City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 1

PROGRAM PURPOSE AND DEFINITIONS FOR ELIGIBILITY

It is City of Cupertino policy that those certain persons holding positions hereinafter defined and designated either as management or confidential positions shall be eligible for participation under the Unrepresented Employees Compensation Program as hereby adopted by action of the City Council and as same may be amended or as otherwise modified from time to time.

It is the stated purpose of this Compensation Program to give recognition to and to differentiate those eligible employees from represented employees who achieve economic gain and other conditions of employment through negotiation. It is the intent that through this policy and those which are adopted or as may be modified or rescinded from time to time such recognition may be given.

Eligibility for inclusion with this Compensation program is limited to persons holding positions as management or confidential employees as defined under section 2.52.290 of the Cupertino Municipal Code. These are as designated by the Appointing Authority and may be modified as circumstances warrant.

Although subject to change in accordance with provision of the Personnel Code, the positions in the following classifications have been designated as unrepresented.

MANAGEMENT AND CONFIDENTIAL CLASSIFICATIONS:

<u>Classification Title</u>
Accountant I
Accountant II
Accounting Technician
Administrative Assistant
Assistant City Attorney
Assistant City Manager
Assistant Director of Community Development
Assistant Director of Public Works
Assistant Director of Recreation and Community Services
Assistant to the City Manager
Building Official
Business Systems Analyst/Program Manager
Capital Improvement Program Manager
Chief Technology Officer/Director of Information Services (Department Head)
City Architect
City Clerk
City Engineer

Community Relations Coordinator
Deputy Building Official
Deputy City Attorney
Deputy City Clerk
Deputy City Manager
Director of Administrative Services (Department Head)
Director of Community Development (Department Head)
Director of Recreation and Community Services (Department Head)
Director of Public Works
Economic Development Manager
Environmental Programs Manager
Executive Assistant to the City Attorney
Executive Assistant to the City Manager
Finance Manager
GIS Coordinator
GIS Program Manager
Human Resources Analyst I
Human Resources Analyst II
Human Resources Assistant
Human Resources Manager
Human Resources Technician
Information Technology Assistant
Information Technology Manager
Legal Services Manager
Management Analyst
Network Specialist
Park Restoration and Improvement Manager
Permit Center Manager
Planning Manager
Public Information Officer
Public Affairs Manager
Public Works Projects Manager
Public Works Supervisor
Recreation Manager
Recreation Supervisor
Senior Accountant
Senior Civil Engineer
Senior Management Analyst
Service Center Superintendent
Sustainability Manager
Web Specialist

In the event of any inconsistency between the Compensation Program and any Employment Contracts, the provisions of the Employment Contract and any amendments thereto control.

Adopted by Action of the
City Council, April 1, 1974
Revised 10/74, 3/78, 6/81, 6/82, 7/85, 7/87, 1/89, 7/90, 4/91, 5/91,
7/92, 6/95, 6/96, 7/99, 6/02, 7/04, 6/05, 04/07, 7/10, 10/12, 12/12, 7/13,11/13,12/13,3/14, 7/14, 11/15,
6/16, 10/16, 11/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 2

SALARY SCHEDULE
AND OTHER SALARY RATES

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated for services rendered to and on behalf of the City on the basis of equitably of pay for duties and responsibilities assigned, meritorious service and comparability with similar work in other public and private employment in the same labor market; all of which is contingent upon the City's ability to pay consistent with its fiscal policies.

a. Effective October 1, 2016, a 3.5% salary increase will be added to the salary range of each classification in this unit.

b. Effective the first full pay period in July 2017, a 3.25% salary increase will be added to the salary range of each classification in this unit.

c. Effective the first full pay period in July 2018, a 2.5% salary increase will be added to the salary range of each classification in this unit.

See Attachment A for a list of paygrades.

In addition, equity adjustments as identified in the City's 2016 total compensation survey shall occur per Attachment A.

Adopted by Action
of the City Council
April 1, 1974

Revised 8/78, 7/79, 6/80, 7/92, 6/95, 10/12, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES'COMPENSATION PROGRAM
Policy No. 3

TRAINING AND CONFERENCES

I. POLICY

A. Management Personnel

It is City of Cupertino policy that eligible persons under this Compensation Program shall be reimbursed or receive advances in accordance with the schedules, terms and conditions as set forth herein for attendance at conferences, meetings and training sessions as defined below for each. It is the intent of this policy to encourage the continuing education and awareness of said persons in the technical improvements and innovations in their fields of endeavor as they apply to the City or to implement a City approved strategy for attracting and retaining businesses in the City. One means of implementing this encouragement is through a formal reimbursement and advance schedule for authorized attendance at such conferences, meetings and training sessions.

B. Non-Management Personnel

When authorized by their supervisor, a non-management person may attend a conference, meeting or training session subject to the stated terms and conditions included herein for each with payment toward or reimbursement of certain expenses incurred as defined below for each.

II DEFINITIONS

A. Conferences

A conference is an annual meeting of a work related organization the membership of which may be held in the name of the City or the individual.

B. Local Area

The local area is defined to be within Santa Clara and San Mateo Counties and within a 40-mile distance from Cupertino when traveling to Alameda County.

C. Meetings

A "meeting" shall mean a convention, conference, seminar, workshop, meal, or like assembly having to do with municipal government operations. An employee serving on a panel for interviews of job applicants shall not come under this definition.

D. Training Session

A training session is any type of seminar or workshop the attendance at which is for the purpose of obtaining information of a work related nature to benefit the City's operations or to enhance the attendee's capabilities in the discharge of assigned duties and responsibilities.

III REIMBURSEMENT AND ADVANCE PAYMENT SCHEDULE

A. Intent

This schedule is written with the intent that the employee will make every effort to find the lowest possible cost to the City for traveling on City business. For example, if paying for parking at the airport is less expensive that paying for a taxi or airport shuttle, then the employee should drive their car and park at the airport; or if renting a car is lower than taking taxis at the out-of-town location, then a car should be rented; or air reservations should be booked in advance to obtain discounted fares. The following procedures apply whether the expense is being paid through a reimbursement or a direct advance.

B. Registration

Registration fees for authorized attendance at a meeting or training session will be paid by the City.

C. Transportation

The City will pay transportation costs on the basis of the lowest cost intent stated in paragraph A. Eligible transportation costs include airfare (with coach fare being the maximum), van or taxi service to and from the attendee's home and airport, destination or airport parking charges, taxi and shuttle services at the out-of-town location, trains, tolls, or rental cars. Use of a personal automobile for City business shall be reimbursed or advanced at the rate per mile in effect for such use, except in no case shall it exceed air coach fare if the vehicle is being used for getting to the destination. Government or group rates offered by a provider of transportation must be used when available.

Reimbursement or advances for use of a personal automobile on City business within a local area will not be made so as to supplement that already being paid to those persons receiving a monthly mileage allowance.

D. Lodging

Hotel or lodging expenses of the employee resulting from the authorized event or activity defined in this policy will be reimbursed or advanced if the lodging and event occurs outside of the local area. Not covered will be lodging expenses related to person(s) who are accompanying the City member, but who themselves are not on City business. In this

instance, for example, the difference between single and multiple occupancy rates for a room will not be reimbursed.
Where the lodging is in connection with a conference or other organized educational activity, City-paid lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate at the conference hotel is not available, then the non-conference lodging policy described in the next paragraph should be followed to find another comparable hotel.

Where lodging is necessary for an activity that is not related to a conference or other organized educational activity, reimbursement or advances shall be limited to the actual cost of the room at a group or government rate. In the event that a group or government rate is not available, lodging rates that do not exceed the median price for lodging for that area and time period listed on travel websites like www.hotels.com, www.expedia.com or an equivalent service shall be eligible for reimbursement or advancement.

E. Meals

1. With No Conference

Payments toward or reimbursement of meals related to authorized activities or events shall be at the Internal Revenue Service per diem rate for meals and incidental expenses for a given location, as stated by IRS publications 463 and 1542 and by the U.S. General Services Administration. The per diem shall be split among meals as reasonably desired and reduced accordingly for less than full travel days. If per diem is claimed, no receipts are necessary. Alternatively, the actual cost of a meal can be claimed, within a standard of reasonableness, but receipts must be kept and submitted for the expense incurred.

2. As Part of a Conference

When City personnel are attending a conference or other organized educational activity, they shall be reimbursed or advanced for meals not provided by the activity, on a per diem or actual cost basis. The per diem and actual cost rate shall follow the rules described in the meals with no conference paragraph.

F. Other Expenses

Payments toward or reimbursement of expenses at such functions shall be limited to the actual costs consistent with the application of reasonable standards.

Other reasonable expenses related to business purposes shall be paid consistent with this policy.

No payments shall be made unless, where available, receipts are kept and submitted for all expenses incurred. When receipts are not available, qualifying expenditures shall be reimbursed upon signing of an affidavit of expenditure.

No payment shall be made for any expenses incurred which are of a personal nature or not within a standard of reasonableness for the situation as may be defined by the Finance Department.

G. Non-Reimbursable Expenses

The City will **not** reimburse or advance payment toward expenses including, but not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including those of a partner when accompanying the employee on City-related business, as well as child or pet-related expenses;
4. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
5. Gifts of any kind for any purpose;
6. Service club meals; of those besides economic development staff;
7. Alcoholic beverages;
8. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations; and
9. Personal losses incurred while on City business.

IV ATTENDANCE AUTHORIZATION

A. Budgetary Limitations

Notwithstanding any attendance authorization contained herein, reimbursement or advances for expenses relative to conferences, meeting or training sessions shall not exceed the budgetary limitations.

B. Conference Attendance

Attendance at conferences or seminars by employees must be approved by their supervisor.

C. Meetings

Any employee, management or non-management, may attend a meeting when authorized by their supervisor.

D. Training Sessions

Any employee, management or non-management, may attend a training session when authorized by their supervisor.

V. FUNDING

A. Appropriation Policy

It shall be the policy of the City to appropriate funds subject to availability of resources.

B. Training Sessions

Payments toward or reimbursement of expenses incurred in attendance at training sessions, will be appropriated annually through the budget process.

VI. DIRECT CASH ADVANCE POLICY

From time to time, it may be necessary for a City employee to request a direct cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to their supervisor no less than seven days prior to the need for the advance with the following information: 1) Purpose of the expenditure; 2) The anticipated amount of the expenditure (for example, hotel rates, meal costs, and transportation expenses); and 3) The dates of the expenditure. An accounting of expenses and return of any unused advance must be reported to the City within 30 calendar days of the employee's return on the expense report described in Section VII.

VII. EXPENSE REPORT REQUIREMENTS

All expense reimbursement requests or final accounting of advances received must be approved by their supervisor, on forms determined by the Finance Department, within 30 calendar days of an expense incurred, and accompanied by a business purpose for all expenditures and a receipt for each non- per diem item.

Revised 7/83, 7/85, 7/87, 7/88, 7/91, 7/92, 12/07,7/10

AUTOMOBILE ALLOWANCES AND MILEAGE REIMBURSEMENTS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be compensated fairly for the use of personal automotive vehicles on City business. In many instances the use of personal vehicles is a condition of employment due to the absence of sufficient City owned vehicles for general transportation purposes. It is not intended, however, that such a condition of employment should work an undue hardship. For this reason, the following policies shall apply for mileage reimbursements.

Those persons who occasionally are required to use their personal automobiles for City business shall be reimbursed for such use at an appropriate rate established by the City Council. Submission of reimbursement requests must be approved by the Department Head.

Employees in the following classifications shall be paid on a monthly basis the following automobile allowance:

Classification	Allowance
Director of Administrative Services	300.00
Director of Community Development	300.00
Assistant City Manager	300.00
Director of Recreation and Community Services	300.00
Director of Public Works	300.00
Chief Technology Officer/ Director of Information Services	300.00
City Clerk	250.00
Senior Civil Engineer	250.00
City Engineer	250.00
Assistant Director of Recreation and Community Services	200.00
Public Affairs Manager	200.00
Deputy City Manager	200.00
Recreation Supervisor	200.00
Recreation Manager	200.00

Employees receiving automobile allowance shall be eligible for reimbursement for travel that exceeds two hundred miles round trip.

Adopted by Action of the City Council
April 1, 1974
Revised 7/74, 5/79, 6/80, 7/81, 8/84, 7/87, 1/89, 7/90,7/92, 6/96, 8/99, 6/00, 9/01, 1/02, 6/02, 10/07, 7/10, 7/11, 10/12, 12/12, 7/13, 11/15, 10/16, 11/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 5

ASSOCIATION MEMBERSHIPS AND
PROFESSIONAL PUBLICATIONS

It is City of Cupertino policy that eligible persons under this Compensation Program shall be entitled to City sponsored association memberships as well as receiving subscriptions to professional and technical publications. Such sponsorship, however, shall be conditioned upon the several factors as set forth below.

Each association for which membership is claimed must be directly related to the field of endeavor of the person to be benefited. Each claim for City sponsored membership shall be submitted by or through the Department Head with their concurrence to the City Manager for approval.

Subscriptions to or purchase of professional and technical publications may be provided at City expense when such have been authorized by the Department Head providing the subject matter and material generally contained therein are related to municipal governmental operations.

Adopted by Action of
the City Council
April 1, 1974
Revised
7/92

OVERTIME WORKED

EXEMPT POSITIONS:

Management and non-represented professional employees are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal work day or work week for other employees. However, no deduction from leave balances are made when such an employee is absent for less than a regular work day as long as the employee has his/her supervisor's approval. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, when forty hours have been worked in the same seven day work period.

NON-EXEMPT POSITIONS:

Confidential employees are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 40 hours per week. Nothing in this policy precludes the alternative work schedule, which may include an absence of a full eight hour day, where forty hours have been worked in the same seven day period.

COMPENSATORY TIME OFF

At the employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. Employees, who have previously earned CTO, shall be allowed to schedule CTO at the employee's discretion provided (1) that prior supervisory approval has been obtained and (2) the request is made in writing.

CTO may be accrued for up to 80 hours per calendar year. Any CTO earned exceeding 80 hours will be paid at the rate of time and one-half. An employee may carry over the unused balance into the next calendar year. Any unused carryover balance will be automatically paid out at the end of the calendar year.

An employee may exercise his/her option twice each calendar year to convert any/or all accumulated compensatory time to cash.

Adopted by Action of the City Council
April 1, 1974
Revised
6/80, 7/91, 7/92, 6/96, 7/97, 4/07, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES'COMPENSATION PROGRAM
Policy No. 7

HEALTH BENEFITS PLAN - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide group hospital and medical insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees and their families through comprehensive health plans available only through employer sponsorship.

Although the premium cost for the insurance provided remains the ultimate responsibility of the employee in these positions, the City shall contribute the amounts listed below towards the premium or pay the full cost of the premium if less than the stated amounts. If the premium amounts for any employee covered by this policy are less than the amounts listed below per month, the difference between the premium amount and the stated amounts will be included in the employee's gross pay.

October 1, 2016	City Max Health Contribution	City Max Dental Contribution*	City Total Max Contribution
Employee	**733.39**	134.85	868.24
Employee +1	**1246.59**	134.85	1381.44
Employee +2	**1620.57**	134.85	1755.42

January 1, 2018	City Max Health Contribution	City Max Dental Contribution	City Total Max Contribution
Employee	**769.95**	134.85	904.80
Employee +1	**1308.92**	134.85	1443.77
Employee +2	**1701.60**	134.85	1836.45

January 1, 2019	City Max Health Contribution	City Max Dental Contribution	City Total Max Contribution
Employee	**808.45**	134.85	943.30
Employee +1	**1374.37**	134.85	1509.22
Employee +2	**1786.68**	134.85	1921.53

*Dental Coverage: Effective the first month after Council adoption of MOU, dental coverage is capped at $2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of the City Council
September 16, 1974
Revised

7/75, 7/76, 7/77, 8/78, 7/79, 6/80, 6/81, 7/81, 6/82, 7/83, 7/84, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/97, 7/99, 6/00, 6/02, 7/04, 6/05, 4/07,12/12, 7/13, 10/16

City of Cupertino

UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 8

FIXED HOLIDAYS

It is the policy of the City of Cupertino to recognize days of historical and national significance as holidays of the City without loss of pay or benefits. Recognizing the desirable times throughout the year, it is the policy of the City of Cupertino to provide days off in lieu of holidays for management and confidential employees at such times as are convenient for each employee and supervisor, when such policy is compatible with the workload and schedule of the City.

The City provides the following fixed paid holidays for eligible employees covered by this agreement:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Independence day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day Following Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve

When a holiday falls on a Sunday, the following Monday shall be observed as the non-work day. When a holiday falls on a Saturday, the previous Friday shall be observed as the non-work day.

FLOATING HOLIDAY

In addition to the paid holidays, employees occupying these positions shall be provided 20 floating hours per calendar year as non-work time with full pay and benefits. Employees may accumulate floating holiday hours up to two times their annual accrual.

Adopted by Action of
the City Council
July 7, 1975

Revised 6/80, 6/89, 7/92, 7/99, 7/13

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 9

LIFE, LONG TERM DISABILITY INSURANCE, AND SHORT TERM DISABILITY INSURANCE

It is the policy of the City of Cupertino to make available group insurance for Management and Confidential employees that will mitigate the personal and family financial hardships resulting from continuing disability that prevents an employee from performing gainfully in his or her occupation. It is further the policy of the City of Cupertino to provide life insurance benefits in an amount of two and one half times the employee's annual salary to a maximum of $250,000.00.

Employees occupying unrepresented positions may enroll in the disability income program and the life insurance program offered if eligible under the contract provisions of the policy and the personnel rules of the City. The full cost of premiums for these programs shall be paid by the City for such employees.

Adopted by Action of
the City Council
September 16, 1976

Revised 7/76, 6/80, 6/81, 6/82, 6/92, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 10

DEFERRED COMPENSATION

It is the policy of the City of Cupertino to provide equitable current compensation and reasonable retirement security for management and confidential employees for services performed for the City. The City participates in the California Public Employees' Retirement System (PERS) and deferred compensation plans have been established. Both the employee and employer may make contributions from current earnings to these plans. The purpose of this policy is to promote means by which compensation may be provided in such manner and form to best meet the requirements of the City and the needs of individual employees, thereby increasing the ability, to attract and retain competent management and confidential employees.

The City shall maintain and administer means by which employees in these positions may defer portions of their current earnings for future utilization. Usage of such plans shall be subject to such agreements, rules and procedures as are necessary to properly administer each plan. Employee contributions to such plans may be made in such amounts as felt proper and necessary to the employee. Employer contributions shall be as determined by the City Council.

Adopted by Action of
the City Council
July 7, 1975
Revised 6/80, 7/87, 7/92, 7/99

PUBLIC EMPLOYEES' RETIREMENT SYSTEM CONTRIBUTION

A. Employees hired on or before December 29, 2012 Only:

For employees hired on or before December 29, 2012, the City has contracted with CalPERS for a 2.7% @55 formula.

Effective October 1, 2016, the City agrees to pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) not to exceed .75% of applicable salary and each employee agrees to pay 7.25% of applicable salary.

Effective in the first full pay period in July 2017, each employee shall pay the full 8.0% of applicable salary of the employee's contribution towards CalPERS.

B. **For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations Only:**

For Employees hired by the City of Cupertino on December 30, 2012 or December 31, 2012 or a current CalPERS employee who qualifies as a classic member under CalPERS Regulations only the City has contracted with CalPERS for a 2.0% @ 60 retirement formula, three year average compensation.

EffectiveOctober 1, 2016, the City shall not pay the employee's contribution rate to the California Public Employees Retirement System (CalPERS) and each employee shall pay the full 7% of applicable salary of the employee's contribution towards CalPERS.

C. **For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as Classic members Only:**

For new employees hired by the City of Cupertino on or after January 1, 2013 and do not qualify as classic members as defined by CalPERS, CalPERS has by statute implemented a 2% @ 62 formula, three year average and employees in this category shall pay 50% of the normal cost rate as determined by CalPERS.

Adopted by Action of
the City Council
June, 1981
Revised 6/87, 6/89, 7/90, 7/91, 7/92, 6/03, 7/04, 4/07, 7/10, 10/12, 12/12, 7/13, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 12

DENTAL INSURANCE - EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide dental insurance under which employees in Management and Confidential positions and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed $134.85* per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with Personnel Rules of the City and the provisions of the contract for such insurance between the City and carrier or carriers.

*Dental Coverage: Effective the first month after Council adoption of agreement, dental coverage is capped at $2,500.00 per dependent per annual plan year for the term of this contract.

Adopted by Action of
City Council
July 1, 1983
Revised 7/87, 7/88, 7/89, 7/90, 7/91, 7/92, 6/95, 7/99, 4/07, 10/12, 10/16

ADMINISTRATIVE LEAVE

The department heads shall receive eighty (80) hours of administrative leave with pay per year. Unrepresented employees exempt from the provisions of the Fair Labor Standards Act shall receive forty (40) hours of administrative leave with pay per year.

Employees may accumulate administrative leave hours up to two times their annual accrual.

Employees shall be eligible to convert administrative leave hours to pay one time each calendar year.

Adopted by Action of
the City Council
July, 1988

Revised
7/92, 7/97, 7/99, 7/10, 12/12, 10/16

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 14

EMPLOYEE ASSISTANCE PROGRAM

It is the policy of the City of Cupertino to provide an Employee Assistance Program for the benefit of Management and Confidential employees and their eligible dependents. The purpose of this program is to provide professional assistance and counseling concerning financial, legal, pre-retirement, and other matters of a personal nature.

Adopted by Action of the City Council
June 17, 1996

City of Cupertino
UNREPRESENTED EMPLOYEES' COMPENSATION PROGRAM
Policy No. 15

VACATION ACCUMULATION

The department heads shall earn vacation hours under the same vacation accumulation schedule as all other employees. Credit shall be provided for previous public sector service time on a year-for-year basis as to annual vacation accumulation. Credit shall only be given for completed years of service. Public service credit shall not apply to any other supplemental benefit. Employee(s) affected by this policy will have the responsibility of providing certification as to previous public sector service.

Benefited full-time employees accrue vacation in accordance with the following schedule. Benefited employees who work less than a full-time work schedule accrue vacation in accordance with the following schedule on a pro-rated basis.

Service Time	Annual Accruals	Maximum Accrual
0 - 3 Years	80 Hours	160 Hours
4 - 9 Years	120 Hours	240 Hours
10 – 14 Years	160 Hours	272 Hours
15 – 19 Years	176 Hours	320 Hours
20 + Years	192 Hours	352 Hours

An employee may accrue no more vacation credit than what is listed above.

VACATION CREDITS

The hiring manager, with the approval of the department head and the City Manager, may offer a vacation bank of up to 120 hours of vacation to a prospective candidate in the Unrepresented group. These hours do not vest for payoff purposes if the employee leaves service.

Adopted by Action of the City Council
July 7, 1997

Revised 6/99, 7/10, 12/12, 7/13, 10/16

HOUSING ASSISTANCE PROGRAM

Housing assistance may be offered to the department heads pursuant to Resolution No. 15-092.

Adopted by Action of the City Council
July 7, 1997

Revised 7/99, 7/10, 8/12, 10/15

VISION INSURANCE – EMPLOYER CONTRIBUTION

It is the policy of the City of Cupertino to provide vision insurance under which employees and their dependents may be covered. The purpose of this program is to promote and preserve the health of employees.

The premium cost for the insurance provided by the City shall not exceed $14.94 per month per employee. Enrollment in the plan or plans made available pursuant to this policy shall be in accordance with the provisions of the contract between the City and carrier or carriers providing vision insurance coverage,

Adopted by Action of the City Council
July 1997

Revised 7/99, 6/02, 6/03, 7/10, 10/12

WORK OUT OF CLASSIFICATION/WORK IN DUAL CLASSIFICATION

Work Out of Classification – Temporary assignment, approved in advance by the department head, to a classification in a higher pay grade shall be compensated at the Step 1 rate of the higher classification or at a rate five (5) percent greater than that of the regular position, whichever is greater, for the number of hours assigned. In order to qualify for out-of-classification pay, an employee shall work a minimum of eight (8) hours per day in the temporary assignment.

Out of classification compensation shall not be used as a substitute for the permanent classification or reclassification of positions. An employee may be assigned to work in a higher class when there is a vacant position, either temporary (incumbent on leave of absence) or permanent (vacant position which has not been filled), or when an employee assumes additional work that would otherwise be performed by consultants which results in a cost savings to the City. All requests for out of classification compensation must be approved by the Human Resources Director. Persons approved to work out of class will continue to receive salary step adjustments in their regular classification based upon satisfactory performance. The out of class salary step will be adjusted accordingly in accordance to the policy set forth herein when the employee's salary in the permanent classification is adjusted.

Work in Dual Classifications – The City Manager may, in his or her sole discretion, grant a pay differential up to five percent (5%) above the higher base salary to an employee assigned by the City Manager to perform all of the duties of another position in addition to the employee's regular duties, provided that a differential of dual assignments under this provision shall only be paid where the additional assignment is to a position equivalent to the level of the employee's regular position in a different department or division than the employee's regular classification, the duration of the additional assignment is for a period of one or more months, and the published base salary for the equivalent level position is the same or lower than the published salary for the employee's current classification such that the employee does not quality for working out of class pay.

Adopted by Action of the City Council
October 2016

Revised

City of Cupertino

Listing of Unrepresented Classifications by

Salary Rate or Pay Grades

Effective July 1, 2013 (Res. No. 13-061)
Amended 11/19/13 (Res. No. 13-099)
Amended 12/17/13 (Res. No. 13-108)
Amended 3/18/14 (Res. No. 14-130)
Amended 11/3/14 (Res. No. 14-209)
Amended 11/3/2015 (Res. No. 15-099)
Amended 6/21/16 (Res. No. 16-)
Amended 10/4/16 (Res. No.)
Amended 10/18/16 (Res. No.)
Amended 11/15/16 (Res. No.)

ATTACHMENT A

CLASSES AND POSITIONS BY PAY GRADE
EFFECTIVE OCTOBER 1, 2016 – JUNE 30, 2019

Salary Effective October 1, 2016

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	$35.41	$37.18	$39.04	$41.00	$43.05
ACCOUNTANT II	$39.04	$40.99	$43.04	$45.19	$47.45
ACCOUNTING TECHNICIAN	$36.25	$38.06	$39.96	$41.96	$44.06
ADMINISTRATIVE ASSISTANT	$31.88	$33.47	$35.15	$36.91	$38.75
ASSISTANT CITY ATTORNEY	$72.59	$76.22	$80.03	$84.03	$88.23
ASSISTANT CITY MGR - COMM DEV	$91.09	$95.65	$100.43	$105.45	$110.72
ASSISTANT DIRECTOR COMM DEV	$63.34	$66.50	$69.83	$73.32	$76.98
ASSISTANT TO THE CITY MANAGER	$50.97	$53.52	$56.19	$59.00	$61.95
ASST DIR PUBLIC WORKS	$67.80	$71.19	$74.75	$78.48	$82.41
BUILDING OFFICIAL	$57.31	$60.18	$63.19	$66.35	$69.66
BUSINESS SYSTEMS ANALYST	$45.02	$47.27	$49.64	$52.12	$54.73
CAPITAL IMPV PROGRAM MGR	$57.24	$60.11	$63.11	$66.27	$69.58
CITY ARCHITECT	$46.68	$49.01	$51.46	$54.03	$56.74
CITY CLERK	$53.60	$56.28	$59.09	$62.05	$65.15
CITY ENGINEER	$63.95	$67.15	$70.51	$74.04	$77.74
COMMUNITY RELATIONS COORDINATOR	$36.75	$38.59	$40.52	$42.55	$44.67
DEPARTMENT HEAD	$78.19	$82.10	$86.21	$90.52	$95.04
DEPUTY BUILDING OFFICIAL	$53.64	$56.32	$59.13	$62.09	$65.19
DEPUTY CITY ATTORNEY	$52.23	$54.84	$57.58	$60.46	$63.48
DEPUTY CITY CLERK	$38.25	$40.16	$42.17	$44.28	$46.49
DEPUTY CITY MANAGER	$61.96	$65.06	$68.31	$71.72	$75.31
DIRECTOR OF PUBLIC WORKS	$82.81	$86.95	$91.30	$95.86	$100.66
ECONOMIC DEVELOPMENT MANAGER	$59.00	$61.95	$65.04	$68.29	$71.71
ENVIRONMENTAL PROGRAMS MANAGER	$50.21	$52.72	$55.36	$58.13	$61.03
EXEC ASST TO CITY MANAGER	$36.80	$38.64	$40.57	$42.60	$44.73
EXEC ASST TO THE CITY ATTNY	$35.90	$37.69	$39.58	$41.56	$43.64
FINANCE MANAGER	$61.03	$64.09	$67.29	$70.66	$74.19
GIS COORDINATOR	$39.35	$41.32	$43.38	$45.55	$47.83
GIS PROGRAM MANAGER	$48.95	$51.40	$53.97	$56.67	$59.50
HUMAN RESOURCE ANALYST I	$41.66	$43.74	$45.93	$48.23	$50.64
HUMAN RESOURCES ANALYST II	$45.93	$48.23	$50.64	$53.17	$55.83
HUMAN RESOURCES ASSISTANT	$26.47	$27.80	$29.19	$30.65	$32.18
HUMAN RESOURCES MANAGER	$61.03	$64.09	$67.29	$70.66	$74.19
HUMAN RESOURCES TECHNICIAN	$36.25	$38.06	$39.96	$41.97	$44.06
I.T. ASSISTANT	$34.15	$35.85	$37.65	$39.53	$41.51
INFORMATION TECHNOLOGY MANAGER	$59.39	$62.36	$65.48	$68.75	$72.19
LEGAL SERVICES MANAGER	$37.07	$38.93	$40.87	$42.92	$45.06

MANAGEMENT ANALYST	$42.02	$44.12	$46.33	$48.64	$51.07
NETWORK SPECIALIST	$45.02	$47.27	$49.64	$52.12	$54.73
PARK RESTORATION IMPV MGR	$57.24	$60.11	$63.11	$66.27	$69.58
PERMIT CENTER MANAGER	$53.64	$56.32	$59.13	$62.09	$65.19
PLANNING MANAGER	$59.63	$62.61	$65.74	$69.03	$72.48
PUBLIC AFFAIRS MANAGER	$52.18	$54.79	$57.53	$60.41	$63.43
PUBLIC INFORMATION OFFICER	$50.97	$53.52	$56.19	$59.00	$61.95
PUBLIC WORKS PROJECT MANAGER	$50.32	$52.83	$55.48	$58.25	$61.16
PUBLIC WORKS SUPERVISOR	$43.68	$45.86	$48.16	$50.57	$53.09
RECREATION MANAGER	$47.06	$49.41	$51.88	$54.48	$57.20
RECREATION SUPERVISOR	$42.68	$44.82	$47.06	$49.41	$51.88
SENIOR ACCOUNTANT	$45.20	$47.46	$49.83	$52.32	$54.94
SENIOR CIVIL ENGINEER	$60.07	$63.07	$66.23	$69.54	$73.01
SENIOR MANAGEMENT ANALYST	$45.93	$48.23	$50.64	$53.17	$55.83
SERVICE CENTER SUPERINTENDENT	$55.46	$58.24	$61.15	$64.21	$67.42
SUSTAINABILITY MANAGER	$50.21	$52.72	$55.36	$58.13	$61.03
WEB SPECIALIST	$39.81	$41.80	$43.89	$46.08	$48.39

Salary Effective First Full Pay Period in July 2017

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	$36.56	$38.39	$40.31	$42.33	$44.44
ACCOUNTANT II	$40.31	$42.32	$44.44	$46.66	$48.99
ACCOUNTING TECHNICIAN	$37.43	$39.30	$41.26	$43.33	$45.49
ADMINISTRATIVE ASSISTANT	$32.92	$34.56	$36.29	$38.10	$40.01
ASSISTANT CITY ATTORNEY	$75.17	$78.93	$82.87	$87.02	$91.37
ASSISTANT CITY MGR - COMM DEV	$97.44	$102.31	$107.43	$112.80	$118.44
ASSISTANT DIRECTOR COMM DEV	$68.01	$71.41	$74.98	$78.73	$82.67
ASSISTANT TO THE CITY MANAGER	$54.73	$57.47	$60.34	$63.36	$66.52
ASST DIR PUBLIC WORKS	$72.52	$76.15	$79.95	$83.95	$88.15
BUILDING OFFICIAL	$59.18	$62.13	$65.24	$68.50	$71.93
BUSINESS SYSTEMS ANALYST	$46.49	$48.81	$51.25	$53.81	$56.50
CAPITAL IMPV PROGRAM MGR	$59.10	$62.06	$65.16	$68.42	$71.84
CITY ARCHITECT	$48.19	$50.60	$53.13	$55.79	$58.58
CITY CLERK	$55.34	$58.11	$61.01	$64.06	$67.27
CITY ENGINEER	$66.03	$69.33	$72.80	$76.44	$80.26
COMMUNITY RELATIONS COORDINATOR	$37.95	$39.84	$41.84	$43.93	$46.12
DEPARTMENT HEAD	$83.96	$88.16	$92.57	$97.20	$102.06
DEPUTY BUILDING OFFICIAL	$55.38	$58.15	$61.06	$64.11	$67.31
DEPUTY CITY ATTORNEY	$54.09	$56.79	$59.63	$62.61	$65.74
DEPUTY CITY CLERK	$39.49	$41.46	$43.54	$45.71	$48.00
DEPUTY CITY MANAGER	$66.32	$69.63	$73.12	$76.77	$80.61
DIRECTOR OF PUBLIC WORKS	$88.58	$93.01	$97.66	$102.54	$107.67
ECONOMIC DEVELOPMENT MANAGER	$60.91	$63.96	$67.16	$70.51	$74.04
ENVIRONMENTAL PROGRAMS MANAGER	$53.92	$56.61	$59.44	$62.42	$65.54
EXEC ASST TO CITY MANAGER	$37.99	$39.89	$41.89	$43.98	$46.18

EXEC ASST TO THE CITY ATTNY	$37.07	$38.92	$40.87	$42.91	$45.05
FINANCE MANAGER	$63.02	$66.17	$69.48	$72.95	$76.60
GIS COORDINATOR	$40.63	$42.66	$44.79	$47.03	$49.38
GIS PROGRAM MANAGER	$50.54	$53.07	$55.72	$58.51	$61.44
HUMAN RESOURCE ANALYST I	$43.02	$45.17	$47.42	$49.80	$52.29
HUMAN RESOURCES ANALYST II	$47.42	$49.80	$52.29	$54.90	$57.65
HUMAN RESOURCES ASSISTANT	$27.33	$28.70	$30.14	$31.64	$33.23
HUMAN RESOURCES MANAGER	$63.02	$66.17	$69.48	$72.95	$76.60
HUMAN RESOURCES TECHNICIAN	$37.43	$39.30	$41.26	$43.33	$45.49
I.T. ASSISTANT	$35.26	$37.02	$38.87	$40.81	$42.86
INFORMATION TECHNOLOGY MANAGER	$61.32	$64.39	$67.61	$70.99	$74.54
LEGAL SERVICES MANAGER	$38.28	$40.19	$42.20	$44.31	$46.53
MANAGEMENT ANALYST	$43.38	$45.55	$47.83	$50.22	$52.73
NETWORK SPECIALIST	$46.49	$48.81	$51.25	$53.81	$56.50
PARK RESTORATION IMPV MGR	$59.10	$62.06	$65.16	$68.42	$71.84
PERMIT CENTER MANAGER	$55.38	$58.15	$61.06	$64.11	$67.31
PLANNING MANAGER	$61.57	$64.64	$67.88	$71.27	$74.83
PUBLIC AFFAIRS MANAGER	$53.88	$56.57	$59.40	$62.37	$65.49
PUBLIC INFORMATION OFFICER	$54.73	$57.47	$60.34	$63.36	$66.52
PUBLIC WORKS PROJECT MANAGER	$51.95	$54.55	$57.28	$60.14	$63.15
PUBLIC WORKS SUPERVISOR	$45.10	$47.36	$49.72	$52.21	$54.82
RECREATION MANAGER	$48.59	$51.02	$53.57	$56.25	$59.06
RECREATION SUPERVISOR	$44.07	$46.27	$48.59	$51.02	$53.57
SENIOR ACCOUNTANT	$46.67	$49.00	$51.45	$54.02	$56.72
SENIOR CIVIL ENGINEER	$62.02	$65.12	$68.38	$71.80	$75.39
SENIOR MANAGEMENT ANALYST	$47.42	$49.80	$52.29	$54.90	$57.64
SERVICE CENTER SUPERINTENDENT	$57.27	$60.13	$63.14	$66.29	$69.61
SUSTAINABILITY MANAGER	$53.92	$56.61	$59.44	$62.42	$65.54
WEB SPECIALIST	$41.10	$43.16	$45.32	$47.58	$49.96

Salary Effective First Full Pay Period in July 2018

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ACCOUNTANT I	$37.48	$39.35	$41.32	$43.39	$45.56
ACCOUNTANT II	$41.32	$43.38	$45.55	$47.83	$50.22
ACCOUNTING TECHNICIAN	$38.36	$40.28	$42.30	$44.41	$46.63
ADMINISTRATIVE ASSISTANT	$33.74	$35.43	$37.20	$39.06	$41.01
ASSISTANT CITY ATTORNEY	$77.05	$80.90	$84.95	$89.19	$93.65
ASSISTANT CITY MGR - COMM DEV	$99.87	$104.87	$110.11	$115.62	$121.40
ASSISTANT DIRECTOR COMM DEV	$71.45	$75.03	$78.78	$82.72	$86.85
ASSISTANT TO THE CITY MANAGER	$57.33	$60.20	$63.21	$66.37	$69.69
ASST DIR PUBLIC WORKS	$74.33	$78.05	$81.95	$86.05	$90.35
BUILDING OFFICIAL	$60.66	$63.69	$66.87	$70.22	$73.73
BUSINESS SYSTEMS ANALYST	$47.65	$50.03	$52.53	$55.16	$57.92
CAPITAL IMPV PROGRAM MGR	$60.58	$63.61	$66.79	$70.13	$73.64
CITY ARCHITECT	$49.40	$51.87	$54.46	$57.18	$60.04

CITY CLERK	$56.72	$59.56	$62.54	$65.67	$68.95
CITY ENGINEER	$67.68	$71.07	$74.62	$78.35	$82.27
COMMUNITY RELATIONS COORDINATOR	$38.90	$40.84	$42.88	$45.03	$47.28
DEPARTMENT HEAD	$88.21	$92.62	$97.25	$102.12	$107.22
DEPUTY BUILDING OFFICIAL	$56.76	$59.60	$62.58	$65.71	$69.00
DEPUTY CITY ATTORNEY	$55.44	$58.21	$61.12	$64.18	$67.39
DEPUTY CITY CLERK	$40.48	$42.50	$44.63	$46.86	$49.20
DEPUTY CITY MANAGER	$67.98	$71.38	$74.94	$78.69	$82.63
DIRECTOR OF PUBLIC WORKS	$90.79	$95.33	$100.10	$105.11	$110.36
ECONOMIC DEVELOPMENT MANAGER	$62.44	$65.56	$68.84	$72.28	$75.89
ENVIRONMENTAL PROGRAMS MANAGER	$56.45	$59.27	$62.23	$65.34	$68.61
EXEC ASST TO CITY MANAGER	$38.94	$40.89	$42.93	$45.08	$47.34
EXEC ASST TO THE CITY ATTNY	$37.99	$39.89	$41.89	$43.98	$46.18
FINANCE MANAGER	$64.59	$67.82	$71.21	$74.78	$78.51
GIS COORDINATOR	$41.64	$43.73	$45.91	$48.21	$50.62
GIS PROGRAM MANAGER	$51.81	$54.40	$57.12	$59.97	$62.97
HUMAN RESOURCE ANALYST I	$44.09	$46.30	$48.61	$51.04	$53.59
HUMAN RESOURCES ANALYST II	$48.61	$51.04	$53.59	$56.27	$59.09
HUMAN RESOURCES ASSISTANT	$28.02	$29.42	$30.89	$32.43	$34.06
HUMAN RESOURCES MANAGER	$64.59	$67.82	$71.21	$74.78	$78.51
HUMAN RESOURCES TECHNICIAN	$38.36	$40.28	$42.30	$44.41	$46.63
I.T. ASSISTANT	$36.14	$37.95	$39.84	$41.83	$43.93
INFORMATION TECHNOLOGY MANAGER	$62.86	$66.00	$69.30	$72.76	$76.40
LEGAL SERVICES MANAGER	$39.23	$41.20	$43.26	$45.42	$47.69
MANAGEMENT ANALYST	$44.47	$46.69	$49.03	$51.48	$54.05
NETWORK SPECIALIST	$47.65	$50.03	$52.53	$55.16	$57.92
PARK RESTORATION IMPV MGR	$60.58	$63.61	$66.79	$70.13	$73.64
PERMIT CENTER MANAGER	$56.76	$59.60	$62.58	$65.71	$69.00
PLANNING MANAGER	$63.10	$66.26	$69.57	$73.05	$76.70
PUBLIC AFFAIRS MANAGER	$55.22	$57.98	$60.88	$63.93	$67.12
PUBLIC INFORMATION OFFICER	$57.33	$60.20	$63.21	$66.37	$69.69
PUBLIC WORKS PROJECT MANAGER	$53.25	$55.92	$58.71	$61.65	$64.73
PUBLIC WORKS SUPERVISOR	$46.23	$48.54	$50.97	$53.51	$56.19
RECREATION MANAGER	$49.80	$52.29	$54.91	$57.65	$60.54
RECREATION SUPERVISOR	$45.17	$47.43	$49.80	$52.29	$54.91
SENIOR ACCOUNTANT	$47.83	$50.23	$52.74	$55.37	$58.14
SENIOR CIVIL ENGINEER	$63.57	$66.75	$70.09	$73.59	$77.27
SENIOR MANAGEMENT ANALYST	$48.61	$51.04	$53.59	$56.27	$59.09
SERVICE CENTER SUPERINTENDENT	$58.70	$61.63	$64.72	$67.95	$71.35
SUSTAINABILITY MANAGER	$56.45	$59.27	$62.23	$65.34	$68.61
WEB SPECIALIST	$42.13	$44.24	$46.45	$48.77	$51.21

Amended November 15, 2016

Salary Effective November 15, 2016

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
ASSISTANT DIRECTOR REC AND COMMUNITY SERVICES	$63.34	$66.50	$69.83	$73.32	$76.98

Salary Effective First Full Pay Period in July 2017

ASSISTANT DIRECTOR REC AND COMMUNITY SERVICES	$68.01	$71.41	$74.98	$78.73	$82.67

Salary Effective First Full Pay Period in July 2018

ASSISTANT DIRECTOR REC AND COMMUNITY SERVICES	$71.45	$75.03	$78.78	$82.72	$86.85