

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
A-29

**REFERENCE:**

**EFFECTIVE**  
June 22, 2024

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**PURPOSE**

To outline in one document the salary and benefits of employees who work in positions not represented by a recognized bargaining group.

**A. SALARY** – Effective pay period beginning on June 22, 2024.

The order of application of salary increases, outside of step increases and when applicable, will be market adjustment then cost of living adjustment.

**EDUCATIONAL INCENTIVE PROGRAM:**

1. Unrepresented Management, Information Technology Specialist, and Senior Accounting Technician are eligible for five percent (5.0%) additional compensation when possessing:
  - Master’s degree directly related to the position with the City, but not required by the classification specification applicable to position; or
  - Current California registration certificate as a Professional Civil or Traffic Engineer which is directly related to the position, but not required by the classification specification applicable to the position; or
  - Current California designation as a Certified Public Accountant, which is directly related to the position, but not required by the classification specification applicable to the position.
2. Fire Division Chief is eligible for two and one half percent (2.5%) additional compensation when possessing an Associate’s degree in Fire Science or a related field, or five percent (5.0%) additional compensation when possessing a Bachelor’s degree in a related field.
3. Information Technology Specialist and Senior Accounting Technician are eligible to receive two and one half percent (2.5%) additional compensation when possessing a Bachelor’s degree directly related to the position with the City, but not required by the classification specification applicable to position. The incentive does not carry over to a classification that already requires a Bachelor’s degree, but will be used in determining the promotional rate to the new classification.

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**EXECUTIVE MANAGEMENT SALARIES TO BE PAID AT EQUIVALENT HOURLY PAY RATES:**

<b>CLASSIFICATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Assistant City Manager</b>	\$110.8327	\$116.3743	\$122.1930	\$128.3027	\$134.7178
<b>City Clerk</b>	\$67.1913	\$70.5509	\$74.0785	\$77.7824	\$81.6716
<b>Director of Community Development</b>	\$92.6889	\$97.3234	\$102.1895	\$107.2990	\$112.6638
<b>Director of Finance/City Treasurer</b>	\$89.179	\$93.6379	\$98.3198	\$103.2359	\$108.3976
<b>Director of Engineering Services</b>	\$91.0800	\$95.6340	\$100.4156	\$105.4364	\$110.7084
<b>Director of Human Resources</b>	\$89.1257	\$93.5819	\$98.2612	\$103.1742	\$108.3328
<b>Director of Information Technology</b>	\$88.4703	\$92.8936	\$97.5384	\$102.4154	\$107.5361
<b>Director of Parks and Recreation</b>	\$88.7329	\$93.1695	\$97.8281	\$102.7194	\$107.8554
<b>Director of Public Works</b>	\$91.0800	\$95.6340	\$100.4156	\$105.4364	\$110.7084
<b>Director of Public Works Operations</b>	\$86.2704	\$90.5839	\$95.1131	\$99.8687	\$104.8623
<b>Fire Chief</b>	\$99.1627	\$104.1208	\$109.3269	\$114.7932	\$120.5329
<b>Police Chief</b>	\$121.4200	\$127.4910	\$133.8656	\$140.5588	\$147.5867

**UNREPRESENTED MANAGEMENT SALARIES TO BE PAID AT EQUIVALENT HOURLY PAY RATES:**

<b>CLASSIFICATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Administrative Analyst (City Manager/Human Resources)</b>	\$36.5668	\$38.3952	\$40.3148	\$42.3305	\$44.4471
<b>Assistant to the City Manager</b>	\$57.3623	\$60.2306	\$63.2421	\$66.4042	\$69.7244
<b>Building Official</b>	\$67.6583	\$71.0413	\$74.5934	\$78.3231	\$82.2392
<b>City Engineer/Deputy Director of Engineering Services</b>	\$73.7750	\$77.4638	\$81.3369	\$85.4038	\$89.6740
<b>Deputy City Clerk</b>	\$41.0160	\$43.0669	\$45.2203	\$47.4812	\$49.8554
<b>Deputy Director of Community Development</b>	\$76.8673	\$80.7106	\$84.7462	\$88.9837	\$93.4328

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<b>CLASSIFICATION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Deputy Director of Parks and Recreation</b>	\$68.2537	\$71.6663	\$75.2496	\$79.0121	\$82.9627
<b>Deputy Director of Public Works</b>	\$72.6902	\$76.3245	\$80.1409	\$84.1479	\$88.3553
<b>Deputy Director – Special Projects (6 months limited assignment only)</b>	\$67.8541	\$71.2467	\$74.8091	\$78.5496	\$82.4769
<b>Financial Operations Manager</b>	\$62.3960	\$65.5157	\$68.7914	\$72.2311	\$75.8426
<b>Fire Division Chief</b>	\$75.4182	\$79.1892	\$83.1486	\$87.3061	\$91.6714
<b>Human Resources Analyst</b>	\$43.0829	\$45.2371	\$47.4990	\$49.8739	\$52.3676
<b>Human Resources Manager</b>	\$58.0365	\$60.9383	\$63.9852	\$67.1845	\$70.5437
<b>Information Technology Analyst</b>	\$42.8941	\$45.0387	\$47.2908	\$49.6554	\$52.1380
<b>Principal Fiscal Analyst</b>	\$51.9615	\$54.5596	\$57.2876	\$60.1519	\$63.1595
<b>Management Analyst (City Manager/ Human Resources)</b>	\$41.5286	\$43.6051	\$45.7854	\$48.0746	\$50.4784
<b>Marketing and Engagement Manager</b>	\$62.3960	\$65.5157	\$68.7914	\$72.2311	\$75.8426
<b>Network Administrator</b>	\$49.4933	\$51.9678	\$54.5663	\$57.2947	\$60.1594
<b>Parks and Recreation Manager</b>	\$56.4177	\$59.2386	\$62.2006	\$65.3104	\$68.5762
<b>Senior Human Resources Analyst</b>	\$54.7513	\$57.4888	\$60.3634	\$63.3815	\$66.5507
<b>Senior Management Analyst (City Manager/ Finance)</b>	\$49.5333	\$52.0100	\$54.6105	\$57.3410	\$60.2081

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**CONFIDENTIAL CLASSIFICATION HOURLY PAY RATES:**

CLASSIFICATION	1	2	3	4	5
<b>Confidential Secretary</b> (City Manager/Human Resources/Police Chief )	\$28.2861	\$29.7004	\$31.1854	\$32.7447	\$34.3819
<b>Executive Assistant to the City Manager/City Attorney/Police Chief</b>	\$36.2334	\$38.0451	\$39.9473	\$41.9447	\$44.0420
<b>Information Technology Specialist</b>	\$32.1550	\$33.7627	\$35.4510	\$37.2234	\$39.0845
<b>Senior Accounting Technician</b>	\$32.3146	\$33.9304	\$35.6269	\$37.4083	\$39.2785

**UNREPRESENTED GENERAL CLASSIFICATION HOURLY PAY RATES:**

CLASSIFICATION	1	2	3	4	5
<b>Police Recruit</b>	\$35.7977	\$37.5876	\$39.4669	\$41.4403	\$43.5124

**PART-TIME / SEASONAL/ TEMPORARY (PST) CLASSIFICATIONS HOURLY RATES:**

*PST classifications do not receive any benefits described in this policy with the exception of the City contribution to the appropriate retirement plan in lieu of CalPERS/Social Security and sick leave benefits required by Labor Code §233. All PST step increases are 2.5% unless noted otherwise; step increases are not automatic and based on merit.*

CLASSIFICATION	1	2	3	4	5
<b>Administrative Intern</b>	\$19.0823	\$19.5594	\$20.0483	\$20.5496	\$21.0633
<b>Public Safety Aide</b>	\$17.6111	\$18.0515	\$18.5027	\$18.9653	\$19.4394
<b>Recreation Specialist I</b>	\$17.6111	\$18.0515	\$18.5027	\$18.9653	\$19.4394
<b>Recreation Specialist II</b>	\$19.8925	\$20.3898	\$20.8996	\$21.4220	\$21.9576
<b>Recreation Specialist III</b>	\$22.4830	\$23.0451	\$23.6212	\$24.2117	\$24.8170
<b>Recreation Specialist IV</b>	\$25.4040	\$26.0371	\$26.6901	\$27.3573	\$28.0412
<b>Recreation Specialist V</b>	\$28.7194	\$29.4374	\$30.1732	\$30.9276	\$31.7008
<b>Weed Abatement Inspector</b>	\$29.2098	\$29.9400	\$30.6884	\$31.4557	\$32.2422

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***Retired Annuitants Only:*** *The salary for a Retired Annuitant must be an hourly pay rate that falls within the regular salary schedule for the position being filled. Per California Public Employee Retirement Law, a Retired Annuitant cannot receive any other compensation or benefits in addition to the hourly pay rate. Without exception, a maximum of 960 hours may be worked within a fiscal year (July 1 to June 30). Nonpaid or volunteer hours cannot be used in order to exceed 960 hours in a fiscal year. A Retired Annuitant cannot accrue service credit or any additional retirement rights or benefits.*

**Retired Annuitant**      *Hourly pay rate corresponding with position being filled*

**B. HEALTH AND WELFARE BENEFITS**

1. Cafeteria Plan

The City's cafeteria plan allotment is for enrollment in any of the City's CalPERS' health plans or other eligible benefit programs (e.g., dental, vision, etc.). The cost of the premium for the City's health plan will be deducted from the employee's cafeteria plan allotment. If there is a difference, the employee will be responsible for the remainder of the premium amount to be paid through payroll deductions. Unused cafeteria plan allotment will be paid out as "cash in lieu", up to a maximum of \$1,150 per month (excludes Police Recruit). For Police Recruit the maximum "cash in lieu" is \$287.50 per month. Cash in lieu payments are taxable income and not PERSable.

Any employee who is not enrolled in a City CalPERS health insurance plan, and does not provide proof of enrollment in another group health insurance plan (e.g., coverage under a spouse's employer plan) within 30 days from the beginning of the new plan year will not be eligible to receive cash in lieu.

All benefitted employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she:

- (1) Provides proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year

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to which the opt out arrangement applies (“opt out period”); and

- (2) Signs an attestation that the employee and his/her tax family have or will have such minimal essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn’t have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

The City may modify health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

From July 1, 2024 through December 31, 2024, the allotment for the cafeteria plan for all classifications, except Police Recruit, shall be \$1,450 per month. For Police Recruit, the allotment for the cafeteria plan shall be \$1,400. Effective January 1, 2025, the amount for all classifications, except Police Recruit, will increase to \$1,550 per month. For Police Recruit, the amount will increase to \$1,700 per month.

**2. Medical Insurance**

The City is continuing the CalPERS’ Health Benefits program that was adopted on January 1, 1986. From the total cafeteria plan allotment, the City will pay to CalPERS the statutorily required minimum employer contribution per month toward the cost of any CalPERS’ health plan that the employee chooses to enroll. The employee agrees to be liable for the difference between the total cost of the health plan chosen and the City’s contribution if he/she elects to obtain coverage under the CalPERS’ health program. This amount shall be included in the total amount of the City’s contribution to the employee’s Section 125 Cafeteria Plan.

Employees who elect not to be covered under the City’s medical insurance plan must have on file with the City a signed waiver of medical benefits. Employees will be provided an opportunity to enroll in the City’s medical insurance plan during the designated open enrollment period.

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3. Retirement Benefits

All Executive, Unrepresented, and Confidential employees are members of the California Public Employees' Retirement System (CalPERS). Those employees who are "classic members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee's share of the retirement cost (8% for Miscellaneous and 9% for Safety Employees), and receive the following contracted benefits:

<b>Miscellaneous Employees</b> <i>"Classic" Members</i>	<b>Safety Employees</b> <i>"Classic" Members Hired on or before March 10,</i>
A. 3% at 60 Benefit Formula (§21354.3)	A. 3% at 50 Benefit Formula (§21362.2)
B. Final Compensation: One Year (§20042)	B. Final Compensation: One Year (§20042)
C. Prior Service (§20055)	C. Prior Service (§20055)
D. [Reserved]	D. [Reserved]
E. Additional Service Credit 2 Years (§20903)	E. [Reserved]

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<b>Miscellaneous Employees</b> <i>"Classic" Members</i>	<b>Safety Employees</b> <i>"Classic" Members Hired on or before March 10,</i>
F. Unused Sick Leave Credit (§20965)	F. Unused Sick Leave Credit (§20965)
G. Military Service Credit as Public Service (§21024)	G. Military Service Credit as Public Service (§21024)
H. 2% Annual Cost of Living Allowance Increase (§21329)	H. 2% Annual Cost of Living Allowance Increase (§21329)
I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)	I. Pre-Retirement Death Benefits to Continue After Remarriage of Survivor (§21551)
J. 1959 Survivor Benefit Level Four (§21574)	J. 1959 Survivor Benefit Level Three (§21573)
K. \$5,000 Retired Death Benefit (§21623.5)	K. \$500 Retired Death Benefit (§21620)
L. [Reserved]	L. Post-Retirement Survivor Allowance (§21624/26/28)
M. [Reserved]	M. Post-Retirement Survivor Allowance to Continue After Remarriage (§21635)
	<b>Local Safety Employees</b> <i>Hired on or after March 11, 2011</i>
	A. 3% at 55 Benefit Formula (§21362.2)
	B. Final Compensation: Three Years – Career Average (§20042)

Those employees who are "new members" as defined under the Public Employees' Pension Reform Act of 2013 (PEPRA) pay the employee contributions equal to 50% of normal cost (currently 6.25% for Miscellaneous and 12.25% for Safety Employees), and receive the above listed benefits with the exception of the following:

<b>Miscellaneous Employees</b> <i>"New" Members Hired on or after January 1, 2013</i>	<b>Safety Employees</b> <i>"New" Members Hired on or after January 1, 2013</i>
A. 2% at 62 Benefit Formula (§7522.20)	A. 2.7% at 57 Benefit Formula (§7522.25(d))
B. Final Compensation: Three Years – Career Average (§20037)	B. Final Compensation: Three Years – Career Average (§20037)



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***PST Employees:*** In lieu of enrollment in the CalPERS' retirement program, PST employees will be enrolled in an IRS §457 retirement plan. The City contributes 7.5% of the employee's salary to the IRS §457 plan in lieu of CalPERS and Social Security. PST employees who qualify for membership will be enrolled in the CalPERS retirement program and City contributions to the IRS §457 plan will terminate.

4. Deferred Compensation

All Executive, Unrepresented and Confidential employees are eligible to participate in any of the City's Internal Revenue Code Section 457 Deferred Compensation Plan(s). Participation is handled through payroll deductions.

The City shall contribute \$300 per month (\$3,600 per year) in deferred compensation on behalf of the Assistant City Manager to one of the City approved plans as selected by the Assistant City Manager. Amounts contributed by the City shall be to the benefit of the Assistant City Manager in accordance with the Deferred Compensation Plan participation agreement.

5. Disability Insurance

The City provides Executive Management employees and Unrepresented Management employees with fully paid short-term and long-term disability plans.

***Exclusion:*** Confidential employees, PST employees, and Police Recruit(s) participate in the State Disability Insurance (SDI) Program at their expense.

6. Life and Accidental Death & Dismemberment (AD&D) Insurance [Applies to City Attorney]

The City provides fully paid life insurance and AD&D to Executive and Unrepresented Management employees in the amount of one and one half times the employee's annual salary plus \$25,000.

The City provides fully paid life insurance and AD&D to Confidential and benefitted employees in the amount of \$25,000.

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**C. LEAVES**

1. Vacation Accrual

All Executive, Unrepresented and Confidential employees shall accrue vacation in accordance with the schedule below. With the exception of interrupted service not covered by any other provision, rule or law, the full accrual rates will commence the first pay period of employment, with no proration. Additionally, when the accrual rate progresses to the next tier, the new accrual rate will be given in full in the pay period which coincides with the employee's hire anniversary date. Additionally, there will be no proration between the prior accrual rate and new accrual rate regardless of where in the pay period the hire anniversary date falls in.

- a. 3.07 hours of vacation accrued and credited bi-weekly from the date of hire until completion of the 35<sup>th</sup> month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following the start of the 36<sup>th</sup> month through the completion of the 107<sup>th</sup> month;
- c. 5.52 hours of vacation accrued and credited bi-weekly following the start of the 108<sup>th</sup> month through the completion of the 155<sup>th</sup> month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following the start of the 156<sup>th</sup> month.

New hires in Executive and Unrepresented Management classifications may accrue vacation leave at a rate greater than the entry rate at the discretion of the City Manager. Vacation accrual shall be capped at 620 hours for all executive and unrepresented management employees, and 560 hours for all confidential employees. No employee shall accrue vacation beyond the established cap unless specifically authorized by the City Manager. Employees have the option of 100% cash reimbursement for unused paid vacation at any time provided that they have used at least 30 hours of vacation/administrative leave during the preceding year (26 pay periods).

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2. Administrative Leave

Executive Management (excludes Police Chief, Fire Chief, and Fire Division Chief) employees receive eighty (80) hours administrative leave per year accrued as vacation leave. The Police Chief, Fire Chief and Fire Division receive one hundred forty (140) hours administrative leave per year accrued as vacation. Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

3. Holidays

Executive and Unrepresented Management and Confidential employees (excluding the City Attorney) receive the following paid holidays:

New Years' Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Admissions Day*	September 9 (floating holiday)
Columbus Day*	Second Monday in October (floating holiday)
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
<i>And every day proclaimed by the City Council as a public holiday.</i>	

\*Two (2) floating holidays in lieu of celebrating Columbus Day and Admissions Day. City facilities shall remain open on both days.

Vacation shall accrue and be credited bi-weekly to compensate for the two floating holidays based on regularly scheduled work shift (permanent shift):

**5-8 Schedules:** 0.62 hours; **9/80 Schedules:** 0.69 hours; **4/10 Schedules:** 0.77 hours

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City Hall will be closed between the observed Christmas Eve holiday in 2024 and the observed New Years' Day holiday in 2025. Employee who take this time off must use paid leave for December 26, 27, and 30, 2024.

An EMPLOYEE whose day off falls on an observed City holiday (e.g., Friday holiday) will accrue their regularly scheduled hours of vacation leave.

**4. Sick Leave**

Executive, Unrepresented and Confidential employees accrue sick leave at the rate of 3.68 hours per bi-weekly pay period. Accrual is unlimited. Part-Time/Seasonal/Temporary employees accrue and use sick leave upon commencement of employment at the rate prescribed by Labor Code § 246. PST employees are entitled to no other leave benefits under this policy.

Sick leave with pay shall be granted to all EMPLOYEES covered by this Policy in accordance with this section. Sick leave shall not be considered as a right which an EMPLOYEE may use at his/her discretion, but shall be allowed only in case of necessity and actual personal sickness or disability or (2) to attend to an illness or injury, including time for scheduled doctor or dentist appointment, of a person who is in the relationships to the employee as described in the California Labor Code §233, which currently includes:

Child	Parent	Spouse
Grand Child	Foster Child	Adopted Child
Step Child	Legal Ward	Child of Domestic Partner
Step Parent	Legal Guardian	Adoptive Parent
Foster Parent	Sibling	Parent-in-Law
Grand Parent	Registered Domestic Partner	Child of Person Standing in Loco Parentis

**a. Sick Leave Conversion Privileges**

Any EMPLOYEE who has taken 40 hours sick leave or less during the calendar year ending December 30 of each year shall be entitled to either convert up to 40 hours of unused sick leave to vacation or receive a cash payment for up to 24 hours, based upon the current compensation rate on an hour-for-hour basis.

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In no event may an EMPLOYEE select a combination of two options or reduce the accumulated sick leave balance below 192 hours. No prorations shall be made for EMPLOYEES terminating on or before December 30 of the calendar year.

b. Unused Sick Leave at Retirement for Health Insurance

For employees hired before July 1, 2013, upon retirement from City employment within 120 days of separation, for service or disability, an employee may elect to use unused sick leave at its dollar value at retirement (hourly base rate plus any regularly recurring bi-weekly premium pay, i.e., differential pay for Master's Degrees) to pay health insurance premiums in retirement according to the following schedule:

10 through 14 years of service: 25% of the sick leave balance at retirement;

15 through 19 years of service: 50% of the sick leave balance at retirement;

20 + years of service: 75% of the sick leave balance at retirement.

This benefit will be in addition to the monthly contribution the City makes, as determined by PERS, to the Public Employees' Retirement System for retiree health insurance benefits. The supplemental benefits described above shall be used to pay health insurance premiums for the retiree and dependents, if applicable. However, if the employee is deceased before the funds are exhausted, the supplemental benefits shall cease and the remaining funds shall be the City's property.

The City elects to self-administer this plan at this time. The City will pay the annualized dollar equivalent of the Kaiser two-party health insurance premium once per year in January of each year.

This benefit may be used in combination with service credit for unused sick leave as described in Section C – Health and Welfare Benefits – Retirement Benefits.

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5. Bereavement Leave

All employees covered under this memorandum of agreement shall be entitled to the bereavement leave of absence and employment rights and privileges provided by state and federal laws and regulations. Up to three regularly scheduled working days will be paid by the City, as bereavement leave, to EMPLOYEES in order to discharge the customary obligations arising from the death of a relative as defined by the state. Employees may also request the use of an additional two regularly scheduled working days to be charged to sick or vacation leave accruals. The designated representative must approve requests for such leave and documentation, as defined by the state, requested within 30 days of the leave.

6. Military Leave

Any employee who is or becomes a member of the Armed Services, Militia or Organized Reserves of California or the United States shall be entitled to the leaves of absence and employment rights and privileges provided by the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Military and Veterans Code of the State of California.

7. Jury and Witness Leave

All Executive, Unrepresented and Confidential employees are entitled to be absent from duty when called to serve as a trial juror or as a witness called by a subpoena before a court of law. Under such circumstances, the EMPLOYEE is paid the difference between full salary and any payment received by them, except travel pay, for such duty.

8. Stand-by Time

The Fire Division Chief shall receive eight (8) hours of vacation leave for every week he/she is required to participate in the back-up duty chief rotation for Heartland Fire & Rescue. For each holiday occurring during the assigned week, (Saturdays and Sundays are not considered holidays), an additional four (4) hours of vacation will be credited.

**CITY OF EL CAJON  
CITY COUNCIL POLICY**

**SUBJECT:** Compensation Plan for Executive and Unrepresented Employees

**POLICY**  
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**D. UNIFORM AND EQUIPMENT ALLOWANCE**

The Police Chief, Fire Chief and Fire Division Chief receive an annual uniform and equipment allowance of \$1,000. Yearly distribution will be issued the second paycheck in July.

**Newly Hired Police Recruits:** The annual uniform and equipment allowance for newly hired Police Recruits shall be \$775 per year. The uniform allowance shall be prorated over the twelve month period beginning from the actual hire date to the following July 1st. Yearly distribution will be issued the second paycheck in July.

**E. TUITION AND BOOK REIMBURSEMENT**

The City provides an allowance of \$1,500 per fiscal year for Executive, Unrepresented Management and Confidential employees to use to defray the cost of attendance at seminars, workshops, conferences and/or classes, which promote professional growth. Executive and Unrepresented Management employees may use this allowance for lodging, meals, and other travel expenses.

Executive and Unrepresented Management employees may also use the allowance to cover the costs of membership fees for job related professional associations.

**F. OTHER CERTIFICATIONS AND SPECIAL COMPENSATION**

1. Notary Public Pay

Positions designated by the department director shall receive Notary Public Pay in the amount of \$75/month if he/she is a Notary Public in the State of California. The City shall also pay the cost of bonding of this employee while he/she is serving as Notary Public for the benefit of the City. Employees in designated positions shall perform notary services only as directed by his/her supervisor.

2. Bilingual Pay

Positions designated by the department director shall receive Bilingual Pay in the amount of \$120/month if he/she is certified by a language professional, designated by the City, as having suitable skills to provide translation service.

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3. Automobile Allowance

Executive Management employees shall be provided a monthly automobile allowance of \$300 in exchange for making a vehicle available for his/her own use and for City-related business and/or functions during, before and after normal work hours. The Assistant City Manager shall be provided an additional \$100, to total a monthly automobile allowance of \$400.

4. Cellular Telephone Allowance

The Assistant City Manager shall receive as compensation the sum of \$120 per month for use as an allowance for his/her cellular telephone service.

5. Technology Allowance

The Assistant City Manager shall be provided with an amount not to exceed \$2,500 every two years, beginning with the year of his/her initial appointment, for use to purchase technology equipment such as a personal laptop computer, etc. The payment shall be made upon submission of receipts documenting the purchase(s). The equipment purchased shall become the property of the Assistant City Manager.

6. Non-PERSable Stipend

A non-PERSable stipend of \$6,300/Fire Chief and \$4,410/Fire Division Chief. One-half of stipend payment to be issued on the second paycheck in July 2024 and one-half issued on the first paycheck in December 2024.

**G. RELOCATION ALLOWANCE**

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.