

RESOLUTION NO. 18-2025

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF TIBURON REPEALING RESOLUTION NO. 19-2024
AND ADOPTING AN AMENDED MID-MANAGEMENT AND UNREPRESENTED
EMPLOYEES RECOGNITION AND
INCENTIVE COMPENSATION PROGRAM FOR FISCAL YEAR 2025-2026**

WHEREAS, in January 2002, the Town Council established and adopted a Mid-Management and Unrepresented Employee Recognition and Incentive Compensation Program to attract and retain professional, competent and qualified employees to carry out the Town's public service mission, and

WHEREAS, such a program enhances the professional growth, motivation, and loyalty of mid-management, professional and confidential employees and promotes a consistently higher level of service to the public, and

WHEREAS, the Town Council has updated and amended the Mid-Management and Unrepresented Employee Recognition and Incentive Compensation Program most recently in June 2024 by the adoption of Resolution No. 19-2024; and

WHEREAS, the Town Council wishes to further amend the Mid-Management and Unrepresented Employee Recognition and Compensation Program to amend Section 1 (Salaries), Section 3 (Benefits and Insurance), Section 8 (Holidays); and

WHEREAS, the Town of Tiburon Mid-Management and Unrepresented employees are defined to include the following positions:

Accountant I
Accountant II
Administration Assistant I
Administration Assistant II
Administrative Services & EOC Coordinator
Assistant Planner
Associate Engineer
Associate Planner
Building Inspector
Building Official
Building Permit Clerk
Building Permit Technician
Community Development Aide
Engineering Technician/Inspector
Finance Manager
Human Resources Manager
Human Resources Analyst I
Human Resources Analyst II
IT Coordinator

Management Analyst
 Planning Manager
 Planning Technician
 Police Captain
 Police Administrative Services Coordinator
 Public Works Division Manager-Operations
 Public Works Division Manager-Engineering / Town Engineer
 Superintendent of Public Works
 Senior Planner
 Town Clerk / Communications Manager

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Tiburon does hereby repeal Resolution No. 19-2024 and all predecessor versions of the Mid-Management and Unrepresented Employees Recognition and Incentive Compensation Program and adopts the following amended Mid-Management and Unrepresented Employees Recognition and Incentive Compensation Program:

SECTION 1. SALARIES

Effective July 1, 2025 all management classifications received a 3.5% COLA increase, therefore, salary ranges for positions covered by this resolution shall be:

Accountant I	\$6,293 – 7,865
Accountant II	\$7,011 - \$8,763
Administration Assistant I	\$5,462 - \$6,828
Administration Assistant II	\$5,735 - \$7,168
Admin Services & EOC Coordinator	\$7,433 - \$9,291
Assistant Planner	\$6,680 - \$8,350
Associate Planner	\$7,422 - \$9,277
Building Inspector	\$8,380 - \$10,475
Building Official	\$11,012 - \$13,766
Building Permit Clerk	\$5,462 - \$6,828
Building Permit Technician	\$6,303 - \$7,878
Community Development Aide	\$5,065 - \$6,332
Engineering Technician/Inspector	\$7,133 - \$8,917
Finance Manager	\$9,658 - \$12,072
Human Resources Manager	\$9,968 - \$12,460
Human Resources Analyst I	\$6,262 - \$7,921
Human Resources Analyst II	\$6,634 - \$8,845
Management Analyst	\$7,937 - \$9,922
Planning Technician	\$5,462 - \$6,828
Police Captain	\$13,354 - \$16,692
Police Administrative Services Coordinator	\$6,408 - \$7,789
PW Division Manager - Operations	\$12,193 - \$15,242
PW Division Manager/Town Engineer	\$12,193 - \$15,242
Senior Planner	\$9,384 - \$11,731
Town Clerk/Communications Manager	\$9,968 - \$12,460

SECTION 2. SALARY ADJUSTMENTS

Movement through the salary ranges will be based upon merit following a comprehensive written performance evaluation by the employee's supervisor.

SECTION 3. BENEFITS AND INSURANCES

The Town shall contribute a dollar amount equal to the combined total of the CalPERS Kaiser two-party premium and Delta Dental family premium to each Mid-Management and Unrepresented employee's cafeteria plan to purchase medical, dental, life and disability insurance. This dollar amount will float with the increase or decrease in the cost of the CalPERS Kaiser two-party and Delta Dental family rate. In addition, for active employees with 2 or more qualifying dependents, the Town will contribute the dollar amount equal to the difference between the Kaiser 2-party rate and the Kaiser Employee & 2+ premium rate towards an employee's medical insurance premiums. If the full sum specified is exceeded for group insurances of a given employee, then that employee shall pay the balance of the monthly cost via a payroll deduction from the first two payrolls of the month. If the full sum specified is not used for the group insurances cost of a given employee, then that amount, not to exceed \$400 per month, shall be deposited into one of the Town's Deferred Compensation Plans in the employee's name. Any employee who on December 31, 2008 receives more than \$400 per month accruing fringe shall be capped at the higher amount. Should, at any time, such employee's accruing fringe fall below the grandfathered cap, but more than \$400 per month, the lower amount becomes that employee's new cap. The enhanced medical benefit for employees with 2 or more dependents will not increase the cafeteria allowance nor expand eligibility for the deferred compensation contribution of unused cafeteria allowance amounts. The cafeteria allowance will remain equal to the Kaiser two-party rate and the Delta Dental family rate in effect on January 1 of each year. Any part-time employee shall receive a prorated amount of the monthly cafeteria allowance based on their full-time equivalent.

Retirement – The Town contracts with CalPERS for the provision of a retirement program for its miscellaneous and public safety employees. The Town does not administer the retirement program and makes no representation of the specific parameters of the program beyond what is provided in the Town's contract with CalPERS. Employees may obtain a copy of the CalPERS contract to review all elements of the current program.

Effective July 1, 2015, all employees considered "classic" under CalPERS shall "pick up" 1% of the CalPERS Employers rate. This additional 1% is above the Employee's normal rate of 7% for Miscellaneous and 9% for Safety. Employees considered "new" under PEPRA shall continue to pay 50% of the normal cost. The employee retirement contribution shall be made on a pre-tax basis as allowed under Internal Revenue Code 414(h)(2).

For Miscellaneous Members of the Public Employee's Retirement System hired prior to

January 1, 2013, the Town of Tiburon shall provide the CalPERS 2% @ 55 retirement formula, with the highest single year calculation. Public Safety members hired prior to January 1, 2013 shall receive the 3% @ 55 retirement formula with the highest 36 months calculation.

Miscellaneous members hired after July 1 2013, who are “new members” of the retirement system as defined by CA Government Code Section 7522.04(f) shall be provided the 2% at 62 benefit formula with the highest 36 months calculation. Public Safety employees hired on or after January 1, 2013, who are “new members” of the retirement system as defined by CA Government Code Section 7522.04(f), shall receive the 2.7% @ 57 retirement formula with the highest 36 months calculation

Medical Insurance - The Town of Tiburon offers its employees and their dependents medical/hospital insurance coverage. An employee covered under this resolution may choose from the plans offered through the Public Employees Retirement System Health Benefits Division for medical/hospital insurance coverage. Such insurance is mandatory for employees unless they can demonstrate compliance with other coverage.

Dental Insurance - The Town of Tiburon offers employees and their dependents a dental plan. Such insurance is mandatory for all employees unless they can demonstrate compliance with other coverage.

Life Insurance - The Town of Tiburon offers employees covered by this resolution a \$25,000 life insurance policy. Such insurance is mandatory. The Town of Tiburon offers employees covered by this resolution additional life insurance above the mandatory \$25,000 policy, up to a combined total of no more than \$95,000. Participation is optional in this supplemental plan.

Disability Insurance - The Town of Tiburon offers employees covered by this resolution long term disability insurance which provides two-thirds of an employee’s salary up to a maximum benefit of \$4,500/month. Such insurance is mandatory.

Long Term Care - The Town of Tiburon offers covered employee a long-term care policy. Participation is optional. CalPERS has temporarily suspended open enrollment for the Long-Term Care Program. Therefore, until further notice, we are no longer accepting new applications for coverage.

Deferred Compensation Plan - The Town of Tiburon offers a choice of two deferred compensation plans to employees. Such monies deposited are tax-deferred and would be subject to income taxation in the year they are withdrawn from the deferred compensation plan. Participation is optional.

IRS Section 125 Plan - The Town of Tiburon offers employees the ability to participate in its IRS Section 125 Plan. Participation is optional.

Wellness Reimbursement - The Town will reimburse, up to \$650 per fiscal year, the cost of activities or products that promote personal health such as treadmills, bicycles, programs to assist with weight loss, managing stress, improving physical strength and

stamina, and stopping smoking. Examples of expenses eligible for reimbursement under this section include yoga classes, fitness activities, fitness or sports equipment, gym memberships, stress management seminars, and nutrition/health information classes. Employees may not seek reimbursement for apparel, weapons or other combative devices, meal kits, financing or installment payments, expenditures related to motorized vehicles, or expenditures related to the repair of equipment purchased under this provision.

Employees understand that any portion of the education reimbursement used for wellness expenses is taxable and employees are responsible for the tax consequences of seeking such a reimbursement. Requests for reimbursement of wellness expenditures must be approved by the Town Manager or their designee. The Town’s decision with respect to reimbursement of wellness expenditures not meeting the above criteria is final and not subject to the grievance process.

SECTION 4. VACATION LEAVE

Mid-management and Unrepresented employees shall accumulate vacation time in accordance with the following vacation entitlement schedule:

<u>Service</u>	<u>Work Days</u>
0-5 Years	12 Days
6-10 Years	18 Days
11+ Years	20 Days

Upon termination of a covered employee’s service with the Town, such employee shall be paid a lump sum equivalent to their accrued vacation leave. Maximum accumulation of vacation leave is 35 workdays.

SECTION 5. SICK LEAVE

Mid-management and Unrepresented employees shall be entitled to accrue one working day of sick leave for each month or major fraction thereof. Sick leave may be accrued by qualified employees without a maximum limitation.

SECTION 6. SICK LEAVE PAY OFF

Mid-management and Unrepresented employees hired prior to July 1, 2001, may receive cash equivalent compensation of 50% of their accrued sick leave, up to a total of 60 days, if the following conditions are met:

- a. The employee files for a service retirement from the Town, or
- b. The employee voluntarily separates from the Town and has at least 15 years of service with the Town.

Effective July 1, 2011, the cash value of this benefit will be determined based on each employee's hourly rate and number of eligible hours for cash-out purposes (50% of sick leave balance, up to 60 days). This value will be documented and the value capped. This value cannot grow through additional accrued sick leave or through increases in pay. Employees with 15 years or more service with the Town may request a cash-out of 60% of the eligible hours (early cash-out option). Should an employee request the early cash-out of 60% of the eligible sick leave hours, they will not be entitled to any further sick leave cash-out upon retirement or separation of employment with the Town. Those hours cashed out will be deducted from the employee's sick leave balance. If an employee is not eligible for, or elects not to take, the early cash-out option, they shall be paid the frozen dollar value upon separation of employment with the Town. The only way the frozen dollar amount can be lowered is if an employee has less accrued sick leave hours upon separation of employment than they do on July 1, 2011. For tax planning purposes, should an employee desire to take the early cash out option, they will be allowed to take this payment in either 2011 or in January 2012.

For employees hired after July 1, 2001 in Mid-Management and Unrepresented positions may accrue unlimited sick leave with no option for "cashback" benefits.

SECTION 7. HOLIDAYS

The Town agrees to provide Mid-Management and Unrepresented employees the following holidays:

Independence Day	July 4 (Observed July 3, 2025, due to staff's normally scheduled Friday off is July 4th)
Labor Day	First Monday in September
Veterans Day	Observed during Holiday Furlough
Thanksgiving Day	Fourth Thursday in November Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May

When a holiday falls on a Saturday, the preceding Friday shall be observed. However, if a holiday falls on a Saturday and the preceding Friday is also a holiday, the Town Manager may designate the preceding Thursday or following Monday to observe the holiday.

When a holiday falls on a Sunday, the following Monday shall be observed. However, when a holiday falls on a Sunday and the following Monday is also a holiday, the Town Manager may designate the preceding Friday or following Tuesday to observe the holiday.

SECTION 8. HOLIDAY CLOSURE

All represented and non-represented employees will be required to take 1 day vacation or administrative leave as part of the holiday closure program. The Town will also contribute one day off as part of the program. Tiburon Town Hall will be closed from December 24, 2025, through January 2, 2026.

Proposed Schedule:

Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day Holiday
Friday, December 26, 2025	Veteran’s Day Observed
Monday, December 29, 2025	Employee contributes a day
Tuesday, December 30, 2025	Town contributes a day
Wednesday, December 31, 2025	New Year’s Eve
Thursday, January 1, 2026	New Year’s Day
Friday, January 2, 2026	Regular Friday Off

SECTION 9. ADMINISTRATIVE LEAVE

In recognition of the long hours required to perform at the Mid-Management and Unrepresented level, including attendance at numerous meetings outside normal working hours, the following Administrative Leave policy shall be implemented.

Each exempt Mid-Management or Unrepresented employee may receive up to ten (10) days administrative leave annually, to be awarded at the discretion of the Town Manager. Administrative Leave shall be taken in one-hour increments.

SECTION 10. DINNER ALLOWANCE

All Mid-Management and Unrepresented employees who live more than ten (10) miles from Town and who are required to attend night meetings or work after office hours beyond 7:00 P.M. may be reimbursed in an amount not to exceed \$25.00 for the purchase of dinner for that night. Employee reimbursement is subject to the approval of the Town Manager and must be accompanied by a restaurant receipt which shall include the amount, date, meeting or purpose, and the employee's name.

SECTION 11. RETIRED EMPLOYEE'S MEDICAL ALLOWANCE

For employees covered by this Resolution and who were hired prior to July 1, 2009, the Town of Tiburon will make contributions toward a retired employee's medical insurance plan based upon the following conditions:

- a. Employee must retire directly from employment with the Town of Tiburon and apply to PERS for retirement benefits.

- b. The retiree's medical insurance allowance is fixed and capped at the Kaiser single rate that is in effect at the time of the employee's retirement.
- c. The Town's contribution rate is based on the following formula:

Percent of Kaiser	Years of Consecutive
<u>Single Rate</u>	<u>Service to Town</u>
50%	15 Years
75%	20 Years
100%	25 Years

Such coverage is not extended to the employee's spouse or dependents.

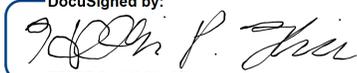
Employees hired after July 1, 2009, shall not be eligible for retiree medical allowance.

SECTION 12. PERSONNEL RULES & REGULATIONS

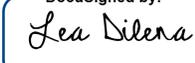
In the event any provisions of this Resolution contradict those included in the Town's Personnel Rules & Regulations, the terms of this Resolution shall prevail.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on June 18, 2025, by the following vote:

AYES:	COUNCILMEMBERS:	Fredericks, Nikfar, Ryan, Thier, Welner
NAYS:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None

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 HOLLI P. THIER, MAYOR
 TOWN OF TIBURON

ATTEST:
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 LEA DILENA, TOWN CLERK