



SENIOR MANAGEMENT PERSONNEL POLICY

A POLICY OF THE CITY OF AUBURN, NEW YORK, TO PROVIDE WORK RULES AND A COMPENSATION AND BENEFIT PLAN FOR SENIOR MANAGERS AND NON-UNION EMPLOYEES.

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
1. Covered Employees.....	3
2. Work Week.....	3
3. Compensatory Time/Overtime.....	4
4. Vacation.....	4
5. Holidays.....	5
6. Personal Leave.....	6
7. Bereavement Leave.....	6
8. Sick Leave.....	7
9. Longevity Pay.....	8
10. Health and Dental Insurance.....	9
11. Retirement Benefits.....	11
12. Cellular Phone Allowance.....	11
13. Residency Requirements.....	11
14. Family and Medical Leave.....	12
15. Discipline and Discharge.....	12
16. Wages.....	13
17. Performance Evaluation.....	13
18. Retirement Incentive.....	13
19. Other.....	14
20. Relationship between Management Policy and Employee Handbook.....	15
21. Education Benefits.....	15
22. Deferred Compensation Program.....	15
23. Extended Payment of Health Insurance Premiums.....	15
24. Effective Date.....	15
Attachment A – Employees Covered Under Management Policy.....	16
Attachment B – Wage Schedule.....	17

The Senior Management Policy is designed to provide a plan for fair and competitive compensation and benefits in order to attract and retain senior management employees at the City of Auburn who are not represented by collective bargaining agreements. This document is a guideline and is non-binding; the City Manager shall have the discretion to modify terms as necessary to attract and retain qualified staff, with approval from City Council. Modification of the terms of this policy for any individual shall be documented and shall not serve to modify the terms for the entire group covered by the policy. Any modification intended to apply to all employees covered by this policy shall be by Council Resolution.

This Policy is based on revisions of the successive Senior Management Policies adopted by Resolutions in 2014, 2016, 2017, 2018, 2019 and most recently on Feb. 20, 2020; and is designed to achieve the following:

- Update benefits and compensation for non-represented employees to attract and retain high quality management employees.
- Reestablish a salary schedule that provides a defined progression of steps tied to performances and longevity.
- Address the potential wage and benefit compression and disparity that can occur between non-represented managers and their subordinate employees who are represented by collective bargaining agreements.
- Allow the City Manager and City Council to modify terms as necessary to achieve operational goals while controlling costs.

1. COVERED EMPLOYEES

Employees considered Management Personnel; covered under this Policy, fall under the following categories:

Department Heads — DH
Management & Professional — MP
Management Support – MS

A specific list of job titles is provided in Attachment A.

2. WORK WEEK

The work week for Management Personnel shall be the hours necessary to fulfill their responsibilities and meet the needs of those working under their supervision. Management Personnel are required to use Kronos to document hours worked. DH and MP Personnel shall normally be present (mandatory for MS Personnel) during core hours, which are equivalent to the work hours of the primary employees under their direct supervision, i.e., 8:00 a.m. to 4:00 p.m. for City Hall based operations; 7:00 a.m. to 3:30 p.m. or other field-based work schedule as appropriate for MP and DH with field operations. However, it is understood that DH and MP Personnel may adjust their time to meet the needs of the city, their

department, and their personal schedules (within reason). The City Manager may authorize special work weeks or hours consistent with these standards. DH or MP Personnel are expected, as part of their job, to occasionally work outside of normal work hours without expectation of extra compensation in time or wages. Remote work may be authorized by the City Manager for temporary situations in which there is a combined benefit to the employee and the city.

3. COMPENSATORY TIME / OVERTIME

Management Personnel may be required to work in excess of their normal work week because of an emergency situation, Departmental needs, or as requested by the City Manager. Only MS Personnel will be credited with compensatory time off or paid overtime, at the employee's option. Compensatory time and paid overtime shall be earned, accrued, and utilized as described herein.

Employees must request approval of his/her Department Head or the City Manager before working overtime in excess of one (1) hour or on a non-regularly scheduled work day.

Any carryover hours as of Jan 4, 2018, will be "grandfathered" to the credit of the employee. MS Personnel will be allowed the same options as related to compensatory time as employees in the CSEA Unit #6251-00.

Overtime shall be paid for at the employee's time and one-half hourly rate or, at the option of the employee, compensatory time shall be granted at the rate of one and one-half times for all hours in excess of 70 or 80 hours each pay period (based on the employee's designated work week), such pay shall be calculated in segments of not less than one-quarter (1/4) hour. Compensatory hours accumulation shall not exceed a total of one hundred (100) hours. An employee's request for a particular day or days of compensatory time off shall not be unreasonably denied by the Employer. If an employee's requested compensatory time off is denied, the employee, at his/her option, may elect to receive payment for the overtime worked instead of compensatory time off. Compensatory time off can be taken in segments of no less than one-quarter (1/4) hour per day. The receipt of holiday, vacation, compensatory leave, or personal leave pay for non-shift employees will be considered as having worked for the purpose of calculating overtime.

Any compensatory time accrued at the time that this Policy goes into effect, which was permitted prior to this Policy, shall be used or cashed out by December 31, 2020. Thereafter, compensatory time accrued shall be used or cashed out on an annual basis.

4. VACATION

All Management Personnel shall be eligible for of vacation in the first year. Vacation accruals will be based on the following chart.

Required Service

Time Off

Department Heads / Management & Professional:

Less than 10 years	26 Days
10 years, but less than 20 years	30 Days
20+ Years	35 Days

Management Support Staff:

Less than 2 years	11 days
2 years	12 days
3 years	14 days
4 years	16 days
5 years but less than 7 years	20 days
7 years but less than 10 years	23 days
10 years but less than 15 years	26 days
15 years but less than 20 years	29 days
20 years but less than 25 years	32 days
25 years and thereafter	35 days

Existing City Employees who are promoted into management positions covered by this policy shall carry any accrued leave forward into the new position.

New employees to the City in the position of DH or MP shall accrue vacation based on the same schedule as promoted employees, however, the City Manager may grant up to five (5) weeks of vacation as part of a negotiated compensation package. If a new employee terminates employment within 12 months, any advanced leave used in excess of the normal accrual schedule shall be withheld from the final paycheck, and if there is a deficit the employee shall pay the City the difference.

Any negotiated vacation benefit for a new employee exceeding five (5) weeks must be approved in writing by the Mayor and Council. A week is defined as five (5) days.

Vacations must be taken in the calendar year following the calendar year in which they were earned, except that a maximum of fifteen (15) days may be carried over into the next calendar year. More than fifteen days may be carried over into the next calendar year upon approval of the City Manager.

5. HOLIDAYS

The following days shall be recognized as paid holidays:

New Year's Day
Martin Luther King, Jr.'s Birthday
Presidents Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

DH required to work on a holiday, will be granted a floating holiday in exchange for the worked-holiday, which shall be used within sixty (60) days from the date of the worked holiday.

MS Personnel required to work on a holiday, will be compensated following the Holiday Policy of the CSEA Professional and Administrative Unit.

As provided for by Section 63 of the Public Officers Law, veterans who work on Veteran's Day or Memorial Day may request, shall be granted a floating holiday in exchange for working the holiday or, if eligible, shall be credited with a compensatory day for working on the holiday, both of which shall be used within sixty (60) days of the holiday that was worked.

Holidays falling on Saturday will be observed on the preceding Friday and those falling on Sunday will be observed on the following Monday. In accordance with Public Law 90-363, Presidents Day will be recognized as falling on the third Monday in February and Memorial Day on the last Monday in May.

6. PERSONAL LEAVE

Each employee covered by this Agreement shall be entitled to take up to three (3) paid personal leave days during each contract year, or a pro-rated amount if the employee has not been employed for the full twelve (12) month period; such leave shall not be cumulative from contract year to contract year. Leave will be granted in segments of one-quarter (1/4) hour, if such leave does not impair the efficiency of the operations.

There shall be no restrictions on when personal leave time may be used by an employee.

7. BEREAVEMENT LEAVE

DH and MP shall follow the Funeral Leave Policy of their subordinates. MS shall follow the Funeral Leave Policy of the CSEA Professional and Administrative Unit.

8. SICK LEAVE

A. ACCRUALS

Each full-time employee shall accumulate up to two hundred sixty (260) working days of sick leave, to be applied toward time off due to illness or injury which is not work related. After a minimum of twenty (20) years of continuous service, Management Personnel shall be allowed to accumulate unlimited days of sick leave. Such leave shall be reduced by one day for each day paid. Sick leave will be granted in no less than ¼ hour segments.

Each full-time employee will earn sick leave credit at the rate of one-half (1/2) day per biweekly pay period, provided, however, that he/she is in full pay status for at least five (5) work days during such biweekly pay period.

Accumulated sick leave shall not be payable at the time of termination of employment, except for the following:

(a) A physician selected by the Employer certifies that the termination of the employee was necessitated by debilitating illness or injury, and then only so long as such illness or injury continues and the employee permits physical examination at reasonable intervals; and

(b) After a minimum of ten (10) years continuous service and upon termination or leaving their position with the City, said employee having a minimum of 75 days accumulated sick leave, shall be paid for 25 days; and

(c) When an active employee dies after twenty (20) years of service and prior to retirement from the New York State Retirement System, the Employer shall pay to the estate any unused accumulated sick leave up to a maximum of twenty-five (25) days.

(d) After six (6) weeks and to a maximum of four (4) months, and upon certification from the employee's physician that the employee is unable to work for medical reasons pertaining to the employee, the employee, at the option of the Employer, may be granted a leave of absence, or the employee may utilize any accumulated sick time or vacation time.

The Employer reserves the right, in any dispute as to the employee's medical condition, to have the employee examined at the cost of the Employer by a physician selected by the Employer.

Where the Employer selects a physician for the examination of an employee, such examination will be paid for by the Employer.

B. PROCEDURE

Sick leave is provided to protect an employee against financial hardship during an illness, injury or medical procedure. An employee may use sick leave accruals for personal illness, injury or medical procedure that inhibits the employee's work. An employee may use up to five (5) days of sick leave

accruals in a revolving twelve-month period for family illness or injury if the employee must provide direct care to an immediate family member. An "immediate family member" includes the employee's parent, spouse, or child, including step-child or foster-child.

The Employer may require, as a condition of payment for sick leave in case of chronic absenteeism, a statement from the employee's physician's office that the employee is under the physician's care and the probable period of absence from work. When an employee has used in excess of twelve (12) equivalent full days of paid sick leave and/or family illness, as referenced in Article XXVI, which are not verified in the prior twelve (12) months, the Employer may require a statement from the physician's office or a statement from the family member's physician's office for any future payments of sick leave during the subsequent twelve (12) month period. For purposes of this paragraph, verified shall be defined as medical documentation from a physician's office and/or medical facility, etc., or any other reasons acceptable by the employee's Department Head.

When continuous sick leave is more than five (5) days, the Employer may require, as a condition of payment, a statement from the employee's physician's office certifying that the employee is under the physician's care and the period of disability. When continuous sick leave exceeds thirty (30) calendar days, the Employer may require a physical examination by a physician selected by the Employer. Any false representation made by the employee in connection with a claim for sick leave benefits shall be deemed just cause for discipline.

C. DONATION

The following guidelines shall be utilized for Sick Leave Donation Program:

- a) The recipient for donation must contact the City Manager to initiate the plan.
- b) Only non-union employees may donate time.
- c) Recipients wishing to utilize the sick leave donation program will have their situation reviewed on a case-by-case basis.
- d) The recipient must exhaust all accruals prior to utilizing donated sick leave.
- e) The recipient must provide proper medical documentation to the City.
- f) Only sick leave may be donated, not other types of leave.
- g) Donors cannot contribute more than five (5) days and the wage differential will have no bearing on the day-for-day exchange.
- h) Donors must have a minimum of forty-five (45) sick days accumulated to remain at the 40-day minimum after the donation.

Any time unused by the recipient will not be returned to the donor.

9. LONGEVITY PAY

Each employee shall receive longevity pay of Six hundred dollars (\$600.00) annually for each consecutive four (4) years of service as governed by the following rules. In calculating consecutive service for purposes of longevity pay, only resignation, discharge, or other termination of employment shall be considered as terminating consecutive service. However, no accumulation of consecutive

service shall occur while an employee is suspended for a period of two (2) weeks or more, or while on leave of absence without pay for two (2) weeks or more. A City employee who voluntarily resigns his/her employment with the City, and who returns to employment with the City within one year, shall be entitled to all longevity payments previously enjoyed.

As of July 1, 2023, new employees covered by this policy, and who are city residents, will be entitled to Longevity Pay upon attaining top step salary, and Longevity pay will be capped at twenty (20) years of service.

10. HEALTH and DENTAL INSURANCE

The Employer shall provide health, vision and dental insurance for full-time employees covered under this policy. As of July 1, 2023, all employees covered by this policy shall be required to participate in the PPO Option J plan if they desire City health insurance. Employees not currently in the PPO plan will be required to make the switch to PPO or find alternate coverage during the Fall 2023 open enrollment period. Effective July 1, 2023, the City shall provide an annual \$500 incentive to existing employees opting into an individual PPO Option J plan and a \$1,000 incentive to all employees opting into a family PPO Option J plan. Employees hired after July 1, 2023, shall not receive the foregoing PPO incentive.

Employees hired after July 1, 2023, shall contribute 25% of the premium cost of their insurance plan. Employees hired prior to July 1, 2023, shall contribute 20% to the premium cost of their insurance plan effective January 1, 2024.

Employees may elect to decline the City's health insurance benefits, provided they can demonstrate proof of continuous coverage under a non-city plan. Any employee who exercises this option will be eligible for a \$ 4,000 yearly stipend, payable in two semi-annual installments and pro-rated for partial-year coverage. An exception is made when two married individuals, or other eligible family members, are both eligible for coverage under the City health plan. If one employee opts to participate in the City health plan (with family coverage) and the other employee opts for the buyout, they will be eligible for a \$2,000 yearly stipend. Installments will normally be paid in the first payroll in January and the last payroll in June of each year. The employee must demonstrate continuous coverage throughout the non-coverage stipend period and prior to opting back into the City health coverage. Employees may opt back into City coverage, with proof of continuous coverage, during annual open enrollment or upon a qualifying event. If the employee experiences a lapse in coverage, the employee may not opt back into the City plan and will then no longer be able to obtain the stipend.

Management Employees who retire from the City of Auburn with 20 years of city service shall be eligible for health insurance coverage in retirement with the City contributing as follows:

- 1) PPO Option J Plan (non-Medicare eligible retirees):
 - Individual Plan - 50% of the premium
 - Family Plan - 50% of the premium
 - Employees retiring with less than 20 years of city service will have their premium contribution increased by 2.5% for each year short of twenty years of service.

2) Medicare PPO Plan (Medicare eligible retirees):

- Individual Plan - 50% of the premium
- Family Plan - 50% of the premium
- Employees retiring with less than 20 years of city service will have their premium contribution increased by 2.5% for each year short of twenty years of service.

This subsection only applies to employees, who are retired and Medicare eligible. The Medicare PPO plan only offers individual plans and does not offer a family plan option. Therefore, where an employee retires and is Medicare eligible, but his or her spouse is not, the retired employee will receive coverage under the individual Medicare PPO plan and their remaining ineligible spouse shall be offered the option of a single or family PPO health insurance plan until they are eligible for the single Medicare PPO plan. This section was not and is not intended to allow retirees to have duplicate family health insurance plans during retirement. Therefore, where married employees retire before becoming Medicare eligible, they may (a) opt for a family plan carried by one spouse to cover insurance for both retirees; (b) opt for one family plan to be carried by one spouse and one single plan to be carried by the remaining spouse; or (c) opt for two individual plans.

This section is intended to allow retirees to change or switch between single or family insurance plan coverage upon the following life-changing events:

- Death of the retiree or dependent;
- Retirement of dependent;
- Aging of dependent, such that the dependent can no longer be covered on the Retiree's policy; or
- Divorce of the retiree. In the event of death or divorce of a retiree, the surviving spouse, if also a retiree of the City of Auburn, will continue to be treated as a retiree so that they will not be required to obtain insurance coverage under COBRA.
- Any retiree wishing to participate in the dental plans offered by the City shall be able to do so by paying the COBRA rate for the dental plan selected. Dental plan premiums may not be paid, however, using the health insurance bank established with unused sick time.

Employees may elect to forgo the vision and/or dental insurance benefits under this Policy, provided they can be covered as an eligible dependent under another plan. Any employee who exercises this option will be eligible for an annual stipend pro-rated for partial-year coverage. Said annual stipend shall be equal to the actual annual composite rate(s) due under this contract and shall be deposited into the employee's flex spending account administered by the City of Auburn. An employee may opt back into City coverage, with proof of continuous coverage, during annual open enrollment or upon a qualifying event. If the employee experiences a lapse in coverage, unless and until such coverage may be afforded under the terms of, and in accordance with, the applicable plan and in any event, will then no longer be able to obtain the stipend during the period for which coverage has lapsed and will return to the City any stipend paid for the period for which coverage has lapsed. Said employee will have the opportunity to return to the City plan during the next open enrollment period.

Employee Wellness: On July 1, 2005, the City began an annual employee health and wellness program. As a part of this program, Management Personnel shall receive maximum reimbursement, per employee, per verified participation in wellness programs to be identified by Management and agreed upon by the City-Wide Wellness Benefits Committee, in the amount of one hundred dollars (\$100.00) each year of this Policy. All claims for reimbursements shall be reviewed and approved by either the City Manager or the Chair of the City-Wide Wellness Committee.

11. RETIREMENT BENEFITS

The appropriate Retirement Plan will be available to all employees in accordance with the New York State Retirement System.

Upon retirement, Management Personnel who are employed by the City as of Feb. 20, 2020, may utilize unused sick leave time as payment toward future health insurance premiums as follows:

- Sick leave will be credited toward an employee's future health insurance premium costs at a dollar value equivalent to one (1) accrual leave day to one (1) paid work day. In no case shall DH and MP receive less than their subordinates.

Upon retirement, Management Personnel who are hired by the City after Feb. 20, 2020, may utilize unused sick leave time as payment toward future health insurance premiums, as follows:

- Sick leave will be credited towards an employee's future health insurance premium costs at a dollar value equivalent of two (2) accrued leave days to one (1) paid workday.

Management Personnel may cash out their sick leave at retirement at a rate of one (1) day pay for every two (2) days accrued with a written acknowledgment that the retiring employee waives their rights to City provided health insurance in retirement.

12. CELLULAR PHONE ALLOWANCE

DH and MP Personnel, who have, because of their work hours and on-call status, been assigned City owned cellular phones, may elect, with the approval of the City Manager, to receive a cellular phone allowance in lieu of a City owned cellular phone. Said allowance shall be set at \$15/month until such time as it is revised as part of a new budget. The number of that phone must be available as would a City owned phone. Employees of this unit prior to July 1, 2023, will maintain their current level of reimbursement.

13. RESIDENCY REQUIREMENTS

All city employees are encouraged to live within the city. Certain positions may be required by Statute to reside within the city. For the purposes of this document, residency shall mean an employee's primary residence or domicile. Employees covered by this policy who do not reside within the city may be subject to modified benefits as outlined in the policy.

14. FAMILY AND MEDICAL LEAVE

The terms of the Federal Family Medical Leave Act apply to all employees covered by this Policy. Additional agreements may be arranged at the discretion of the City Manager.

The City will provide up to 3 weeks of paid leave for new parents under the following conditions:

- Employee has been in continuous full-time employment with the City for the previous twelve (12) months
- Employee must return to a full-time, continuous work schedule within 12 weeks

15. DISCIPLINE AND DISCHARGE

Personnel covered by this policy, except for those persons entitled to Civil Service Law, Section 75 Rights, are considered “at-will” employees, meaning they can be discharged at any time for any reason. The City desires to provide discipline and discharge procedures and disciplinary appeal process for management employees. The following procedures shall be utilized for disciplinary and discharge matters.

Disciplinary action shall include but is not limited to, written reprimands, suspension, demotion, discharge, fines, or any combination thereof or other such penalties as may be deemed appropriate by the Employer.

An employee shall be entitled to representation by an attorney or other representative at each step of the Discipline and Discharge Procedure. An employee shall be entitled, upon request, to have an attorney or representative present if, as a result of an investigation, an employee is asked by the Employer to sign a statement for purposes of attesting to or admitting incompetence or misconduct.

Service of the Notice of Discipline shall be made by personal service to the employee within 30 calendar days of the alleged act creating such discipline. If service cannot be effectuated by personal service, it shall be made by registered or certified mail, return receipt requested to the employee

The Notice of Discipline shall contain a detailed description of the specific acts and conduct for which discipline is being sought including references to dates, times, places and state any proposed penalty being sought. The Notice of Discipline shall also state that the employee has the right to appeal the disciplinary action by filing a written grievance with the City Manager within five (5) workdays after receipt of the Notice of Discipline if he/she disagrees with it.

A grievance meeting shall be convened by the City Manager within five (5) working days after receipt of a grievance, as provided above. The City Manager shall render a decision, in writing, to resolve the matter within seven (7) calendar days. Failure to file a grievance within the time frame hereinabove specified will constitute acceptance of the penalty, as proposed by the Employer, by the employee, and settle the matter in its entirety. The decision of the City Manager shall be final.

Subject to a mutual written agreement between the employees covered under this policy and the City of Auburn, the time limits hereinabove specified may be waived.

16. WAGES

Compensation for Management Personnel shall be in accordance with a 10-step wage schedule (Attachment B). The wage scale shall be adjusted for CPI annually and approved as part of the City Budget.

Management Personnel shall in any case receive a cost-of-living salary increase equal to the inflation and allowable growth factors as computed and published by the NYS Comptroller for the given fiscal year. If the inflation and allowable levy growth factor for any given year is one percent (- 1.0%) or less, he or she shall receive an increase of one percent (1.0%) of base salary for that given year. Cost of living increases shall be capped at 3% each year.

In order to attract qualified candidates, the City Manager shall have the authority to negotiate at which step management personnel will be appointed (1 through 10). All employees, regardless of the step level at the date of hire, will be eligible for a step increase on January 1 the year following the date of hire and will be eligible for future step increases every twelve (12) months thereafter, until the top step is achieved. The City Manager shall have further authority and discretion to negotiate additional step increases at any time.

DH salaries shall be at least 10% more than comparable subordinate salaries at the same Step. For example, there shall be no comparison of salaries at different Steps, but rather a DH who is at Step 2, shall only compare themselves against the salary held by the highest paid subordinate at Step 2.

17. PERFORMANCE EVALUATION

Management Personnel shall be evaluated on an annual basis. A non-exclusive list of Job Performance criteria shall include the topics of Efficiency of Operations, Customer Service, Cost Containment, Communications, Performance Management, Teamwork, Leadership, Staff Development, Safety, and Sustainability.

18. RETIREMENT INCENTIVE

This policy includes a provision for a retirement incentive for full-time employees. Said retirement incentive will be \$10,000 cash payout or \$12,500 toward health insurance premiums. The requirements for eligibility are as follows:

The following requirements for participation in this retirement incentive program apply:

- ❖ The employee must file an application for the retirement incentive program within forty-five (45) calendar days of becoming eligible to retire without penalty.

- ❖ The employee must retire from service within seventy-five (75) calendar days after filing the retirement incentive program application.
- ❖ There is only one opportunity to apply for the retirement incentive after reaching eligibility to retire without penalty. If an employee becomes eligible to retire without penalty but chooses not to retire they cannot apply in future years. If an employee becomes eligible to retire without penalty but does not apply within the forty-five (45) day calendar period the incentive will not be available.
- ❖ If an employee wishes to retire with penalty, they will be eligible for this incentive.

19. OTHER

A. All Management Personnel: All benefits not specifically mentioned in this Policy shall parallel those of the subordinate employees' bargaining unit contract.

B. Police and Fire Chiefs: Management Personnel in the Police and Fire Departments shall receive all the benefits afforded under this Policy, subject to the following exceptions:

1. With respect to Holidays: Police and Fire Management Personnel shall follow the same policy and receive the same pay for holidays as their uniformed subordinates;
2. With respect to Personal Leave, Sick Leave and 5/2 Days: Police and Fire Management Personnel shall follow the respective policies of their uniformed subordinates;
3. With respect to Longevity: Police and Fire Management Personnel shall be granted the Longevity granted in this Policy, but also Longevity Days equal to those afforded to sworn personnel, up to a total of five (5) days;
4. With respect to Wages: In order to ensure that qualified candidates in the Police and Fire Departments continue to aspire to the Chief positions, the Chiefs of Police and Fire Chief shall be excepted from the wage schedule set forth in this Policy and the following wage criteria shall apply to them in lieu of that schedule:
 - The Deputy Police Chief's base pay shall be 6% above the base pay of the most senior Police Captain.
 - The Police Chief's base pay shall be 6% above the base pay of the Deputy Police Chief.
 - The Fire Chief's base pay shall be 6% above the base pay of the most senior Assistant Fire Chief.
 - The Chiefs' shall receive line up pay in an annual stipend in January of each year equal to the amount that they would receive under the terms of the bargaining agreements of their subordinates.

20. RELATIONSHIP BETWEEN MANAGEMENT POLICY AND EMPLOYEE HANDBOOK

In the event an expressed and explicit provision set forth in the Senior Management Personnel Policy should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of the Senior Management Personnel Policy will control. Unless expressly excluded, the Employee Handbook will be applicable to all employees.

21. EDUCATION BENEFITS

The City shall reimburse any management employee for the cost of tuition and related fees to attend professional and technical courses at accredited institutions of higher learning at a cost not to exceed \$10,000.00 per year. Coursework does not necessarily need to result in a certificate or degree, but the employee must obtain a grade of at least "B" or equivalent to be eligible for reimbursement.

Courses must be approved in advance by the City Manager and must reasonably relate to the job of the employee or to the advancement of the employee's career at the City. Coursework attendance shall be on the employee's own time. Travel expenses to and from the institution shall be at the employee's sole cost.

In the event an employee resigns from the City within 2 years of completing coursework the employee must repay reimbursed costs and expenses. For every six months of employment after completion of the coursework, the employee's obligation for reimbursement shall decrease by 25%.

22. DEFERRED COMPENSATION PROGRAM

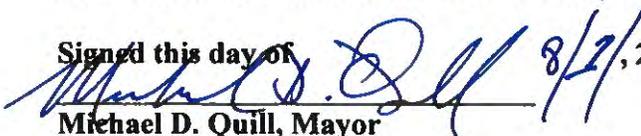
All Management employees shall be eligible to join the City's deferred compensation program. If approved in the annual city budget, Management employees with established city residency will be entitled to a \$2,000 annual match to their deferred compensation account provided by the city on an annual basis.

23. EXTENDED PAYMENT OF HEALTH INSURANCE PREMIUMS

Should an employee be in unpaid leave status for a period of more than 30 days and unpaid status is not a result of disciplinary action (for example FMLA) the City Manager may approve payment of the employee's premium contribution for up to three months.

24. EFFECTIVE DATE

This Policy shall take effect immediately upon its adoption by Council, and remain in effect until such time as an Amendment or new Policy shall take its place.

Signed this day of  8/21, 2023

Michael D. Quill, Mayor

ATTACHMENT A

EMPLOYEES COVERED UNDER MANAGEMENT POLICY

Department Heads

City Clerk
Comptroller
Corporation Counsel
Director of Capital Projects & Grants
Director of Planning and Economic Development
Director of Municipal Utilities
Fire Chief
Police Chief
Superintendent of Public Works
Superintendent of Engineering Services

Management & Professional Staff

Assistant Comptroller
Assistant Corporation Counsel
Deputy / Assistant Police Chief
Deputy Director of Community Planning and Development
Grants Coordinator
Information Technology Systems Administrator
Technical Director of Municipal Utilities

Management Support Staff

Civil Service Clerk
Secretary to City Manager
Secretary to Corporation Counsel
Secretary to the Mayor

The City Clerk is also covered by this Management Policy with the following exceptions:

1. The City Clerk is appointed by and reports to the City Council; therefore, procedures for discipline and/or discharge shall be established by the City Council.
2. A performance evaluation for the City Clerk will be required on an annual basis, following a process as determined by the City Council.

ATTACHMENT B

Wage Schedule

For Fiscal Year Ended 6/30/24										
	1	2	3	4	5	6	7	8	9	10
Department Heads										
Corporation Counsel	115,285	117,626	120,014	122,452	124,938	127,475	130,065	132,708	135,403	138,155
Comptroller	109,909	112,141	114,417	116,739	119,110	121,529	123,996	126,515	129,084	131,707
Director of Capital Projects and Grants	98,691	100,693	102,736	104,820	106,947	109,118	111,332	113,592	115,899	118,252
Superintendent of Public Works	98,691	100,693	102,736	104,820	106,947	109,118	111,332	113,592	115,899	118,252
Superintendent of Engineering	98,691	100,693	102,736	104,820	106,947	109,118	111,332	113,592	115,899	118,252
Director of Planning and Economic Development	98,691	100,693	102,736	104,820	106,947	109,118	111,332	113,592	115,899	118,252
Director of Municipal Utilities	98,691	100,693	102,736	104,820	106,947	109,118	111,332	113,592	115,899	118,252
City Clerk	74,925	76,443	77,991	79,571	81,182	82,826	84,505	86,217	87,964	89,748
Management and Professional Staff										
Assistant Corporation Counsel	93,107	94,996	96,922	98,888	100,894	102,941	105,029	107,161	109,335	111,554
Director of Operations	88,875	90,653	92,466	94,315	96,202	98,126	100,088	102,090	104,132	106,214
Deputy Director of Community Planning and Development	88,080	89,866	91,688	93,547	95,444	97,379	99,355	101,370	103,427	105,528
Technical Director of Municipal Utilities	88,080	89,866	91,688	93,547	95,444	97,379	99,355	101,370	103,427	105,528
Information Technology Systems Administrator-PT	77,890	79,823	81,803	83,833	85,913	88,047	90,233	92,473	94,770	97,125
Assistant Comptroller	77,890	79,823	81,803	83,833	85,913	88,047	90,233	92,473	94,770	97,125
Grants Coordinator	63,496	65,401	67,363	69,384	71,466	73,610	75,818	78,093	80,435	82,848
Management Support Staff										
Secretary to the City Manager	54,668	56,231	57,841	59,497	61,198	62,949	64,750	66,603	68,508	70,469
Secretary to the Corporation Counsel	52,809	54,320	55,873	57,471	59,116	60,807	62,547	64,337	66,178	68,070
Civil Service Clerk	48,086	49,460	50,876	52,332	53,828	55,369	56,952	58,583	60,258	61,982
Secretary to the Mayor	46,815	48,154	49,533	50,949	52,407	53,906	55,448	57,035	58,667	60,344