

CITY OF WEST COVINA



DEPARTMENT HEAD SALARY & BENEFIT SCHEDULE

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ARTICLE ONE

SALARIES AND COMPENSATION

I. SALARY

Department Head salary ranges shall be adjusted in accordance with the Position Classifications & Salary Schedule included as Appendix "A". This salary schedule shall become effective the first full pay period in January 2024.

II. DEFERRED COMPENSATION

The City shall contribute for each Department Head three hundred dollars (\$300.00) per month to a deferred compensation plan. Department Heads may utilize the funds as follows:

- Department Heads may apply the City's contribution to a deferred compensation plan from a list of plans provided by the City.
- Department Heads may apply the City's contribution as they determine to medical, dental, or life insurance premiums.
- Department Heads may take cash in lieu of depositing funds in a deferred compensation plan.

III. PERS BENEFIT PLANS

A. Miscellaneous Department Heads

Tier 1 – 2.5% at age 55 (Employees Hired Prior to January 1, 2011)

Department Heads classified as miscellaneous employees by PERS shall participate in the 2.5% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of eight percent (8%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2.5% at age 55 formula shall be computed using the One-Year Final Compensation Option.

Tier 2 – 2% at age 60 (“Classic” PERS Members)

Department Heads classified as miscellaneous employees by PERS hired between January 1, 2011, and January 1, 2013, or having reciprocity with another PERS agency (“classic member”) shall participate in the 2% at age 60 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of seven percent (7%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2% at age 60 formula shall be computed using the One-Year Final Compensation Option.

Tier 3 – 2% at age 62 (New PERS Members, i.e. PEPR)

All Department Heads classified as “new members,” as defined by the Public Employees’ Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2% at age 62 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees’ Pension Reform Act of 2013. Contributions shall be made on a pre-tax basis.

B. Sworn Public Safety Department Heads

Tier 1 – 3% at age 50 (Employees Hired Prior to December 19, 2012)

Department Heads classified as safety employees by PERS shall participate in the PERS 3% at age 50 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 50 formula shall be computed using the One-Year Final Compensation Option.

Tier 2 – 3% at age 55 (“Classic” PERS Members)

Department Heads classified as safety employees by PERS hired between December 19, 2012 and January 1, 2013 or having reciprocity with another PERS agency (“classic member”) shall participate in the 3% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 55 formula shall be computed using the One-Year Final Compensation Option.

Tier 3 – 2.7% at age 57 (New PERS Members, i.e. PEPR)

Department Heads classified as “new safety members,” as defined by the Public Employees’ Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2.7% at age 57 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees’ Pension Reform Act of 2013.

IV. PERS RETIREMENT BENEFITS

The contract between the City and Public Employees’ Retirement System (PERS) shall provide the following benefits.

A. Unused Sick Leave

Unused accumulated sick leave may be converted to additional service credit at the time of retirement pursuant to PERS Section 20862.8.

B. 4th Level Survivor Benefits

Fourth Level of 1959 Survivor Benefits PERS Section 21574 for Department Heads.

C. Military Buy Back

Military service credit as public service credit under PERS section 21024.

V. EPMC REPLACEMENT RETIREMENT PLAN

A. Miscellaneous Department Heads

The City will provide to those Miscellaneous Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .70% of PERSable compensation. The age and years of service factors utilized by PERS will be multiplied by .70% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid annually in January of each year and will include a 2% cost of living adjustment each year during the life of the retiree. At the time of retirement, Miscellaneous Department Heads can make a one-time election to receive either the ongoing annual stipends or a lump sum payment based on the present value of those annual stipends.

B. Sworn Public Safety Department Heads

The City will provide to those Sworn Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .89% of PERSable compensation to all Sworn Department Heads. The age and years of service factors utilized by PERS will be multiplied by .89% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid monthly and will include a 2% cost of living adjustment in January of each year during the life of the retiree. At the time of retirement, Sworn Department Heads can make a one-time election to receive either the ongoing monthly

stipends or a lump sum payment based on the present value of those monthly stipends.

C. EPMC Benefit Exclusion

Miscellaneous and Public Safety Department Heads appointed or promoted to Department Head on or after January 1, 2013 are not eligible for the EPMC replacement retirement plan, and therefore this benefit shall not be provided to this cohort.

VI. ACTING PAY ASSIGNMENT

Acting pay is intended to compensate those employees assigned to perform the main executive duties of another department or a position having more responsibility and/or requiring a significantly higher level of expertise.

Those Department Heads that are serving in an acting capacity of a Department, in addition to their own Department may receive acting pay at a rate of five percent (5%) above their base salary after the completion of the thirtieth (30th) calendar day of such appointment until the completion of the appointment, provided such appointment is approved by the City Council.

ARTICLE TWO
FRINGE BENEFITS

I. FRINGE BENEFITS ADMINISTRATION

Fringe benefits shall be provided as set forth in the following guidelines for all Department Heads.

A. Administration

The City reserves the right to select, administer, or fund any fringe benefits programs involving insurance that now exist or may exist in the future.

B. Selection and Funding

In the administration of fringe benefits programs involving insurance, the City shall have the right to select any insurance carrier, self insure, or other method of providing coverage to fund the benefits provided, as long as the benefits of the plan are substantially the same.

The City may choose to exercise its right to select the insurance carrier and select Medicare as the City's Retirement Insurance Carrier for eligible Department Heads and retirees. In such case, the Department Heads and retirees who are eligible will be required to enroll in Medicare and continue to be eligible to participate in other City medical plans.

II. CAFETERIA PLAN

The City's contributions for Medical, Dental, and Vision Insurance shall be provided as set forth below for all Department Heads.

A. Health Insurance

To comply with the Public Employees' Hospital and Medical Care Act (PEMCHA), the City will contribute the statutory minimum amount for the provision of medical insurance. In addition, the City will contribute an additional amount for current Department Heads into a cafeteria plan in accordance with IRS Code Section 125. These additional amounts will be as follows:

1. Employee Only (Single): An employee who selects an Employee Only medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Only medical premium or \$600 whichever is greater.
2. Employee Plus One (Two-Party): An employee who selects an Employee Plus One medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Plus One medical premium.

3. Employee Plus Two or More (Family): An employee who selects an Employee Plus Two or More medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Family medical premium.

B. Health Insurance Excess Amount

Should the City's monthly contribution exceed the monthly medical premium amount for the employee's selection, the excess amount can be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

C. Health Insurance Cash In-Lieu

Any West Covina employee, hired before June 30, 2012, who does not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of six hundred dollars (\$600) per month. This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

All employees hired on or after July 1, 2012, who do not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of three hundred dollars (\$300). This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

D. Dental Insurance

In addition to the provision for medical insurance, the cafeteria amount shall also include up to \$62.23 monthly for dental insurance for the member and eligible dependents. If the dental insurance plan selected by the member is less than \$62.23, the cafeteria amount shall be the cost of the dental insurance plan selected. If the dental insurance plan selected by the member is equal to or more than \$62.23 per month, the cafeteria amount shall be \$62.23.

E. Vision Insurance

In addition to the provisions for medical and dental insurance, the cafeteria amount shall also include the employee only monthly cost for vision insurance. Employees may enroll eligible dependents in the plan at the employee's cost.

III. RETIREE HEALTH BENEFIT

The City's monthly contributions for retiree health insurance shall be provided as set forth below for all Department Heads.

A. Miscellaneous Department Heads

The City shall provide Miscellaneous Department Heads an amount equal to the Public Employees' Medical and Hospital Care Act (PEMCHA) statutory

minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City

B. Tier 1 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)

Sworn Public Safety Department Heads hired prior to June 30, 2016 shall receive up to \$1,004.80 per month per eligible retiree for the payment of premiums for retiree health insurance. To qualify for this benefit, the Sworn Department Head must have been continuously employed by the City and previously eligible for this benefit as a member of another West Covina Public Safety Bargaining Unit.

Additionally, any City of West Covina retiree receiving this benefit who comes out of retirement and returns to full-time service with the City shall have the benefit held in abeyance until their future retirement from the City. Upon the employee's second retirement from the City, the benefit will be reinstated at the same monthly rate received upon their initial retirement from the City.

If a retired member should select an insurance carrier other than a carrier selected by the City, the City contribution shall be made to the employee upon submitting to the City proof of the selected insurance carrier's premium. It is further understood that the contributions hereinabove set forth are due and payable to reduce the cost of retired members' health insurance premiums.

C. Tier 2 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)

The City shall provide Sworn Public Safety Department Heads hired on or after June 30, 2016 an amount equal to the PEMCHA statutory minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City.

IV. RETIREE HEALTH SAVINGS PLAN (RHS)

Effective July 1, 2015, the City shall contribute \$250 per month into an RHS plan for each Department Head (Miscellaneous and Public Safety).

V. SUPPLEMENTAL RETIREMENT PLAN – MISC DEPARTMENT HEADS

Miscellaneous Department Heads appointed prior to January 1, 2013 shall receive a Supplemental Retirement Benefit (PARS) of \$856.81/month (2015 Benefit), which has a 2% cost-of-living adjustment effective on the anniversary date of commencement of the Retirement Benefit. Department Heads must have five years of service with the City, and retire from the City, to be eligible for the Supplemental Retirement Benefit.

Miscellaneous Department Heads appointed between January 1, 2013 and June 30, 2015 shall receive a \$250 contribution in an RHS plan from the date of appointment to June 30, 2015, for the elimination of this benefit.

Miscellaneous Department Heads appointed after January 1, 2013 shall no longer receive a Supplemental Retirement Benefit. In-lieu of this benefit, Department Heads shall receive a \$250 per month contribution into an RHS plan (see Section IV).

VI. RETIREE DENTAL INSURANCE BENEFIT

Department Heads that retire directly from the City shall be allowed to participate in the City's employee dental insurance program based on employee monthly premium rates. The City shall not contribute to the retiree's monthly dental premium.

VII. SECTION 125 PLAN

The City has established a program consistent with Section 125 of the IRS Code, which enables employees to voluntarily use pre-tax earnings for medical, dental, and dependent care expenses. Participation in the plan is voluntary for Department Heads and it is understood that the City shall not be obligated to contribute or pay any costs for those who participate in the plan.

VIII. LIFE INSURANCE

The City shall provide life insurance as set forth below for all Department Heads.

A. Term Policy

The City shall provide all Department Heads a term life insurance policy in the amount of \$100,000 while actively employed with the City and a benefit of \$10,000 following retirement directly from the City. Department Heads can voluntarily purchase additional life insurance from \$10,000 to \$500,000. The cost per \$1,000 of coverage is based on age. Any additional life insurance over \$100,000 will require a health screening which shall be at the employee's or retiree's own expense.

B. Accidental Death & Dismemberment (AD&D)

The City currently provides a \$100,000 AD&D insurance policy which covers employees for AD&D while on duty. Employees can purchase additional AD&D benefits from \$10,000 to \$500,000. The cost per \$1,000 of coverage is based on age. Any additional AD&D insurance over \$100,000 will require a health screening which shall be at the employee's own expense.

IX. LONG TERM DISABILITY INSURANCE

The City shall provide all Department Heads a long-term disability insurance (LTD) plan, which provides sixty percent (60%) of monthly earnings, to a maximum benefit of \$10,000 per month. Benefits become payable on the later of: 1) 180 days; or 2) the date your accumulated leave time is exhausted. Coverage after 90 days may be purchased by the employee through payroll deduction and must be purchased within thirty (30) days of employment.

X. STATE DISABILITY

The City shall provide Department Heads the option to purchase State Disability Insurance. Department Heads shall be responsible for the full cost of the premiums and expenses associated with the state program.

XI. TUITION REIMBURSEMENT PROGRAM

The City shall provide assistance for the costs of tuition for all Department Heads in accordance with the following guidelines:

A. Maximum Reimbursement

Department Heads' maximum annual tuition reimbursement (including books) shall be one-thousand five-hundred dollars (\$1,500.00) per fiscal year subject to budget appropriations.

B. Administrative Policy

The specific details of the Tuition Reimbursement Program are set forth in the Administrative Policy approved on August 13, 1992, and as amended thereafter.

C. Repayment Upon Termination

Any Department Head who received tuition reimbursement and terminates (excluding layoffs) within two (2) years after receiving reimbursement must pay back reimbursed monies to City at termination.

Repayment shall be pro-rated over the 24-month period prior to termination date.

XII. CAR ALLOWANCE

The City shall provide a three-hundred dollar (\$300) per month car allowance to all Department Heads in-lieu of having and/or regularly utilizing a City vehicle for conducting City business. The City Manager, at his/her discretion, may allow Department Heads the option of using a City vehicle in-lieu of the \$300 monthly cash allowance.

XIII. UNIFORM ALLOWANCE

The City shall provide an annual uniform allowance of \$1,000 to the Police Chief and Fire Chief. The allowance shall be paid in January of each year.

XIV. MISUSE OF BENEFITS

Department Heads who fraudulently gain or fraudulently attempt to gain for themselves or others by deception, omission, or fraud the benefits of the City's Workers' Compensation, retirement, medical, dental, or other insurance policies or any other benefit to which they would not otherwise be entitled shall be subject to one or both of the following:

- a) denial of requested benefits; and/or
- b) disciplinary action up to and including termination.

ARTICLE THREE
LEAVE POLICIES

I. HOLIDAYS

The City shall provide holiday leave in accordance with the following schedules and guidelines:

A. Fixed Holiday Schedule

Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day

The following provide the guidelines for the provision of the City's officially recognized and fixed holiday schedule:

1. Each fixed holiday granted to employees shall be a full shift of up to ten (10) hours of time off with pay. Any additional time taken off above ten hours per each fixed holiday must be deducted from the employee's other leaves, such as vacation, floating holiday leave, or compensatory time.
2. City Hall and most City Departments will be permanently closed from Christmas Day through New Year's Day. The Christmas Day and New Year's Day holidays will be part of this closure and thus have been removed from the fixed holiday schedule, with the exception of New Year's Day when it falls on a Sunday. In this case, New Year's Day will be observed on the following Monday. Christmas Eve will only be recognized as a Holiday when it falls on a Monday through Thursday in any given year.
3. Holiday in-lieu pay may be granted upon the City Manager's approval. Holiday in-lieu shall be limited to a maximum of twenty (20) hours per fiscal year.
4. Should the City eliminate the paid holiday closure from December 25th through January 1st, the fixed holiday schedule shall be recognized as follows:

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving

Christmas Eve (unless Christmas falls Saturday through Monday)
Christmas Day

5. Each fixed holiday granted to Department Heads shall be ten (10) hours of time off with pay.

B. Floating Holiday Leave

In addition to the City's fixed holiday schedule, Department Heads shall be eligible to use up to forty (40) hours of floating holiday leave per each calendar year as approved by the City Manager. Floating holiday leave shall be provided in accordance with the following:

1. Floating holiday leave must be used by December 31st of the same calendar year in which it was accrued. Outstanding balances of floating holiday leave on December 31st of each calendar year shall expire on January 1st of the following calendar year. The hourly equivalent may not be paid in-lieu of time off.
2. Floating holiday leave may not be accumulated and carried over into the next calendar year. Any unused floating holiday leave time remaining at the end of each calendar year, if any, shall be null and void unless the City Manager approves the carry-over of the leave into the following calendar year.
3. If a Department Head is unable to use floating holiday leave due to work urgency, industrial injury, extended medical leave, special or pre-scheduled leave, the City Manager can authorize the carry-over of unused floating holiday leave for a period not to exceed six (6) months per year.
4. New Department Heads are not eligible to receive and use floating holiday leave until they have been continuously employed with the City for a period of one (1) month.
5. New Department Heads appointed after the beginning of the calendar year are entitled to floating holiday leave at a rate of .923 hours per pay period of full-time employment.

C. Floating Holiday Leave – Reinstated Department Heads

Reinstated Department Heads shall receive floating holiday leave credit for all prior service in the current year in ascertaining the number of hours usable and when they may be used.

D. Floating Holiday Leave – Terminating Department Heads

Terminating Department Heads who have not used all the floating holiday leave that they are entitled to shall be paid off at the rate of 1.54 hours per pay period of full time employment in the current calendar year.

If the terminating Department Head has taken more floating holiday leave time than they are entitled to, the amount of time taken in excess shall be deducted from vacation, sick leave pay-off, or salary when final payroll checks are computed.

E. Limitations on Holiday Leave

A temporary Department Head who is filling a full-time position during the extended absence of a regular Department Head on a military leave for military duty, shall be entitled to the same holidays as a regular Department Head.

F. Status Eligibility

Department Heads are eligible to receive holiday leave with pay only if they are in a “paid status” on the regularly scheduled workday or workday immediately preceding the holiday and the regularly scheduled workday or workday immediately following the holiday. “Paid status” includes vacation, sick leave, compensatory time, and injured on duty.

G. Observation of Saturday and Sunday Holidays

For those Department Heads whose normal workweek is Monday through Thursday, when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in-lieu of the day observed.

When a holiday falls on a Friday, the preceding Thursday shall be deemed to be the holiday in-lieu of the day observed.

H. Holidays Occurring on a Regularly Scheduled Day Off

For all other Department Heads with an alternate work schedule, when a holiday falls on a regularly scheduled day off, the Department Head shall be entitled to ten (10) hours leave time for the holiday. This time can be taken as either ten (10) hours “holiday in lieu” leave time or pay at straight time of the employee’s hourly rate of pay, at the discretion of the City Manager.

I. Holiday Scheduling

The City reserves the right to require Department Heads to work on fixed holidays.

II. VACATION

The City shall provide vacation leave in accordance with the following schedules and guidelines:

A. Vacation Policy

It is the policy of the City that when possible, Department Head vacations be taken annually in the year earned. The time during the year at which a Department Head may take vacation shall be determined by the City Manager, with due regard for the wishes of the Department Head and particular regard for the service needs of the City.

B. Vacation Leave Accrual Schedule

Eligible Department Heads shall accrue vacation leave in accordance with the following schedule:

Months of Service	Hours Accumulated Per Pay Period	Hours Accumulated Per Month	Maximum Accruals
1 – 12*	3.08	6.67	300
13 – 108	4.62	10.00	350
109 – 120	4.92	10.67	360
121 – 132	5.23	11.33	370
133 – 144	5.54	12.00	380
145 – 156	5.85	12.67	390
157 +	6.15	13.33	400

* At completion of 12 months add 40 hours

C. Limitation of Vacation Leave Accrual

Vacation leave for Department Heads shall be limited according to the following:

1. Department Heads shall not be allowed to accrue vacation leave beyond the stated maximums.
2. No Department Head shall lose earned vacation leave because of work urgency as approved by management. Work urgency is defined as the Department's need to have the Department Head at work to perform duty assignments for a specified period of time.
3. If a Department Head has reached the maximum allowed unused vacation leave balance, and is unable to take vacation leave due to work urgency, industrial injury, extended medical leave, extraordinary circumstances, or

pre-scheduled leave as authorized by management, the Human Resources Director will approve a waiver of the maximum allowed unused balance for a period not to exceed six (6) months per fiscal year.

D. Vacation Leave Accrual for Holidays

When a fixed holiday falls within a scheduled vacation period, absence on that day shall be charged to holiday hours. An employee must be on paid status on the day before and after the holiday to be compensated for the holiday.

E. Payment for Unused Vacation at Termination

Any Department Head, who has been in continuous full-time service of the City for a period of six (6) full months or more, who is terminating his/her employment, shall be paid for accrued vacation leave time on the effective date of termination.

F. Payment for Unused Vacation

Upon request of the Department Head and with approval of the City Manager, a Department Head may be paid the straight time daily equivalent of his/her salary in-lieu of vacation time off in order to address unusual or emergency conditions. Such payment shall be for no more than forty (40) hours in any one calendar year, except as otherwise provided herein.

G. Annual Vacation Cash-Out Option

Department Heads with less than five (5) years City service may receive payment in-lieu of up to eighty (80) hours of accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five days prior to requested date of issuance of the check, upon approval of the City Manager.

Department Heads with five (5) or more years of City service may receive payment in lieu of up to 120 hours accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five (5) days prior to requested date of issuance of the check, upon approval of the City Manager.

H. Vacation Leave Accrual – Reinstated/Reemployed Dept. Heads

Any Department Head who is reinstated or reemployed under the provisions of these rules shall accrue vacation at the same rate as prior to his/her termination.

I. Vacation Leave – New Department Heads

1. Vacation Leave Earned Upon Appointment: The City Manager is authorized to negotiate the vacation accrual rate for new Department Heads up to 160 maximum hours, based on the number of years of public service at any municipality and not based on the years of service with the City of West Covina.

2. New Department Heads – Upon completion of six (6) consecutive months of full-time service, may be credited with one-half of the annual vacation leave and may begin using such accrual. Thereafter, Department Heads may use vacation as they complete each month of service.
3. Each Department Head shall be granted an additional forty (40) hours of vacation leave with pay, upon completion of one year of employment, at the employee's first anniversary date. Additional vacation, based on length of service, will accrue pursuant to these rules (see Article Three, Section II, Subsection B)

III. ADMINISTRATIVE LEAVE

The City shall provide all Department Heads administrative leave in accordance with the following guidelines.

A. Annual Allotment of Administrative Leave

Effective January 1, 2017, all Department Heads shall receive a maximum of one-hundred forty (140) hours of administrative leave per year.

B. Annual Administrative Leave Cash-Out Option

In November of each year, Department Heads shall have the option to cash-out up to fifty (50) hours of Administrative Leave. The cash-out option is limited to one time per year.

C. Annual Administrative Leave Carry-Over Option

Department Heads may carry-over up to fifty (50) hours of Administrative Leave per year. There is no deadline on the use of the carry-over hours, but a maximum cap of one hundred (100) carry-over hours is established. Administrative leave that is carried over will be put into a separate leave account and will not be eligible for cash-out the following year or upon separation from the City.

D. Administrative Leave Policy

The specific details of the Administrative Leave Policy are set forth in Administrative Policy approved October 1, 1996, and as amended thereafter by the City Manager.

IV. SICK LEAVE

The City shall provide all Department Heads sick leave in accordance with the following guidelines.

A. Sick Leave Benefit

Sick leave is a benefit and not a right and is to be utilized by Department Heads who are unable to work because of an injury or illness not arising out of the course of their employment, except as provided otherwise in this article.

Additionally, the sick leave benefit should be thought of as an insurance policy; it insures and protects employees against a loss in wages when they are unable to work because of an illness or injury.

B. Sick Leave Accrual Rate and Allowances

1. Department Heads shall accrue ninety-six (96) hours of sick leave per calendar year.
2. Following completion of thirty (30) calendar days of continuous full-time service, each Department Head shall accrue 3.69 hours of sick leave per pay period. Thereafter for each pay period of service in which the Department Head has worked or has been paid for one-half (1/2) or more of the actual number of working hours in a pay period, he/she shall continue to accrue hours of credit for sick leave with pay.
3. Sick leave may be used by new Department Heads following thirty (30) calendar days of employment.
4. Unused sick leave may be accumulated without limit.

C. Reinstatement of Sick Leave

1. Any Department Head who is reinstated to full-time City employment shall be given full credit for his/her unused accumulated sick leave at the time of termination, provided, however, that no payoff for accumulated sick leave was received upon termination.
2. Upon reemployment, a Department Head who has separated employment in good standing will have sick leave time reinstated in the amount accumulated at the time of separation up to a maximum of 320 hours. If through the course of continued employment accumulated sick leave exceeds 320 hours, payoff for such excess accumulations shall be made in accordance with the payoff provisions of the program, but in no case shall the aggregate of such amount(s) exceed that provided by the policy.

D. Annual Sick Leave Cash-Out Program

Department Heads shall be eligible for the annual sick leave cash-out option. The annual sick leave cash-out program shall be administered as follows:

1. In November of each calendar year, the City will determine the amount of sick leave each Department Head accrued and saved during the preceding 12-month period. The maximum amount that can be accrued during a 12-month period is ninety-six (96) hours.

2. The maximum amount of sick leave that Department Heads may cash-out each calendar year is forty (40) hours. Cash-out amounts shall be based on the Department Head's hourly rate.
3. To be eligible for the cash-out, Department Heads must have maintained a minimum of fifty-six (56) hours of unused sick leave accrued during the preceding 12-month period. These fifty-six (56) hours must be carried over into December. Department Heads may request cash payment or opt to bank for later use any hours that are in excess of the fifty-six (56) hour minimum carry-over.
4. Sick leave used by a Department Head during each calendar year will be charged against the Department Head's current year earnings.
5. If fifty-six (56) hours per calendar year of unused sick leave are not available, the number of unused hours must be carried over to the sick leave bank.
6. To qualify for this program, Department Heads shall not be allowed to change sick leave to other forms of paid leave.

E. Sick Leave Payoff Upon Separation

Department Heads employed by the City before September 1, 2018 and with over three years of full-time salaried City service shall be paid for one third (1/3) or 400 hours, whichever is less, of all sick leave accrued at the time of separation. The cash-out amount shall be based on the Department Head's hourly rate at the time of separation.

Department Heads who are terminated and/or discharged from their employment with the City are not eligible for this provision.

F. Use of Sick Leave

Utilization of sick leave shall be controlled by the following guidelines.

1. Approval – Department Head sick leave can only be granted upon the approval of the City Manager in the case of bona fide illness or injury of the Department Head or in the event of the care or attendance of serious illness or death of a member of the Department Head's immediate family.
2. Physician's Certificate on Use of Sick Leave – The City Manager may require evidence in the form of a physician's certificate, or written statement, as to the reason for any Department Head's absence of two (2) or more consecutive working days for which sick leave was requested. A failure to supply or provide said certificate or written statement shall be grounds for denial of sick leave pay and the imposition of such disciplinary action as may be deemed appropriate.

3. Physical Examination May be Required – Any Department Head absent from work, due to illness or accident, may be required by the City Manager to submit to and successfully complete a physical examination before returning to active duty. The physical examination will be conducted by a physician of the City’s choice, with all costs to be paid by the City.

G. Use of Sick Leave – Care of Immediate Family

1. No more than forty-eight (48) hours of sick leave within any calendar year may be granted to a Department Head for the care or attendance upon members of his/her immediate family.
2. The phrase “immediate family,” for the use of sick leave, is defined under Bereavement Leave of this Article Five, as spouse, parent, grandparent, brother, sister, child, stepchild, grandchild, and in-laws.

H. Temporary Disability

1. A Department Head who is entitled to temporary disability indemnity under Div. 4, Div. 4.5 of the State Labor Code may elect to take that number of days or portions of days of his/her accumulated sick leave, or his/her accumulated vacation, as when added to his/her disability indemnity will result in payment to him/her of his/her full salary.
2. When his/her accumulated sick leave, or vacation, or both are exhausted, he/she is still entitled to receive disability indemnity.

I. Sick Leave Limitations

No Department Head shall be entitled to sick leave with pay while absent from duty on account of the following causes.

1. Disability arising from sickness or injury purposely self-inflicted or caused by any of his/her own willful misconduct.
2. Sickness or disability sustained while on leave of absence, other than regular vacation leave or sick leave.
3. Disability or illness arising from compensated employment other than with the City of West Covina.

J. Sick Leave During Vacation

Sick leave shall not be used in lieu of or in addition to vacation leave. However, a Department Head who becomes seriously ill on an approved vacation may contact the City Manager and request that sick leave be granted in lieu of vacation for the

period of illness. The City Manager has discretion in approving or disapproving such request.

K. Holiday During Sick Leave

Observed holidays occurring during sick leave shall not be deducted from Department Head's sick leave time.

L. Use of Sick Leave to Offset Disability Retirement

No Department Head shall use sick leave days to offset the date of disability retirement. The effective date of disability retirement shall be as soon as practicable after the City's physician has determined that the Department Head can no longer perform the duties of his/her or an alternate position.

V. WORK RELATED DISABILITY LEAVE

The City shall provide all Department Heads leave for a bona fide work injury and/or illness in accordance with the following guidelines.

A. Injury/Illness Arising Out of Job Duties

Whenever a Department Head is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their duties, they shall be entitled, regardless of their period of service with the City, to leave of absence while so disabled, without loss of salary. Temporary disability compensation, if any, being considered as and credited to salary for this purpose – for the period of such disability, but not exceeding one (1) year, or until such earlier date as they are determined to be maximum medically improved (i.e., MMI or permanent and stationary) and unable to return to their usual and customary duties.

1. The leave of absence hereby granted shall be in addition to, and shall not be charged to or deducted from, accumulated sick leave except as provided here.
2. Such leave, however, shall not be paid for more than three (3) days unless and until such Department Heads are determined by the City to be legally entitled to receive benefits under the Workers' Compensation Law of the State of California based upon such injury or illness. When and while applicable, this section shall supercede the provisions of the Grievance Procedure.

B. Salary Increases During Disability Leave

Relative to Department Heads, (1) salary increases which would have come due during a disability leave shall take effect upon the day the employee returns to regular duties in accordance with existing rules; (2) holidays occurring during disability shall not be counted as disability leave days, but shall be considered as holidays for which time off has been utilized; and (3) vacation and sick leave benefits shall continue to accrue during periods of industrial disability leaves.

C. Review of Safety Committee

The first three (3) work days of absence of Department Heads due to a disability shall be charged to the Department Head's usable accumulation of sick leave or other time off benefits; provided, however, that the Safety Committee or its sub-committee, upon request of the Department Head, shall review the circumstances of the injury. If the Safety Committee rules that the Department Head had no possible opportunity to prevent or reduce the injury through any alternative action, disability time off charged to the employee's time off benefits may be restored. Such restorations shall be limited to causes where no danger could have been anticipated or precautions and actions taken by the Department Head to prevent or reduce the injury. Appeal of Safety Committee determinations provided for in this section shall be made to the City Manager, whose decision shall be final.

VI. BEREAVEMENT LEAVE

Bereavement leave up to forty (40) hours per occurrence will be available to a Department Head in the event of the death of said Department Head's immediate family member, which is defined as a grandparent, parent, spouse, in-laws, child, stepchild, grandchild, brother, or sister. If additional bereavement leave is necessary, sick leave may be used as approved by the City Manager. Evidence of proof may be requested.

VII. MILITARY LEAVE

A. State Military and Veteran's Code

Military leave with pay shall be granted in accordance with Section 395 of the State Military and Veteran's Code.

B. Inactive Military Service

1. Any Department Head who is on inactive duty such as scheduled reserve drill periods, and who has been in the service of the public agency from which leave is taken for a period not less than one year immediately prior to the day on which the absence begins shall be entitled to receive his/her salary or compensation as such public employee for the first thirty (30) calendar days of any such absence.
2. Pay for such purposes shall not exceed thirty (30) days in any one year of public agency service, all service of said public employee in the recognized military service shall be counted as public agency service.
3. The City may grant a military leave of absence without pay for an indefinite period of time to any Department Head who is called into active military service even though the Department Head does not meet the one (1) year of continuous service requirements.

C. Active Military Service

1. Each full-time Department Head of the City who has been or is called to active military service with the Armed Forces of the United States in connection with the activation of the Military Reserves shall be entitled to military leave with full pay for the period of absence on military service in excess of the period covered by said Rule 10, Section 10.26.
2. The amount of pay each such Department Head shall be entitled to receive from the City for said additional period of military leave shall be the difference between the gross pay and allowances actually received by the officer or employee from the United States for such service and the gross wages that said Department Head would have received from the City Of West Covina if he or she had not been called to active military duty, subject to all necessary and appropriate deductions and withholdings.
3. The City shall also provide continued health and dental benefits to the Department Heads' dependents, provided that the dependents were covered for those benefits prior to the Department Head being called to active duty. Further, contributions to deferred compensation from the Medical and Dental Insurance benefit shall not be made during the time of activation.
4. The City shall not pay any wage or benefit provided for in this resolution until and unless the Department Head who requests such payment provides satisfactory proof and documentation of eligibility to receive payment in accordance with procedures established by the City Manager.

VIII. JURY DUTY

The City shall provide all Department Heads leave for mandated jury duty in accordance with the following guidelines.

A. Jury Duty Policy

No deductions shall be made from the salary of a Department Head while on jury duty if he/she has waived or remitted to the City the fee for jury duty paid for hours the Department Head is scheduled to work. If he/she has not so waived or remitted the jury fee, he/she shall be paid only for the time actually worked in his/her regular position. A Department Head accepted for jury duty shall immediately notify the City Manager in writing of his/her decision to either waive or remit his/her jury fee to the City.

B. Jury Fees Returned to the City

The City will grant a Department Head required to serve on jury duty, or to report for examination to serve on jury duty, one (1) time for a maximum of 160 hours, paid leave for such purposes during any three (3) consecutive years of employment. All fees received by the Department Head for jury duty, exclusive

of mileage, shall be remitted to the City. City Administrative procedures will govern further details of this program.

IX. FAMILY CARE LEAVE

The City shall provide all Department Heads leave for family care in accordance with the following guidelines.

A. Birth or Adoption

Leaves due to pregnancy or subsequent to the birth or adoption of a child for parental care purposes, will be granted for a reasonable period of time by the City Manager, provided such period, including paid leave and leave without pay, shall not exceed four months. Such leave shall not be conditioned on whether the Department Head is medically disabled but must be directly associated with the birth or adoption of a child. Only those Department Heads with at least one (1) year of continuous City employment shall be eligible.

B. Family Illness

Leaves due to serious health condition of a child, spouse or parent of a Department Head may be granted for a reasonable period of time by the City Manager, provided such period including paid and unpaid leave, shall not exceed twelve (12) weeks in any twelve (12) month period. Only those Department Heads with at least one year of continuous City employment shall be eligible. Certification from a health care provider that the Department Head's leave is necessary, and the prospective length of such leave may be required upon request. Family care leave shall be administered in a manner consistent with Sections 12945, 12945.2 and 19702.3 of the California Government Code. California law shall prevail unless preempted by federal law.

C. Use of Paid Leave

Paid benefit time such as vacation, personal leave days, compensatory time and administrative leave may be taken during any family leave period so long as the total time off does not exceed twelve (12) weeks. Such leave must be used prior to a Department Head taking leave without pay except during the disability period of a female employee, which is in conjunction with the birth of a child. Sick leave may only be used during the disability period or as provided under Personnel Rules. All Department Heads on family care leave are entitled to return to the same or comparable position.

More specific details on the Family Medical Leave Policy is set forth in the City's Administrative Policy on the subject (dated 1/3/94 & 4/6/94).

X. SPECIAL LEAVE OF ABSENCE WITH PAY

When a Department Head has exhausted all sick leave and vacation time to which he/she is entitled, the City Council may, upon showing of good cause and justifiable and deserving circumstances, grant to such Department Head a leave of absence with pay for

a period not exceeding six months and subject to such conditions as the City Council may deem advisable. If temporary disability payments are paid to such Department Head during any such leave of absence with pay, they shall be credited to and considered a part of his/her salary, and the City shall pay only the difference which when added thereto would equal his/her full salary. The aggregate of all such leave shall not be more than one year.

XI. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay shall be controlled and by the following rules and guidelines.

A. Unauthorized Absence – Automatic Termination

Any Department Head absent from his/her job for more than two (2) working days without prior permission of the City Manager, shall be considered to have automatically terminated his/her employment with the City, unless such leave is extended as approved by the City Manager for mitigating circumstances.

B. Unauthorized Absence – Other Disciplinary Action

Any unauthorized absence may be cause for disciplinary action.

C. Authorized Absence

Upon the request of the Department Head, a leave of absence without pay may be granted by the Council or City Manager to a Department Head, who immediately preceding the effective date of such leave, shall have completed at least one year of continuous service.

A Department Head shall not be entitled to a leave of absence as a matter of right, but only upon good and sufficient reason.

D. Leave of Absence Without Pay - Duration

1. Request for leave of absence without pay shall be submitted to the City Manager, and shall state specifically the reasons for the request, the date when leave is desired to begin, and the probable date of return to work.
2. The City Manager may approve the request of leave of absence without pay, of one hundred twenty (120) calendar days or less.
3. The City Manager may approve requests of more than one hundred twenty (120) calendar days, not to exceed one (1) full year.
4. The City Manager may later, due to mitigating circumstances, extend such leave of absence without pay for one (1) additional full year.
5. A physician statement shall be required of any Department Head who requests leave of absence without pay because of medical conditions.

E. Leave of Absence – Due to Job Related Injury

The City Council may grant a leave of absence without pay for an indefinite period of time to any Department Head who is injured on the job or has a serious illness even though the Department Head does not meet the one-year of continuous service requirements.

F. Accrual of Benefits

Leave of absence without pay granted by the City shall not be construed as a break in service of employment, and rights accrued at the time leave is granted shall be retained by the Department Head; however, vacation credits, sick leave credits, increases in salary and other similar benefits shall not accrue to a person granted such leave during the period of absence. A Department Head reinstated after leave of absence without pay shall receive the same step in the salary range he/she received when he/she began his/her leave of absence. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the Department Head's salary anniversary date shall be set forward one month for each thirty (30) consecutive days taken.

XII. FAILURE TO RETURN FROM LEAVE

Failure of the Department Head to return to his/her employment upon the termination of any authorized leave of absence shall constitute an automatic termination from City service of that Department Head, unless such leave is extended as approved by management for mitigating circumstances.

The City reserves the right to revoke or cancel any authorized leave for reasons which the City finds to be sufficient.

APPENDIX A
City of West Covina
Department Head
Position Classifications & Salary Schedule
Effective first full pay period January 2024

POSITION TITLE	GRADE	MONTHLY PAY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	MAX
Assistant City Clerk	DH13	\$ 8,392	-	-	-	\$11,328
Assistant City Manager	DH04	\$12,902	-	-	-	\$17,414
City Manager	DH01	\$20,220	-	-	-	\$20,220
Code Enforcement Director	DH14	\$10,328	-	-	-	\$13,943
Community Development Director	DH07	\$11,103	-	-	-	\$14,991
Community Services Director	DH09	\$10,776	-	-	-	\$14,547
Deputy City Manager	DH12	\$ 9,316	-	-	-	\$12,576
Finance Director	DH08	\$13,257	-	-	-	\$17,897
Fire Chief	DH03	\$14,733	-	-	-	\$19,890
Human Resources & Risk Mgmt. Director	DH10	\$10,484	-	-	-	\$14,153
Planning Director	DH11	\$10,328	-	-	-	\$13,943
Police Chief	DH02	\$16,374	-	-	-	\$20,632
Public Health Officer	DH15	\$14,723	15,458	16,232	17,044	\$17,897
Public Services Director	DH05	\$12,610	-	-	-	\$17,025
Public Works Director	DH05	\$12,610	-	-	-	\$17,025