City of Sunnyvale
Confidential Unrepresented Non-Management Employee Benefits

SALARY SCHEDULE

The City maintains a six-step salary schedule with steps in five percent (5%) increments. Appointments are normally made at the first step. After successful completion of a thirteen pay period probationary period, 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. In addition, employees receive a confidential premium of 3.5% of base pay.

PAY SCHEDULE

City employees are paid bi-weekly on alternating Thursdays.

WORK SCHEDULE

An alternative work schedule (9/80) may be available, depending on assignment.

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.

EXEMPT CLASSIFICATIONS

The following Confidential classifications are exempt from overtime under the provisions of the Fair Labor Standards Act (FLSA). Employees in these classifications are not eligible for overtime or compensatory time. Instead, employees in these classifications receive administrative leave time.

Job Code	Classification
1001	Accountant-Confidential
1450	Human Resources Analyst
1015	Payroll Supervisor
1460	Sr. Human Resources Analyst
2203	Sr. Programmer Analyst-Confidential

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, dental and vision plans: employee only, employee plus one dependent, and employee plus two or more dependents (family coverage). The City provides a generous medical premium contribution plus a cafeteria contribution that, when combined, may pay the majority of the cost toward medical, dental and vision coverage for employees plus their eligible dependents.

Medical

Employees are eligible to enroll in a CalPERS medical plan effective the first of the month following their date of hire. 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.

The City pays a CalPERS required Minimum Employer Contribution (MEC) of $795.87 monthly toward the cost of a CalPERS medical plan and provides an additional monthly cafeteria contribution based on medical coverage election. Employees electing 'employee only' medical coverage or no medical coverage receive a monthly cafeteria contribution of $422.93. Employees electing medical coverage for 'employee plus one dependent' or 'employee plus two or more dependents' receive a monthly cafeteria contribution of $1,032.70.

Surplus cafeteria plan contributions after applying to the medical premium are used to pay the premium cost of the dental, vision or supplemental life insurance plans. These amounts may cover employee plus family benefits depending upon plan selection. Surplus cafeteria plan contributions are not eligible for cash payment.

Cash-in-Lieu

Employees who either reduce the number of their eligible dependents for medical coverage or waive coverage entirely are eligible to receive at least $48.75 monthly and up to a maximum amount of $213.42, upon proof of other medical coverage.

Dental

Delta Dental PPO (Preferred Provider Organization) and Delta Dental DMO (Dental Maintenance Organization) plans are available for enrollment after thirteen (13) pay periods of service. The premium cost will be deducted from the cafeteria plan surplus, if available. If the cafeteria plan does not contain a surplus, the cost will be deducted from pay on a pre-tax basis.

The Delta Dental PPO plan provides a voluntary buy-up option that enhances coverage for an additional cost and is paid 100% by the employee. Surplus cafeteria plan contributions may not be applied to the buy-up cost.

Dental cards are no longer mailed to employees, as you can simply use your social security number to verify your coverage eligibility with your dental provider. If you would like a dental insurance card, you can print a card by registering on the Delta Dental website www.deltadentalins.com.

Vision

Employees are enrolled in the Vision Service Plan (VSP) effective the first of the month following their date of hire. The premium for 'employee only' and 'employee plus one dependent' coverage is paid 100% by the City. Employees choosing 'family coverage' will pay the difference in cost between 'employee plus one coverage' and 'family coverage.' The additional cost will be deducted from any surplus cafeteria plan contribution, if available. If the cafeteria plan 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 surplus cafeteria plan contribution, if available. If the cafeteria plan 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 paid by the City.

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
Employee costs for medical, dental 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 contribute up to the monthly CalPERS Minimum Employer Contribution for Confidential employees who retire from Sunnyvale and elect CalPERS Basic or Medicare Supplement 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 three percent (3%) of the seven percent (7%) employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). Tier 1 classic employees contribute four percent (4%) of the eight percent (8%) employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). The City pays the remaining four percent (4%) 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 this 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 and/or employee group. 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 pay period basis, according to the accrual schedule below:

Pay Periods of Service	Years of Service	Hours Accrued per Pay Period	Accrual Rate Hours per Year
1-25.99	0 to 1	5.5	143
26-129.99	1+ to 5	6.5	169
130-259.99	5+ to 10	8.0	208
260-441.99	10+ to 17	9.5	247
442-649.99	17+ to 25	10.5	273
650+	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 hours of PTO once at the end of each payroll calendar year. Employees with five (5) or less years of service are eligible to cash-out up to fifty (50) hours of PTO each year, so long as the employee keeps a minimum balance of eighty (80) hours and has used at least forty (40) hours of PTO during the year. Employees with more than five (5) years of service are eligible to cash-out up to 100 hours of PTO each year, so long as the employee keeps a minimum balance of 120 hours and has used at least eighty (80) hours of PTO during the year. To be eligible to cash-out PTO, the employee must submit an irrevocable election form in the preceding calendar year specifying the number of hours to be cashed-out.

Paid Medical Leave (PML)
Up to ninety (90) days of paid leave is provided for each unrelated non-work illness or injury. During an employee's first twenty-six (26) pay periods of service, the employee will use PTO in lieu of PML. After twenty-six (26) pay periods of service, the first one hundred and twenty (120) work hours of time off is deducted from PTO. Subsequent consecutive hours will be applied to PML.

Administrative Leave
Administrative Leave is available to employees in classifications designated as exempt from the Fair Labor Standards Act (FLSA). Forty (40) hours of Administrative leave is credited at the beginning of each calendar year to be used for any leave purpose. For newly hired employees, the hours will be credited after completing thirteen (13) pay periods of service. Administrative leave is not pro-rated for new or terminating employees and unused leave does not roll over into the next calendar year nor is the balance paid out in cash.

Floating Holiday Leave
Thirty (30) hours of Floating Holiday leave is granted at the beginning of each calendar year to be used for any leave purpose. Leave is pro-rated for new and terminating employees. Upon date of hire, Floating Holiday is credited to an employee's leave bank at the end of his/her first pay period. As a result, Floating Holiday leave cannot be used in an employee's first pay period of employment. Unused Floating Holiday leave at the end of the calendar year will be paid out in cash.

Holiday Leave
The City of Sunnyvale observes a total of eleven (11) holidays per calendar year, as follows: New Year's Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

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.

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

ADDITIONAL BENEFITS

Direct Deposit Credit Union Membership Tuition Reimbursement Years of Service Awards