Attachment B

Salary and Benefit Plan

Management and Confidential Employees

January 1, 2015

Updated January 1, 2020

Updated July 15, 2022

TABLE OF CONTENTS

1. Employment Agreements

2. Severance Pay

3. Salary Schedule

4. Leaves
- Vacation
- Floating Holiday
- Sick Leave
- Holidays
- Compassionate Leave

5. Benefits
- Medical and Dental Premiums
- HRA-Veba
- Life Insurance and Accidental Death & Dismemberment Insurance
- Long Term Disability
- Retirement
- Worker's Compensation Insurance
- Taxable Benefits
    - Cell Phone
    - Auto Allowance
    - City Provided Vehicle
    - Clothing Allowance
- Other Benefits
    - Compassionate Leave
    - Employee Assistance Program
    - Education Assistance
    - Relocation Expense Reimbursement

Employment Agreements

The City desires to have a clear understanding regarding compensation and the employment relationship with management and confidential employees. Therefore, the City and employee will have a written employment agreement to create a professional and business-like relationship.

The terms of the employment agreement are three (3) years, unless terminated sooner as provided in the agreement.

Unless the City or employee notifies the other to the contrary in accordance with the agreement, the agreement will automatically renew for successive one (1) year terms from its date of expiration.

Severance Pay

In the event the employee is dismissed by the supervisor and the employee has been and is willing and able to continue to satisfactorily perform the duties of the position and the employee is not being dismissed for any reason set forth in the employment agreement, the City will offer the employee a severance agreement. Dismissal during the probationary period set forth in the employment agreement will not be subject to severance.

The amount of severance pay to be offered to management and confidential employees in the employment agreement shall be equal to one (1) month of severance pay for every full year of service, with a minimum of three (3) months, and a maximum of six (6) months.

Salary Schedule

The wages are set by City Council and shall be paid in accordance with the salary schedule attached as Exhibit B. Department Director wages are determined by the City Manager, within the low to high range of the position. All other management and confidential positions have steps within the ranges. The Department Director determines the beginning step and periodic advancements of steps throughout the range.

<u>Sergeants Incentive Pay</u>

Police Sergeants are eligible for Certification and Education Incentive Pay, with a maximum of 22 percent of base pay. Sergeants must submit a request for such pay, with verification of certification and education. Incentive pay is calculated on employee's base pay step.

Assoc. Degree/2 years College	2%
Intermediate DPSST Certification	5%
Intermediate DPSST Cert. with A.A./2 years College	7%
Bachelor's Degree	10%

Adv. DPSST Certification	10%
Adv. DPSST Certification with A.A./2 years of College	12%
Intermediate DPSST Cert. with Bachelor's Degree	13%
Adv. DPSST Certification with Bachelor's Degree	17%

Police Management 2% Longevity pay at 7+ years

Police Management and Confidential Employees with at least eighty-four (84) months of continuous service with the West Linn Police Department will receive an additional two percent (2%) of their base wage hourly per pay period. Longevity is not subject to the Incentive cap.

Leaves

Vacation Time

Eligible full-time management and confidential employees shall accrue vacation hours, up to a maximum of 400 hours, as follows:

Completed Years of Continuous Service	Rate of Accrual per Pay Period	Weeks per Year
Less than 4 years	5.23	3.4
4 years to less than 8 years	6.77	4.4
8 years to less than 11 years	7.38	4.8
11 years to 15 years	8.31	5.4
15+ years	8.62	5.6

The City Manager may base initial hiring accrual rate on years of experience.

Eligible part-time employees shall accrue paid vacation leave on a prorated basis.

Accrual of vacation leave is capped at 400 hours for full-time employees, and 200 hours for part-time employees. Depending on the number of compensable hours in the pay period, employees may be subject to a prorated benefit for the pay period. In order to accrue vacation leave hours, an employee must have compensable hours during the same pay period.

Vacation may not be used until the completion of six (6) months of employment.

An employee may "sell-back" up to 80 hours per fiscal year of accrued vacation time for cash payment. To sell-back vacation time the employee must: 1) request to take an equivalent amount of vacation time at a specified time, and 2) get the request approved by the Department Director or City Manager. Full-time employees must have a minimum of 40 hours of accrued vacation leave remaining after the request; the amount of required vacation leave remaining after the request will be pro-rated for part-time employees.

Employees who terminate employment shall be paid in a lump sum for all accrued vacation leave earned prior to the effective date of termination. If termination occurs before six (6) months of employment, the time is not paid out.

Management Leave

Management Leave is a privilege extended to recognize full-time exempt employees who spend many extra hours working on behalf of the City without receiving additional salary or time off. It is not the City's intent to replace time on an hour-for-hour basis.

Exempt employees who are not eligible for overtime receive additional hours of paid leave each fiscal year to be taken as Management Leave. New employees may be granted leave on a prorated basis. Management Leave shall be available to exempt employees on July 1 and it must be used by June 30 of the following year. This leave is "use it or lose it" and must be used in the fiscal year it was received. The use of Management Leave must be approved in advance by the employee's supervisor. Management Leave cannot be converted to other leave and is not paid upon separation from City employment. Management Leave may be granted to the following classifications as outlined below; however, the City Manager has the discretion to grant additional hours to mid-managers who attend regular nightly meetings or work after hours events.

- Department Heads receive 48 hours (6 days)
- Mid-Management receive 24 hours (3 days)

** In 2016, managers on the 9-80 schedule (City Hall and Public Works) agreed to give up 8 hours of management leave, in lieu of receiving 9 hours of holiday pay for regularly scheduled 9 hour days.*

Sick Leave

Eligible employees shall begin to accrue paid sick leave benefits on the first day of employment, as follows:

- Full-time employees shall accrue sick leave at the rate of 3.70 hours per pay period.
- Part-time employees shall accrue sick leave on a prorated basis.

Accrual of sick leave is capped at 960 hours for full-time employees, and 480 hours for part-time employees. Depending on the amount of compensable hours during a pay period, employee may be subject to a prorated benefit for same pay period. In order to accrue sick leave hours, an employee must have compensable hours during the same pay period.

Unused sick leave is not paid out upon separation from the City.

Police Management and Confidential Employees Sick Leave Payout at Retirement

Employees with at least 120 months of continuous service with the West Linn Police Department who retire under PERS and who are in good standing with the Department (e.g: not pending disciplinary investigation), are eligible to receive a contribution to their individual VEBA account in the amount equivalent to their base rate of pay for 50% of their accrued sick leave up to a maximum payment of 500 hours. This provision does not apply to employees who have already retired under PERS.

Holidays

The City has designated the following days for the observance of holidays, and most facilities are closed on these days:

- New Year's Day
- Martin Luther King's Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday Following Thanksgiving
- Christmas Day

If a recognized holiday falls within an eligible employee's approved vacation, it will be paid as a holiday and will not be deducted from the employee's vacation leave bank.

Sergeants Receive Holiday-in-Lieu accruals, as they are required to work on holidays. They receive 104 hours, as an accrual over the year. Upon resignation/termination, any unused hours of Holiday-In-Lieu of Holiday accruals will be paid out in the same manner as vacation accruals.

The City will make schedule accommodations in order to observe employees beliefs or practices in connection with a religious holiday, but they will not be City paid.

Benefits

Medical and Dental Premiums

Management and confidential employees who are regularly scheduled to work at least 20 hours per week are eligible to enroll themselves and qualified dependents in a health plan on the first day of the month following their hire date with the City, provided they meet the other eligibility criteria in the plan.

Full time employees pay a 10 percent portion of their premium cost, as a payroll deduction. Part-time employees portion will be prorated.

Covered employees continue to be eligible while they are being compensated by the City for at least 20 hours per week, or as otherwise required by law (e.g. FMLA). Coverage through the City's group plan will end on the last day of the month in which an employee resigns, is terminated, laid off, or has a reduction in hours below 20 per week. Employees also continue to be eligible for coverage while they are on a qualifying family medical leave, in accordance with applicable law.

Upon separation from City employment or other qualifying event, an employee and his or her covered dependents may elect to continue City health benefits at their own expense, to the extent provided for under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). A notice explaining the right to elect this coverage and the process for doing so will be sent to the employee or their covered dependent.

HRA-Veba

The City provides $60.00 per month into an HRA Veba account. An HRA is an employer paid, tax-free, savings account for family medical care expenses and premiums now, or during retirement. It is a claims-based system, where the employee submits claims to be reimbursed for out-of-pocket medical expenses like copays, deductibles, prescriptions, Medicare, etc.

- See Sick Leave Cashout at Retirement above for details for Police Management and Confidential employees

Life Insurance and AD&D

The City provides group term life insurance equal to 1 ½ times the employee's annual salary, up to $50,000, and $2000 dependent coverage, as well as accidental death or dismemberment benefits of the same value to all regular employees who are scheduled to work a minimum of 20 hours a week.

Long Term Disability (LTD)

The City's insurance carrier provides 50% of wage loss (with $4000/mo max) benefit to eligible employees who have been unable to work for 90 days or more due to accident or illness. Employees who are being compensated by the insurance carrier for long term disability are not eligible to accrue vacation leave, sick leave, holiday pay or other benefits.

Long-term disability payments (LTD) are reduced by the amount of any workers' compensation or social security disability benefits received by the employee, as specified by the insurance carrier.

Retirement

The City is a member of the Oregon Public Employees Retirement System (PERS) and contributes on behalf of the employee and the employer.

Information regarding these benefits can be found online at the PERS website. Employees acquire rights to retirement plan benefits according to the rules and procedures set forth in the plan and applicable laws.

In addition to an employee's regular compensation, the City pays four (4) percent of employee's earned salary. At the employee's election, they can use this additional compensation to participate in a deferred compensation program offered by the City.

Workers' Compensation

All employees are covered by the City's workers' compensation insurance. It provides for medical treatment and time loss benefits for approved claims arising from on-the-job injuries and occupational disease.

Taxable Benefits

Cell Phone

Due to the nature of some positions, an employee may be required to maintain use of a cell phone for business purposes. Therefore, in lieu of providing a city-owned cell phone, the employee is required to have a personal cell phone and the City will provide an allowance of $75.00 per month to employee for the purpose of obtaining and maintaining the use of a cell phone. This allowance is taxable to the employee.

Auto Allowance

Due to the nature of certain positions, an employee may be provided with an auto allowance, upon approval from the City Manager. Depending on the position, the auto allowance may be taxable to the employee.

City Provided Vehicle

Due to the nature of certain positions, an employee may be provided with a take-home vehicle, upon approval from the City Manager. Depending on the position, the take-home vehicle may be taxable to the employee.

Clothing Allowance

Depending on the requirements of particular positions, the City may provide a clothing allowance on an annual basis, as determined by the individual department.

For clothing purchases that may be used outside of the regular duties of the job, the allowance is taxable to the employee.

For all positions, any article of clothing necessary for job performance, which is purchased in compliance with OSHA safety regulations, including protection for eyes, ears, respiratory, skin, hands or feet, shall be considered part of the supplies necessary for the job and not calculated as part of the clothing allowance. These are business expenses, paid for by the City.

Other Benefits

Compassionate Leave

Employees may take up to forty (40) hours of paid time off in the event of the death of a family member. OFLA eligible employees are entitled to up to two (2) weeks of bereavement leave.

Employee Assistance Program

The City provides an Employee Assistance Program (EAP) to all employees as no cost to the employee. Employees who need counseling or other help with personal problems may contact a professional counselor with the employee assistance program (EAP) sponsored by the City.

Education Assistance

The City pays the cost of classes or seminars it requires an employee to attend during an employee's regularly scheduled work hours in accordance with federal and state laws.

Subject to a maximum of five hundred dollars ($500) per employee, per fiscal year and the availability of funds, the City may reimburse an employee for tuition and books for courses directly related to the employee's work.

Relocation Expense Reimbursement

The City Manager has the authority to reimburse reasonable moving expenses for relocation, for certain managerial or professional employees whose skills are difficult to find in the local labor market. Relocation reimbursement may be subject to taxes. Should the employee voluntarily leave City employment within two (2) years of employment, the employee will be required to reimburse the City for a prorated portion of the payments made to the employee for moving/relocation expenses.