

# CITY OF CUPERTINO

## SUMMARY OF BENEFITS

### New Health Plan Rates & Employee Cost (24 Pay Periods)

**Effective January 1, 2020 – Region 1 Premiums**

Appointed, Unrepresented, CEA, and Operating Engineers (OE3) Groups

HEALTH PLANS 2020 HMO	Plan Code	CalPERS 2019 Premium Rates	CalPERS 2020 Premium Rates	City Monthly Contribution	Employee Monthly Cost	Employee Cost 24 Pay Periods
<b>Anthem Select HMO</b> <b>Increase 5%</b>						
Emp. Only	4541	\$831.44	\$868.98	\$848.87	(\$20.11)	(\$10.06)
Emp. & 1 Dep.	4542	\$1,662.88	\$1,737.96	\$1,443.09	(\$294.87)	(\$147.44)
Emp. & 2 or more Dep.	4543	\$2,161.74	\$2,259.35	\$1,876.01	(\$383.34)	(\$191.67)
<b>Anthem Traditional HMO</b> <b>Increase 7%</b>						
Emp. Only	4501	\$1,111.13	\$1,184.84	\$848.87	(\$335.97)	(\$167.99)
Emp. & 1 Dep.	4502	\$2,222.26	\$2,369.68	\$1,443.09	(\$926.59)	(\$463.30)
Emp. & 2 or more Dep.	4503	\$2,888.94	\$3,080.58	\$1,876.01	(\$1,204.57)	(\$602.29)
<b>Blue Shield Access+ HMO</b> N/A						
Emp. Only	1021	Not Offered	\$1,127.77	\$848.87	(\$278.90)	(\$139.45)
Emp. & 1 Dep.	1022		\$2,255.54	\$1,443.09	(\$812.45)	(\$406.23)
Emp. & 2 or more Dep.	1023		\$2,932.20	\$1,876.01	(\$1,056.19)	(\$528.10)
<b>Blue Shield Trio*</b> <b>NEW</b>						
Emp. Only		Not Offered	\$833.00	\$848.87	\$15.87	\$7.94
Emp. & 1 Dep.			\$1,666.00	\$1,443.09	(\$222.91)	(\$111.46)
Emp. & 2 or more Dep.			\$2,165.80	\$1,876.01	(\$289.79)	(\$144.90)
<b>HealthNet SmartCare HMO</b> <b>Increase 11%</b>						
Emp. Only	3751	\$901.55	\$1,000.52	\$848.87	(\$151.65)	(\$75.83)
Emp. & 1 Dep.	3752	\$1,803.10	\$2,001.04	\$1,443.09	(\$557.95)	(\$278.98)
Emp. & 2 or more Dep.	3753	\$2,344.03	\$2,601.35	\$1,876.01	(\$725.34)	(\$362.67)
<b>Kaiser North HMO</b> <b>Increase 0.03%</b>						
Emp. Only	1041	\$768.25	\$768.49	\$848.87	\$0.00	\$0.00
Emp. & 1 Dep.	1042	\$1,536.50	\$1,536.98	\$1,443.09	(\$93.89)	(\$46.95)
Emp. & 2 or more Dep.	1043	\$1,997.45	\$1,998.07	\$1,876.01	(\$122.06)	(\$61.03)
<b>UnitedHealthcare HMO *</b> N/A						
Emp. Only	4261	Not Offered	\$899.94	\$848.87	(\$51.07)	(\$25.54)
Emp. & 1 Dep.	4262		\$1,799.88	\$1,443.09	(\$356.79)	(\$178.40)
Emp. & 2 or more Dep.	4263		\$2,339.84	\$1,876.01	(\$463.83)	(\$231.92)
<b>Western Health Advantage*</b> <b>NEW</b>						
Emp. Only		Not Offered	\$731.96	\$848.87	\$116.91	\$58.46
Emp. & 1 Dep.			\$1,463.92	\$1,443.09	(\$20.83)	(\$10.42)
Emp. & 2 or more Dep.			\$1,903.10	\$1,876.01	(\$27.09)	(\$13.55)

\*Please note – Blue Shield Trio, United Healthcare HMO, and Western Health Advantage are only offered in certain counties in Region 1. Please visit the zip code locator below to see if they are available in your area:

<https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates/zip-search>

HEALTH PLANS 2020 PPO	Plan Code	CalPERS 2019 Premium Rates	CalPERS 2020 Premium Rates	City Monthly Contribution	Employee Monthly Cost	Employee Cost 24 Pay Periods
<b>PERS Choice PPO</b> <b>Decrease</b> <b>-1%</b>						
Emp. Only	1061	\$866.27	\$861.18	\$848.87	(\$12.31)	(\$6.15)
Emp. & 1 Dep.	1062	\$1,732.54	\$1,722.36	\$1,443.09	(\$279.27)	(\$139.64)
Emp. & 2 or more Dep.	1063	\$2,252.30	\$2,239.07	\$1,876.01	(\$363.06)	(\$181.53)
<b>PERS Select PPO</b> <b>Decrease</b> <b>-4%</b>						
Emp. Only	1261	\$543.19	\$520.29	\$848.87	\$0.00	\$0.00
Emp. & 1 Dep.	1262	\$1,086.38	\$1,040.58	\$1,443.09	\$0.00	\$0.00
Emp. & 2 or more Dep.	1263	\$1,412.29	\$1,352.75	\$1,876.01	\$0.00	\$0.00
<b>PERSCare PPO</b> <b>Increase</b> <b>0%</b>						
Emp. Only	1221	\$1,131.68	\$1,133.14	\$848.87	(\$284.27)	(\$142.14)
Emp. & 1 Dep.	1222	\$2,263.36	\$2,266.28	\$1,443.09	(\$823.19)	(\$411.60)
Emp. & 2 or more Dep.	1223	\$2,942.37	\$2,946.16	\$1,876.01	(\$1,070.15)	(\$535.08)

## CALPERS RETIREE HEALTH BENEFITS

### **Appointed, Unrepresented, CEA, and Operating Engineers #3**

Employees are eligible for health benefits at the time of retirement with the City of Cupertino with the following criteria:

Employees hired **PRIOR** to August 1, 2004, and have five or more full-time years of service with the City of Cupertino, are eligible for health benefits. Employees receive a City paid health premium contribution equal to the amount provided to active employees in the same bargaining unit. No cash back is provided if the cost of the health premium is less than the City's health premium contribution.

### **2020 - City Health Contribution:**

Employee Only	\$ 848.87
Employee +1	\$ 1443.09
Employee + 2	\$ 1876.01

### **Unrepresented, CEA, and Operating Engineers #3:**

Employees are eligible for health benefits at the time of retirement with the City of Cupertino with the following criteria:

Employees hired **AFTER** August 1, 2004, and have ten or more full-time years of CalPERS service, including five years with the City of Cupertino, are eligible for health benefits (CalPERS Health Benefit Vesting Requirement -100/90 Formula). The City contribution is set forth by the "State" as follows:

CalPERS service (including 5 years with Cupertino)

10 years	50%**	15 years	75%**
11 years	55%**	16 years	80%**
12 years	60%**	17 years	85%**
13 years	65%**	18 years	90%**
14 years	70%**	19 years	95%**
		20 years	100%**

### **\*\* 2020 - "State Employees" 100/90 Formula/Health City Contribution Levels:**

Employee Only	\$ 767.00/Month
Employee + 1	\$1,461.00/Month
Employee + 2	\$1,868.00/Month

## HEALTH REIMBURSEMENT ACCOUNT (HRA)

### **Appointed, Unrepresented, CEA, and Operating Engineers #3**

Effective 10/1/2016, the City eliminated HRA contributions of \$163.00 per employee per month. Employees, however, will be able to keep their existing banks and the City will continue to pay the administrative fee for maintaining those banks. Health Reimbursement Account (HRA) is to be used towards health related expenses as determined by the IRS. If the employee separates from the City of Cupertino, the employee may use their HRA funds until their account is depleted.

## DENTAL INSURANCE

### Appointed, Unrepresented, CEA, and Operating Engineers #3

Group Plan: **Delta Dental Plan of California**

Group Number: 1539-0006

Coverage: Dental Program covers several categories of benefits. Delta will provide payment for a maximum of **\$2,500** for each person covered each calendar year.

Basic Benefit:

DPO (Delta Preferred Option) 100% or 75/25% - Oral Surgery

Diagnostic and Preventative Benefits - 75/25%

**Cleanings: Four per calendar year**

Prosthodontic Benefits - 75/25%

Orthodontic Benefits - 60/40% (**\$2,500** Life Time Maximum)

*See Delta Benefit Summary for more details in coverage*

City's Cost: City Contribution **\$126.78 per month** for each employee including dependents

Premium: **\$126.78 per month**

Employee Cost: **\$0.00 per month**

***Employees who retire from the City of Cupertino are eligible for Retiree COBRA Dental Benefits provided the premium is paid in full by the Retiree each month. No City contribution.***

# VISION INSURANCE

## Appointed, Unrepresented, CEA, and Operating Engineers #3

Group Plan: **Vision Service Plan (VSP)**  
#12 074461 0001 (Plan B)

Coverage: Vision Program provides for regular eye examinations and benefits toward vision care expenses including glasses or contact lenses.

### Standard Eye Examination and Glasses:

Eye Examination:	Every 12 months* (\$20 co-pay)
Prescription Glasses:	Every 12 months* (\$20 co-pay)
Frame:	Every 24 months* (\$130 allowance)
Contact Lens Care:	Every 12 months* (\$130 allowance)

\*From last date of service

Co-payments: \$20/\$20 - The first co-payment applies to the eye examination and the second co-payment applies to materials. Services obtained through non-member providers are subject to the same co-payments and limitations as services through VSP participating doctors.

### Laser Vision

Correction: Average 15% off the regular price or 5% off the promotional price. Discounts only available from contracted facilities.

City's Cost: City Contribution is **\$14.94 per month** for each employee including dependents

Premium: **\$16.34 per month**

Employee Cost: **\$1.40 per month / \$ .70 per pay period (24)**

### ***Safety Glasses - OE3 Employees Only: ProTec Safety Rx Plan (Copay: \$10.00)***

City's Cost: City Contribution **\$19.16 per month** for each employee including dependents

Premium: **\$19.16 per month**

Employee Cost: **\$0**

***Employees who retire from the City of Cupertino are eligible for Retiree COBRA Vision benefits provided that the premium is paid by the Retiree in full each month. No City contribution.***

## SHORT TERM DISABILITY - CIGNA

### Appointed, CEA\*, Unrepresented Employees

*\*CEA members will continue to be covered by CIGNA Short Term Disability until full enrollment in the California State Disability Insurance (SDI) becomes effective.*

Group Plan: **CIGNA - Short Term Disability Insurance**

Coverage: 66-2/3% of weekly covered earnings to a maximum of \$1,615 per week.

Employee must be disabled for 7 days from accident and 7 days from sickness.

Benefit Duration: Continue to receive benefit until the end of the 12 week benefit period of accident or sickness, or until you no longer qualify for benefits, whichever occurs first.

City's Cost: City Contribution - Premium .475 monthly rate per \$100 of monthly covered payroll.

Premium: **\$49.86 per employee per month maximum**

Employee Cost: **None**

## SHORT TERM DISABILITY – State of California

### CEA and OE3 Employees

Group Plan: **EDD (California Employment Development Department) – Short Term Disability Insurance**

Coverage: The weekly benefit amount is about 60 to 70 percent (depending on income) of wages earned 5 to 18 months before the claim start date up to the maximum weekly benefit amount.

- Disability Insurance - An employee may receive up to 52 weeks of Disability Insurance Benefits per claim. There is Seven-day, non-payable waiting period.
- Paid Family Leave - An employee may receive up to 6 weeks of Paid Family Leave (PFL) benefits in a 12-month period.

The daily benefit amount is calculated by dividing the weekly benefit amount by seven. The maximum benefit amount is calculated by multiplying the weekly benefit amount by 6 or adding the total wages subject to SDI tax paid in your base period.

For claims beginning on or after January 1, 2019, weekly benefits range from \$50 to a maximum of \$1,252. To qualify for the maximum weekly benefit amount (\$1,252) you must earn at least \$27,126.67 in a calendar quarter during your base period. Your weekly benefit payment amount may vary if you receive other income (such as sick leave pay, paid time off, etc.) while receiving PFL benefits from the EDD.

City's Cost: None

Employee Cost: 1% of Employee's Bi-Weekly Salary

## LONG TERM DISABILITY

### Appointed, Unrepresented, CEA, and OE3 Employees

Group Plan: **CIGNA - Long Term Disability Insurance**

#### OE3

**Coverage:** 66-2/3% of Pre-disability Earnings of base salary up to \$7,000 per month. Elimination Period is the **first 60 days** of each disability.

#### Appointed, Unrep, and CEA

**Coverage:** 66-2/3% of Pre-disability Earnings of base salary up to \$7,000 per month. Elimination Period is the **first 90 days** of each disability.

Term: To age 65 (two years LTD maximum)  
69+ (one year LTD maximum)

City's Cost: City Contribution – **Premium .55** of each \$100 of insured earnings to a maximum of \$7,000 per month.

Max Premium: **\$57.73 per month per employee**

Employee Cost: **None**

## LIFE INSURANCE

### Appointed, Unrepresented, CEA, and OE3 Employees

Group Plan:	<b>Hartford Life Insurance Company</b> Policy No. 698457
Coverage:	<b>2 ½ times</b> annual salary rounded to the next highest \$50,000 Maximum Coverage \$250,000
<b>OE3 Only:</b>	<b>5 times</b> annual salary rounded to the next highest \$50,000 Maximum Coverage \$250,000
Eligibility:	All regular employees who work at least 20 hours per week  Additional Life Insurance purchased by the employee is available. See HR for enrollment and benefit information
City's Cost:	City Contribution – 2 ½ times (Unrepresented & CEA) and 5 times (OE3) annual salary rounded to next highest \$50,000. Maximum - \$250,000 (Life = .21 per thousand, AD&D = .03 per thousand)
Premium:	<b>\$52.50 Life and \$7.50 AD&amp;D per month maximum</b>
Employee Cost:	<b>None</b>

## CALPERS RETIREMENT

### Appointed, Unrepresented, CEA, Operating Engineers, and City Council:

The City of Cupertino pays the employee/employer share contribution of base salary to the **Public Employees' Retirement System (CalPERS)** as follows:

### SUMMARY OF PLAN DIFFERENCES

	2.7 @55	2.0 @60	2.0 @62
<b>APPLIES TO</b>	Current employees hired before 12/29/12 (Includes City Council)	Employees hired after 12/29/12 without a six month break in CalPERS or a reciprocity system (Includes City Council)	New Employees to Cupertino and CalPERS (or have not worked for 6 months or more in CalPERS) (Includes City Council)
<b>SALARY</b>	Same	Same	Same
<b>PERSABLE SALARY</b>	Capped at: \$280,000 (2019)	Capped at: \$280,000 (2019)	Capped at: \$145,016 (2019) <b>No uniform allowance</b>
<b>RETIREMENT</b>	Employee Contribution paid by City = <u>0%</u>	Employee Contribution paid by City = <u>.0%</u>	Employee Contribution paid by City = <u>0%</u>
	Employee Contribution paid by Employee = <u>8%</u>	Employee Contribution paid by Employee = <u>7%</u>	Employee Contribution paid by Employee = <u>6.25%</u>
<b>Total</b>	8%	7%	6.25%
<b>Employer Contribution Rate (2019/2020)</b>	Employer: 10.651% *CalPERS UAL: 17.949% <b>Total = 28.6%</b>	Employer: 10.651% *CalPERS UAL: 17.949% <b>Total = 28.6%</b>	Employer: 10.651% *CalPERS UAL: 17.949% <b>Total = 28.6%</b>
<b>50% Normal Cost (12.5%)</b>	Effective 2018	Effective 2018	6.25%
<b>PAID ON</b>	Highest Year	Highest 3-year average	Highest 3-year average

*To be eligible for service retirement, the employee must be at least age 50 and be vested with five years of CalPERS service credit.*

**The City of Cupertino contracts for the following PERS options:**

- 2.7% at age 55 for employees hired prior to 12/29/12 with highest twelve consecutive months.
- 2% at age 60 for employees hired after 12/29/12 with three-year final compensation.
- Service credit for unused sick leave for employees hired prior to 10/17/12.
- Military service buy-back option
- 1959 Survivor Benefit – 4<sup>th</sup> Level
- Peace Corps buy back option

## 1959 SURVIVOR BENEFIT

### Appointed, Unrepresented, CEA, and Operating Engineers Units

The 1959 Survivor Benefit provides a monthly allowance to eligible survivors of members who were covered for this benefit program and died before retirement. This benefit coverage is available by contract amendment for those members who are not covered by federal Social Security with their employers. Covered members are required to pay a \$2 monthly fee that is deducted from their salary.

Monthly Benefit Payments:

Benefit Level	One Survivor	Two Survivors	Three or More Survivors
<b>Level 4</b>	\$950	\$1,900	\$2,280
City's Cost:	City Contribution is \$5.00 per month per employee		
Employee Cost:	\$2.00 per month / \$.93 per pay period		

## DEFERRED COMPENSATION

### Appointed, Unrepresented, CEA, and Operating Engineers Units

**457 Plans:** Nationwide Deferred Compensation  
ICMA Retirement Corporation  
PERS 457 Program

Each employee may elect to become a participant of the plan and defer payment of compensation. The maximum amount that may be deferred during the **2020 calendar year is \$19,500. If age 50 or older the employee may defer \$26,000 a year. "Catch-up" provision amount is \$39,000.**

### Operating Engineers Units

City contributes \$15.00 per OE3 member per pay period to deferred compensation.

## EMPLOYEE ASSISTANCE PROGRAM

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Group Plan:	Managed Health Network, Inc.
Plan No:	1010
City's Cost:	Premium is <b>\$4.07 per month</b> for each employee including their dependents
Employee Cost:	<b>None</b>

The Employee Assistance Program (EAP) is available to all employees. The EAP is designed to provide professional counseling services for employees and family members. The City has selected Managed Health Network, Inc. (MHN) to administer the EAP Program.

Employees and eligible family members (immediate family) are entitled and encouraged to use the EAP for confidential pre-paid counseling services for health, behavioral and personal problems. Employees and family members will be entitled to five visits each per year per incident at no cost to the employee.

## WELLNESS PROGRAM

### **Appointed, Unrepresented, CEA, and Operating Engineers Units**

Benefited full-time employees are eligible to participate in the City's Wellness Program. Employees may earn up to **four (4) hours of Wellness Leave per calendar year.**

## RECREATION BUCKS

### Appointed, Unrepresented, CEA, and Operating Engineers Units

The REC BUCKS program is a reimbursable wellness benefit available to employees and their dependent family members. Dependent family members are those family members listed on the employee's dental plan coverage.

Each full-time, benefitted employee may be reimbursed for allowable expenses each calendar year. The amount will be pro-rated for employees hired after the first of the year, with the benefit starting the first day of the month following the employee's hire date. Part-time, benefitted employees may be reimbursed for a pro-rated portion annually, depending on the number of hours worked.

### OE3

OE3 employees receive \$400 Rec Bucks each year.

### Appointed, Unrepresented and CEA

Appointed, Unrepresented, and CEA employees receive \$500 Rec Bucks each year.

## SPORTS CENTER MEMBERSHIP

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Benefited employees receive Sports Center Membership **each calendar** year.

### Retirees

CalPERS retired City of Cupertino employees and City Council Members are eligible to receive Sports Center Membership **each calendar year**. *Spouses not included.*

## VACATION ACCRUAL

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Service Time	Annual Accruals	Bi-Weekly Accrual	Maximum Hours Allowed
	(8 hour schedule)		
0 - 3 Years	80 Hours	3.08 Hours	160 hours
4 - 9 Years	120 Hours	4.62 Hours	240 hours
10 - 14 Years	160 Hours	6.16 Hours	272 hours
15 - 19 Years	176 Hours	6.77 Hours	320 hours
20 + Years	192 Hours	7.39 Hours	352 hours

Regular employees working less than full time, but at least 20 hours per week, shall earn a pro-rated amount of **vacation** based upon the number of hours actually worked in a pay period.

The maximum accumulation is two times the employee's annual accrual.

## VACATION SELL BACK

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Employees may convert, **twice per calendar year**, up to a maximum of **80 hours** of unused vacation time for payment. The employee must have a **minimum balance of 120 hours** at the time of conversion.

## COMPENSATORY PAYMENT

### Unrepresented (non-exempt), CEA, and Operating Engineers Units

Eligible employees may convert any/or all accumulated compensatory time to cash **twice** each calendar year. Compensatory time may be earned up to a maximum of 80 hours per calendar year. An employee may carry over up to 80 hours into the next calendar year, but this carryover balance will be automatically paid out at the end of the calendar year if not used. Any compensatory time earned exceeding 80 hours will be paid in cash at the rate of time and one-half.

## SICK LEAVE ACCRUAL

*(Employees Hired Prior to 10/17/12)*

### Appointed, Unrepresented, CEA, and Operating Engineers Units

All full-time employees hired prior to October 17, 2012 (other than those holding temporary status), shall earn eight (8) hours per month sick leave time, **without limit on accumulation.**

## SICK LEAVE ACCRUAL

*(Employees Hired on or after 10/17/12)*

### Appointed, Unrepresented, CEA, and Operating Engineers Units

All full-time employees hired on or after October 17, 2012 (other than those holding temporary status), shall earn eight (8) hours per month sick leave time, and will **accrue no more than 240 hours of sick leave time.**

## INCENTIVE LEAVE

*(Employees Hired Prior to 10/17/12)*

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Non-vested leave time (sick leave) is paid to employees, upon retirement or termination in good standing, if an employee has a **minimum of 320 hours** of accumulated leave. Incentive leave is paid at the employee's final base hourly rate at the time of termination of employment for **Unrepresented, CEA and OE3** units. Incentive leave is paid in accordance to the following schedule: Retirement – up to 85% of accumulated hours. Resignation – up to 70% of accumulated hours.

## FLOATING HOLIDAY

### Appointed, Unrepresented, CEA, and Operating Engineers Units

Employees accrue .77 hours of floating holiday per pay period (20 hours per year). Regular employees working less than full time, but at least 20 hours per week, shall earn a pro-rated amount of floating holiday based upon the number of hours actually worked in a pay period. Maximum accumulation is 40 hours.

## HOLIDAYS OBSERVED – 8 Hours Paid

### Appointed, Unrepresented, CEA, and Operating Engineers Units

1. New Year's Day
2. Martin Luther King Day
3. President's 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

## ADMINISTRATIVE LEAVE

### Unrepresented, FLSA Exempt

Administrative Leave: Policy No. 13 – Entitled to receive **40** hours of Administrative Leave and accrue **1.54** hours per pay period. Employees may accumulate Administrative Leave hours up to two-times annual accrual. Maximum accumulation is **80** hours.

Employees may convert administrative leave hours to pay one time each calendar year.

## EDUCATIONAL REIMBURSEMENT

Tuition reimbursement is available to benefited employees. Classes must be taken from an accredited college, university or continuing education program. All classes and course work must be job related. An employee who receives a "C" grade or better for each course taken will be eligible for up to 100% reimbursement of the cost of tuition and books up to a maximum amount **per calendar year**.

### **Appointed, Unrepresented, and CEA**

Benefited full-time employees in these groups are eligible for a maximum of \$2000 reimbursement per calendar year.

### **Operating Engineers Units**

Benefited full-time employees in this group are eligible for a maximum of \$2500 reimbursement per calendar year.

## UNIFORM ALLOWANCE

### **Operating Engineers Unit**

On an annual basis (July 1<sup>st</sup>), Uniform Allowance: City will pay for actual cost of safety shoes up to **\$400** from City approved list. City will be billed directly from vendor and any overages would be covered by the employee.

## SAFETY FOOTWEAR

### CEA

On an annual basis (July 1<sup>st</sup>), Safety Footwear for Building and Public Works Inspectors: City will pay for actual cost of safety footwear up to **\$400** from City approved list. City will be billed directly from vendor and any overages would be covered by the employee.

**EXECUTIVE BENEFITS and LEAVES**  
**City Manager, City Attorney, and Department Heads**

Administrative Leave: Policy No. 13 - Entitled to receive **80** hours of administrative leave annually and accrue **3.08** hours per pay period. Employees may accumulate Administrative Leave hours up to two-times annual accrual. Maximum accumulation is **160** hours.

Employees may convert administrative leave hours to pay **one time** each calendar year.

Vacation Accumulation: Policy No. 15 – Vacation hours earned under vacation accumulation schedule. 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.

Housing Assistance  
Program:

Policy No. 16 - Favorable terms and conditions for housing within the City of Cupertino (See Resolution No. 15-092).

## AUTOMOBILE ALLOWANCE

### Unrepresented Unit

Policy No. 4 – The following classifications receive a monthly Auto Allowance:

City Manager	\$500.00
Assistant City Manager	\$300.00
Director of Administrative Services	\$300.00
Director of Community Development	\$300.00
Director of Recreation and Community Services	\$300.00
Director of Public Works	\$300.00
Chief Technology Officer/Dir of Info Services	\$300.00
City Clerk	\$250.00
Senior Civil Engineer	\$250.00
Assistant Director of Public Works/City Engineer	\$250.00
Transportation Manager	\$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