage. Employees may purchase dependent dental insurance coverage through payroll deduction. The employee only rate for self funded dental insurance is \$43.36 per month. The City pays the employee only rate for the insured or self-funded dental insurance.

## **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.

## **Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA):**

### Management and UCT

All employees who meet the qualifying criteria are eligible for up to twelve weeks of family and medical leave per calendar year. Family and medical leave is unpaid leave. The employee may request, or the department may require that the employee substitute accrued paid leave time (vacation, sick leave, compensatory time, or floating holiday) for all or a portion of the unpaid leave. The additional requirements are explained in detail by the City's Benefits Division upon the employee's application for FMLA/CFRA.

## **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 \$2,500 - 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) and approved by the City Council. The City's maximum contribution in medical coverage for calendar year 2011 is:

Employee Only - \$349.48 per month.

Employee Plus 1 Dependent - \$698.96 per month.

Family Coverage - \$986.59 per month.

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

### **Holidays:**

### 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	Veteran's Day (Float in 2011)
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving (Float in 2011)
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. Maximum pay off of 138 hours occurs on the last pay date each October.

## **Holiday Compensation:**

### UCT Only

An employee who's 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.

## **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.

Any employee who is called or required to serve as a witness 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 a proper subpoena. Under such circumstances, the employee shall be paid the difference between their full salary and any payment received by them, except travel and subsistence pay, for such duty. Witness leave will not be granted to employees who are litigants in civil cases or defendants in criminal cases. Employees shall provide their supervisor with a copy of the legal subpoena 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.

### **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.

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

Management and UCT (Fire and Police Management excluded).

As of 1/1/11:

**STD** – Employee pays 0.555% of salary (7-day elimination period).

**LTD** – Employee pays 0.572% of salary (90-day elimination period).

These benefits provide approximately 66% of basic weekly earnings. Additional benefits may apply and can be explained by the Benefits Division. Fire and Police Management have LTD administered through their Association (no STD provided).

### **Management Leave:**

Management Only (Police Lieutenants excluded)

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

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

**Dept. Directors and Executive Mgt.** (Salary Bands 24-30) – 72 hours per year

**Fire Division Chiefs** (Salary Band 23)

– 63 hours per year

**Division Heads and Senior Mgt.** (Salary Bands 17-23)

– 54 hours per year

**All other Management Staff** (Salary Bands 5-16)

– 36 hours per year

**Other exceptions, per City Manager**

Management Leave is credited on July 1 of each fiscal year.

## **Maternity/Paternity/Adoption Leave:**

### Management and UCT

Employees may use accrued leave or leave without pay as provided under State or Federal laws per occurrence: FMLA / CFRA / PDL (includes 12 weeks of Family and Medical Leave Act leave and/or 12 weeks of California Family Rights Act leave).

## **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.

## **Military Leave:**

### Management and UCT

Military Leave shall be granted in accordance with the provisions of State and Federal law. All employees entitled to military leave shall give the City Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.

## **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.

## **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

Straight time for hours worked in excess of 56 hours (shift) or 80 hours (day shift) per work period. Overtime compensation will be paid at time and one-half while on strike team assignments, either strike team leader or strike team leader trainee, or when assigned to a Cal EMA reimbursed incident.

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.):**

**Effective January 11, 2009 no new certification pay will be implemented.**

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.

### **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:

- Bands 22 through 30 = flat rated (except Canal Superintendent and Assistant Canal Superintendent) and elected – 360 hours.
- Bands 11 through 21 = 240 hours
- Bands 5 through 10, UCT, Canal Superintendent and Assistant Canal Superintendent = 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 the flexible benefit plan renewal on or about November 1<sup>st</sup>.

### **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:

- The 3% @ 60 retirement benefit. The City pays on behalf of all employees seven percent (7%) of the employee's retirement contribution to CalPERS. The employee contributes the other 1%. The 1% employee contribution shall be made on a pre-tax basis.
- The CalPERS Single Highest Year Benefit.
- The Fourth Tier 1959 Survivor's Benefit.

- The Military Service Credit as Public Service benefit (CalPERS Section 21024).
- Credit for Unused Sick Leave benefit (CalPERS Section 20965).
- The CalPERS benefit, "Employee Paid Member Contributions" (EPMC) reported as Special Compensation.
- CalPERS Section 21548 Pre-Retirement Optional Settlement 2 Death Benefit.

Fire and Police Management Only

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

- The 3% @ 50 CalPERS Retirement benefit. The City pays on behalf of all employees nine percent (9%) of the employee's retirement contribution to CalPERS.
- The CalPERS Single Highest Year Benefit.
- The Fourth Tier 1959 Survivor's Benefit.
- The Military Service Credit as a Public Service benefit.
- The Sick Leave Credit benefit.
- Fire - The City provides the CalPERS benefit, "Employee Paid Member Contributions" (EPMC) 9% reported value (by resolution).
- Police – The City provides the CalPERS benefit, "Employee Paid Member Contributions" (EPMC) 9% final year conversion (by contract).
- The Post Retirement Survivor benefit.
- The pre- retire option settlement 2 Death Benefit.

**Safety Shoe Allowance:**

UCT Only

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

Assistant Canal Superintendent  
 Canal Assistant I/II  
 Canal Superintendent  
 Safety Compliance Analyst

### **Shift Differential:**

#### UCT Only

Employees receive an additional \$1.00 per hour for the entire work shift if one-half of the shift is worked after 6:00 p.m. or before 7:00 a.m.

### **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. All of an employee's annual accrual of sick leave may be taken when an employee's presence is required elsewhere due to maternity/paternity, or sickness/bereavement for members of the employee's immediate family, or for 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.

### **Standby Pay:**

#### Network Systems Technician Only

Employees receive \$30 per day for standby duty (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.

### **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 will be suspended until further notice.** Within budgetary limitations and subject to specific criteria and limitations, the City will reimburse tuition and related expenses up to \$1,500 per year

for pre-approved, job-related classes (refer to Administrative Directive 19).

**Uniforms:**

Management

Uniform allowance is provided for the following positions July 1 of each year:

Police Chief, Assistant Chief of Police, Police Captain and Police Lieutenant – \$700 per year.

Fire Chief, Fire Division Chief and Fire Battalion Chief –\$700 per year.

Deputy Fire Marshal – \$650 per year, payable in January. Station safety boots are required.

Lakes Superintendent –\$425 per 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 each July 1 in time or cash. Plus 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.

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.

### **Voluntary Plans:**

The City provides voluntary medical, legal, life and vision plans for employees. Information regarding these voluntary plans can be obtained from the City's Benefit's 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 they are able to return to work. Employees can also select their physician from the City of Escondido Medical Provider Panel.

## **Work-Life Benefits:**

### Management and UCT

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

- Annual Health Fair
- Brown Bag Lunch Topics
- Employee Assistance Program – Counseling Services
- 529 College Savings Program
- Employee Discounts –
  - ✓ Gym memberships
  - ✓ Dell and Apple Computers
  - ✓ AT&T, Cingular, Nextel and Verizon Wireless Cell Phones and Plans.
  - ✓ Working Advantage Program – entertainment services

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

Last Updated: 08/02/2011