

Compensation and Benefits Profile

For

City of Ontario

**Department
Head**

Employees

July 1, 2023

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Article I. Administration

Section 1.01 Covered Employee Classifications

This profile covers employees in the following Department Head classifications:

CLASSIFICATION LISTING	
Assistant City Clerk / Records Management Director	Assistant Finance Director
Assistant General Manager - Administration and Customer Service	Assistant General Manager - Utilities Engineering and Operations
Assistant Human Resources Risk Management Director	Assistant Information Technology Director
Broadband General Manager	Building Official
Chief Deputy	Chief Investment Officer
City Engineer	Communications and Community Relations Director
Community Development Assistant Director	Community Improvement Director
Departmental Administrator	Deputy Police Chief
Economic Development Director	Emergency Medical Services Director
Fire Administrative Director	Housing Services Director
Innovation Performance and Audit IPA Director	Integrated Waste Director
IT Applications Director	IT Operations Director
IT Systems Director	Library Director
Management Services Director	Municipal Services Director
Museum, Arts and Culture Director	Parks and Maintenance Director
Planning Director	Police Administrative Director
Real Estate and Development Assistant Director	Recreation/Community Services Director
Utilities Customer Services Director	Water Resources and Regulatory Affairs Director

Section 1.02 Terms and Conditions of Employment

- A. The Department Head Compensation and Benefits Profile is a summary of benefits and compensation practices approved by the City Council to be applied on an ongoing basis. The provisions of this document apply to all employees appointed to the Department Head classifications listed in Section 1.01 (hereinafter known as Employee).
- B. This document sets forth policies and procedures to follow in implementing and administering this Department Head Compensation and Benefit program. The various sections and provisions of the Government Code, Municipal Code, Personnel Rules and Regulations, and “Employment Policies” in the City’s Online Policy Center in effect and applicable to the above-mentioned classifications will remain in effect unless expressly superseded by provisions within this document.
- C. The terms and conditions of employment for employees may also be addressed in individual employment contracts. Such contracts are considered to be supplemental to this document to address terms and conditions of employment that may not be addressed in this document.

However, if an individual's employment contract is in conflict with this document, then the provisions of the contract will supersede the provisions of this document.

- D. Employees in Department Head classifications are considered to serve at the will and pleasure of the City Manager. The appointment of a person to a Department Head position will be made by the City Manager with the recommendation of the appropriate Executive Agency Head.
- E. Employees in listed Department Head classifications are not represented by an employee organization. The terms and conditions of employment for these employees are provided in this Profile and/or employment contracts between the City and Department Head employees.
- F. The various forms of compensation and benefits described in this comprehensive document recognize that individuals in Department Head classifications should be compensated appropriately for exhibiting accountability, cost effectiveness, application of new technologies and maximizing the utilization of human, physical and fiscal resources to enhance the mission and future of the City; and for stimulating the development of people and methods which will facilitate the meeting of program goals and objectives.
- G. The Profile may be amended on a periodic basis by the City Manager. The impacts of amendments to the Profile shall not exceed the budget authorizations provided by the City Council.

Article II. Compensation

Section 2.01 Pay Plan and Benefits Review

Salary and benefit levels will be reviewed on a periodic basis. Such review will contain comparisons with other similar agencies within the appropriate job market. Such comparisons will be one of the factors utilized to recommend competitive salary and benefit levels. Salary and benefit levels for individual positions may be adjusted from time to time, within the budget appropriation levels authorized by the City Council.

Section 2.02 Compensation Adjustments

- A. Progression in the salary range for employees shall be based on the employee's performance. The employee's Agency Head shall be responsible for evaluating the employee's work performance and recommending any salary increases based on the employee's performance. Employees will be evaluated annually.
- B. Effective July 1, 2023, the City adopted a compensation grade table for Department Head classifications. This table includes a subsection for Department Head – Safety (Deputy Police Chief and Chief Deputy) classifications. This compensation grade table represents the complete range of base compensation for Department Head as well as Department Head – Safety classifications. Each classification is associated with a specific compensation grade as identified in Appendix A.
- C. The City Manager shall assign each Department Head / Department Head - Safety classification to a compensation grade consistent with Section 2.01.

Section 2.03 Pay for Performance Bonus

Employees in the Department Head Group shall be eligible for Pay for Performance Bonus designed, as part of the annual evaluation process, to reward either singular achievement during the course of the evaluation year or superlative overall achievement. Examples include but are not limited to the completion of a major assigned project on time or under budget; enabling significant cost savings to the City; or making significant improvements to the efficiency of established practices.

Employees whose base salary compensation is below the maximum of their classification’s assigned compensation range will be eligible for a combination of a merit increase (up to the range’s maximum) and one-time non-PERSable bonuses that do not exceed an amount that is five (5) percent above the annual maximum base compensation for their classification. Employees whose base salary compensation is at the maximum of their classification’s assigned compensation range will be eligible for one-time non-PERSable bonuses that do not exceed an amount that is five (5) percent above the annual maximum base compensation for their classification. Additionally, a one-time non-PERSable bonus, from one (1) to five (5) percent can be awarded in lieu of a merit increase.

Any bonus granted under this program shall be requested in writing by the employee’s Agency Head and approved at the sole discretion of the City Manager. Any bonus awarded under this program is one time and is not considered part of base salary, nor is there any intention that any bonus serve as the basis for any future compensation.

Section 2.04 Management Incentive Pay

Effective January 1, 2022, employees in the Deputy Police Chief classification shall receive Police Management Incentive credit at the rate of (8.08) hours per pay period, for a total of 210 hours each calendar year, in recognition of full-time duties performed during normal working hours that pertain to the unique nature of the job. Such credit shall not be available for use as time off and shall be paid as salary compensation at the employee's regular rate of pay.

Employees in the Chief Deputy classification shall receive management incentive pay at the rate of five (5) hours per pay period, for a total of 130 hours per calendar year, in recognition of full-time duties performed during normal working hours that pertain to the unique nature of the job. Such hours shall not be used as time off and shall be paid as salary compensation at the employee's regular rate of pay.

Article III. Leaves – Paid and Unpaid

It is understood that there exists a variety of different circumstances and situations, which require the employee’s absence from work. The following is a compilation of leaves for employees:

Section 3.01 Holidays

A. The following paid holidays will be observed on the day specified.

New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February

Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving Day	Day After 4 th Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

- B. Any holiday listed in provision 3.01 which falls on Sunday will be observed on the following Monday.
- C. Any holiday which falls on an employee’s regular day off shall be accrued as annual leave. The employee shall receive annual leave equal to their scheduled workday, not to exceed 10 hours per holiday, as follows:
 - 1. Employees on an 8-hour per day work schedule shall receive eight (8) hours of annual leave.
 - 2. Employees on a 4/10 work schedule shall receive 10 hours of annual leave.
 - 3. Employees on a 9/80 work schedule shall receive compensation in accordance with their scheduled work day, as follows:
 - a. Employees shall receive the number of hours they were scheduled to work the day the holiday is observed (e.g. 9 or 8 hours).
 - b. If the holiday falls on the employee’s regularly scheduled or “flex” day off, the employee shall receive nine (9) hours of annual leave.
- D. At the City Manager’s discretion, City Hall may be closed between and including Christmas Eve through New Year’s Day. During this time, employees shall use accrued annual leave or management leave to cover this period of closure.

Section 3.02 Annual Leave

- A. The purpose of annual leave is to provide employees in the Department Head Group the ability to accrue time for use in vacation, sick leave and personal leave situations. Employees do not accrue separate vacation or sick leave hours. Annual leave shall not be used:
 - 1. To extend retirement or separation date;
 - 2. for illness or injury arising from outside employment, for which the employee is receiving workers’ compensation or disability payments from another employer.

- B. Employees, exclusive of the Deputy Police Chief and Chief Deputy classifications, accumulate the following annual leave hours in accordance with City service time. Employees accrue annual leave evenly over 26 pay period each year as follows:

Year of Service	Annual Leave Hours Earned Per Year
1 – 3	192
4	200
5 – 8	216
9 – 10	224
11	232
12	240
13	248
14	256
15	264
16+	272

1. Annual leave shall be accrued based on paid hours on a pro-rated basis. For example, if an employee is paid for 40 hours in an 80-hour pay period, the employee shall earn one-half of the normal accrual. Paid hours include regular work time, holiday, annual, management, bereavement, sick, personal, paid parental, catastrophic, jury duty, military, and disciplinary leaves. It excludes amounts paid by any disability benefits, including short-term disability and workers' compensation.
 2. The maximum annual leave balance shall be 800 hours. Employees shall not accrue annual leave above 800 hours.
 3. Upon initial hire with the City, the City Manager may authorize a higher leave accrual rate.
 4. Employees in the Deputy Police Chief classification shall accrue annual leave as provided for the Police Captain classification in the Memorandum of Understanding for the Ontario Police Management Group.
 5. Employees in the Chief Deputy classification shall accrue annual leave as provided for the Deputy Fire Chief classification in the Memorandum of Understanding for the Ontario Fire Management Group.
- C. Conversion of Accumulated Vacation and Sick Leave to Annual Leave
1. If an employee with accumulated vacation leave hours is promoted to a Department Head classification, all accumulated vacation leave hours shall be converted to annual leave hours.
 2. If an employee with accumulated sick leave hours is promoted to a Department Head classification, the employee may, at the employee's option, convert up to 100 hours of

sick leave to annual leave hours. Remaining accumulated sick leave hours will be retained only for use as leave for purposes described in Section 3.03.

3. Employees cannot convert “retained sick leave” to annual leave at any other time.
4. Upon promotion into the Department Head Group, if the combination of converted sick and vacation leave hours results in an annual leave balance of more than 750 hours, any leave hours over 750 hours will be converted to compensation at the rate prior to promotion.

D. Conversion of Annual Leave to Compensation

1. Employees may convert a minimum of eight (8) hours and a maximum of 200 hours of annual leave hours to salary compensation twice each calendar year. The total number of hours converted per calendar year shall not exceed 200. Employees may not convert accumulated annual leave below a balance of 40 hours.
2. Conversion requests shall be submitted on City forms to Payroll. The deadlines for conversion requests are as follows:

Request Due Date	Payment
2 nd Friday in May	1 st payday in June
2 nd Friday in November	1 st payday in December

E. Revised Conversion of Annual Leave to Compensation Procedure

1. In accordance with 26 CFR 1.451-2 effective January 1, 2025, and continuing thereafter, unit employees must submit an irrevocable election form by no later than December 15th of the preceding calendar year to convert the following hours to cash:

Accrued Annual Leave - An amount which may not exceed the number of annual leave hours the individual employee may accrue in the following calendar year.
2. The cash-out election is for hours to be accrued or received in the calendar year following submission of the irrevocable election form. The total combined number of annual and compensatory hours converted per calendar year shall not exceed 300 hours.
3. The payment shall be made via payroll and employees may elect to receive the cash out on the first payday in June and/or the first payday in December, but the request must be submitted by December 15th of the year prior.
4. Employees who do not submit an irrevocable election form by December 15th will be deemed as foregoing participation in the optional annual leave and/or compensatory time conversion salary program for the following calendar year.
5. In the event an employee has less hours in their annual leave and compensatory bank at the time the cash-out is to be paid than they had previously elected to cash-out, the

employee shall only be paid for up to the amount remaining in their annual leave and compensatory bank at the time of the actual cash-out.

6. If an employee makes an irrevocable election to cash-out annual leave and/or compensatory time in the following calendar year and uses such leave in that subsequent calendar year, the annual and compensatory leave used will come from the annual or compensatory leave the employee had earned (if any) prior to January 1st of the calendar year the employee has elected to cash-out. The employee’s use of earned, but unused annual and/or compensatory leave accumulated from previous calendar years shall not result in a reduction in the number of annual and/or compensatory hours the employee is eligible to cash-out.
7. An employee who experiences an unforeseen emergency may be permitted to make a new irrevocable election and/or to increase the amount of a previous election, subject to the same value that was permitted at the time the annual irrevocable election forms were due.

For these purposes, an “unforeseen emergency” means a financial hardship to the employee resulting from any of the following:

- a. Accident, illness, injury or death of the employee or an immediate family member. For this purpose, an “immediate family member” is restricted to a spouse, registered domestic partner, child/legal dependent, or parent; or
- b. Loss or extensive damage to the employee’s property due to casualty; or
- c. Other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the employee.

Whether an occurrence is an unforeseeable emergency shall be solely determined by the Executive Director Human Resources / Risk Management or designee.

8. Any conversion of annual leave hours to cash shall not cause the employee’s total amount of accrued annual leave in their annual leave bank to fall below a 40 hour minimum balance. Cash-out of accumulated time shall be at the employee’s option. Requests for cash-out are to be submitted in a manner prescribed by the City.

Section 3.03 Use of Retained Sick Leave

- A. Employees may utilize any retained sick leave balance for use as paid leave for:
 1. Any bona fide illness or injury;
 2. Quarantine due to exposure to contagious disease;
 3. Any treatment or examination including, but not limited to, medical, dental or ocular;
 4. Death in the immediate family;
 5. Time off to resolve issues related to the employee being a victim of domestic violence, sexual assault or stalking as defined in California Labor Code Section 230;
 6. Personal Leave as defined in Section 3.05;

7. Conversion to PERS Service Credit pursuant to CalPERS regulations.
- B. A City employee is not entitled to use retained sick leave for illness or injury arising out of employment, other than employment for the City, for monetary gain or other compensation, or by reason of engaging in business or activity for monetary gain or other compensation.
- C. Employees are not eligible to use retained sick leave for donations to catastrophic leave programs.
- D. All determinations of retained sick leave usage will be made by the Agency Head concerned, subject to the approval of the Executive Director Human Resources/Risk Management.

Section 3.04 Management Leave

Employees accrue 40 hours of management leave with the first pay period ending in January. Effective January 1, 2024, employees shall accrue 50 hours of management leave with the first pay period ending in January. Employees hired or promoted after that date shall receive a prorated amount of such leave. Such leave may only be utilized as time off during the calendar year. Any remaining hours will not carry over to the succeeding calendar year. Such leave will not convert to compensation upon separation from employment. Employees will not use management leave to extend retirement or separation date.

Section 3.05 Personal Leave

An employee may use up to three (3) working days of retained sick leave per calendar year as paid personal leave, provided an emergency or other urgent and justifiable cause is presented at the time the request is made. Additional leave may be authorized by the City Manager from any leave accrued, or without pay.

Section 3.06 Bereavement Leave

- A. In the event of a death in the employee's immediate family, the employee shall be granted three (3) working days of paid bereavement leave. Such bereavement leave shall not be charged against any accrued annual leave or management leave. Employees shall be granted an additional two (2) working days of unpaid bereavement leave in the event of a death in the employee's immediate family member. The employee may elect to use accrued time off including annual leave or management leave to cover the unpaid portion of their bereavement leave.
- B. A total of five (5) working days of paid bereavement leave shall be granted if there is a death in the immediate family outside the State boundaries or more than 250 miles from the employee's home. Such bereavement leave shall not be charged against the employee's annual leave or management leave.
- C. Bereavement leave shall be completed within three (3) months of the date of death of the immediate family member. The days of bereavement leave need not be consecutive.
- D. Immediate family for this provision is defined as the following relationships relative to the employee: child, including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or any other

relationship included in the definition of “family member” in California labor code section 245.5 (4)(c) or successor legislation.

Section 3.07 Compensatory Leave

Employees are not eligible to accrue compensatory time. Any employee who is promoted to the Department Head Group will be required to convert any accrued balance of compensatory time to compensation at the rate of pay prior to the promotion.

Section 3.08 Family Medical Care Leaves

- A. Family Leave shall be granted in accordance with the California Rights Act of 1993 and the Family and Medical Leave Act of 1993, and any modified provisions and interpreted regulations for those respective statutes.
- B. Employees may utilize up to six (6) weeks of retained sick leave for leaves of absence for care of family members that fall under the provisions of the FMLA and CFRA. This sick leave may be in addition to any other paid or unpaid leave, which may be granted under the provisions of FMLA and CFRA. This sick leave shall be used prior to the unpaid leave provisions of FMLA and CFRA. Both paid and unpaid time during an approved FMLA/CFRA leave or Pregnancy Disability Leave (PDL) of absence shall run concurrently with FMLA/CFRA leave.
- C. Employees on any type of leave are required to use all eligible leave accruals, or the number of hours for full integration if integrating with disability programs, up to 80 hours per pay period. Employees are not permitted to take time off without pay if eligible leave accruals are available. Eligible leave accruals include, but are not limited to, annual leave and management leave for any purpose, and retained sick leave accruals if used for qualified medical, bereavement, or personal reasons as defined in this Article.

Section 3.09 Paid Parental Leave

- A. Each employee shall be granted a paid parental leave of absence not to exceed 40 hours per calendar year upon the birth or adoption of the employee’s child or children. Any such leave must be taken within six (6) weeks before or after the estimated birth or adoption date and is subject to the department’s established time off or leave of absence approval procedures. Such paid parental leave shall not be charged against the employee’s sick leave, vacation leave, or annual leave.
- B. The employee may be required to furnish evidence satisfactory to the City of the birth or adoption of the employee’s child or children and/or the employee’s relationship to the child or children.
- C. Paid Parental Leave will be considered as qualifying leave under the California Family Rights Act (CFRA) and the Family Medical Leave Act (FMLA) and shall run concurrently with an entitled unpaid Family Leave (provided that the employee is deemed eligible for CFRA and/or FMLA). Unpaid Family Leave shall be granted in accordance with CFRA and FMLA and the interpreted regulations for those respective statutes.

Section 3.10 Catastrophic Leave

- A. The City agrees to permit employees within the Department Head Group to contribute a portion of their accrued annual leave to another employee when such employee has suffered a catastrophic injury or illness. Employees may receive donations from other employees.
- B. The City also agrees to permit employees to contribute a portion of their accrued annual leave to another employee when such an employee is on an approved leave of absence due to the verifiable illness or injury of the employee's spouse, domestic partner, parent or child. Retained sick leave may not be donated.
- C. All Catastrophic Leave transfers are subject to the following conditions:
1. The Human Resources / Risk Management Department shall review all requests from the receiving employee to determine eligibility for catastrophic leave prior to the receiving employee or their Department requesting donations.
 2. Catastrophic injury or illness as used in this provision is defined as an unforeseen or sudden unexpected illness or injury requiring immediate attention.
 3. The receiving employee shall be on an approved continuous leave of absence at least 40 hours due to the catastrophic injury or illness. A statement from the employee's or family member's treating physician is required.
 4. The employee has exhausted all accrued leave time and is therefore facing financial hardship.
 5. The receiving employee must participate in any City disability benefits for which the employee is eligible (e.g. short-term disability, long-term disability, or workers' compensation).
 6. The total number of hours that can be donated to the receiving employee from all contributing employees combined shall not exceed 520 hours within 26 consecutive pay periods.
 7. The contributing employee must have at least 96 hours of annual leave remaining after such contribution. The leave application rate shall be based on the contributing employee's dollar value, which shall be adjusted proportionally to the receiving employee's rate.
 8. The transfers must be in whole hour increments. Donations shall be transferred in accordance with the recipient's needs. Employees may not donate retained sick leave.
 9. Once the leave has been transferred from the donating employee to the receiving employee, the transfer is irrevocable. Transfers shall be subject to all taxes required by law.
 10. Requests and transfers shall be made on a form prescribed by the Human Resources / Risk Management Department.

Section 3.11 Jury Duty

- A. In the event any full-time employee is duly summoned to any court during the employee’s scheduled working hours for the purpose of performing jury service or serving as a witness, except in cases where the employee is a plaintiff, petitioner, defendant, respondent, or appellant; the employee shall be released from the employee’s regular duties with pay. Any fees for the performance of such service, excepting mileage or sustenance allowances, shall be remitted to the City.
- B. Any employee called for jury duty in Rancho Cucamonga must return to work if dismissed before 3:00 p.m. If the employee is called to San Bernardino, he or she must return to work if dismissed by 2:00 p.m. Upon return from jury duty, the employee shall present a certificate of service to the employee’s Agency Head.
- C. This section shall not apply when an employee is summoned or otherwise required to appear in court in the course of City business.

Article IV. Benefits

Section 4.01 Health Insurance Contribution

The City will contribute up to a maximum of \$300 per month toward health insurance premiums for active and retired employees. This amount is inclusive of the minimum statutory employer contribution under CalPERS medical (PEMHCA) for active employees who choose to enroll in the City’s medical plan.

Section 4.02 Insurance

A. City Contributions to Cafeteria Plan Benefits

- 1. The City will maintain an IRS Code Section 125 qualifying Cafeteria Plan to allow employees to pay for pre-tax medical, dental and vision benefits.
- 2. **Enrollment:** An Eligible Employee must enroll in the City medical insurance plan unless the employee satisfies the conditions to be eligible for the opt-out provision below. The City’s lowest cost employee-only plan satisfies the Federal Poverty Line Safe Harbor under the Patient Protection and Affordable Care Act.
- 3. **City Contribution:** For eligible active employees, excluding those in the Deputy Police Chief and Chief Deputy classifications, who enroll in coverage, the City Contribution, inclusive of the Health Insurance Contribution set forth in Section 6.01(A), shall be tiered. Employees who enroll in the City’s medical plan shall receive a Health Flex Contribution depending on the level of coverage selected by the employee as follows:

Single Coverage	\$765
Two-party Coverage	\$1,090
Family Coverage	\$1,380

- 4. Eligible active employees who enroll in coverage, the monthly City Contribution,

inclusive of the Health Insurance Contribution set forth in Section 4.01(A), shall be based on the level of coverage selected by the employee, and equal to the corresponding Kaiser premium for the region in which the employee is enrolled and as reflected on the CalPERS monthly billing statement. Employees hired on or before December 31, 2017, selecting single party coverage, shall receive a contribution of no less than \$765 per month, or the applicable Kaiser premium for single party coverage, whichever is greater. Employees hired on or after January 1, 2018, selecting single party coverage, shall receive a monthly contribution up to the Kaiser premium for single party coverage for the region in which the employee is enrolled.

5. For purposes of the Affordable Care Act's employer mandate, the amount of the lowest cost plan offered to the Eligible Employees is considered a Health Flex Contribution. A Health Flex Contribution cannot be cashed out or applied to other benefits.
6. After enrolling in the selected coverage, an Eligible Employee may take the remainder of the City's Contribution in cash. Only those Eligible Employees hired on or before December 31, 2017, and enrolled in single level coverage, may take the remainder of the City's contribution in cash as taxable compensation.
7. For employees in the Deputy Police Chief classification, the health insurance contributions rate shall not be less than the contribution provided for Police Captains in the Ontario Police Management Group Memorandum of Understanding.
8. For employees in the Chief Deputy classification, the health insurance contributions rate shall not be less than the contribution provided for Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.
9. **Cash-in-Lieu Option:** An employee will be eligible to receive cash-in-lieu instead of enrolling in a City offered medical insurance plan only if the following conditions are satisfied:
 - a. The employee signs a form attesting that the employee and the employee's Tax Family have Alternative Required Coverage for the Opt-Out Period meeting the following definitions:
 1. Tax Family - 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.
 2. Alternative Required Coverage - minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California).
 3. Opt-Out Period - the plan year to which the opt-out arrangement applies.
 - b. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year for each plan year the employee would like to receive cash in lieu.
 - c. The cash in lieu payment cannot be made and the City will not in fact make payment if the City knows or has reason to know that the employee or a Tax Family member does not have such alternative coverage, or if the conditions in this Section are not otherwise satisfied.

- d. If the above conditions are satisfied:
1. Eligible Employees hired on or after September 1, 2004, are eligible to receive \$420 per month cash-in-lieu.
 2. Eligible Employees hired on or before September 1, 2004, are eligible to receive \$485 per month cash-in-lieu.
10. **Dental Insurance:** Employees who enroll in the City's dental plan shall receive an employer contribution up to the DPO basic plan premium for employee and dependents (in addition to the City Contribution described in Section 4.02). Employees who do not enroll in the City dental plan will not receive employer contribution for dental premiums.

For employees in the Deputy Police Chief classification, the dental insurance contributions rate shall not be less than the contribution provided for Police Captains in the Ontario Police Management Group Memorandum of Understanding.

For employees in the Chief Deputy classification, the dental insurance contributions rate shall not be less than the contribution provided for Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.

11. **Vision Insurance:** Employees who enroll in the City's vision plan shall receive an employer contribution up to the basic vision plan premium for employee and dependent coverage (in addition to the City Contribution described in this Section 4.02). Employees who do not enroll in the City vision plan will not receive employer contribution for vision premiums.

For employees in the Deputy Police Chief classification, the vision insurance contributions rate shall not be less than the contribution provided for Police Captains in the Ontario Police Management Group Memorandum of Understanding.

For employees in the Chief Deputy classification, the vision insurance contributions rate shall not be less than the contribution provided for Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.

B. Eligible Employee Requirements

1. Employees must be full-time (i.e. scheduled for a minimum of 40 hours per week) and be in a paid status for a minimum of 15 hours per pay period to be eligible for the benefits of Section 4.02, unless the employee is receiving disability benefits. Paid status includes hours paid for: regular work time, annual leave, management leave, bereavement leave, retained sick leave, jury duty leave, personal leave, catastrophic leave, paid parental leave, paid military leave, disciplinary leave and paid holidays.
2. The City Manager may authorize, at their sole discretion, continuation of benefits for employees that do not have 15 hours of pay for a limited period of time. As defined under the Family Medical Leave Act of 1993 (FMLA), the City may determine that some unit employees may fall under the criteria of a "key" employee. If not a key employee, health benefits shall be continued as required by law for leave taken pursuant to FMLA.
3. Employees who have leave balances must use all leave accruals available each pay period up to 80 hours, or up to the amount needed to reach 80 hours when combined with disability and workers' compensation payments.

C. Disability

The City assumes the full premium cost for the employee in the City-designated short and long-term disability programs.

D. Life and Accidental Death & Dismemberment Insurance

Except for employees in the Deputy Police Chief and Chief Deputy classifications, employees shall be covered by the City's group term life insurance and accidental death and dismemberment (AD&D) insurance plan. The City will pay the premiums for life insurance coverage amounts of \$75,000 for basic life and \$75,000 for AD&D.

For employees in the Deputy Police Chief classification, the City will pay a monthly life and AD&D insurance premium providing \$300,000 basic life insurance or \$300,000 AD&D insurance and not less than that of the Police Captains in the Ontario Police Management Group Memorandum of Understanding.

For employees in the Chief Deputy classification, the City will pay a monthly life and AD&D insurance premium providing \$300,000 basic life insurance or \$300,000 AD&D insurance and not less than that of the Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.

E. Retiree Health, Medicare, and Dental Contributions

For employees in the Deputy Police Chief classification, the retiree health, Medicare and dental insurance contributions shall be no less than the same contribution provided for Police Captains in the Ontario Police Management Group Memorandum of Understanding.

For employees in the Chief Deputy classification, the health, Medicare and dental insurance contributions shall be no less than the contribution provided for Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.

Section 4.03 Flexible Spending Accounts

The City will offer Flexible Spending Accounts (FSA) to all unit employees. An FSA allows an employee to make pre-tax deductions for qualifying medical, dental, vision expenses, and dependent care expenses. The plan is established and administered in accordance with Section 125 of the Internal Revenue Service code.

Section 4.04 Deferred Compensation

A. The City has established a Section 401(a) money purchase plan for employer deferred compensation contributions. Effective July 2, 2023, the City will contribute 3% of the employee's base salary to the Section 401(a) plan up to the maximum amount established by the relevant sections of the tax codes.

B. For employees in the Deputy Police Chief classification, the deferred compensation contribution shall not be less than the contribution provided for Police Captains in the Ontario Police Management Group Memorandum of Understanding.

- C. For employees in the Chief Deputy classification, the deferred compensation contribution shall not be less than the contribution provided for Deputy Fire Chiefs in the Ontario Fire Management Group Memorandum of Understanding.
- D. Employees are eligible to voluntarily participate in a Section 457(b) deferred compensation plan as provided for in State and Federal Tax codes. Employees may contribute additional deferred compensation to the plan in accordance with plan provisions and subject to plan maximums.

Section 4.05 Employee Assistance Program

The City offers an employee assistance program for all members of this group. Confidentiality regarding employee use of this program will be maintained in full compliance with State and Federal Regulations.

Section 4.06 Tuition Reimbursement

To provide encouragement for all unit employees to continue educational development, specified employees shall be eligible for reimbursement of tuition expenses. The City shall reimburse an eligible employee for the cost of tuition for academic and continuing education courses that are determined to be job-related and subject to the following conditions:

- A. Full-time employees are eligible.
- B. The determination that the course is job related shall be made by the employees' Agency Head.
- C. The course shall provide college-level or professional continuing education credit from an accredited educational institution.
- D. The employee is not eligible for assistance from any other source.
- E. Submission and approval of the request for reimbursement must be completed at least 30 calendar days prior to the start date of the course.
- F. Tuition is the only expense that shall be reimbursable. No reimbursement shall be made for lab fees, books, travel costs, etc.
- G. Classes shall not interfere with the employee's normal work hours. Any exceptions must be approved by the employee's Agency Head.
- H. Certification of completion of the course with a passing grade must be obtained and submitted within 60 calendar days after completion of the course.
- I. The maximum reimbursement amount paid to an eligible employee shall not exceed \$1,000 per calendar year.

Tuition reimbursement requests shall be submitted through the City's human resources information system to the employee's Agency Head for a determination that the course is job-related. After such determination is made, the Agency Head shall approve the request and it will be routed to Human Resources for processing. The Human Resources / Risk Management Department shall be responsible for notifying the employee of the disposition of the request prior

to the start date of the course. Proof of payment and proof of completion shall be submitted to Human Resources. Reimbursement shall be made within 30 calendar days following the receipt of proof of payment amount and proof of completion.

Section 4.07 Auto Allowance

The City may assign a City-owned vehicle to an employee for use on City business or the City may provide a monthly allowance of up to a maximum of \$350 for an employee that is regularly required to use the employee's private vehicle on City business. The City Manager may adjust such stipend in accordance with levels of activity and operational necessity.

If assigned, a City-owned vehicle may be used by the employee for City business and for commuting to and from the employee's residence. Such assignment of a vehicle would be in lieu of an auto allowance. Due to the nature of the employee's duties, the vehicle may be garaged at the employee's residence. The City shall be responsible for the purchase, fueling, maintenance, repair, and regular replacement, if warranted, of the assigned vehicle during and as a result of their scope and performance of duties. The employee must be licensed to operate a Class C vehicle in the state of California and possess automotive automobile liability insurance as required by the State of California law. Consistent with California law, as the vehicle operator, the employee assumes responsibility for the safe operation of the vehicle. The City may be required to report all, or a portion, of the value of the provided vehicle as income consistent with applicable Internal Revenue Service regulations.

Section 4.08 Meal Reimbursement

An employee may request reimbursement for meals consumed after regular work hours when such employee is required by the Agency Head to attend City Council meetings and City Commission meetings that are in addition to those regularly scheduled. The limit for reimbursement shall be \$12 and only actual expenses will be reimbursed. Requests will be submitted on the City's reimbursement form through established channels and must include receipts verifying the expense.

Section 4.09 Health and Wellness Reimbursement

Effective July 1, 2024, employees shall be reimbursed up to \$1,000 each fiscal year for eligible health and wellness related expenses incurred for themselves and their eligible dependents that are not otherwise covered by the City's group plans. Such expenses may include: out-of-pocket health plan premiums; health plan deductibles; gym/fitness club membership fees; sports activities or fees; sports clothing (footwear, equipment, training and wearable fitness devices); outdoor/indoor equipment fees and rentals; subscriptions and fees for virtual/online home fitness classes or fitness / health related applications; medical testing (biometric testing, fitness, BMI assessment); holistic healing and acupuncture; massage therapy; lessons or personal training; state or national park passes; art supplies; musical instruments; hobby and craft supplies; learning tools (applications, software or online subscriptions), or any other health and wellness related expense as determined by the Executive Director Human Resources / Risk Management. Reimbursements shall be made at designated times twice each year pursuant to the program provisions. Upon hire or promotion, employees will be eligible for a prorated reimbursement for the current fiscal year.

Article V. Retirement – End of Service

Section 5.01 CalPERS Contribution

A. Classic Member

1. A classic member is defined as an employee who meets the definition of a “classic” member for purposes of retirement pension benefits in accordance with the Public Employees’ Pension Reform Act of 2013. Generally, this includes employees that were hired before January 1, 2013, in the California Public Employees Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six (6) months. CalPERS ultimately determines who is a classic member in compliance with the law.
2. Classic CalPERS members shall be eligible for the 2.5% @ 55 Full and Modified Formula for Local Miscellaneous Members including integration with Social Security. This also includes the optional benefit of Government Code Section 20042, Highest Single Year.
3. Classic members, except those in the Deputy Police Chief and Chief Deputy classifications shall pay the employee’s contribution of 8% percent as a pre-tax deduction to CalPERS. Employees in the Deputy Police Chief classification shall pay the same CalPERS contributions as employees in the Ontario Police Management Group. Employees in the Chief Deputy classification shall pay the same CalPERS contributions as employees in the Ontario Fire Management Group.

B. New Member

1. A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits pursuant to the Public Employees’ Pension Reform Act of 2013. Generally, this includes employees that were hired into a regular position on or after January 1, 2013, or former members who have more than a six-month break in service. CalPERS ultimately determines who is a new member in compliance with the law.
2. New Members shall be eligible for the 2% @ 62 Formula for Local Miscellaneous Members including integration with Social Security.
3. The employee contribution for new members shall be one-half the normal cost, as determined by CalPERS. As of July 2013, the required employee contribution for new members is 6.25%, except for those in the Deputy Police Chief and Chief Deputy classifications. This amount will be adjusted periodically by CalPERS. Employees in the Deputy Police Chief classification shall pay the same CalPERS contributions as employees in the Ontario Police Management Group. Employees in the Chief Deputy classification shall pay the same CalPERS contributions as employees in the Ontario Fire Management Group.

C. Optional Benefits for Classic and New Members

The City’s contract with the Public Employees’ Retirement System includes the following optional benefits for both classic and new members:

1. Section 20903 – Two Years Additional Service Credit
2. Section 20965 – Sick Leave Credit
3. Section 21024 – Military Service Credit
4. Section 21037 – Cancel Payment for Optional Service Credit upon Retirement for Disability
5. Section 21548 – Pre-Retirement Optional Settlement Death Benefit

Section 5.02 Employee Severance Compensation

In recognition that employees serve at the will and pleasure of the City Manager, the City Manager may offer employment severance pay to terminating employees. The period of such severance compensation shall be determined by the City Manager and may be included in the terms of a contractual agreement between the employee and the City made at the time the individual is hired or promoted.

Article VI. General Provisions

Section 6.01 Overpayments, Recovery and Underpayments

- A. In situations involving overpayment to an employee by the City, the employee shall be obliged to repay by payroll deduction the amount of overpayment. The repayment shall ideally occur within the same time frame as the overpayment was received by the employee or sooner at the employee's discretion. For overpayments in excess of \$100.00, the minimum repayment amount shall be \$50.00 per pay period.
- B. Either Human Resources, or the Payroll Department shall provide written documentation showing the calculations of the overpayment to the employee. A meeting may be requested by the employee with the Payroll Department to review the documentation and to discuss the recovery schedule. The repayment schedule, biweekly repayment amount or alternative repayment method (including repayment from personal funds) will be documented in writing.
- C. Extensions to the period for repayment of the overage or an alternative repayment method may be requested by the employee and are subject to the approval of the Executive Director Human Resources / Risk Management or their designee.
- D. If the employee leaves employment prior to repayment of overage, the City shall recover the amount owed from the employee's final pay. If the amount owed is greater than the employee's final pay, the City shall initiate a collections process against the employee.
- E. In situations involving underpayment to an employee by the City, the employee shall receive the balance due within the next pay period for which the adjustment can be made, following timely submission of appropriate documentation and necessary approval of the compensation change.

Section 6.02 Direct Deposit and Electronic Pay Advice

- A. Employees must make and maintain arrangements for direct deposit of their net paychecks into the financial institution of their choice via electronic fund transfer. Such arrangements shall be made within one (1) month.
- B. In an extraordinary circumstance/event that an employee is unable to make arrangements for electronic fund transfer, the employee shall submit a request in writing to Human Resources to be considered for an exception. Human Resources shall review the request for the Direct Deposit Special Exemption and may request supporting documentation; and the employee will be notified of the determination.
- C. Any Direct Deposit Special Exemption granted may be reviewed periodically for continuation, subject to the approval of Human Resources.
- D. The electronic pay advice will be available for employees to view, save and print in the City's human resources information system on the employee's pay day.

ARTICLE VII. FINAL SIGNATURE

All provisions set forth in this Profile are hereby effective the 1st day of July 2023.

City of Ontario

Scott Ochoa
City Manager

APPENDIX A

**DEPARTMENT HEAD COMPENSATION RANGES
EFFECTIVE JULY 2, 2023**

RANGE	MINIMUM	MEDIAN	MAXIMUM
DH1	\$ 10,902.66	\$ 12,704.54	\$ 14,506.41
DH2	\$ 11,447.79	\$ 13,339.76	\$ 15,231.73
DH3	\$ 12,020.18	\$ 14,006.75	\$ 15,993.32
DH4	\$ 12,621.19	\$ 14,707.09	\$ 16,792.98
DH5	\$ 13,252.25	\$ 15,442.44	\$ 17,632.63
DH6	\$ 13,914.86	\$ 16,214.56	\$ 18,514.26
DH7	\$ 14,610.61	\$ 17,025.29	\$ 19,439.98
DH8	\$ 15,341.14	\$ 17,876.56	\$ 20,411.98
DH9	\$ 16,108.19	\$ 18,770.38	\$ 21,432.57
DH10	\$ 16,913.60	\$ 19,708.90	\$ 22,504.20
DH11	\$ 17,759.28	\$ 20,694.35	\$ 23,629.41

PS1	\$ 19,326.20	\$ 22,515.03	\$ 25,703.85
PS2	\$ 20,485.70	\$ 23,865.84	\$ 27,245.98
PS3	\$ 21,162.19	\$ 24,653.96	\$ 28,145.72
PS4	\$ 22,431.84	\$ 26,133.10	\$ 29,834.35

**DEPARTMENT HEAD COMPENSATION RANGES
EFFECTIVE JULY 14, 2024**

RANGE	MINIMUM	MEDIAN	MAXIMUM
DH1	\$ 11,938.41	\$ 13,911.47	\$ 15,884.52
DH2	\$ 12,535.33	\$ 14,607.04	\$ 16,678.74
DH3	\$ 13,162.10	\$ 15,337.39	\$ 17,512.68
DH4	\$ 13,820.21	\$ 16,104.26	\$ 18,388.32
DH5	\$ 14,511.22	\$ 16,909.47	\$ 19,307.73
DH6	\$ 15,236.78	\$ 17,754.95	\$ 20,273.12
DH7	\$ 15,998.61	\$ 18,642.69	\$ 21,286.77
DH8	\$ 16,798.55	\$ 19,574.83	\$ 22,351.11
DH9	\$ 17,638.47	\$ 20,553.57	\$ 23,468.67
DH10	\$ 18,520.40	\$ 21,581.25	\$ 24,642.10
DH11	\$ 19,446.42	\$ 22,660.31	\$ 25,874.21

PS1	\$ 21,162.19	\$ 24,653.95	\$ 28,145.72
PS2	\$ 22,431.84	\$ 26,133.09	\$ 29,834.35
PS3	\$ 23,172.60	\$ 26,996.08	\$ 30,819.56
PS4	\$ 24,562.87	\$ 28,615.74	\$ 32,668.61

DEPARTMENT HEAD CLASSIFICATIONS – RANGE ASSIGNMENTS EFFECTIVE JULY 2, 2023

CLASSIFICATION	RANGE
Assistant City Clerk / Records Management Director	DH5
Assistant Finance Director	DH5
Assistant General Manager - Administration and Customer Service	DH6
Assistant General Manager - Utilities Engineering and Operations	DH8
Assistant Human Resources Risk Management Director	DH4
Assistant Information Technology Director	DH5
Broadband General Manager	DH6
Building Official	DH5
Chief Investment Officer	DH1
City Engineer	DH8
Communications and Community Relations Director	DH5
Community Development Assistant Director	DH8
Community Improvement Director	DH2
Departmental Administrator	DH1
Deputy City Manager (DH)	DH5
Economic Development Director	DH6
Emergency Medical Services Director	DH2
Fire Administrative Director	DH2
Housing Services Director	DH2
Innovation Performance and Audit IPA Director	DH5
Integrated Waste Director	DH6
IT Applications Director	DH2
IT Operations Director	DH2
IT Systems Director	DH2
Library Director	DH2
Management Services Director	DH5
Municipal Services Director	DH1
Museum, Arts and Culture Director	DH1
Parks and Maintenance Director	DH1

CLASSIFICATION	RANGE
Planning Director	DH6
Police Administrative Director	DH2
Real Estate and Development Assistant Director	DH2
Recreation/Community Services Director	DH1
Utilities Customer Services Director	DH1
Water Resources and Regulatory Affairs Director	DH5
Deputy Police Chief	PS3
Chief Deputy	PS3