City of Sunnyvale
Communication Officers Association (COA) Employee Benefits

SALARY SCHEDULE

The City maintains a salary schedule with three to five steps in five percent (5%) increments. Appointments are normally made at the first step. After successful completion of thirteen (13) pay periods of employment, consideration is given for a merit adjustment to the second step. Consideration for each subsequent one step merit adjustment is given at the next twenty-six (26) pay period interval.

PAY SCHEDULE

City employees are paid bi-weekly on alternating Thursdays.

WORK SCHEDULE

An alternative work schedule (4/11) is available.

TERM LIMITED APPOINTMENTS (If applicable)

Term Limited positions shall be subject to membership in the applicable bargaining unit and shall receive the full benefits applicable to their bargaining unit, except as limited by their "at-will" status, meaning that they may be terminated at any time with or without cause.

BENEFITS

Benefits are provided to all employees and vary by bargaining unit and/or employee group. Benefits are subject to change and do not constitute a contract.

HEALTH AND WELFARE BENEFITS

The City of Sunnyvale provides three (3) tiers of coverage that can be selected independently for the medical and vision plans: employee only, employee plus one dependent, and employee plus two or more dependents (family coverage).

Medical

Employees are eligible to enroll in a CalPERS medical plan effective the first of the month following their hire date. The following plans are available: Anthem Select HMO, Anthem Traditional HMO, Blue Shield Access+ HMO, HealthNet SmartCare HMO, Kaiser HMO, United Healthcare HMO, PERS Choice PPO, PERS Select PPO and PERS Care PPO and PORAC.

The City pays a CalPERS required Minimum Employer Contribution (MEC) of $472.98 monthly to CalPERS to be used toward the cost of a medical plan premium plus provides an employee cafeteria contribution of $242.02 monthly. The City's total maximum contribution is $815.00, which is used to pay for the medical premium cost, employee assistance program, vision or supplemental life insurance plans. These amounts may cover employee plus family benefits depending upon plan selection. Surplus MEC and cafeteria plan contributions are not eligible for cash payment.

Cash-in-Lieu

Employees who waive medical coverage entirely are eligible to receive at least $48.75 monthly and up to a maximum amount of $213.42, upon proof of dependent eligibility and other medical coverage.

Dental

Dental insurance is provided through COA after thirteen (13) pay periods of service.

Vision
Employees are enrolled in the Vision Service Plan (VSP) effective the first of the month following their date of hire. At minimum, employee enrollment is mandatory. The premium cost will be deducted from the City contribution surplus, if available. If the City contribution does not contain a surplus, the cost will be deducted from pay on a pre-tax basis.
VSP provides a voluntary buy-up option that enhances coverage for an additional cost that is paid 100% by the employee. Surplus cafeteria plan contributions may not be applied to the buy-up cost.

VSP does not provide employees with member cards. You can simply use your social security number to verify your coverage with your vision provider. Plan information can be found at www.vsp.com.

Life Insurance/Accidental Death & Dismemberment (AD&D)
The City shall provide life insurance equal to one times the annual base salary for employees. The employee also has the option of buying additional insurance, referred to as Supplemental Life/AD&D insurance of one times his/her annual base salary up to the maximum allowable coverage. Coverage is subject to the terms and conditions of the insurance policy and to current tax law provisions. If an employee chooses to buy supplemental insurance, the additional cost will be deducted from any City contribution surplus. If the City contribution does not contain a surplus, the cost will be deducted from pay on an after-tax basis. Coverage begins the first of the month on or after the date the employee starts continuous service.

Long-Term Disability (LTD)
LTD insurance provides income replacement of 67% of monthly salary to a cap of $11,000 per month after 90 days of disability. The premium is paid by the City. Coverage begins after completion of twenty-six (26) consecutive pay periods of service.

Employee Assistance Program (EAP)
Up to seven (7) paid in person counseling sessions per fiscal year for employees and eligible dependents plus unlimited telephonic sessions for work and life services are available through the EAP. The premium is deducted from the City contribution surplus.

Flexible Spending Accounts
The City offers a Healthcare Spending Account with an annual election limit of $2,400 and a Dependent Care Spending Account with an annual election limit of either $2,500 or $5,000. Both spending account election limits are regulated by the IRS and the Dependent Care limit is determined based on an employee's income tax filing status.

Commuter Transportation Benefits
The Commuter transportation benefits plan allows you to set aside money on a pre-tax basis to pay for qualified work-related transportation expenses for mass transit, van pools, and parking. The monthly election limit is regulated by the IRS and fluctuates periodically.

Premium Conversion
Costs paid by the employee for medical and vision premiums are automatically deducted from pay before taxes, thereby reducing taxable income and increasing take home pay.

Retiree Medical Contribution
The City will continue to contribute up to the monthly CalPERS Minimum Employer Contribution for COA employees who retire from Sunnyvale and elect CalPERS medical plan coverage. The Minimum Employer Contribution is paid directly to CalPERS on behalf of the retiree. The City does not contribute to the cost of Medicare plan premiums that retirees pay to the Social Security Administration.

RETIREMENT

CalPERS Retirement Benefits for Classic Members

Classic members as referenced in this benefit summary are:

- City of Sunnyvale employees hired before January 1, 2013, or
- Employees hired on or after January 1, 2013 who are existing CalPERS members, or
- Employees hired on or after January 1, 2013 who are members of a reciprocal retirement system, as defined by CalPERS.

The City contracts with CalPERS to provide the Local Miscellaneous benefit formula of 2% @ 60 for classic employees hired on or after December 23, 2012 (Tier 2) and 2.7% @ 55 for all other classic members (Tier 1). Tier 2 classic employees contribute five percent (5%) of the seven percent (7%) employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). Tier 1 classic employees contribute six percent (6%) of the eight percent (8%) employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). The City pays the remaining two percent (2%) employee contribution and reports the value to CalPERS as additional compensation.

Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 12-consecutive months. This is also referred to as the single highest year average. The minimum retirement age is 50 and the maximum benefit age is 55 for Tier 1 and 63 for Tier 2.

Classic employees who first became members on or after July 1, 1996 are subject to an annual compensation limit. The current limit is $265,000. Employees do not pay contributions on amounts exceeding the annual compensation limit, and compensation earned beyond the limit will not be considered when CalPERS calculates the single highest year pensionable compensation average. The City does not participate in Social Security but does contribute to Medicare.

CalPERS Retirement Benefits for New Members

New members are:

- Individuals who have never been a member of any public retirement system prior to January 1, 2013, or
- Individuals who moved between retirement systems with more than a six (6) month break in service.

In compliance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), new members will receive a Local Miscellaneous benefit formula of 2% @ 62. Employees contribute 50% of the normal cost which is subject to change on a fiscal year basis as determined by CalPERS. The current employee contribution is six and one quarter percent (6.25%). The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 36-consecutive months. This is also referred to as the 3-year average. The minimum retirement age is 52 and the maximum benefit age is 67.

New members are subject to an annual compensation limit that is regulated by CalPERS and changes periodically. Employees do not pay contributions on amounts exceeding the annual compensation limit, and compensation earned beyond the limit will not be considered when CalPERS calculates the 3-year pensionable compensation average. The City does not participate in Social Security but does contribute to Medicare.

457 Deferred Compensation

The City maintains several deferred compensation programs that are available to all employees.

ANNUAL LEAVES

Leaves are negotiated through collective bargaining, and therefore, may differ slightly for each bargaining unit. Please refer to the individual MOU for further details. Additionally, upon separation from the City, all leaves that are eligible for cash out will be paid to the employee on his/her final paycheck.

Paid Time Off (PTO)

PTO accrues on a per pay period basis, according to the accrual schedule below:

Pay Periods of Service	Years Employed	Hours Accrued Per Pay Period	Accrual Rate Hours per Year
1-26.99	0 to 1	5.5	143
27-130.99	1+ to 5	6.5	169
131-260.99	5+ to 10	8.0	208
261-442.99	10+ to 17	9.5	247
443-650.99	17+ to 25	10.5	273
651+	25+	11.0	286

Employees will accrue at the above rates while their PTO balance is less than 885 hours. Once the 885 hour cap is reached, PTO will no longer accrue until the employee either uses PTO to reduce the leave balance or cashes-out PTO.

Upon date of hire, Paid Time Off (PTO) leave shall begin to accrue at the end of the first pay period. As a result, hours accrued in a particular pay period are not available within the same pay period. Please note that PTO leave cannot be used in an employee's first pay period of employment.

Employees have the option to cash-out up to 100 hours of PTO once at the end of each payroll calendar year, so long as a minimum balance of 120 hours is kept following the cash-out. To be eligible to cash-out PTO, the employee must submit an irrevocable election form specifying the number of hours to be cashed-out in the preceding calendar year.

Paid Medical Leave (PML)

After an employee has completed twenty-six (26) pay periods of service, up to ninety (90) days of paid leave is provided for each unrelated non-work illness or injury, the first 120 hours of which is PTO, and hour 121 through day 90 is PML. During a COA employee's first twenty-six (26) pay periods of service, the employee may be authorized up to forty (40) hours of interim PML for work-related and non-work related illness or injury.

In-Lieu of Holiday

Employees receive an additional 4.15 hours pay, in lieu of holidays off, each pay period.

Bereavement Leave

Up to forty (40) hours is provided for the death of an eligible family member. The City reserves the right to require proof of death from the employee and all bereavement leave must be used within six (6) calendar months of the date of the eligible incident, except employees who are designated as the executor for a qualifying decedent's estate may seek approval of the Human Resources Director to use bereavement beyond this limitation.

Jury Duty Leave

Full pay is provided when called to serve on jury duty. Proof of service is required.

ADDITIONAL BENEFITS

Boot Allowance
Direct Deposit
Credit Union Membership
Tuition Reimbursement
Years of Service Awards