City of Sunnyvale
Sunnyvale Managers Association (SMA) Employee Benefits

**SALARY SCHEDULE**
The City maintains a salary schedule with salary ranges extending from 85% to 102.5% of control point. Effective July 11, 2021, salary ranges extend from 85% to 105% of control point.

Appointments are normally made at 85% of the control point. After successful completion of a 13 pay period probationary period, consideration is given for a 5% merit increase. Consideration for each subsequent 5% merit increase is given at the next 26 pay period interval, up to but not exceeding the maximum of the salary range.

**SALARY ADJUSTMENT**
Effective July 12, 2020: 4% across the board increase.
Effective July 11, 2021: 3% across the board increase.
Effective July 10, 2022: 3% across the board increase.

**PAY SCHEDULE**
City employees are paid bi-weekly on alternating Thursdays.

**WORK SCHEDULE**
Alternative work schedule, such as a 9/80, may be available with Director approval, 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 employment 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 3 tiers of coverage that can be selected independently for the medical, dental and vision plans: employee only, employee +1 dependent, and employee +2 or more dependents (family).

**Medical**
Medical plans are provided through the California Public Employees’ Retirement System (CalPERS). Employees have 60 days following date of hire to elect coverage. Coverage goes into effect the first of the month following receipt of the election form by the Department of Human Resources. Complete plan information can be found at www.calpers.ca.gov/page/active-members/health-benefits. Employees can select a medical plan based on his/her home physical address or the Sunnyvale zip code. Medical plan search by zip code can be found at https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates/zip-search.

The City provides a generous medical contribution plus a cafeteria contribution that, when combined, may pay 100% of the cost toward medical coverage for employees plus all eligible dependents, depending on plan selection. In 2020, the City pays for the employee’s medical plan with medical and cafeteria contributions, up to the following amount per month: $1,184.84 (employee only), $2,369.68 (employee +1), or $3,080.58 (family). If the employee selects a plan with
a premium higher than the City contributions, the difference will be paid by the employee.

**Cash-in-Lieu**

Employees have the option of waiving medical coverage and receiving an in-lieu payment as follows. Eligibility details are specified in the MOU.

<table>
<thead>
<tr>
<th>Type of Coverage Waiving</th>
<th>Biweekly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$38.00</td>
</tr>
<tr>
<td>Employee +1</td>
<td>$76.00</td>
</tr>
<tr>
<td>Family</td>
<td>$98.50</td>
</tr>
</tbody>
</table>

**Dental**

The City offers 2 dental plans: Delta Dental PPO (Preferred Provider Organization) and Delta Dental DMO (Dental Maintenance Organization). Employees have 30 days following date of hire to elect coverage. Coverage goes into effect the first of the month, following receipt of the election form by the Department of Human Resources. The premium for the employee plus all eligible dependents is **paid by the City**.

The Delta Dental PPO plan offers a voluntary buy-up option that enhances coverage for an additional cost and is paid 100% by the employee on a pre-tax basis. Cafeteria contributions may not be applied to the buy-up cost.

Please visit the Delta Dental website at [www.deltadentalins.com](http://www.deltadentalins.com) to locate a provider. Delta Dental does not provide member cards. Employees can use their social security number to verify coverage eligibility with the dental provider or print a card by registering on the Delta Dental website at [www.deltadentalins.com](http://www.deltadentalins.com).

**Vision**

The vision plan is provided through Vision Service Plan (VSP). Employees have 30 days following date of hire to elect coverage. Coverage goes into effect the first of the month, following receipt of the election form by the Department of Human Resources. The premium for the employee plus all eligible dependents is **paid by the City**.

VSP provides a voluntary buy-up option that enhances coverage for an additional cost that is paid 100% by the employee on a pre-tax basis. Cafeteria contributions may not be applied to the buy-up cost.

Please visit the VSP website at [www.vsp.com](http://www.vsp.com) for additional plan information or to locate a participating provider. VSP does not provide member cards. Employees can use their social security number to verify coverage with the vision provider.

**Life Insurance/Accidental Death & Dismemberment (AD&D)**

The City provides basic life/AD&D insurance equal to one time the annual base salary for employees, up to the maximum of $175,000. Employees also have the option of purchasing supplemental life/AD&D insurance, equal to one time their annual base salary up to $250,000. Coverage is subject to the terms and conditions of the insurance policy and to current tax law provisions. The cost of supplemental life/AD&D insurance is 100% paid by the employee on an after-tax basis. Coverage begins the first of the month on or after the date of hire.

**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 26 consecutive pay periods of service.

**Employee Assistance Program (EAP)**

EAP provides up to 7 paid in person counseling sessions per year for employees and eligible dependents, plus unlimited...
telephonic sessions for work and life services. The premium is paid by the City.

**Flexible Spending Accounts**
The City offers a Healthcare Spending Account with an annual election limit of $2,750 and a Dependent Care Spending Account with an annual election limit of $5,000 for single or married filing jointly tax status, or $2,500 for married filing separately tax status. Both spending account election limits are regulated by the IRS.

**Commuter Transportation Benefits**
The commuter transportation benefits plan allows employees to set aside money up to $270 per month 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.

**Premium Conversion**
Medical, dental and vision premiums paid by employees are automatically deducted from pay before taxes, thereby, reducing taxable income and increasing take home pay.

**Retiree Medical Contribution**
The City contributes a monthly employer contribution towards CalPERS retiree health benefits for employees who retired from the City. In 2020, the monthly employer contribution is $921.31. The monthly employer contribution is paid directly to CalPERS on behalf of retirees and may adjust at the beginning of each calendar year.

In addition, based on management appointment date and length of service, retirees may be eligible to receive a monthly reimbursement from the City of 50% - 100% of the difference between the monthly employer contribution paid to CalPERS and the retiree’s premium cost that is deducted from CalPERS retirement earnings. Details are specified in the Salary Resolution article 5.540.

The City does not contribute to the cost of Medicare plan premiums that retirees pay directly 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 3% of the 7% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). Tier 1 classic employees contribute 4% of the 8% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). The City pays the remaining 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 2020 limit is $285,000. Employees do not pay contributions on amounts exceeding the annual compensation limit, and
If there is a conflict between the information in this summary and official plan documents, the official documents will control.

Compensation earned beyond the limit will not be considered when CalPERS calculates the single highest year pensionable compensation average.

**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 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 2020 employee contribution is 7%, which is paid 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. The 2020 limit is $151,549. 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.

**Social Security and Medicare**

The City does not participate in Social Security. Employees contribute 1.45% mandatory deduction for Medicare. The City makes an equal contribution.

**457 and 401(a) Deferred Compensation**

The City maintains 2 deferred compensation programs: ICMA-RC and Nationwide Retirement Solutions. Employees can participate through voluntary payroll deductions.

The City also offers a 401(a) defined contribution plan, through ICMA-RC, available only to new management employees. The City contributes 2% of an employee’s base pay to the 401(a) plan. If an employee does not enroll in the 401(a) plan, the 2% City contribution will be applied to a 457 plan, upon enrollment.

Note: The 401(a) program is not available to employees who promote into management positions from a non-management City position.

**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.

**Paid Time Off (PTO)**

PTO accrues on a pay period basis, per the accrual schedule below. For new hires or promoted employees, the City Manager may authorize a higher accrual rate based on the PTO accrual table.
Employees will accrue at the above rates while their PTO balance is less than 870 hours. Once the PTO balance reaches 870 hours, the employee will accrue at the below rates up to the maximum of 1,040 hours. Once the 1,040-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, PTO shall begin to accrue at the end of the pay period. Hours accrued in a particular pay period are not available to use 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 in the last pay of October each calendar year, so long as the employee keeps a minimum balance of 120 hours. To be eligible to cash-out PTO, employees must submit an irrevocable election form specifying the number of hours to be cashed-out in the preceding calendar year.

Upon separation from the City, unused PTO hours will be paid out to the employee on his/her final paycheck.

**Paid Medical Leave (PML)**
After 26 pay periods of service, the City provides PML following an employee’s first 120 hours of absence for a non-work-related injury or illness. The first 120 hours of time off is deducted from an employee’s accrued leave banks such as PTO. The City will cover the remaining time-off, for up to 90 days of paid leave (salary continuance), for each occurrence.

**Administrative Leave**
50 hours of Administrative Leave is granted at the beginning of each payroll calendar year to be used for any leave purpose. Leave is pro-rated for new employees based upon date of hire and cannot be used in an employee’s first pay period of employment. Unused Administrative leave at the end of the payroll calendar year will not be paid out and does not roll over into the next year.

Upon separation from the City, Administrative leave is not pro-rated and unused hours will not be paid out.

**Floating Holiday Leave**
30 hours of Floating Holiday leave is granted at the beginning of each payroll calendar year to be used for any leave purpose. Leave is pro-rated for new employees based upon date of hire and cannot be used in an employee’s first pay period of employment. Unused Floating Holiday leave at the end of the payroll calendar year will be paid out in cash.
Upon separation from the City, Floating Holiday leave is pro-rated and unused hours will be paid out to the employee on his/her final paycheck.

**Compensatory Time**
Management employees are not eligible for compensatory time. Employees with compensatory time balance from non-management groups will have compensatory time cashed out prior to the promotion into management groups.

**Holiday Leave**

**Bereavement Leave**
Up to 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**
- Auto Allowance (eligible positions)
- Cell Phone Allowance (eligible positions)
- Relocation Assistance
- Credit Union Membership
- Direct Deposit
- Tuition Reimbursement
- Years of Service Awards