



## *Central Marin Police Authority*

Resolution 2018/16 Attachment 4

### **OUTLINE OF POLICE MANAGEMENT UNIT SALARIES AND BENEFITS**

#### **1. CONDITIONS OF EMPLOYMENT**

##### **a) Employment Status and Terms of Employment**

Managers are unrepresented employees that serve in their management positions by assignment of the Police Chief and approval by the CMPA Management Committee. Members of the unit shall be supervised by the Police Chief or his or her designee. Consistent with the provisions of this outline and the annually adopted budget, the CMPA Management Committee shall assign salary and benefits to managers.

##### **b) Comportment Consistent With the Policies, Practices, and Expectations of the Authority.**

Managers are expected to comport themselves consistent with the policies, practices, and expectations of the Authority.

#### **2. SALARY**

The Authority recognizes the value of attracting and retaining qualified managers and is committed to providing a fair and competitive salary to management employees.

##### **a) Annual Adoption of Salary Table**

The Police Council, as part of its annual review and adoption of a budget, shall review and adopt salaries for managers.

##### **b) Salary Adjustments**

No later than the last working day of May, the Police Chief shall inform each manager if the proposed budget will include a recommendation for a salary adjustment for that manager. Recommendations for salary adjustments will be based on an assessment that shall include, but not be limited to, consideration of the following criteria:

- Performance reviews
- Market competitiveness
- Internal equity and compaction
- The Authority's financial condition



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**c) Performance Reviews**

The Police Chief or his or her designee shall conduct a regular performance review of each manager consistent with the policies and procedures.

**d) Market Competitiveness Review**

The Management Committee shall provide the Management Unit with the methodology by which managers may conduct a market competitiveness review. This methodology shall be consistent with the methodology used in compensation discussions with the Central Marin Police Officers Association.

**e) Acting Pay**

When assigned in writing by the Police Chief to perform work in a higher classification for more than five (5) consecutive working days, a manager will be compensated for such assignment with no less than an additional 5.0% in salary.

**f) Special Events, Extra Duty Requests, and Grant Operations**

The Police Captains and Lieutenants shall be compensated at a rate of 1.5 x the hourly rate of the highest compensated Police Sergeant as determined by the Finance Director of the City of Larkspur. Compensation shall not exceed grant limitations for extended hours worked for special events, extra duty requests, and grant operations which are compensated outside of the Authority's approved budget. The Police Captains and Lieutenants will only be allowed to work special events, extra duty requests, and grant operations under any of the following circumstances:

- i. Required management staffing is needed at the request of the Chief of Police or his/her designee; and
- ii. Backfill of a vacant sworn Officer position, if the opportunity was posted for at least seven (7) days and remains unfulfilled, or if the vacancy remains unfulfilled less than forty-eight (48) hours prior to the event.

Both parties understand and agree that nothing within this provision shall alleviate the represented Captains and Lieutenants from Management duties during special events, extra duty requests, and grant operations.

### **3. BENEFITS**

**a) Conformity with the Central Marin Police Officers Association MOU**

The following benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association Memorandum of Understanding:



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- Group Insurance
- Deferred Compensation
- Flexible Spending Accounts
- Uniform Allowance (equivalent to the rank of Detective)
- Educational Reimbursement
- Education Incentive Pay
- Physical Fitness Reimbursement

**b) Use of Authority Vehicles**

Managers may be assigned an Authority vehicle that they may use off-duty in accordance with Authority policies. Use of an Authority vehicle shall include for the purpose of travelling between the Manager’s residence and work.

**c) Use of Personal Vehicle**

With authorization from the Police Chief, a manager may use his personal vehicle for work-related travel. In such instances, the manager may request reimbursement for mileage at the prevailing rate of the Internal Revenue Service.

**4. LEAVE**

**a) Conformity with the Central Marin Police Officers Association MOU**

The following leave benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association MOU:

- Sick Leave
- Funeral Leave
- Jury Duty
- Leave of Absence without Pay
- Catastrophic Injuries/Illness Time Bank
- Use of Vacation Leave
- Pay for Vacation Time

**b) Vacation Leave Accrual**

i. *Rate of Accrual:* Managers shall accrue vacation leave with pay on a bi-weekly basis according to the following schedule:

0-10 years of service	15 days per year
11-14 years of service	20 days per year
15+ years of service	25 days per year



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- ii. *Maximum Accrual Threshold:* Employees may accrue up to thirty (30) days of vacation per calendar year. Only with the prior written permission of the Management Committee, may more than thirty (30) days of accumulated vacation be carried forward into the subsequent year. Without this permission, once an employee reaches the thirty (30) day maximum, they will not earn or accrue additional vacation time until their balance returns below the maximum.

### c) Administrative Leave

It is the desire of the Authority to recognize the many additional hours of service its Management employees provide through an Administrative Leave program.

- i. *Annual Allocation:* At the beginning of the fiscal year, managers shall be credited with five (5) days of annual administrative leave to be used to compensate for additional work performed outside the normal business day. (This allocation will be prorated for employment that begins after the start of the fiscal year.) Administrative leave may be taken as paid time off during the course of the fiscal year.
- ii. *Expiration of Administrative Leave:* Administrative leave must be used during the fiscal year granted.
- iii. *Award of Additional Administrative Leave:* Upon recommendation of the Police Chief, the Management Committee may grant up to five (5) days additional administrative leave per year for employees who have provided extraordinary levels of service outside normal business hours.

If the Police Chief and the Management Committee agree that sufficient funds are available in the current fiscal year budget, the manager may elect to receive this additional administrative leave as straight time pay rather than the additional time in the manager's administrative leave balance.

### d) Holidays

The Authority recognized thirteen (13) holidays. Managers shall observe and receive paid time off for New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Admission Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.



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Managers will be required to work on Admission Day, Columbus Day, and Lincoln's Birthday. In compensation for working these holidays, employees shall receive three (3) days of floating holiday time off. In addition, managers shall receive one (1) floating holiday to be used on or between the last working day prior to Christmas and the second working day after New Year's Day (with prior approval from the Police Chief). Floating holidays must be used in the fiscal year in which they were earned.

### **5. RETIREMENT PLAN**

a) **Conformity with the Central Marin Police Officers Association MOU**

Managers shall be provided with and subject to the same provisions for a retirement plan as are found in the Central Marin Police Officers Association MOU.

b) **Medicare**

The Authority does not participate in Social Security for its full and part-time permanent employees. However, all employees hired after April 1986 are subject to the Medicare portion of Social Security which mandates that the employee and the employer must contribute 1.45% of the employee's salary up to a maximum dollar amount.

c) **Retiree Medical**

Managers shall be provided with and subject to the same provisions for medical insurance in retirement as are found in the Central Marin Police Officers Association MOU.