

**ELECTED OFFICIAL,
MID-MANAGEMENT AND
CONFIDENTIAL EMPLOYEES**

RESTATED AND AMENDED TERMS &
CONDITIONS OF EMPLOYMENT



RESOLUTION NUMBER 6444

ADOPTED: March 24, 2014

EXHIBIT A

RESOLUTION NUMBER **6444**

**A RESOLUTION OF THE SEAL BEACH CITY COUNCIL
RESTATING AND AMENDING THE TERMS AND CONDITIONS
OF EMPLOYMENT FOR THE ELECTED OFFICIAL/CITY CLERK,
MID-MANAGEMENT, AND CONFIDENTIAL EMPLOYEES
EFFECTIVE MARCH 24, 2014**

THE SEAL BEACH CITY COUNCIL HERE RESOLVES:

Section 1. The City of Seal Beach ("City") affirms the dignity and worth of the services rendered by its employees.

Section 2. The City Council hereby approves the terms and conditions of employment for the elected official/city clerk, mid-management, and confidential employees set forth in Exhibit A attached hereto and incorporated by this reference.

PASSED, APPROVED and ADOPTED by the Seal Beach City Council at a regular meeting held on the 24th day of March, 2014 by the following vote:

AYES: Council Members Wheaton, Givitt, Miller, Shanks, Sloan

NOES: Council Members None

ABSENT: Council Members None

ABSTAIN: Council Members None

ATTEST:

Linda Devine
City Clerk



STATE OF CALIFORNIA }
COUNTY OF ORANGE } SS
CITY OF SEAL BEACH }

I, Linda Devine, City Clerk of the City of Seal Beach, do hereby certify that the foregoing resolution is the original copy of Resolution Number 6444 on file in the office of the City Clerk, passed, approved, and adopted by the City Council at a regular meeting held on the 24th day of March, 2014.

Linda Devine
City Clerk

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**TERMS & CONDITIONS OF EMPLOYMENT
FOR
MID-MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND THE
ELECTED OFFICIAL**

SECTION 1: MANAGEMENT RIGHTS

The City reserves, retains and is vested, solely and exclusively, with all rights of Management which have not been expressly abridged by specific provisions of this Resolution of Compensation, as such rights existed prior to the execution of this Resolution.

SECTION 2: HEALTH INSURANCE COVERAGE: LIFE & DISABILITY INSURANCE

A. Health Insurance Coverage

1. The City shall provide for full-time employees and eligible retired employees a group hospital, medical and dental insurance plan.

2. The City shall contribute to the cost of medical coverage for each eligible employee and his/her dependents, an amount not to exceed the California Public Employees' Medical and Hospital Care Act (PEMHCA) minimum contribution. The City shall contribute an equal amount towards the cost of medical coverage under PEMHCA for both active eligible employees and eligible retirees.

3. The City shall implement a full flex cafeteria plan for eligible employees in accordance with the criteria provided to the employees during negotiations. For employees participating in the City's full flex cafeteria plan, each employee shall receive a monthly flex dollar allowance to be used for the purchase of benefits under the full flex cafeteria plan. Beginning January 1, 2013, the monthly flex dollar allowance shall be:

For Single Employees	\$705.10/month
For Employee and 1 dependent	\$1,089.60/month
For Employee and 2 or more dependents	\$1,409.06/month

4. A portion of the monthly flex dollar allowance is identified as the City's contribution towards PEMHCA. Thus, for example, in calendar year 2013, a single employee's monthly flex dollar allowance is \$705.10, of that \$705.10; \$115 has been designated by the City as its required PEMHCA contribution to CalPERS. The monthly flex dollar allowance may only be used in accordance with the terms of the full flex cafeteria plan.

5. Effective January 1, 2014, and every January 1st during the term of this agreement, the City shall increase the contribution amounts above by the average percentage of increase for basic plans published by CalPERS which sets health insurance premiums for the coverage year.

6. Employees enrolled in the plan are required to pay any premium amounts in excess of the above City contribution. Such amounts will be deducted from the affected employee's payroll check on the first two pay periods for each month.

7. Beginning January 2014, the minimum employer contribution for participating in the PEMHCA will be adjusted annually to reflect any change in the health care component of the Consumer Price Index. Effective January 1, 2013, the minimum employer contribution is \$115 per month per employee/retiree.

8. Employees meeting the waiver criteria and electing to waive enrollment in the City's full flex cafeteria plan are eligible to receive \$310 per month (upon showing proof of medical insurance coverage under an alternative plan). Election forms are available in Human Resources.

9. Part-time, seasonal, provisional and/or hourly employees shall not be eligible for participation in this program.

10. Full-time employees by these Terms and Conditions who have completed 30 days of uninterrupted service shall be enrolled in the full flex cafeteria plan on the 1st day of the next succeeding month.

11. Employees who change classification from full-time to part-time provisional, hourly, or seasonal shall not be eligible for participation in the full flex cafeteria plan.

12. The City shall not contribute a flex dollar amount for any employee during any month the employee is on leave of absence without pay or who is absent from regular duties without authorization, for a full calendar month. City shall contribute to the cafeteria plan for eligible employees receiving temporary payments from Workers' Compensation Insurance.

B. Life Insurance

1. All employees incumbent in position classifications listed in Section 18 shall receive a \$50,000 term life insurance policy paid by the City.

2. Said insurance shall become effective after the employee has completed 30 days of uninterrupted service with said employee to be enrolled in the program on the 1st day of the next succeeding month.

C. Income Continuation

1. Employees covered by these Terms and Conditions shall receive an income continuation policy to provide for income continuation of 66.67% of the employee's monthly salary, up to a maximum of \$5,000 per month, whichever is lesser.

2. Said insurance shall become effective after the employee has completed 30 days of uninterrupted service with said employee to be enrolled in the program on the 1st day of the next succeeding month.

3. Said income continuation shall commence on the 31st day of sickness or other bona fide absence or upon expiration of sick leave, whichever occurs later, and continuing thereafter while the employee is absent from work for a period of up to age 65.

SECTION 3: RETIREE HEALTH INSURANCE

A. Employees covered by these Terms and Conditions shall have the option upon retirement, to continue participation in the City's health insurance program at the employee's expense.

B. Employees in the Mid-Management classification who retire after December 31, 2007, and on or before December 31, 2009, with 20 or more combined years of employment with the City shall, upon retirement, be provided with individual and eligible dependent medical insurance coverage. The City shall contribute monthly to the cost of the selected coverage consistent with the appropriate level as specified in Section 2 - A in these Terms and Conditions.

C. Employees in the Mid-Management, Confidential, and Elected Official classification who were hired before January 1, 2008, and who retire after December 31, 2009, with 20 or more combined years of employment with the City shall, upon retirement, be provided with individual medical insurance coverage. If said employee has 30 or more combined years of employment with the City upon retirement, eligible dependent medical insurance coverage shall also be provided at the rate of (a) the average of the 2 lowest cost medical care plans offered by CalPERS, or (b) the CalPERS Kaiser HMO, whichever is greater. When the retired employee becomes Medicare eligible, the City's contribution will be capped at the rate of (a) the average of the 2 lowest cost Medicare supplement plans offered by CalPERS, or (b) the CalPERS Kaiser HMO Medicare supplement plan, whichever is greater.

D. Employees who were hired on or after January 1, 2008, and who retire from the City, shall be eligible to receive a City contribution not to exceed the PEMHCA minimum employer contribution towards health coverage under CalPERS, as determined by CalPERS from time to time.

E. An employee with a service retirement and who is eligible to receive retiree medical insurance per Section 3, C of this exhibit, may also receive an increase to the medical insurance cap in effect at the time of his/her retirement (not to exceed \$175 per month in additional contributions), until Medicare begins at age 65 with lower supplemental insurance rates. This additional contribution to the cap will accommodate increases in medical insurance plans over the term of the employee's retirement.

F. Sworn police personnel identified in Section 18 shall be subject to the retiree medical plan contained in the Memorandum of Understanding with the Seal Beach Police Officer's Association.

G. In all cases, the City's contribution for eligible dependent coverage for retirees shall terminate with the death of the retiree.

H. In the event an eligible retired employee resides in an area where the medical plans provided by the City are not in effect, that retired employee shall be entitled to receive in cash each month an amount equal to the City flex contribution at time of retirement.

SECTION 4: SICK LEAVE

A. All full-time employees covered by these Terms and Conditions shall accrue sick leave at the rate of one day per month (8 hours). The maximum accumulation of sick leave hours shall be 520 hours.

B. Existing sick leave balances which have remained intact and have not been converted to leave time may be utilized by the employee for sick leave purposes only.

C. Upon termination of employment with the City, all compensable leave hours will be paid to the employee at the employee's base rate of pay. Sick leave balances which have not been converted to leave time will be paid to the employee upon termination at 25% of the employee's base rate of pay.

D. Employees who are on authorized leaves of absence, without pay, shall not accrue sick leave hours during said leaves of absence.

SECTION 5: LEAVES OF ABSENCE

A. Authorized Leave of Absence Without Pay

1. Upon the Department Head's recommendation and approval of the City Manager, an employee may be granted a leave of absence without pay in

cases of an emergency or where such absence would not be contrary to the best interest of the City, for a period not to exceed 180 working days.

2. Upon written request of the employee, the City Council may grant a leave of absence, with or without pay, for a period not to exceed one (1) year.

3. At the expiration of the approved leave, after notice to return to duty, the employee shall be reinstated to the position held at the time leave was granted. Failure on the part of the employee to report promptly at such leave's expiration and receipt of notice to return to duty shall be cause for discharge.

4. During any authorized leave of absence without pay, an employee shall not be eligible to accrue or receive fringe benefits, except an employee shall receive their monthly flex dollar allowance and the City, as specifically provided for in these Terms and Conditions, shall contribute to the employee's disability insurance plan, and life insurance plan for the first 30 days of leave of absence without pay.

B. Bereavement Leave

The City agrees to provide 40 hours bereavement leave with pay for death in the immediate family. The bereavement leave shall not be chargeable to or accumulated as sick time or leave time. "Immediate family" is defined as spouse, registered domestic partner, father, mother, son, daughter, brother, sister, grandparent, grandchild, step-mother, step-father, step-child, mother-in-law, father-in-law, domestic partner-in-law or dependent relative living with the employee.

C. Military Leave of Absence

1. Military leave shall be granted in accordance with the provisions of Federal and State law. All employees entitled to military leave shall give the Department Head an opportunity within the limits of military regulations to determine when such leave shall be taken. Whenever possible, the employee involved shall notify the Department Head of such leave request 10 working days in advance of the beginning of the leave.

2. In addition to the provisions of State law, the City shall continue to provide eligible employees on military leave, the monthly flex dollar allowance under the cafeteria plan and disability and life insurance and retirement (if applicable), for the first three (3) months of military leave. During said period, the employee shall be required to pay to the City the amount that exceeds the monthly flex dollar allowance (if applicable).

3. After the first three (3) months of military leave, the employee may continue said benefits at their cost.

D. Pregnancy Disability Leave of Absence

1. An employee who is disabled due to pregnancy shall be granted a pregnancy disability leave as provided by the State of California and the Federal Family and Medical Leave Act. The employee may elect to take a lesser period of leave.

2. Disabilities arising out of pregnancy shall be treated the same as other temporary disabilities in terms of eligibility for, or entitlement to, leave with or without pay.

E. Family Leave - Upon a demonstration of need and subject to the following conditions, an employee may take leave or unpaid leave to care for employee's newborn infant, whether through parentage or adoption, or to care for a seriously ill or injured member of the employee's "immediate family" as defined in Section

5 - B.

1. Proof of the birth or adoption of a newborn infant or the serious illness/injury of the family member must be submitted to the City.
2. Requests for family leave must be submitted in writing to the employee's supervisor at the earliest possible date preceding the time when the leave is to begin.
3. Operational needs of the City shall be relevant in determinations regarding the granting of family leave in accordance with the provisions of State and Federal Family Leave laws.
4. In the event of an extended family leave, the employee may be required to periodically report on the status of the situation giving rise to the leave.
5. Family leave may be granted only upon the recommendation of the Department Head and approval of the City Manager consistent with the provisions of State and Federal Family Leave laws.

F. **Catastrophic Leave** - The purpose of the Catastrophic Leave Pool is to enable full time employees to receive and donate vacation, administrative leave, and Compensatory Time Off (CTO) leave credits on an hour for hour basis to assist employees who have no leave and who will suffer a financial hardship due to prolonged illness or injury to themselves or a member of their immediate family. Sick Leave is excluded from this program. The following conditions shall apply to Catastrophic Leave:

1. Catastrophic Leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident.
2. The leave pool shall be administered by the Finance Department.
3. Employees must be in regular full-time appointed positions to be eligible to receive catastrophic leave.
4. Employees receiving Long-Term Disability payments are excluded from receiving catastrophic leave under this program.
5. All donations are to be confidential, between the donating employee and the Finance Department.
6. Employees donating to the pool must have 40 hours of paid leave available after making a donation.
7. Donating employees must sign an authorization, including specifying the specific employee to be the recipient of the donation.
8. Donations will be subject to applicable tax laws.
9. The availability of Catastrophic Leave shall not delay or prevent the City from taking action to medically separate or disability retire an employee.
10. Catastrophic Leave due to illness or injury of an immediate family member may require medical justification as evidenced by a Physician's Statement that the presence of the employee is necessary.
11. Catastrophic Leave due to the illness or injury of the employee will require medical justification as evidenced by a Physician's Statement as to the employee's condition.

SECTION 6: VACATION

A. The Elected Official who shall have at least one year's continuous service as a full time employee immediately preceding shall be given a vacation of approximately 120 hours with pay each year. The Elected Official employee shall be entitled to eight (8) additional hours of vacation for each year of full-time continuous service each year thereafter.

B. Mid-management and Confidential employees who shall have at least one year's continuous service as a full-time employee immediately preceding shall be given a vacation of 80 hours with pay each year.

C. The Elected Official shall only be allowed to accrue a maximum of 320 hours of vacation. This maximum can only be exceeded with approval of the City Manager.

D. All mid-management employees, who shall have at least three (3) years of continuous service shall be entitled to eight (8) additional hours of vacation for each year of full-time continuous service in excess of three (3) years. The vacation accrual schedule for mid-management employees is as follows:

Years Service	Vacation Hours Earned	Maximum Hourly Accrual Rate / Pay Period Bi-Weekly	Annual Vacation Hours	Maximum Vacation Accrual
1	80	3.0769	80	160
2	80	3.0769	80	160
3	80	3.0769	80	160
4	88	3.3846	88	200
5	96	3.6923	96	200
6	104	4.0000	104	200
7	112	4.3044	112	200
8	120	4.6154	120	200
9	128	4.9231	128	240
10	136	5.2308	136	240
11	144	5.5385	144	240
12	152	5.8462	152	240
13	160	6.1538	160	240

E. Employees of the City considered as hourly, part-time and/or seasonal employees shall not be eligible for paid vacations.

F. Employees who have authorized leaves of absence without pay shall not accumulate vacation credits or pay during said leave of absence.

G. Employees are encouraged to use at least the amount of vacation hours earned each fiscal year. Those employees who have been credited in excess of the maximum vacation accrual allowed are expected to use a portion of the excess as leave time, in addition to other vacation time, each year until the maximum accrual is met. The City recognizes that a number of long-term employees have accrued substantially more leave time than shorter-term employees, and that it will likely take them significantly longer to achieve the maximum accrual level. It is the intent of this section to balance the personal interests of the employee with the financial concerns of the City; as such, significant progress toward reaching the maximum accrual amounts may be deemed a success.

H. Vacation leave time shall not be approved until such time as it has been earned, unless prior, special arrangements have been made with the City Manager. The time at which an employee shall take vacation leave shall be requested by the employee prior to the start of the vacation leave period. Such vacation leave to be taken shall be subject to the prior approval of the

Department Head, or designee, subsequent to consideration of the departmental workload and other staffing considerations, such as but not limited to, the previously approved vacation schedule of other employees, sick leave and position vacancies.

I. Not more than once in each fiscal year, an employee who has completed at least one year of continuous service shall, upon request, receive compensation for up to 80 hours of accrued vacation time provided that the employee has taken 50 hours of vacation time off within that fiscal year. An employee shall also, upon request, receive compensation for up to 120 hours of accrued vacation time provided that the employee has taken 80 hours of accrued vacation time off within that fiscal year.

SECTION 7: HOLIDAYS

A. All employees incumbent in position classifications listed in Section 18 shall be granted the following holidays with pay:

Holiday	Date
New Year's Day	January 1st
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
	Calendar day following Thanksgiving Day
Christmas Eve	December 24th
Christmas Day	December 25th
*Floating Holiday	(discretion of employee)

Total of 12 holidays annually

**Floating Holiday must be taken during each fiscal year (July 1st through June 30th).*

B. **Holiday Closures** – The City Manager may designate up to five (5) specific work days in each calendar year between Christmas Day and New Year's Day during which employees may be required to take time off, charged to leave without pay, the employee's accumulated compensatory time, vacation, floating holidays, or a combination thereof, as determined by the affected employee. The days must be consecutive for the employee, but may differ between employees. Employees who do not have sufficient accumulated time off in their account to cover the required time off may request, and will be granted, sufficient advance on their vacation accrual to cover the uncovered balance. This advance will be recovered with the next vacation accruals earned by the employee. Time off of work under this provision shall not be deemed a layoff.

SECTION 8: RETIREMENT SYSTEM

A. The retirement program provided by the City shall consist of a pooled California Public Employees' Retirement System (CalPERS) plan which includes the following provisions:

- Section 20042 - One Year Final Compensation
- Section 20965 - Credit of Unused Sick Leave
- Section 21024 - Military Service Credit

B. Miscellaneous and Marine Safety Employees

1. The City shall pay the following amounts toward the Miscellaneous employees CalPERS required contribution of 7% of their compensation earnable:

- a. Effective first pay period on or following January 1, 2013: 5%
(Employees pay 2%)
- b. Effective first pay period on or following July 1, 2013: 3%
(Employees pay 4%)
- c. Effective first pay period on or following July 1, 2014: 1%
(Employees pay 6%)
- d. Effective first pay period on or following July 1, 2015: 0%
(Employees pay 7%)

2. The City shall pay the following amounts toward the Marine Safety position employees CalPERS required contribution of 9% of their compensation earnable:

- a. Effective first pay period on or following January 1, 2013: 7%
(Employees pay 2%)
- b. Effective first pay period on or following July 1, 2013: 5%
(Employees pay 4%)
- c. Effective first pay period on or following July 1, 2014: 3%
(Employees pay 6%)
- d. Effective first pay period on or following July 1, 2015: 2%
(Employees pay 7%)

C. All employees incumbent in Marine Safety classification listed in Section 18 shall participate in the 3% @ 50 formula plan for Local Safety Members.

D. Effective November 1, 1995, the City shall include CalPERS Section 21354 - 2% @ 55 for miscellaneous members.

E. New employees/members hired on or after January 1, 2013 as defined by The Public Employees' Pension Reform Act (PEPRA) will be hired at the retirement formula in accordance with the PEPRA and other legislation.

SECTION 9: PROVISIONAL APPOINTMENTS

A. An employee, when authorized by the City Manager, may receive a provisional appointment to a higher classification to fill a temporary vacancy. The employee, when so appointed, must perform the duties and assume the responsibilities of the higher classification for 80 consecutive working hours and shall be paid according to the step in the assigned salary range of the new position which is next higher than the salary received before the provisional appointment.

B. When necessary and in the best interest of the City, the City Manager may provisionally assign an employee to a higher level of duty and responsibility than provided for in the employee's assigned classification which is not otherwise a part of an adopted classification. In the case of such an assignment, the employee must perform the higher level of duties for 80 consecutive working hours thereafter the employee shall receive additional compensation of 5% so long as the assignment is authorized by the City Manager.

SECTION 10: SENIORITY BONUS

Employees who have achieved 10 years of uninterrupted employment with the City shall receive a 5% increase in base salary effective on the 10th anniversary of their employment.

SECTION 11: AUTOMOBILES AND MILEAGE

A. Employees covered by these Terms and Conditions, utilizing their privately-owned automobiles for City business on a non-regular basis, shall be entitled to reimbursement for costs incurred at the mileage rate established by Internal Revenue Service (IRS).

B. The Deputy Director of Public Works/Maintenance and Utilities will have use of a City vehicle.

SECTION 12: (RESERVED)**SECTION 13: ADMINISTRATIVE LEAVE**

Effective the 1st payroll period in July 2013, and every July 1st thereafter:

A. Mid-Management and Confidential classifications, unless otherwise specified, shall be entitled to 40 hours of administrative leave each fiscal year.

B. The Elected Official shall be entitled to 48 hours of administrative leave each fiscal year.

C. Administrative leave days may not be carried forward to succeeding years nor may they be turned in for cash value.

SECTION 14: LIMITATIONS

A. No employee who is eligible to receive Workers' Compensation is eligible to receive overlapping benefits (except life insurance) stated in these Terms and Conditions.

B. City shall not make any monthly payments for premiums for any insurance benefit listed in these Terms and Conditions, or uniform allowance, supplemental pay of any type and/or type of bonus on behalf of, or to, any employee who has been absent without authorization during entire said month or for any employee who has terminated for any reasons whatsoever or who is on leave of absence without pay or who is suspended from duties without pay for the entire said month.

SECTION 15: DEFERRED COMPENSATION

The City shall contribute the equivalent to 3.5% of base salary per payroll period into a deferred compensation program for each employee in the Mid-Management, Confidential, and Elected Official classifications.

SECTION 16: BILINGUAL COMPENSATION

A. Upon the recommendation of a department director, the City Manager may award a bilingual compensation bonus of \$52.50 per payroll period to those employees in positions determined to require bilingual skills.

B. The City Manager shall require the taking of competency tests to certify the employee as eligible for bilingual compensation based on the employee's proficiency in speaking the language determined to be required. Such certification shall be a condition precedent to qualifying for bilingual pay.

SECTION 17: WORK SCHEDULE

At the discretion of the City Manager, work schedules may be altered as needed to meet the service demand levels of the residents of the City of Seal Beach.

SECTION 18: SALARIES

A. Effective the first payroll period following January 1, 2013:

Elected Official

Grade	Job Classifications
40	City Clerk

Mid-Management

Grade	Job Classifications
47	Deputy Director of Public Works/City Engineer
39	Deputy Director of Public Works/Maintenance and Utilities
38	Building Official
36	Administrative Manager
36	Finance Manager
36	Senior Planner
36	Recreation Manager
36	Associate Engineer
31	Marine Safety Lieutenant
29	Emergency Services Coordinator
26	Management Analyst
25	Accountant

Confidential

Grade	Job Classifications
13	Executive Assistant (Confidential)

B. The salary schedule for each position classification affected is hereby determined and established upon adoption by City Council. Salary increases are as follows:

First pay period on or following January 1, 2013: Employees shall receive 1.5% cost of living adjustment.

First pay period on or following July 1, 2013 - CPI adjustment, minimum 1% up to 3% maximum, as measured utilizing the change in the Los Angeles - Riverside - Orange County All Urban Consumers Index for the 12 months of April 1, 2012 - March 31, 2013.

First pay period on or following July 1, 2014 - CPI adjustment, minimum 1% up to 3% maximum, as measured utilizing the change in the Los Angeles - Riverside - Orange County All Urban Consumers Index for the 12 months of April 1, 2013 - March 31, 2014.

First pay period on or following July 1, 2015 - CPI adjustment, minimum 1% up to 3% maximum, as measured utilizing the change in the Los Angeles - Riverside - Orange County All Urban Consumers Index for the 12 months of April 1, 2014 - March 31, 2015.

SECTION 19: TUITION REIMBURSEMENT

A. Higher Education Degree Programs – Mid-Managers, Confidential, and Elected Official attending accredited community colleges, universities, and trade schools for the purpose of obtaining a higher education degree may apply for

reimbursement of tuition, books, student fees and parking. Reimbursement is capped each calendar year at the tuition rate of the Cal State University system for up to two (2) semesters of full-time, undergraduate enrollment.

B. Reimbursement is contingent upon the successful completion of the course. Successful completion means a grade of "C" or better for undergraduate courses and a grade of "B" or better for graduate courses. All claims for tuition reimbursement require prior approval and are subject to verification and approval by the City Manager.

Example: Employee A attends California State University, Long Beach, for the Spring 2013 semester and completes 2 (3-unit) undergraduate courses with a grade of "C" or better. The tuition reimbursement would be calculated as follows:

2013/2014 State University Tuition	\$1,587.00 (0-6 units)
Required University Fees	\$ 384.00 (approx.)
Parking	\$ 123.00
<u>Books</u>	<u>\$ 300.00 (approx.)</u>
TOTAL	\$2,394.00
