

City of Grand Rapids



Management & Non Represented Employee Compensation and Fringe Benefits Handbook

Revised April 2026

Table of Contents

WAGES, PAY CHANGES, AND SEVERANCE PAY.....	4
WAGES.....	4
PAY CHANGES	4
ANNIVERSARY DATES	4
COMPENSATION DETERMINATION	5
H. EFFECTIVE DATE OF CHANGES IN COMPENSATION. ALL CHANGES IN COMPENSATION SHALL BE EFFECTIVE AS OF THE DATE INDICATED ON THE SUPPORTING DOCUMENTATION.....	6
RETENTION.....	6
 THE RETENTION EARNING DATE REFERS TO THE DATE AN EMPLOYEE BEGINS TO EARN RETENTION PAY AND SHALL BE THE FIRST DAY OF THE MONTH IMMEDIATELY FOLLOWING HIS/HER RETENTION QUALIFICATION DATE.	 7
 SEVERANCE PAY.....	 7
TOP MANAGEMENT PERFORMANCE REVIEWS.....	8
 SICK LEAVE	 8
 REGULAR USE	 8
SICK LEAVE ACCUMULATION	9
RECORDING USE OF SICK LEAVE	9
DEFINITIONS	9
BEREAVEMENT, LIMITED FAMILY, & EMERGENCY USE OF SICK LEAVE	10
CONVERSION OF SICK LEAVE TO PERSONAL LEAVE	10
USE OF SICK LEAVE IN LIEU OF VACATION.....	11
EXCLUDED USES.....	11
SUBSTANTIATION	11
PHYSICAL EXAMINATION	11
UNPAID SICK LEAVE	11
PAY FOR UNUSED SICK LEAVE	11
CONVERSION OF UNUSED SICK LEAVE TO PENSION CREDITED SERVICE	12
NOTIFICATION	12
 PARENTAL LEAVE.....	 12
 VACATION PLAN	 13
 VACATION ALLOWANCE	 14
DEFINITIONS	15

USE OF VACATION	15
SUPPLEMENTAL VACATION LEAVE	15
 HOLIDAYS	 16
 METHOD OF COMPENSATION FOR HOLIDAY WORK	 17
 OTHER AUTHORIZED LEAVE	 17
JURY LEAVE	17
MILITARY LEAVE	17
UNPAID LEAVE OF ABSENCE.....	17
 INSURANCE	 18
HEALTH CARE PLAN	18
EFFECTIVE JANUARY 1, 2020, THE FOLLOWING CHANGES WILL BE MADE TO THE HEALTH CARE PLAN:	20
RETIREE HEALTH CARE COVERAGE AND ALTERNATIVE SAVINGS ACCOUNT	21
MEDICARE SUPPLEMENTAL TRUST FUND	25
DEATH BENEFIT PAYMENT PLAN	25
INCOME MAINTENANCE PLAN	27
WORKERS' COMPENSATION SUPPLEMENTAL PAYMENTS.....	28
 INDEMNIFICATION AND DEFENSE.....	 28
 PENSIONS AND DEFINED CONTRIBUTION	 29
CITY OF GRAND RAPIDS GENERAL RETIREMENT SYSTEM	29
CITY OF GRAND RAPIDS POLICE AND FIRE RETIREMENT SYSTEM	30
401A DEFINED CONTRIBUTION PLAN.....	30
OFFICER'S OPTION	30
DEFERRED COMPENSATION	31
 OVERTIME	 32
 PROFESSIONAL DEVELOPMENT	 33
EDUCATION REIMBURSEMENT.....	33
TRAINING AND SUPPORT PROGRAMS	33
CONFERENCES	34
 PROMOTIONAL FIRE CHIEF, DEPUTY FIRE CHIEF, POLICE CHIEF, AND DEPUTY POLICE CHIEF EMPLOYEE BENEFITS	 34
 MISCELLANEOUS	 36
 PARKING.....	 36

ALTERNATE FRINGE BENEFITS.....	36
OFFICERS ELECTED BY THE CITY COMMISSION (UNDER TITLE II §3 – CITY CHARTER; COMPILER’S §9)	36
NON-REPRESENTED ASSISTANTS APPOINTED BY THE CITY ATTORNEY (UNDER TITLE VI §7(G) – CITY CHARTER; COMPILER’S §93)	38
NON-REPRESENTED DEPUTY APPOINTED BY THE CITY ATTORNEY (UNDER TITLE VI §8 – CITY CHARTER; COMPILER’S §94)	38
NON-REPRESENTED OFFICER APPOINTED BY THE CITY MANAGER SUBJECT TO CITY COMMISSION APPROVAL (UNDER TITLE VI §1(C, 4) – CITY CHARTER; COMPILER’S §87)	38
NON-REPRESENTED OFFICER APPOINTED BY THE CITY MANAGER (UNDER TITLE VI §1(C, 3) – CITY CHARTER; COMPILER’S §87)	39
NON-REPRESENTED UNCLASSIFIED EMPLOYEES APPOINTED BY THE CITY MANAGER (UNDER TITLE VII §2(A, 4) – CITY CHARTER; COMPILER’S §101).....	39
NON-REPRESENTED CLASSIFIED EMPLOYEES APPOINTED BY THE CITY MANAGER (CIVIL SERVICE –NONCOMPETITIVE; UNDER TITLE VII §2(D) - CITY CHARTER; COMPILER’S §101)	39
NON-REPRESENTED EXECUTIVE LEVEL SECRETARIES AND ASSISTANTS.....	41
NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE 2025	42
NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE 2026 ...ERROR! BOOKMARK NOT DEFINED.	
NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE 2027	48

Wages, Pay Changes, and Severance Pay

Wages

Wages for employees covered by this handbook shall be in accordance with the ordinances adopted by the City Commission.

Pay Changes

Purpose: The following provisions govern the assignment of the pay rate within the applicable pay range for employees of the City covered by this handbook.

Definitions:

- a. Promotion - is defined as a change in appointment to a position which has a higher maximum salary.
- b. Demotion - is defined as a change in appointment to a position which has a lower maximum salary. An employee whose request for a voluntary demotion is granted shall have the change in appointment designated as a voluntary demotion.
- c. Lateral Transfer - is defined as a change in employment to another position with a different job title which has the same pay range.
- d. Reclassification - is defined as the changing of a position from one classification title to another classification title based upon a Civil Service review of the duties performed by those positions in the classified service.
- e. Salary Step Increase - is defined as an increase in compensation to the next higher step within the applicable pay range. For officials appointed by the City Commission, intermediate salary levels may be determined and assigned by the City Commission between the minimum and maximum levels for those officials.
- f. Acting Assignment - is defined as an assignment for a limited time to a position title other than what is permanently assigned. Such assignment shall be determined by the needs of the service.

Anniversary Dates

- a. Establishment
 - 1) Original Employment and Re-employment. The date one (1) year after completion of the initial probationary period (where applicable) and the corresponding date each year thereafter.
 - 2) Promotion. The date one (1) year after completion of the probation period (where applicable) and the corresponding date each year thereafter.
 - 3) Transfer when Retaining the Same Position Title. The anniversary date remains unchanged.

- 4) Lateral Transfer. The date one (1) year after completion of the probation period (where applicable) and the corresponding date each year thereafter.
- 5) Demotion. The date six (6) months after the effective date thereof and/or any applicable probationary period, and the corresponding date each year thereafter.
- 6) Reclassification. The date one (1) year after the completion of the probation period (where applicable) and the corresponding date each year thereafter.
- b. Postponement of the Anniversary Date. Layoff, formal leave of absence, or other separations from the active payroll in excess of sixty (60) days shall postpone the anniversary date for the total period of separation; but, time previously served toward the next anniversary date shall be credited when returned to the payroll. The anniversary date shall be adjusted accordingly.

Compensation Determination

- a. Original Employment and Re-employment. Officers and employees shall be placed at the lowest step within the applicable pay range, unless the City Manager determines that the needs of the service require that compensation be fixed at a higher salary step within the applicable pay range.
- b. Completion of Probation. The officer's or employee's pay rate shall be increased to the next higher step at the end of his/her probationary period (where applicable) provided the officer or employee is not already at the maximum salary step within the applicable range.
- c. Annual Evaluations on the Anniversary Date (also see provisions for Top Management in Section 6)
 - 1) Prior to the occurrence of each anniversary date, each officer or employee who has not already obtained his/her highest salary step within the applicable pay range shall be considered for a salary step increase effective such date. Such consideration shall be made by the officer's or employee's supervisor(s). The City Manager may elect to award a pay increase beyond a single step increase in cases of demonstrated superior performance.
 - 2) Each consideration found to be in good order by the Director of Human Resources shall be referred to the City Manager or his/her designated representative for a final determination and approval.
 - 3) Step increases on anniversary dates shall not be based merely on the passage of time, but rather shall be given if the officer's or employee's work performance has been satisfactory relative to the requirements of his/her position.

An officers' or employee's performance shall be formally evaluated annually; however, any performance deficiency shall be brought to the attention of the officer or employee and documented in writing. A copy of such documentation shall be provided to the officer or employee.

- 4) In the event a step increase is not given on an anniversary date, such increase may be given prior to the next anniversary date if the officer's or employee's work performance increases to a satisfactory level relative to the requirements of his/her position. Such determination is the sole determination of the supervisor and interim evaluations shall not be automatic.
- d. Promotion or Upward Reclassification. Officers or employees who are promoted or whose positions are reclassified to a class in a higher pay range shall initially be paid at a salary step within the applicable pay range as determined by the City Manager.
- e. Increase upon Acting Assignment. When the needs of the service require an acting assignment for a period in excess of thirty (30) calendar days the City Manager may order the payment of a rate of compensation within the higher pay range.

Temporary assignment of higher level duties for periods of thirty (30) calendar days or less shall not qualify the officer or employee for payments as provided above.
- f. Lateral Transfers and Transfers within the Same Job Title. An officer or employee who is transferred shall initially be paid at the same salary step he/she held immediately before such transfer.
- g. Demotion and Downward Reclassification. An officer or employee who is demoted or whose position is reclassified to a classification in a lower pay range shall initially be paid at the same salary step in the range for the lower level position which had been received in the higher level position, unless the City Manager determines that the needs of service require assignment to a higher authorized salary step within the applicable pay range.
- h. Effective Date of Changes in Compensation. All changes in compensation shall be effective as of the date indicated on the supporting documentation.

Retention

- a) Retention pay is defined as a supplemental salary payment based on the length of continuous service. Continuous service is that service uninterrupted by resignation or discharge. Employees eligible for retention pay received adjusted payments at specified intervals in accordance with the following schedule:

<u>Service Years</u>	<u>Amount Retention</u>	<u>Pay step</u>
5 through 9	\$300 per year	L1
10 through 14	\$600 per year	L2
15 through 19	\$900 per year	L3
20 through 24	\$1,200 per year	L4
25 and over	\$1,500 per year	L5

- b. Retention Qualification Date

An employee qualifies for retention pay on the date when five (5), ten (10), fifteen (15), twenty (20), or twenty-five (25) years of continuous service are completed.

c. Retention Earning Date

The retention earning date refers to the date an employee begins to earn retention pay and shall be the first day of the month immediately following his/her retention qualification date.

d. Payment of Retention Pay

1. Retention pay is paid on an employee's cumulative base salary during the earnings period immediately preceding June 1 or December 1.
2. Retention pay shall be for periods of service from June 1 to November 30, payable on the first payday in December; and from December 1 to May 31, payable on the first payday in June.

e. Effect of Layoff and Leave of Absence on the Retention Qualification Date

1. An unpaid leave of absence or a layoff of sixty (60) days or less does not postpone the retention qualification date of an employee.
2. An unpaid leave of absence (except for a military leave), or layoffs in excess of sixty (60) days postpones the retention qualification date for the total period of separation. However, time previously served toward the next retention qualification date will be credited when the employee returns to the payroll.

f. Effect of Termination on Retention Pay

1. An employee terminating employment with the Employer prior to June 1 or December 1 will receive retention pay on a prorated time basis for the full calendar months served.
2. An employee absent from service due to leave of absence or unpaid leave will receive retention pay on a prorated time basis for the full calendar months served and payable upon the employee's return to service.
3. An employee who works twelve (12) or more days in any calendar month will earn retention credit for that month.

Severance Pay

- a) In the event an employee covered by the provisions of this handbook is involuntarily terminated, laid off, or separated from employment for reasons other than an age and service retirement, the City Manager may provide a severance package for the employee. To be eligible for the severance package, the employee is required to execute a severance agreement relinquishing claim to all future re-employment rights with the City and a waiver of all claims against the City. With the execution of such an agreement, the City Manager, after consultation with the Mayor and the chairperson of the Fiscal committee, may provide a severance package with a value not to exceed the total compensation the employee would

have earned in six (6) months. Alternately, at the City Manager's discretion, he/she is authorized to provide a severance package not to exceed three (3) months of total compensation for those employees separating from employment in a manner provided for in this subsection. The City Manager is authorized to negotiate the terms of the severance agreement within the limitations provided for in this paragraph and to execute the severance agreement on behalf of the City.

- b) In the case of the Deputy and/or Assistant City Manager the City Manager is authorized at his/her discretion to provide a severance package not to exceed twelve (12) months of total compensation as provided in subsection (a) above.

Top Management Performance Reviews

The performance of employees holding positions within pay range 20U or higher shall be evaluated annually according to core job requirements and leadership competencies as established at the discretion of the City Manager. An overall rating shall be made to determine if the employee is eligible to receive a merit pay or cost of living adjustment.

Sick Leave

Regular Use

The regular use of sick leave entitles an employee to use accumulated sick leave for any absence due to:

- 1) The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- 2) For the employee's Family Member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's Family Member's mental or physical illness, injury, or health condition or preventative medical care for a Family Member of the employee.
- 3) If the employee or the employee's Family Member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- 4) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- 5) For closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's Family

Member's presence in the community would jeopardize the health of others because of the employee's or Family Member's exposure to a communicable disease, whether or not the employee or Family Member has actually contracted the communicable disease.

Sick Leave Accumulation

- a. An employee accumulates eight (8) hours for each calendar month of service in which he/she works or carries accrued paid leave for twelve (12) or more complete work days, or as necessary to meet other minimums required by law, including the Earned Sick time Act, MCL 408.963, as amended.
- b. Unused accrued sick leave shall accumulate from year to year to an unlimited amount.

Recording Use of Sick Leave

Sick leave shall be charged to at the nearest one-tenth (1/10) hour.

Definitions

- a. Family Member - A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- b. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.
- c. An individual to whom the employee is legally married under the laws of any state or a domestic partner.
- d. A grandparent or grandchild.
- e. A biological, foster. or adopted sibling.
- f. An individual related by blood to the employee.
- g. An individual whose close association with the employee is the equivalent of a family relationship.
- h. A father-in-law, mother-in-law, brother-in-law, or sister-in-law of the employee.
- b. Service - is defined as any period of time for which an employee receives wages (excluding income maintenance payments)
- c. Supplemental Employment - is defined as a compensated off-duty job (including self-employment) which may or may not provide sick leave benefits, health and/or accident insurance, Workers' Compensation, or any combination thereof.

Bereavement, Limited Family, & Emergency Use of Sick Leave

- a. An employee is entitled to take up to three (3) days bereavement leave (paid leave without charge to his/her accumulated sick leave bank) upon the death of any member of the employee's Immediate Family. For the purpose of this provision only, the definition of Immediate Family shall include spouse, child, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, four grandparents-in-law of the employee, son-in-law. and daughter-in-law.
- b. An employee is entitled to use up to three (3) days of his/her accumulated paid sick leave for any absence necessitated by serious injury, acute critical illness requiring emergency medical treatment, or the death of any of the employee's Family Member's Immediate Family upon application approved by his/her Department Director, the Deputy City Manager, or the City Manager. Extension of sick leave use beyond the above limitation may be permitted in exceptional circumstances upon application approved by the City Manager.

Conversion of Sick Leave to Personal Leave

- a. An employee with five (5) or more years of continuous service may convert up to forty (40) hours of accumulated paid sick leave to personal leave on January 1st of each calendar year after achieving that length of service. At the time of conversion the employee must have accumulated sick leave in his/her accrual bank as follows:
 - 1) At a minimum one hundred and eighty (180) hours if the employee has five (5) or more years of continuous service, but less than ten (10) years of continuous service.
 - 2) At a minimum three hundred and sixty (360) hours if the employee has ten (10) or more years of continuous service.
- b. At the end of each calendar year the employee's sick leave balance shall be checked to determine if he/she qualifies for conversion of accumulated paid sick leave to personal leave. If the employee's balance meets the requirements set forth above the sick leave shall be converted in an amount which will bring the personal leave bank balance to no more than forty (40) hours. Converted sick leave cannot be credited to the employee's personal leave bank if it will raise his/her balance above forty (40) hours.
- c. Personal leave which has been credited to the employee's leave bank must be taken in a minimum increment of one (1) hour. Personal leave may be used for unforeseen circumstances and is subject to supervisory approval and the needs of service.
- d. Unused personal leave at the end of the calendar year shall remain in the employee's accrual bank. If the employee meets the conversion requirements set forth above at that time, additional sick leave shall be converted to bring the leave bank to a balance of no more than forty (40) hours.

- e. If personal leave remains in the employee's accrual bank at the time of separation from employment, or at a time when the employee is appointed to a position which is not eligible for such a benefit, the unused hours shall be converted to sick leave. Any payoff of such hours shall be made in accordance with the provisions which apply to sick leave payoff.

Use of Sick Leave in Lieu of Vacation

An employee shall be entitled to use his/her accumulated paid sick leave in lieu of vacation for periods of illness or injury which occur while on vacation. Such use shall be subject to approval by his/her supervisor and sick leave substantiation as hereinafter provided.

Excluded Uses

Except where prohibited by law, Paid sick leave will not be authorized for:

- a. Personal injury incurred while engaged in supplemental employment.

Substantiation

An employee shall be required to substantiate the use of sick leave by such reasonable means as the employee department or division director may require for absence of three (3) or more consecutive working days. Intentional falsification of any sick leave affidavit or fraudulent use of sick leave may be grounds for disciplinary action up to and including discharge.

Physical Examination

An employee on authorized absence for more than ten (10) work days due to illness, or for any period due to injury or recovery from surgery shall return to duty only after an examination and release for work by the City's Medical Designee

Unpaid Sick Leave

The City Manager may, upon the advice and recommendation of the City's Medical Designee grant unpaid sick leave for up to one (1) year upon application of any employee whose paid sick leave is exhausted. Any extension of such leave beyond one (1) year shall be subject to the Civil Service Board Rules, Rule V, Section 501.0 and approval by the Civil Service Board.

Pay for Unused Sick Leave

Unused accumulated sick leave will be paid to non-represented employees who retire with ten (10) or more years of continuous service based on a schedule of One Dollar (\$1.00) per day times the number of years of continuous service for the first ninety (90) days of sick leave; Two Dollars (\$2.00) per day times the years of continuous service for the 91st day through 180th day; and, Three Dollars (\$3.00) per day times the years of continuous service for all accumulated paid sick leave over 180 days. Employees who resign will be paid for unused sick leave based on the same schedule but at one-half ($\frac{1}{2}$) the rate of those employees who retire.

Conversion of Unused Sick Leave to Pension Credited Service

As an alternative to the tiered one dollar (\$1.00), two dollar (\$2.00), and three dollar (\$3.00) per day payment for unused sick leave (provided under Section #12 above), an employee may elect to convert unused accumulated sick leave to up to one (1) year of credited service under the City of Grand Rapids General Retirement System as provided herein. An employee shall not be paid for any remaining days or hours of sick leave under Section #12 above after converting his/her accrual bank to the maximum of one (1) year of credited service.

Employees who participate in the City of Grand Rapids General Retirement System or the City of Grand Rapids Police and Fire Retirement System who retire or separate with a deferred retirement with ten (10) or more years of continuous service may elect to receive pension service credit for unused sick leave. Two thousand and eighty (2,080) hours of sick leave shall be required to achieve one (1) year of pension service credit. Lesser amounts shall be converted on a pro-rated basis as determined by the Retirement System office. Any such additional credited service received upon conversion of unused sick leave upon retirement or separation with a deferred retirement under these provisions shall be used solely for the purposes of computing the member's life allowance and shall be subject to the percentage caps under Section 1.205 of the City of Grand Rapids General Retirement System Ordinance or Section 1.246 of the City of Grand Rapids Police and Fire Retirement System.

Notification

An employee who expects to be absent on sick leave must notify his/her immediate supervisor or Department head as promptly as practical, depending on the circumstances, prior to the start of his/her scheduled work shift. Except as prohibited by law, failure to do so may result in denial of his/her claim for paid sick leave. Denial of the use of sick leave due to a failure to provide such notification shall not be considered to be in and of itself an issuance of discipline. Also, see City Rules and Regulations, Section 1, Rules 3 and 4 which apply to occasions where an employee may be absent or late.

Parental Leave

Paid Parental Leave is for eligible employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. The benefit will run concurrently with eligible leave under the Family and Medical Leave Act (FMLA). The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations.

- A. Paid Parental Leave is available to permanent employees who are FMLA eligible. An employee is FMLA eligible if she/he has been employed with the City for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave.

- B. Eligible parents will receive up to four (4) weeks of continuous leave with pay. Paid Parental Leave is in addition to any other leave for which an employee is eligible. Paid Parental leave will not be extended when a holiday falls during a week when an employee is taking leave. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave. If both parents are eligible employees, each will be able to utilize the benefit. Paid Parental Leave must be utilized within six (6) months following the birth or adoption of a child.
- C. Vacation and sick leave benefits will continue to accrue during the period of Paid Parental Leave. The eligible employee's share of the health care premium will be deducted from the eligible employee's pay in accordance with normal practices.
- D. An eligible employee must submit a completed Leave Request Form, requesting FMLA leave, to the Benefits Division at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; the employee must submit a Leave Request Form to the Benefits Division as soon as possible.
- E. An eligible employee will be required to furnish medical documentation for the birth of a child. The medical documentation must be completed and signed by the individual's health care provider. An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

Vacation Plan

The Management Vacation Plan provides for the following:

- a. During the initial calendar year of employment, employees shall be immediately credited with an amount of vacation leave equal to one (1) work day times the number of full months remaining in the calendar year from the date of his/her employment. On the first day of the calendar year following his/her date of employment, an employee shall be credited with fifteen (15) work days of vacation leave (provided the provisions of subsection c. below are met).
- b. On the first day of each calendar year following the completion of an employee's second (2nd) through sixteenth (16th) year of continuous service, an employee shall cumulatively accrue one (1) additional day of annual vacation allowance until a maximum total of twenty-seven (27) work days is reached.
- c. An employee becomes eligible for one-twelfth (1/12) of his/her annual vacation allowance, under subparagraphs "a" (with an exception for the initial crediting) and "b" above, each calendar month in which he/she works or carries accrued paid leave for twelve (12) or more complete workdays.

- d. Employees holding positions in the Executive Class and Appointed Officials who have established vacation allotments other than what is generally applied under this Management Vacation Plan shall be credited with such allotment annually. On the first day of each calendar year following the completion of the employee's second (2nd) year of employment, an employee may cumulatively accrue one (1) additional day of vacation allowance until a maximum total of twenty-seven (27) workdays is reached.
- e. An employee who is in jeopardy of losing his/her accrued vacation leave hours after November 30th in a given calendar year may elect to convert up to forty (40) hours of vacation into sick leave hours. The employee must give written notice to his/her supervisor and to the Human Resources Director of his/her election by November 30th. The employee shall be limited to a maximum conversion of vacation leave hours to sick leave hours of one hundred and twenty (120) hours during his/her employment with the City.
- f. In November of each year, an eligible employee may sell back up to 120 hours of his/her vacation for 2/3 of its value if he/she has more than 80 hours in his/her vacation bank. After the sell-back process is completed, the eligible employee must have a minimum balance of 80 hours in his/her vacation bank after November 30th. This sell back amount will be paid on the first pay date in December.
- g. Upon termination an employee shall be paid in full to the nearest one-half ($\frac{1}{2}$) day for all unused vacation hours (including those hours accrued but not yet credited to his/her vacation leave bank) at his/her rate of pay at the time of termination. The payoff amount for Executive Class employees and Appointed Officials shall be made to an existing or a newly created 401(A) account unless used on a pre-tax basis to purchase pension credit. This requirement does not apply to other level employees.

Vacation Allowance

<u>Years of Continuous Service</u>	<u>Vacation Days Credited on the following January 1st</u>
1 year	15 days
2 years	16 days
3 years	17 days
4 years	18 days
5 years	19 days
6 years	20 days
7 years	21 days
8 years	22 days
9 years	23 days
10 years	24 days
11 years	25 days
12 years	26 days
13 PLUS years	27 days

Definitions

- a. Service is defined as any period of time for which an employee receives wages or paid leave.
- b. Vacation Day is a period of time equal to eight (8) hours.
- c. Work Week is that period of time equal to forty (40) hours which is the normal number of hours worked by an employee during a normal work schedule.
- d. Continuous Service is service as defined by subsection a. above, uninterrupted by resignation or discharge.

Use of Vacation

- a. Vacation shall be scheduled with due regard for employee preference and based upon the service needs of the City.
- b. Employees shall be allowed to maintain a maximum accumulation of fifty (50) days (400 hours) of vacation from one calendar year to another. Any earned vacation in excess of fifty (50) days shall be considered void. Provided, however, that any employee may maintain a balance of seventy-eight (78) days between the period from 1/1 until 11/30 of each calendar year.

Supplemental Vacation Leave

- a. Authorization. The City Manager may, at his/her discretion, authorize supplemental vacation leave for appointed officials and employees in positions paid at Range 20U (Executive level) or above.
 - 1) Supplemental vacation leave is leave granted in addition to the vacation an employee regularly earns as a result of length of service. For any individual, the total vacation credits in a calendar year, including regular leave and supplemental leave, is limited to a maximum of twenty-seven (27) days.
 - 2) Appointed officials and Executive level employees are eligible to receive supplemental leave only if that person's regular vacation allowance is less than twenty-seven (27) days per year.
 - 3) Supplemental vacation leave which remains unused expires at the end of the calendar year for which it was authorized cannot be carried forward into the next calendar year.
 - 4) At employment termination, an appointed official, Executive level employee shall be paid off only for vacation leave regularly earned through his/her length of service. For accounting purposes, regular leave will be considered to have been used prior to any use of supplemental vacation leave.

b. Use of Supplemental Vacation

- 1) Requests for supplemental vacation must be submitted in writing to the City Manager and should include both the length and scheduling of regular vacation leave and the dates for which supplemental leave is being requested.
- 2) The City Manager shall notify the City Comptroller and the Human Resources Director of supplemental vacation leave which has been authorized. Supplemental vacation leave may be credited following notification to the City Comptroller by the City Manager.

Holidays

1. Holiday Pay is compensation paid for time during which work would normally be performed, said work having been suspended by reason of observing a general paid holiday.
2. The following are general paid holidays for employees:

January 1	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
July 4	Christmas Day

- a. The above holidays are celebrated on the same dates as observed by the United States Government.
- b. Whenever any of the above holidays fall on Saturday, the immediately preceding Friday shall be observed as the holiday.
- c. Whenever any of the above holidays fall on Sunday, the immediately following Monday shall be observed as the holiday.
- d. When Christmas Day (December 25) falls on Saturday, the Christmas Eve holiday shall be observed on the immediately preceding Thursday. When Christmas Day (December 25) falls on Monday, the Christmas Eve holiday shall be observed on the immediately preceding Friday.
- e. Employees shall be credited with the number of hours in their normal work shift for each of the above holidays.
- f. To be eligible for holiday pay credits, an employee shall have worked his/her scheduled workday immediately preceding and immediately following any general paid holiday.
- g. An employee on formal unpaid leave of absence or layoff (removed from the payroll) shall not receive holiday pay credits during such leave or layoff.

Method of Compensation for Holiday Work

- a. Employees eligible for overtime pay, as provided in the overtime provisions, who are required to work on a general paid holiday shall be paid at one and one-half (1-1/2) times his/her hourly rate for such hours worked, in addition to the number of work hours credited as provided in Holidays, 2(e) above.
- b. If any of the above holidays fall on an employee's regular day off, the employee shall be credited with the number of work hours for such day, as provided in Holidays, 2(e) above. In such case, the unworked holiday hours shall not be included as hours worked for the purpose of computing overtime.
- c. On general paid holidays employees shall not be allowed to carry vacation or sick leave.
- d. Employees absent unexcused on a general paid holiday on which they are scheduled to work shall receive no pay for that day.

Other Authorized Leave

Jury Leave

Employees are entitled to receive leave of absence with pay during regularly scheduled work time when called to serve on Jury Duty. Employees shall be paid at their regular rate for all work time lost up to forty (40) hours per week. In order to receive his/her regular pay, the employee must assign to the City all remuneration received for Jury Duty during the same period with the exception of mileage and meal allowances.

Military Leave

- a. Military Leave shall be provided as outlined in Administrative Policy 14-01.
- b. Employees who have not completed their initial six (6) month probationary period shall be eligible for an unpaid military leave of absence.

Unpaid Leave of Absence

- a. Employees who have completed their initial six (6) month probationary period may be granted leave without pay by the City Manager for a period not to exceed one (1) year, unless an extension is approved by the Civil Service Board.
 - 1) Such leaves may be granted for sickness, disability, military training, or other good and sufficient reasons.

- 2) Employees may also be granted such leave to take an appointive position in the unclassified service.

Refer to the Rules of the Civil Service Board, City of Grand Rapids, Rule V – Separations and Disciplinary Actions, Section 501.0 Leave of Absence Without Pay for additional information.

Insurance

Health Coverage

The City of Grand Rapids is the plan sponsor of a group health care plan covering certain medical, dental, vision, and prescription drug expenses for active City employees and their eligible dependents. Active City employees and their eligible dependents participate in this group health care plan. Newly hired employees are eligible for health care coverage under the City's group health care plan on the first day of active employment. A summary of the coverage available through the City's group health care plan is contained in the Summary Plan Document as it may be updated by the City from time to time.

Health Care Plan Opt-Out (Active Employees & Eligible Dependents)

Active employees who are eligible for health care coverage with the City of Grand Rapids who have health care coverage provided by another insurance carrier or by his/her spouse's or parent's employer may provide proof of such alternative health care coverage and may elect to opt-out of the City of Grand Rapids group health care plan. An enrollment period is held annually by the Human Resources Department to make such election.

Employees who opt out of the City of Grand Rapids health care plan will receive a taxable payroll contribution payment of \$69.23 per pay period. Emergency re-enrollment in the City's health care plan shall be provided upon proof of loss of such alternative coverage to the Human Resources Department.

Health care opt out payments will continue unless prohibited by the Affordable Care Act or it would create a financial penalty to the City under the terms of the Affordable Care Act. If eliminated the affected employees will be allowed an opportunity to enroll in the Employer's health care plan.

Health Care Plan

a. Premium Sharing

Employees share in the cost of health care coverage by paying a health care premium contribution on a bi-weekly pay period basis. Such payments are made pre-tax and are based upon a percentage of the City's actuarially estimated annual health care cost as applied without regard to the coverage provided (i.e., single coverage; employee and one [1] dependent; and employee and two [2] or more dependents) for active and pre-65 retirees.

Effective January 1, 2019, the health care employee premium sharing rates will be based on the categories of single/double/family. The estimated cost figures, which the City receives in the fall of each calendar year, are utilized for health care contribution purposes effective the first pay date on or after January 1st of the upcoming calendar year.

Employees shall pay a health care premium contribution based upon twenty percent (20%) of the City's actuarially estimated annual health care cost as defined above, for active and pre-65 retirees.

b. Plan Design Changes

Effective as soon as administratively implemented after October 21, 2008, the following plan design changes shall be applicable:

- 1) The co-payment for doctor's office visits shall be increased to \$20.
- 2) The co-payment for chiropractic services shall be increased to \$20.
- 3) The co-payment for behavioral health services shall be increased to \$20.
- 4) Employees and their eligible dependents shall be required to try available over-the-counter drug equivalents for drugs covered by the Over-the-Counter (OTC) program (which is available for drugs in the therapeutic classes of Proton Pump Inhibitors [PPI]; Antihistamines; and, Non-Steroidal Anti-Inflammatory [NSAIDS] with no co-pay required) for the first prescription. If the OTC drug equivalent is determined by the prescribing practitioner to be ineffective or to have unwanted side effects, the prescribing practitioner may thereafter prescribe the brand name drug or generic equivalent drug and coverage will be provided with the applicable co-payment.
- 5) An annual cap of \$600 on payments by the City of Grand Rapids for Proton Pump Inhibitor (PPI) drugs prescribed as either brand name or generic equivalents. The over-the-counter (OTC) program shall remain in effect and no employee co-payments shall be required for the OTC proton pump inhibitor drugs dispensed under that program. However, if the annual \$600 cap on proton pump inhibitor drugs dispensed in a manner other than under the OTC program is reached the applicable co-pay shall thereafter be doubled during the remaining annual period. The City shall continue to pay its portion of the cost for the PPI drug prescription less the increased co-pay by the employee.
- 6) Coverage for dependent children shall be continued through the end of the month in which the dependent turns 26 in compliance with the Patient Protection and Affordable Care Act.

Effective January 1, 2015, the following changes will be made to the health care plan:

Annual Deductible	\$150
Co-insurance	80%/20% (all services)
Co-insurance maximum	\$850 (all services)
Emergency room co-pay	\$100 (waived if admitted)

Effective January 1, 2020, the following changes will be made to the health care plan:

- a) Add a 20% in/out of Network differential. The City's normal in-network co-insurance amount is 80/20. If a member chooses to use an out-of-network service, the co-insurance would be 60/40 until the member reaches the \$850 co-insurance maximum. Copays for doctor visits, urgent care, and emergency room remain unchanged.
- b) Change Rx Copay structure from 3 to 5 tiers.
 - i. Generic - Copay of \$10
 - ii. Brand Preferred - Copay of \$20
 - iii. Brand Non-preferred - Copay of \$40
 - iv. Specialty Preferred - Copay of 5% up to a maximum of \$100
 - v. Specialty Non-preferred - Copay of 5% up to a maximum of \$200
- c) Mandatory Generic Medications. The health insurance plan will dispense only generic drugs if available. Exceptions may be granted when a physician certifies that the brand name drug is medically necessary and the member cannot take a generic drug due to inefficacy or side effects.
- d) Telemedicine. Telemedicine visits do not incur a copay for the member. This does not apply to primary care or specialist visits which are conducted virtually.
- e) Health Care Insurance Committee. Will meet and discuss health care benefit changes. The Committee will be comprised of one representative from each employee group and three City designates.
- f) Vision. If obtaining services at an in-network provider, visual acuity and contact lens fitting exams are free to the member, \$10 co-pay for lenses, \$150 allowance for medically necessary contacts, and \$150 frame allowance. If obtaining services at an out-of-network provider, visual acuity and contact lens fitting exams are not covered, \$10 co-pay for basic lenses only (no upgrades allowed), \$150 allowance for medically necessary contacts, and \$150 frame allowance.
- g) Dental. The annual maximum benefit is \$1,200 per person. Preventative cleanings, exams, and x-rays are covered at 100%. Dental implants and wisdom teeth extractions are covered under the medical plan.

Usual, Customary, and Reasonable (UCR) charges. Usual, Customary, and reasonable shall be determined by the third-party administrator. Usual, customary, and reasonable provisions will apply to non-hospital services. The 90th percentile will be used to calculate how much to pay for out-of-network services. The City agrees to work with the Union on addressing the issue of usual, customary and reasonable with members who receive services out of state and are unable to find any in-network providers in their area. In-network is already deemed to be UCR.

c. High Deductible Health Plan & Health Savings Accounts

The City shall offer a high deductible health care plan as an alternative health care plan to provide coverage to employees on a voluntary basis. The cost

d. Wellness and Wellness Incentive Program

The City shall offer a health and wellness incentive program in accordance with Administrative Policy 23-03 or a successive policy.

Retiree Health Care Coverage and Alternative Savings Account

a. Health Care Savings Program (HCSP) Accounts – New Hires

For employees hired on or after October 21, 2008, the City of Grand Rapids shall fund a Health Care Savings Program account through ongoing contributions during the employee's active employment. Mandatory contributions shall also be made from the employee. The City and employee contributions are to be made into a tax favored health care savings program account sponsored by the City through bi-weekly deposits. The HCSP is currently administered by the Municipal Employees' Retirement System (MERS) of Michigan and has various investment options.

Employee and City contributions to the HCSP shall begin in the first full pay period after the employee passes their initial six (6) month probationary period, and contribution amounts shall increase as follows:

- 1) After six (6) months of employment, the City shall contribute \$750 annually and the employee shall contribute \$375 annually;
- 2) After completing one (1) year of employment, the City shall contribute \$1,500 annually and the employee shall contribute \$750 annually;
- 3) After completing two (2) years of employment, the City shall contribute \$2,000 annually and the employee shall contribute \$1,100 annually.

Employees shall vest in the City's ongoing contributions and any investment interest accrued upon those contributions at the time they vest in the General Retirement System (eight [8] years of credited service); or when they vest in the Police and Fire Retirement System (ten [10] years of credited service); or upon achieving eight (8) years of continuous service if the employee is participating in the Officers Option (401A – defined contribution plan), or upon achieving eight (8) years of continuous service if the employee is participating in the "City of Grand Rapids 401A Defined Contribution Plan"; whichever is applicable. Separation from employment prior to becoming vested or achieving eight (8) years of continuous service shall result in forfeiture of the ongoing employer contributions and any accumulated interest accrued upon those employer contributions. Upon eligible separation from employment or retirement, the HCSP account shall become available to pay post-employment medical expenses, including after-tax health care insurance premiums.

b. Health Care Savings Program (HCSP) Accounts – Mandatory Conversion

Employees hired before October 21, 2008 who are not vested in the General Retirement System (with at least eight [8] years of credited service); or in the Police and Fire Retirement System (with at least ten [10] years of credited service); or who do not have at least eight (8) years of continuous service and are participating in the Officers Option (401A – deferred compensation plan) as of October 21, 2008 shall be mandatorily converted to a Retiree Health Care Savings Account (RHSA). The City shall make an initial contribution to the account which is calculated as follows:

The greater of

- 1) The actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System times ninety percent (90%). That amount is then multiplied by a percentage determined by: (a) reducing 100% by one-half of one percent (.5%) for each month the employee is below age sixty-two (62) for General Retirement System members; (b) reducing 100% by six tenths of one percent (.6%) for each month the employee is below age fifty-five (55) for fire department members of the Police and Fire Retirement System; and, reducing 100% by seventy-five one hundreds of one percent (.75%) for each month the employee is below age fifty (50) for police department members of the Police and Fire Retirement System.

Or,

- 2) The actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System times ninety percent (90%). That amount is then multiplied by a percentage determined by dividing the number of months of credited service as of October 21, 2008, by three hundred and sixty (360) months.

Additionally, the City of Grand Rapids shall fund a Retiree Health Savings Account through ongoing contributions during the employee's active employment. Those City contributions are to be matched with mandatory employee contributions. The City and employee contributions are to be made into a tax favored medical savings account sponsored by the City through bi-weekly deposits. The RHSA is currently administered by the Municipal Employee's Retirement System of Michigan (MERS) and has various investment options.

During the period from January 25, 2009, through May 2, 2009, the employee contribution (normally \$1,000 annually) shall be waived and the City contribution shall be \$1,750 annually. During the period from May 3, 2009, through January 9, 2010, the employee contribution (normally \$1,000 annually) shall be \$500 annually and the City contribution shall be \$1,750 annually. Beginning January 10, 2010, the employee contribution shall be \$1,000 annually and the City contribution shall be \$1,750 annually. Effective July 1, 2014, the employee contribution shall be \$1,100 annually and the City contribution shall be \$2,000 annually.

Employees who are mandatorily converted to a RHSA shall vest in the City initial contribution, the City's ongoing contributions and any accumulated interest accrued upon those contributions at the time he/she is mandatorily converted.

c. City of Grand Rapids Sponsored Group Retiree Health Care Plan

The City of Grand Rapids is the plan sponsor of a group health care plan covering certain hospitalization, surgical, medical, dental, and optical expenses. A summary of the coverage available through the City's group health care plan is contained in the Summary Plan Document as it may be updated by the City from time to time. Employees hired before October 21, 2008, who are vested in the General Retirement System (with at least eight [8] years of credited service); or in the Police and Fire Retirement System (with at least ten [10] years of credited service); or who have at least eight (8) years of continuous service and are participating in the Officers Option (401A – deferred compensation plan) as of October 21, 2008 shall be entitled to participate in the City sponsored group health care plan upon retirement as outlined below. The benefit levels, co-payments, deductibles, and plan design which apply to active employees, as they may be changed from time to time, shall apply to such retirees. Those employees who retire after March 31, 2010, shall also be required to pay the applicable premium sharing amounts applied to active employees.

The City sponsored group health care plan shall be provided for the retiree and his/her dependents, including spouse, for those years of age of the retiree between age fifty (50) and sixty-four (64) inclusive, provided the retiree had eight (8) years or more of continuous service (if covered by the Officers Option – 401A deferred compensation plan) and begins withdrawals from the defined contribution account upon separation from employment; has eight (8) or more years of credited service for pension purposes (if covered by the General Retirement System) and begins to receive a pension allowance upon separation from employment; or, has ten (10) or more years of credited service (if covered by the Police and Fire Retirement System) and begins to receive a pension allowance upon separation from employment.

Employees covered by the City sponsored group health care plan as retirees shall earn that benefit over his/her thirty (30) years of employment with the City as follows:

Thirty (30) Year Accrual (at .27778% per month) Vesting at 96 Complete

<u>Months of Credited Service</u>	
96 months	26.67%
108 months	30.00%
120 months	33.33%
132 months	36.67%
144 months	40.00%
156 months	43.33%
168 months	46.67%
180 months	50.00%
192 months	53.33%
204 months	56.67%
216 months	60.00%
228 months	63.33%
240 months	66.67%
252 months	70.00%
264 months	73.33%
276 months	76.76%
288 months	80.00%
300 months	83.33%
312 months	86.67%
324 months	90.00%
336 months	93.33%
348 months	96.67%
360 months	100.0%

The earned percentages listed above apply to the City's portion of the earned benefit and do not reflect the retiree premium sharing percentage which may be applicable. In the case of an employee retiring with at least eight (8) years of credited service and at least age sixty-two (62) under the General Retirement System; or at least eight (8) years of continuous service and at least age sixty-two (62) for employees in the Officer's Option (401A – deferred compensation plan); or, in the case of an employee retiring under the Police and Fire Retirement System with at least ten (10) years of credited service and at least age fifty (50) for Police Officers or at least age fifty-five (55) for Fire Fighters those employees shall be considered to have earned one hundred percent (100%). Likewise, if an employee is disabled and retired pursuant to the disability provisions of the applicable pension ordinance he/she shall be considered to have earned one hundred percent (100%).

In the event the retiree dies after retirement between age fifty (50) and sixty-four (64) inclusive the spouse and/or dependents, if any, shall continue to be provided coverage under the City sponsored group health care plan at the earned rate until such time as the retiree would have reached age sixty-five (65). The spouse and/or dependents are defined and understood to be those persons who are the spouse and/or dependents of the retiree as defined in the Summary Plan Document at the time the employee retires. If the surviving spouse should

remarry, or become covered under the health care benefits of another employer, coverage entitlement under the City sponsored health care plan shall end.

d. **Deferred Retirement**

Officers or employees who separate from employment with the City, on or after October 21, 2008, and who at the time of leaving City employment do not begin receiving a retirement benefit payment from their applicable defined benefit retirement plan, or in the case of an officer or employee who is in the Officer's Option (401A –defined contribution plan) does not begin withdrawing from their individual 401A retirement account, are not eligible to continue to participate in the City sponsored group health care plan except as provided under COBRA, and are not eligible for any City contribution towards retiree health care costs. Deferred retirees or those officers or employees in the Officer's Option (401A – deferred compensation plan) who do not begin withdrawing from his/her individual account may not reenter the City health care plan at a later date.

Medicare Supplemental Trust Fund

The City established a Trust Fund for those officers or employees who retire on or after January 1, 1990 to provide a financial base for payment of a portion of each eligible retiree's Medicare Supplement health insurance. The Fund is administered by a joint committee of Trustees. The City contributes seven tenths of one percent (.7%) of the Management and Executive Group participating payroll to the Trust Fund annually. Payments will be made from this fund toward the premium for Medicare supplemental insurance plans. These payments are applicable to those officers and employees who retire on or after the effective date and have attained age 65. For detailed information on the Medicare Supplement Trust Fund refer to Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 7, Section 1.324. The benefits of the Medicare Supplement Trust Fund are not intended to diminish or otherwise impact those benefits provided under the Health Care Savings Program accounts where applicable.

Death Benefit Payment Plan

- a. The Death Benefit Payment Plan provides a cash payment to the beneficiary/beneficiaries of any officer or employee whose death does not result from an injury arising out of or in the course of his/her employment with the City. Said benefit shall be payable to the beneficiary/beneficiaries of the officer's or employee's choice as designated on the "Designation of Beneficiary" form which shall be provided by the City and shall be kept on file in the Human Resources Office. Officers or employees shall have the right to change the beneficiary/beneficiaries at any time during their employment with the City by executing a "Change of Beneficiary" form as provided by the City. In case an officer or employee dies and is not survived by a designated beneficiary, or fails to execute a "Designation of Beneficiary" form, said death benefits shall be payable to the administrator or executor of the estate of the deceased officer or employee.

All rights to such death benefits shall terminate upon termination of employment by reason of discharge, retirement, resignation, layoff, or other form of voluntary or involuntary separation other than death. Termination of employment shall be deemed to occur when an officer or employee ceases to be employed by the City, except that any officer or employee who is granted a leave of absence for reasons covered under the Family and Medical Leave Act or the Rules of the Civil Service Board, will nevertheless be considered still employed. Termination of employment shall not be deemed to include an officer or employee who is under suspension for disciplinary reasons, or an officer or employee who has been discharged and subsequently reinstated through Civil Service Board appeal or court action.

The amount payable under the Death Benefit Payment Plan shall be \$60,000.

- b. In the event an officer or employee dies and the officer's or employee's death occurs as a result of personal injury arising out of or in the course of his/her employment with the City and the amount of benefits which would be payable under the Workers Compensation Act would amount to less than the death benefit, the City shall make a lump sum cash payment equal to the difference between the amount of the death benefit provided above and the total Workers Compensation benefits, to the officer's or employee's beneficiary/beneficiaries designated on the "Designation of Beneficiary" form provided by the City, or in the absence of execution of said form, to the administrator or executor of the employee's estate.
- c. For the purpose of determining the lump sum cash payment payable under the provisions of this section, the City shall compute the "total Workers' Compensation benefits" as of the date of the officer's or employee's injury under the circumstances and considering the number of dependents at that time. The "total Workers' Compensation benefits" shall be computed to include:
 - (1) The total weekly benefits provided by the Workers' Compensation Act multiplied by the number of weeks payable;
 - (2) Medical expenses payable;
 - (3) Burial expenses payable; and,
 - (4) Any disability payments which have been paid or have become due for injury which is the proximate cause of death.

The provisions of section c (2) above shall not be affected in any way by an election by the dependents of a deceased employee to receive Duty Disability Benefits under the provisions of Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 1, Sections 1.209.1 or 1.209.2; or, Article 2, Sections 1.252 or 1.253 in lieu of benefits under the Workers' Compensation Act.

- d. No benefits shall be payable under this section unless written application for such benefits is filed with the City by the beneficiary or beneficiaries of the deceased officer or employee designated on the "Designation of Beneficiary" form or by the administrator or executor of the estate of the said deceased officer or employee within one (1) year after the officer's or employee's death or within one (1) year after the beneficiary, beneficiaries, administrator or executor of the estate shall have knowledge or reasonably should have knowledge of their right to make such a claim, whichever occurs later.
- e. In the event that the beneficiary, beneficiaries or the estate of the deceased officer or employee shall be paid benefits, as stated in subsection a. paragraph 3 above, and compensation or benefits are subsequently paid or awarded for the same death to any person or persons under the provisions of Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 1, Section 1.211 (Member Dying While in Employer Service); or, Article 2, Section 1.251 (Death of Member); or as a result of any proceeding instituted under the Workers' Compensation Act against the City, the beneficiary, beneficiaries, or estate of the deceased officer or employee, as the case may be, shall be liable and shall repay to the City the amount equal to the compensation or death benefit which are paid or awarded under the General Retirement System Ordinance; the Police and Fire Retirement System Ordinance; or, under the Workers' Compensation Act up to the full amount of the payment made under the Death Benefit Payment Plan as provided herein.
- f. In the event that an officer or employee dies within a two (2) year period after coverage is extended to the officer or employee under this Death Benefit Payment Plan, and it is determined that the officer's or employee's death was due to suicide, no benefits shall be payable to any party or parties under the plan.
- g. No determination, presumption, or finding made by the City in the application of any of the provisions of the Death Benefit Payment Plan shall be binding upon the City in any proceedings under the Workers' Compensation Act, nor shall the same be an admission by the City of any liability under said Act.
- h. No action at law or in equity shall be brought by any person or persons to recover under any provisions of the Death Benefit Payment Plan prior to the expiration of ninety (90) days after application for such benefits and proof of death has been filed with the City pursuant to subsection "d" above.

Income Maintenance Plan

- a. The Income Maintenance Plan provides officers or employees with an income allowance equal to seventy-five percent (75%) of his/her regular base salary for a period of up to one (1) full year in the event of an illness or disability which prevents the officer or employee from being at his/her regular City employment.
- b. The Income Maintenance Allowance begins for the officer or employee at such time as he/she has exhausted all of his/her accrued sick leave, compensatory time off (if applicable), and vacation time over 40 hours. Officers or employees covered by this benefits handbook shall remain on the City payroll, being paid thirty (30) hours per pay week or sixty (60) hours per pay period, and continue to have coverage under the City sponsored group health care plan and his/her retirement

plan funded by the City. Officers or employees do not accrue sick leave or vacation credits while receiving Income Maintenance Allowance and are considered to be on a parallel formal leave of absence without pay.

- c. In the event the employee receives monies as a result of Worker's Compensation Law payments or as a result of payments made pursuant to the provisions of the Michigan No Fault Automobile Insurance Law, the Income Maintenance Allowance payable under these provisions shall be reduced by an amount which will result in the employee receiving not more than one hundred percent (100%) of his/her regularly assigned base salary during the period of illness or disability.
- d. All decisions relative to the degree of illness or disability of any officer or employee, and whether or not the officer or employee should or should not be at work shall be made by the City's designee, subject to appellate review by the City Manager. A decision made by the City Manager shall be final and not subject to further review.
- e. An officer or employee who returns to work after being absent and receiving the Income Maintenance Allowance for more than six (6) months shall be ineligible to request further benefits, as provided by the Income Maintenance Plan, for a period of six (6) months following his/her return.

Workers' Compensation Supplemental Payments

- a. Workers' Compensation is provided for officers or employees injured on the job.
- b. Supplemental payments totaling the difference between the Worker's Compensation payment and an officer's or employee's regular base weekly earnings, excluding overtime (where applicable), shall be provided for a period not to exceed twenty-six (26) weeks without charge to the sick leave or vacation accrual banks of the officer or employee. The supplement shall be determined in such a manner that insures that an officer's or employee's Workers' Compensation payment and the supplemental payment, when combined, shall not exceed his/her regular allowable take home pay.
- c. Officers or employees who utilized accrued sick leave and who are subsequently awarded Worker's Compensation payments for the same period of time must reimburse the City for such amounts received as sick leave compensation. The officer's or employee's sick leave bank shall be credited with the same number of days and/or hours which were used to receive the sick leave compensation and the prior sick leave payments shall be considered to be statutory wage loss payments and the supplemental payments as provided herein.

Indemnification and Defense

- 1. The following provisions apply to conduct involving the disposal of Hazardous Material from any City site or compliance with any Environmental Law.
 - a. The City has a long term practice of defending, holding an employee harmless and indemnifying employees against any tort, claim, demand or other legal action,

whether groundless or otherwise, arising out of an alleged act or omission occurring in the employee's good faith performance of the employee's duties. In such situations, the City's legal counsel will represent said employee actively, defending against any such claim or lawsuit.

However, if the employee's actions giving rise to any such tort, claim, lawsuit or other legal action are determined by the City Commission to arise out of willful and wanton misconduct, gross negligence, intentional wrong doing or illegal conduct, then the City's decision whether or not to defend, hold harmless, and indemnify the employee is within the sole discretion of the City Commission.

The City may compromise, settle, and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an employee of the City as a result of a civil action for personal injuries or property damage caused by the employee while in the course of employment and while acting within the scope of his or her authority, the City shall indemnify the employee or may alternatively elect to pay, settle, or compromise the judgment.

2. The Employer will provide each employee with legal counsel for acts in the course of his/her employment which give rise to a cause of action under any civil action. The foregoing shall not apply to any cause of action arising out of (1) ultra vires [unauthorized acts]; (2) gross negligence or willful misconduct; (3) actions taken while under the influence of intoxicating liquor or controlled substances; or (4) workers' compensation claims, or other claims made against the Employer. The Employer will determine on a case-by-case basis whether or not to provide such counsel.

Pensions and Defined Contribution

City of Grand Rapids General Retirement System

The General Retirement System was closed to all newly hired Non Represented employees effective July 1, 2011. See # 3 of this section for information on the 401A Defined Contribution plan.

The City of Grand Rapids General Retirement System provides retirement benefits for officers or employees employed in positions other than police officer, police command officer (including the Police Chief and Deputy Police Chief), and firefighters (including the Fire Chief). Employees in the Library and 61st District Court are also participants in the General Retirement System.

The Pension System, as set forth in Article 1, Chapter 7 of Title I of the Code of the City of Grand Rapids, is a "defined benefit" plan based on the factoring of years of credited service times final average salary of the member times a benefit multiplier (currently set at 2.7%) to arrive at the pension amount. A covered officer or employee is required to make a percentage of compensation contribution toward his/her pension. Additional information regarding the Pension Plan, as well as member contribution rates, is available in the above referenced ordinance.

Copies of the ordinance may be obtainable from the City Clerk, or on line through the City's website using the link to the Retirement Systems office. Questions related to the Pension System should be referred to the:

Retirement Systems Office
233 East Fulton, Suite 216
Grand Rapids, Michigan 49503
Telephone: (616) 365-5012

City of Grand Rapids Police and Fire Retirement System

The City of Grand Rapids Police and Fire Retirement System provides retirement benefits for police officers and firefighters.

The Pension System, as set forth in Article 2, Chapter 7 of Title I of the Code of the City of Grand Rapids, is a "defined benefit" plan based on the factoring of years of credited service times final average salary of the member times a benefit multiplier (currently set at 2.7%) to arrive at a pension amount. The Police Chief, Deputy Police Chief, and the Fire Chief are required to make a percentage of compensation contribution toward his/her pension. That amount is currently 10.20% for the Fire Chief, Police Chief and Deputy Police Chief.

Additional information regarding the Pension Plan is available in the above referenced ordinance. Copies of the ordinance may be obtainable from the City Clerk, or on line through the City's website using the link to the Retirement Systems office. Questions related to the Pension System should be referred to the:

Retirement Systems Office
233 East Fulton, Suite 216
Grand Rapids, Michigan 49503
Telephone: (616) 365-5012

401A Defined Contribution Plan

All new hires are enrolled in a 401A Defined Contribution Plan for retirement through MissionSquare Retirement. Participation in this plan is mandatory. Employees shall contribute 6% of their pre-tax wages, and the City shall provide a contribution of 7% of the employee's pre-tax wages each pay period. Contributions begin the first full pay period after passing the initial six (6) month entrance probation with the City. Vesting in the plan requires 5 years of consecutive service with the City as a permanent, full-time employee.

Officer's Option

Officers of the City appointed by the City Commission and Executive level officers and employees (in the 20U pay range and above) participate in a 401A retirement plan through MissionSquare Retirement.

The 401A Plan is a “defined contribution” plan. Benefits are based upon the accumulated cash value of the combined contributions as determined by investments made on behalf of the employee by ICMA. The following outlines the contribution requirements for this plan:

For Officers hired on or after July 1, 2011:

Date of Payment	Employee's Contribution	Employer's Contribution	Vesting Period
After 7/1/2011	6%	6%	None
After 11/1/2022	6%	7%	None

For Officers hired before July 1, 2011:

Date of Payment	Employee's Contribution	Employer's Contribution	Vesting Period
Before 1/1/1990		10.85%	None
1/1/1990 to 12/31/1994	6%	12%	None
1/1/1995 to 12/31/1996	6%	13%	None
1/1/1997 to 8/18/2004	6%	14%	None
8/19/2004 to 9/27/2010	6%	15%	None
9/28/2010 to 6/30/2011	6%-9%	12%	None
11/1/2022	6%-9%	13%	None

Additional information regarding the Officer's Option is available in Article 3, Chapter 7 of Title I of the Code of the City of Grand Rapids, Sections 1.283 through 1.285.

Deferred Compensation

- a) Officers and employees, at their option, may participate in the MissionSquare Retirement 457 Deferred Compensation Plan in addition to participation in either the General Retirement System, Police and Fire Retirement System, or the 401 Defined Contribution Plan. Additional information on these plans is available from the Human Resources Department.

Overtime

1. Employees Eligible for Overtime

The following non-represented classifications are eligible for overtime:

<u>Code Number</u>	<u>Position Title</u>
185U	Administrative Secretary
136	Human Resources Assistant
189	Labor Relations Assistant
182	Legal Secretary I
183	Legal Secretary II
184	Secretary to the City Attorney
187	Secretary to the City Manager
191	Secretary to the Deputy City Manager
188	Secretary to the Mayor

2. Accrual of Overtime

- a. Overtime shall consist of authorized work in excess of forty (40) hours in any scheduled workweek, not including unpaid meal periods. Overtime of less than ten (10) minutes in any workweek shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest half-hour.
- b. All overtime shall be authorized in advance by the employee's supervisor.

3. Method of Compensating for Overtime Work

- a. Overtime shall be paid at one and one-half (1½) times the employee's regular hourly rate.
- b. For the purpose of computing overtime, all hours worked in the work week shall be counted. Employees absent on paid leave (vacation, compensatory time off, sick leave, or jury duty), or on an approved leave of absence without pay or absent without pay shall not have those hours counted toward the forty (40) hour overtime threshold in the workweek.

4. Compensatory Time Off in Lieu of Overtime Pay

- a. At the request of the employee and upon approval of the supervisor an employee may receive compensatory time off in lieu of cash payment for overtime worked. Compensatory time off shall be credited at the rate of one and one-half hours for each overtime hour worked. One half hour of overtime shall equate to forty-five (45) minutes of credited compensatory time off.
- b. No employee shall be allowed to accumulate more than two hundred and forty (240) hours of compensatory time off during the fiscal year in which earned.

- c. Accrued compensatory time off may be paid off during the fiscal year at the rate earned at the request of the employee. In no case may compensatory time off be used or paid off to provide compensation during a period of a disciplinary suspension.
- d. Accrued compensatory time off not utilized by the employee during the fiscal year shall be paid off as soon as administratively possible in July of each calendar year at the rate earned during the prior fiscal year.

Professional Development

Education Reimbursement - (City Commission Policy 600-04)

- a. Non-represented officers and employees are eligible for reimbursement for a maximum of four (4) educational training courses per fiscal year. Advance approval must be obtained from the Human Resources Department Director before the educational course(s) is/are taken in order for officers and employees to be reimbursed for tuition costs. Reimbursement is made following the satisfactory completion of the course(s).
 - 1) Employees must hold a permanent full time appointment , passed his/her entrance probationary period, and have one (1) or more years of continuous service in order to be eligible to participate in the City's educational program.
 - 2) Employees leaving the employ of the City for any reason while participating in the program shall forfeit all rights to reimbursement for tuition costs.
 - 3) Budgetary constraints may limit the amount of funds available.

Training and Support Programs

- a. Training

Training programs are available to non-represented officers and employees through the Human Resources Department. Training programs are developed to increase employee skills and effectiveness to meet on-the-job requirements of the officer's or employee's current appointment.

Human Resources Department staff is available to provide assistance in identifying training needs and coordinating and conducting training programs.

- b. Support Programs

Counseling services to help identify the causes of deteriorating job performance are available to officers and employees through the Human Resources Department. Officers and employees are referred to outside agencies for assistance in problem resolution as appropriate.

Conferences

Depending on the departmental service program, officers or employees may be selected to attend conferences or other functions that contribute to their professional development. A department director may request in his/her budget a professional development allocation to be used at his/her discretion for professional development purposes. The requested allocation may be expended for any professional development purpose unless otherwise restricted by the City Manager at his/her sole discretion.

Promotional Fire Chief, Deputy Fire Chief, Police Chief, and Deputy Police Chief Employee Benefits

Effective November 4, 2015, the following provisions shall apply to those serving in the capacity of Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief if they have been promoted to such position from a unionized position within the Fire or Police Department:

1. SICK LEAVE ACCUMULATION

For any member of the Grand Rapids Command Officers Association (Command unit) who is promoted to the non-represented position of Police Chief or Deputy Police Chief, sick leave shall continue to accrue at the same rate as members of the command unit.

For any member of the Grand Rapids Local 366 of the International Association of Fire Fighters (IAFF) who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, sick leave shall accrue at the same rate as members of the IAFF.

2. CONVERSION OF UNUSED SICK LEAVE TO PENSION CREDITED SERVICE

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, any such employee may convert accumulated sick hours for pension service credit at the same rate as members of the Command Unit.

For any members of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, such employee may convert accumulated sick hours for pension service credit at the same rate as members of the IAFF who do not work 24 hour shifts.

3. HEALTH CARE OPT-OUT (Active Employees & Eligible Dependents)

For any member of the Command unit who is promoted to the position of the Police Chief or Deputy Police Chief, the Insurance Opt Out shall remain at the same level as provided to members of the Command Unit.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Insurance Opt Out shall remain at the same level as provided to members of the IAFF.

4. GROUP RETIREE HEALTH CARE PLAN

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, the Group Retiree Health Care benefits afforded to members of the Command Unit shall apply.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Group Retiree Health Care benefits afforded to members of the IAFF shall apply. If the Fire Chief or Deputy Fire Chief is eligible for Group Retiree Health Care, such benefit shall vest at age 50, provided that 30 years of service have been achieved.

5. MEDICARE SUPPLEMENTAL TRUST FUND

For any member of the Command Unit who is promoted to the position of the Police Chief or Deputy Police Chief, the provisions of Chapter 7, Article 7 of the Pension Code shall apply at the same level as provided to members of the GRPD Command Unit.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the provisions of Chapter 7, Article 7, of the Pension Code shall apply at the same level as provided to members of the IAFF.

6. CITY OF GRAND RAPIDS POLICE AND FIRE RETIREMENT SYSTEM

For any member of the Command Unit who is promoted to the position of the Police Chief or Deputy Police Chief and is a member of the defined benefit Police/Fire Pension System, the Pension benefits afforded to members of the Command Unit shall apply, except that the employee contribution level for the non-represented Chief or Deputy Chief shall be at the same level as the non-represented employees of the General Pension System.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief and is a member of the Police/Fire Pension System, the Pension benefits afforded to members of the IAFF shall apply, except that the employee contribution level for the non-represented Fire Chief and Deputy Fire Chief shall be at the same level as the non-represented employees of the General Pension System.

7. EDUCATION INCENTIVE

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, the Education Incentive benefits afforded to members of the Command Unit, if reinstated, shall apply.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Education Incentive benefits afforded to members of the IAFF shall apply.

8. OUTSIDE HIRES

Any individual appointed to serve as Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief who is hired from outside the organization, and therefore not promoted from a bargaining unit as described in this section, shall receive the compensation and benefits available to non-represented management employees as provided in this Handbook.

9. BARGAINED CHANGES

As provisions of the collective bargaining agreements are amended through the collective bargaining process, such amendments shall apply to those non-represented individuals serving as Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief, provided such individuals were promoted to such non-represented positions from those respective bargaining units.

Miscellaneous

Parking

Access to free parking space in designated areas shall be provided. Non-represented officers and employees working in the government center complex will be provided priority access to parking in the City facility at 300 Monroe NW. In the event this location is closed, temporarily inaccessible, or the daily parking demand is projected to exceed 500 spaces, then parking will be provided for these officers and employees at another lot. Prior notice will be given to the officers and employees under such circumstances. Effective July 1, 2016 the city will provide a payment to employees in the amount of 70% of the employers' cost to voluntarily give up city paid parking in city ramps or lots.

1. Monthly Car Allowance

Effective August 12, 2009, the City shall provide the Deputy City Manager and/or Assistant City Manager with a monthly car allowance in the amount of six hundred and fifty dollars (\$650). Such allowance shall be paid in the first full pay period of each calendar month.

Alternate Fringe Benefits

The City Manager shall be authorized to develop an alternative schedule of fringe benefits, the value of which shall not exceed that of the schedule of benefits specified in this Management Compensation and Fringe Benefits Handbook. It is expressly understood that such alternative benefit schedule shall be in lieu of those benefits identified in this handbook. Such alternative benefit schedule shall be reduced to written form and recorded with the City Clerk's Office containing the appropriate signatures of the City Manager or his/her designee and the officer or employee.

Officers Elected by the City Commission (Under Title II §3 – City Charter; Compiler's §9)

City Manager
City Attorney
City Clerk
City Treasurer

City of Grand Rapids, Michigan
Schedule of Annual Salary Rates
Officers Elected by the City Commission

5% Effective July 1, 2025

	A	B	C	D	E	F	G
City Manager	\$123.8365	\$132.8370	\$141.8377	\$150.8385	\$159.8392	\$168.8403	\$173.9055
01APP	\$257,580	\$276,301	\$295,022	\$313,744	\$332,466	\$351,188	\$361,723
City Attorney	\$94.1642	\$98.1626	\$102.1609	\$106.1591	\$110.1575	\$114.1559	\$117.5806
02APP	\$195,862	\$204,178	\$212,495	\$220,811	\$229,128	\$237,444	\$244,568
City Treasurer	\$62.8558	\$65.8730	\$69.0347	\$72.0194	\$75.9441	\$79.7414	\$82.1336
04APP	\$130,740	\$137,016	\$143,592	\$149,800	\$157,964	\$165,862	\$170,838
City Clerk	\$62.8558	\$65.8730	\$69.0347	\$72.0194	\$75.9441	\$79.7414	\$82.1336
03APP	\$130,740	\$137,016	\$143,592	\$149,800	\$157,964	\$165,862	\$170,838

4% Effective July 1, 2026

	A	B	C	D	E	F	G
City Manager	\$128.7900	\$138.1505	\$147.5112	\$156.8720	\$166.2328	\$175.5939	\$180.8617
01APP	\$267,883	\$287,353	\$306,823	\$326,294	\$345,764	\$365,235	\$376,192
City Attorney	\$97.9308	\$102.0891	\$106.2473	\$110.4055	\$114.5638	\$118.7221	\$122.2838
02APP	\$203,696	\$212,345	\$220,994	\$229,643	\$238,293	\$246,942	\$254,350
City Treasurer	\$65.3700	\$68.5079	\$71.7961	\$74.9002	\$78.9819	\$82.9311	\$85.4189
04APP	\$135,970	\$142,496	\$149,336	\$155,792	\$164,282	\$172,497	\$177,671
City Clerk	\$65.3700	\$68.5079	\$71.7961	\$74.9002	\$78.9819	\$82.9311	\$85.4189
03APP	\$135,970	\$142,496	\$149,336	\$155,792	\$164,282	\$172,497	\$177,671

4% Effective July 1, 2027

	A	B	C	D	E	F	G
City Manager	\$133.9416	\$143.6765	\$153.4116	\$163.1469	\$172.8821	\$182.6177	\$188.0962
01APP	\$278,599	\$298,847	\$319,096	\$339,346	\$359,595	\$379,845	\$391,240
City Attorney	\$101.8480	\$106.1727	\$110.4972	\$114.8217	\$119.1464	\$123.4710	\$127.1752
02APP	\$211,844	\$220,839	\$229,834	\$238,829	\$247,824	\$256,820	\$264,524
City Treasurer	\$67.9848	\$71.2482	\$74.6679	\$77.8962	\$82.1412	\$86.2483	\$88.8357
04APP	\$141,408	\$148,196	\$155,309	\$162,024	\$170,854	\$179,397	\$184,778
City Clerk	\$67.9848	\$71.2482	\$74.6679	\$77.8962	\$82.1412	\$86.2483	\$88.8357
03APP	\$141,408	\$148,196	\$155,309	\$162,024	\$170,854	\$179,397	\$184,778

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the column opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission by resolution.

Non-Represented Assistants Appointed by the City Attorney (Under Title VI §7(g) – City Charter; Compiler’s §93)

Code Number	Position Title	Range Number
683	Assistant City Attorney I	15U
684	Assistant City Attorney II	19U
685	Assistant City Attorney III	22U
727	Director of Legal Affairs	24U

Non-Represented Deputy Appointed by the City Attorney (Under Title VI §8 – City Charter; Compiler’s §94)

Code Number	Position Title	Range Number
686	Deputy City Attorney	26U

Non-Represented Officer Appointed by the City Manager subject to City Commission Approval (Under Title VI §1(c, 4) – City Charter; Compiler’s §87)

Code Number	Position Title	Range Number
616	City Assessor	23U

Non-Represented Officer Appointed by the City Manager (Under Title VI §1(c, 3) – City Charter; Compiler’s §87)

Code Number	Position Title	Range Number
625	City Purchasing Agent	20U

Non-Represented Unclassified Employees Appointed by the City Manager (Under Title VII §2(a, 4) – City Charter; Compiler’s §101)

Code Number	Position Title	Range Number
617	Deputy City Manager	29U
187	Secretary to the City Manager	11U
622U	Administrative Analyst I	11

Non-Represented Classified Employees Appointed by the City Manager (Civil Service –Noncompetitive; Under Title VII §2(d) - City Charter; Compiler’s §101)

Code Number	Classification Title	Range Number
185U	Administrative Executive Assistant	05U
149U	Administrative Aide – Intern	04
641U	Administrative Analyst II	16
683	Assistant City Attorney I	15U
684	Assistant City Attorney II	19U
685	Assistant City Attorney III	22U
623	Assistant City Manager	28U
619	Assistant to the City Manager	14U-21U
134	Assistant Employee Benefits Manager	15U
629	Assistant Human Resources Director	22U
613	Budget Director*	20U
593	Budget Specialist	09U
654	Chief Financial Officer	27U
643	Chief Services Officer*	25U
576	Chief of Staff	23U
573	Chief Sustainability Officer*	20U
616	City Assessor	23U
670	City Engineer	26U
625	City Purchasing Agent	20U

724	Community Development Director*	23U
554	Communications Director	22U
560	Customer Service Director	23U
686	Deputy City Attorney	26U
599	Deputy Chief Financial Officer	23U
617	Deputy City Manager	29U
206U	Deputy Fire Chief	22U
816	Deputy Police Chief	23UF
739	Director of Equity and Engagement	22U
665	Director of Facilities and Fleet Maintenance	23U
630	Director of Human Resources	24U
618	Director of Information Technology	24U
727	Director of Legal Affairs	24U
143	Director of Oversight and Public Accountability	22U
713	Director of Parks and Recreation	23U
373	Director of Public Works*	24U
730	Economic Development Director	23U
135	Employee Benefits Manager	18U
657	Environmental Services Manager	24U
644	Equal Opportunity Director *	22U
184	Executive Assistant to the City Attorney	08U
191	Executive Assistant to the Deputy City Manager	07U
188	Executive Assistant to the Mayor*	07U
177	Executive Assistant to the Police Chief	08U
679	Executive Director – DDA*	21U
675	Facilities Management Director*	21U
801	Fire Chief	27UF
678	Fiscal Services Manager	20U
575	Government and Legislative Affairs Officer	21U
136	Human Resources Assistant	06U
610	Income Tax Administrator	20U
189	Labor Relations Assistant	07U
634	Labor Relations Manager	21U
628	Labor Relations Specialist	17U
182	Legal Assistant I	05U
183	Legal Assistant II	07U
655	Managing Director	25U
601U	Management Services Coordinator	16U
547	Mobile GR Director	23U
553	Mobile GR Manager	21U
668	Motor Equipment Director*	20U
720	Neighborhood Improvement Director*	22U

343	Parking Systems Director*	21U
574	Performance and Sustainability Officer	22U
711	Planning Director	23U
817	Police Chief	28UF
372	Public Services Director	24U
627	Risk Manager	19U
572	Senior Labor Relations Specialist	19U
667	Traffic Safety Director	23U
662	Utilities Director	26U
661	Water System Manager	24U

*Denotes classification not in use at time of publication.

Non-Represented Executive Level Secretaries and Assistants

All employees in the City Manager's Office are considered to be covered by this handbook in order to establish compensation levels and fringe benefits. The secretaries and assistants to the following executive level employees, appointed officials, and elected officials are covered by this handbook:

- Chief Financial Officer
- City Comptroller
- City Manager
- Deputy City Manager
- Director of Human Resources
- Fire Chief
- Mayor
- Police Chief
- City Attorney

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)
Effective July 1, 2025 (5% Wage Increase)

Range No.	A	B	C	D	E	F	G
01U	\$22.0959 \$45,959	\$23.2215 \$48,301	\$24.3846 \$50,720	\$25.5476 \$53,139	\$26.8027 \$55,750	\$28.1874 \$58,630	\$29.0330 \$60,389
02U	\$23.2785 \$48,419	\$24.4441 \$50,844	\$25.6098 \$53,268	\$26.8683 \$55,886	\$28.2560 \$58,773	\$29.6624 \$61,698	\$30.5523 \$63,549
03U	\$24.3846 \$50,720	\$25.5476 \$53,139	\$26.8027 \$55,750	\$28.1874 \$58,630	\$29.5899 \$61,547	\$31.0483 \$64,580	\$31.9797 \$66,518
04U	\$25.5476 \$53,139	\$26.8027 \$55,750	\$28.1874 \$58,630	\$29.5899 \$61,547	\$31.0483 \$64,580	\$32.6914 \$67,998	\$33.6721 \$70,038
05U	\$27.3586 \$56,906	\$28.3139 \$58,893	\$29.4415 \$61,238	\$30.5492 \$63,542	\$31.6766 \$65,887	\$32.8993 \$68,431	\$33.8863 \$70,484
06U	\$26.8027 \$55,750	\$28.1874 \$58,630	\$29.5899 \$61,547	\$31.0483 \$64,580	\$32.6914 \$67,998	\$34.2971 \$71,338	\$35.3260 \$73,478
07U	\$28.1874 \$58,630	\$29.5899 \$61,547	\$31.0483 \$64,580	\$32.6914 \$67,998	\$34.2971 \$71,338	\$35.9769 \$74,832	\$37.0562 \$77,077
08U	\$29.5899 \$61,547	\$31.0483 \$64,580	\$32.6914 \$67,998	\$34.2971 \$71,338	\$35.9769 \$74,832	\$37.7490 \$78,518	\$38.8814 \$80,873
09U	\$31.0483 \$64,580	\$32.6914 \$67,998	\$34.2971 \$71,338	\$35.9769 \$74,832	\$37.7490 \$78,518	\$39.7056 \$82,588	\$40.8968 \$85,065
10U	\$31.2883 \$65,080	\$32.8205 \$68,267	\$34.4445 \$71,645	\$36.1247 \$75,139	\$37.9338 \$78,902	\$39.8533 \$82,895	\$41.0489 \$85,382
11U	\$32.8205 \$68,267	\$34.4445 \$71,645	\$36.1247 \$75,139	\$37.9338 \$78,902	\$39.8533 \$82,895	\$41.8467 \$87,041	\$43.1021 \$89,652
12U	\$34.4445 \$71,645	\$36.1247 \$75,139	\$37.9338 \$78,902	\$39.8533 \$82,895	\$41.8467 \$87,041	\$43.9699 \$91,457	\$45.2890 \$94,201
13U	\$35.7373 \$74,334	\$37.5268 \$78,056	\$39.4254 \$82,005	\$41.3976 \$86,107	\$43.4979 \$90,476	\$45.5984 \$94,845	\$46.9663 \$97,690
14U	\$37.5268 \$78,056	\$39.4254 \$82,005	\$41.3976 \$86,107	\$43.4979 \$90,476	\$45.5984 \$94,845	\$47.9351 \$99,705	\$49.3732 \$102,696

15U	\$39.4254 \$82,005	\$41.3976 \$86,107	\$43.4979 \$90,476	\$45.5984 \$94,845	\$47.9351 \$99,705	\$50.3458 \$104,719	\$51.8562 \$107,861
16U	\$41.3976 \$86,107	\$43.4979 \$90,476	\$45.5984 \$94,845	\$47.9351 \$99,705	\$50.3458 \$104,719	\$52.8841 \$109,999	\$54.4706 \$113,299
17U	\$43.4979 \$90,476	\$45.5984 \$94,845	\$47.9351 \$99,705	\$50.3458 \$104,719	\$52.8841 \$109,999	\$55.5320 \$115,507	\$57.1979 \$118,972
18U	\$45.5984 \$94,845	\$47.9351 \$99,705	\$50.3458 \$104,719	\$52.8841 \$109,999	\$55.5320 \$115,507	\$58.2710 \$121,204	\$60.0192 \$124,840
19U	\$47.9351 \$99,705	\$50.3458 \$104,719	\$52.8841 \$109,999	\$55.5320 \$115,507	\$58.2710 \$121,204	\$61.1746 \$127,243	\$63.0098 \$131,060
20U	\$50.3458 \$104,719	\$52.8841 \$109,999	\$55.5320 \$115,507	\$58.2710 \$121,204	\$61.1746 \$127,243	\$64.2242 \$133,586	\$66.1509 \$137,594
21U	\$52.8841 \$109,999	\$55.5320 \$115,507	\$58.2710 \$121,204	\$61.1746 \$127,243	\$64.2242 \$133,586	\$67.4014 \$140,195	\$69.4235 \$144,401
22U	\$55.5320 \$115,507	\$58.2710 \$121,204	\$61.1746 \$127,243	\$64.2242 \$133,586	\$67.4014 \$140,195	\$70.7982 \$147,260	\$72.9222 \$151,678
ED30	\$55.7724 \$116,007	\$58.5114 \$121,704	\$61.4150 \$127,743	\$64.4646 \$134,086	\$67.6418 \$140,695	\$71.0386 \$147,760	\$73.1626 \$152,178
ED60	\$55.8926 \$116,257	\$58.6316 \$121,954	\$61.5352 \$127,993	\$64.5848 \$134,336	\$67.7620 \$140,945	\$71.1588 \$148,010	\$73.2828 \$152,428
EMT	\$57.7533 \$120,127	\$60.6018 \$126,052	\$63.6215 \$132,333	\$66.7932 \$138,930	\$70.0974 \$145,803	\$73.6302 \$153,151	\$75.8391 \$157,745
EMT30	\$57.9935 \$120,626	\$60.8420 \$126,551	\$63.8617 \$132,832	\$67.0334 \$139,430	\$70.3376 \$146,302	\$73.8704 \$153,650	\$76.0793 \$158,245
EMT60	\$58.1139 \$120,877	\$60.9624 \$126,802	\$63.9821 \$133,083	\$67.1538 \$139,680	\$70.4580 \$146,553	\$73.9908 \$153,901	\$76.1997 \$158,495
22UF	\$56.4499 \$117,416	\$59.2025 \$123,141	\$62.1204 \$129,210	\$65.1849 \$135,585	\$68.3774 \$142,225	\$71.7910 \$149,325	\$73.9448 \$153,805
23U	\$58.2710 \$121,204	\$61.1746 \$127,243	\$64.2242 \$133,586	\$67.4014 \$140,195	\$70.7982 \$147,260	\$74.3040 \$154,552	\$76.5331 \$159,189
23UF	\$59.2025 \$123,141	\$62.1204 \$129,210	\$65.1849 \$135,585	\$68.3774 \$142,225	\$71.7910 \$149,325	\$75.3807 \$156,792	\$77.6420 \$161,495
24U	\$61.1746 \$127,243	\$64.2242 \$133,586	\$67.4014 \$140,195	\$70.7982 \$147,260	\$74.3040 \$154,552	\$78.0294 \$162,301	\$80.3703 \$167,170

25U	\$64.2242	\$67.4014	\$70.7982	\$74.3040	\$78.0294	\$81.9558	\$84.4144
	\$133,586	\$140,195	\$147,260	\$154,552	\$162,301	\$170,468	\$175,582
25UF	\$65.1849	\$68.3774	\$71.7910	\$75.3140	\$79.0577	\$83.0032	\$85.4933
	\$135,585	\$142,225	\$149,325	\$156,653	\$164,440	\$172,647	\$177,826
26U	\$67.4014	\$70.7982	\$74.3040	\$78.0294	\$81.9558	\$86.0643	\$88.6463
	\$140,195	\$147,260	\$154,552	\$162,301	\$170,468	\$179,014	\$184,384
27U	\$70.7982	\$74.3040	\$78.0294	\$81.9558	\$86.0643	\$90.3673	\$93.0783
	\$147,260	\$154,552	\$162,301	\$170,468	\$179,014	\$187,964	\$193,603
27UF	\$71.8524	\$75.6339	\$79.6145	\$83.8049	\$88.2158	\$92.6265	\$95.4053
	\$149,453	\$157,319	\$165,598	\$174,314	\$183,489	\$192,663	\$198,443
ED30	\$72.0928	\$75.8743	\$79.8549	\$84.0453	\$88.4562	\$92.8669	\$95.6457
	\$149,953	\$157,819	\$166,098	\$174,814	\$183,989	\$193,163	\$198,943
ED60	\$72.2130	\$75.9945	\$79.9751	\$84.1655	\$88.5764	\$92.9871	\$95.7659
	\$150,203	\$158,069	\$166,348	\$175,064	\$184,239	\$193,413	\$199,193
EMT	\$74.7265	\$78.6593	\$82.7991	\$87.1571	\$91.7443	\$96.3316	\$99.2215
	\$155,431	\$163,611	\$172,222	\$181,287	\$190,828	\$200,370	\$206,381
EMT30	\$74.9667	\$78.8995	\$83.0393	\$87.3973	\$91.9845	\$96.5718	\$99.4617
	\$155,931	\$164,111	\$172,722	\$181,786	\$191,328	\$200,869	\$206,880
EMT60	\$75.0871	\$79.0199	\$83.1597	\$87.5177	\$92.1049	\$96.6922	\$99.5821
	\$156,181	\$164,361	\$172,972	\$182,037	\$191,578	\$201,120	\$207,131
28U	\$74.3040	\$78.0294	\$81.9558	\$86.0643	\$90.3673	\$94.8859	\$97.7324
	\$154,552	\$162,301	\$170,468	\$179,014	\$187,964	\$197,363	\$203,283
28UF	\$76.8822	\$80.9283	\$85.1874	\$89.6713	\$94.3909	\$99.1103	\$102.0837
	\$159,915	\$168,331	\$177,190	\$186,516	\$196,333	\$206,150	\$212,334
29U	\$78.0294	\$81.9558	\$86.0643	\$90.3673	\$94.8859	\$99.6302	\$102.6191
	\$162,301	\$170,468	\$179,014	\$187,964	\$197,363	\$207,231	\$213,448
30U	\$81.9558	\$86.0643	\$90.3673	\$94.8859	\$99.6302	\$104.6117	\$107.7501
	\$170,468	\$179,014	\$187,964	\$197,363	\$207,231	\$217,592	\$224,120
31U	\$86.0643	\$90.3673	\$94.8859	\$99.6302	\$104.6117	\$109.8423	\$113.1376
	\$179,014	\$187,964	\$197,363	\$207,231	\$217,592	\$228,472	\$235,326
01ACM	A	A2	B	B2	C	C2	
	\$41.3976	\$43.4979	\$45.5984	\$47.9351	\$50.3458	\$52.8841	
	\$86,107	\$90,476	\$94,845	\$99,705	\$104,719	\$109,999	
		D	D2	E	E2	F	G
		\$55.5320	\$58.2710	\$61.1746	\$64.2242	\$67.4014	\$69.4235
		\$115,507	\$121,204	\$127,243	\$133,586	\$140,195	\$144,401
		\$55.5320	\$58.2710	\$61.1746	\$64.2242	\$67.4014	\$69.4235
		\$115,507	\$121,204	\$127,243	\$133,586	\$140,195	\$144,401

04N	\$25.5812 \$53,209	\$26.8287 \$55,804	\$28.2087 \$58,674	\$29.5891 \$61,545	\$31.0639 \$64,613	\$32.6331 \$67,877	\$33.6121 \$69,913
11N	\$34.2592 \$71,259	\$35.9608 \$74,799	\$37.7378 \$78,495	\$39.6665 \$82,506	\$41.6140 \$86,557	\$43.7504 \$91,001	\$45.0629 \$93,731
13N	\$37.7378 \$78,495	\$39.6665 \$82,506	\$41.6140 \$86,557	\$43.7504 \$91,001	\$45.9054 \$95,483	\$48.1933 \$100,242	\$49.6392 \$103,249
16N	\$43.7504 \$91,001	\$45.9053 \$95,483	\$48.1933 \$100,242	\$50.6134 \$105,276	\$53.1277 \$110,506	\$55.7942 \$116,052	\$57.4680 \$119,533

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)

Effective July 1, 2026 (4% Wage Increase)

Range No.	A	B	C	D	E	F	G
01U	\$22.9797 \$47,798	\$24.1504 \$50,233	\$25.3600 \$52,749	\$26.5695 \$55,265	\$27.8748 \$57,980	\$29.3149 \$60,975	\$30.1943 \$62,804
02U	\$24.2096 \$50,356	\$25.4219 \$52,877	\$26.6342 \$55,399	\$27.9430 \$58,122	\$29.3862 \$61,123	\$30.8489 \$64,166	\$31.7744 \$66,091
03U	\$25.3600 \$52,749	\$26.5695 \$55,265	\$27.8748 \$57,980	\$29.3149 \$60,975	\$30.7735 \$64,009	\$32.2902 \$67,164	\$33.2589 \$69,178
04U	\$26.5695 \$55,265	\$27.8748 \$57,980	\$29.3149 \$60,975	\$30.7735 \$64,009	\$32.2902 \$67,164	\$33.9991 \$70,718	\$35.0190 \$72,839
05U	\$28.4529 \$59,182	\$29.4465 \$61,249	\$30.6192 \$63,688	\$31.7712 \$66,084	\$32.9437 \$68,523	\$34.2153 \$71,168	\$35.2418 \$73,303
06U	\$27.8748 \$57,980	\$29.3149 \$60,975	\$30.7735 \$64,009	\$32.2902 \$67,164	\$33.9991 \$70,718	\$35.6690 \$74,191	\$36.7390 \$76,417
07U	\$29.3149 \$60,975	\$30.7735 \$64,009	\$32.2902 \$67,164	\$33.9991 \$70,718	\$35.6690 \$74,191	\$37.4160 \$77,825	\$38.5384 \$80,160
08U	\$30.7735 \$64,009	\$32.2902 \$67,164	\$33.9991 \$70,718	\$35.6690 \$74,191	\$37.4160 \$77,825	\$39.2590 \$81,659	\$40.4367 \$84,108
09U	\$32.2902 \$67,164	\$33.9991 \$70,718	\$35.6690 \$74,191	\$37.4160 \$77,825	\$39.2590 \$81,659	\$41.2938 \$85,891	\$42.5327 \$88,468
10U	\$32.5398 \$67,683	\$34.1333 \$70,997	\$35.8223 \$74,510	\$37.5697 \$78,145	\$39.4512 \$82,058	\$41.4474 \$86,211	\$42.6909 \$88,797

11U	\$34.1333 \$70,997	\$35.8223 \$74,510	\$37.5697 \$78,145	\$39.4512 \$82,058	\$41.4474 \$86,211	\$43.5206 \$90,523	\$44.8262 \$93,238
12U	\$35.8223 \$74,510	\$37.5697 \$78,145	\$39.4512 \$82,058	\$41.4474 \$86,211	\$43.5206 \$90,523	\$45.7287 \$95,116	\$47.1006 \$97,969
13U	\$37.1668 \$77,307	\$39.0279 \$81,178	\$41.0024 \$85,285	\$43.0535 \$89,551	\$45.2378 \$94,095	\$47.4223 \$98,638	\$48.8450 \$101,598
14U	\$39.0279 \$81,178	\$41.0024 \$85,285	\$43.0535 \$89,551	\$45.2378 \$94,095	\$47.4223 \$98,638	\$49.8525 \$103,693	\$51.3481 \$106,804
15U	\$41.0024 \$85,285	\$43.0535 \$89,551	\$45.2378 \$94,095	\$47.4223 \$98,638	\$49.8525 \$103,693	\$52.3596 \$108,908	\$53.9304 \$112,175
16U	\$43.0535 \$89,551	\$45.2378 \$94,095	\$47.4223 \$98,638	\$49.8525 \$103,693	\$52.3596 \$108,908	\$54.9995 \$114,399	\$56.6494 \$117,831
17U	\$45.2378 \$94,095	\$47.4223 \$98,638	\$49.8525 \$103,693	\$52.3596 \$108,908	\$54.9995 \$114,399	\$57.7533 \$120,127	\$59.4858 \$123,730
18U	\$47.4223 \$98,638	\$49.8525 \$103,693	\$52.3596 \$108,908	\$54.9995 \$114,399	\$57.7533 \$120,127	\$60.6018 \$126,052	\$62.4200 \$129,834
19U	\$49.8525 \$103,693	\$52.3596 \$108,908	\$54.9995 \$114,399	\$57.7533 \$120,127	\$60.6018 \$126,052	\$63.6216 \$132,333	\$65.5302 \$136,303
20U	\$52.3596 \$108,908	\$54.9995 \$114,399	\$57.7533 \$120,127	\$60.6018 \$126,052	\$63.6216 \$132,333	\$66.7932 \$138,930	\$68.7969 \$143,098
21U	\$54.9995 \$114,399	\$57.7533 \$120,127	\$60.6018 \$126,052	\$63.6216 \$132,333	\$66.7932 \$138,930	\$70.0975 \$145,803	\$72.2004 \$150,177
22U	\$57.7533 \$120,127	\$60.6018 \$126,052	\$63.6216 \$132,333	\$66.7932 \$138,930	\$70.0975 \$145,803	\$73.6301 \$153,151	\$75.8391 \$157,745
ED30	\$57.9937 \$120,627	\$60.8422 \$126,552	\$63.8620 \$132,833	\$67.0336 \$139,430	\$70.3379 \$146,303	\$73.8705 \$153,651	\$76.0795 \$158,245
ED60	\$58.1139 \$120,877	\$60.9624 \$126,802	\$63.9822 \$133,083	\$67.1538 \$139,680	\$70.4581 \$146,553	\$73.9907 \$153,901	\$76.1997 \$158,495
EMT	\$60.0634 \$124,932	\$63.0259 \$131,094	\$66.1664 \$137,626	\$69.4649 \$144,487	\$72.9013 \$151,635	\$76.5754 \$159,277	\$78.8727 \$164,055
EMT30	\$60.3036 \$125,432	\$63.2661 \$131,593	\$66.4066 \$138,126	\$69.7051 \$144,987	\$73.1415 \$152,134	\$76.8156 \$159,776	\$79.1129 \$164,555
EMT60	\$60.4240 \$125,682	\$63.3865 \$131,844	\$66.5270 \$138,376	\$69.8255 \$145,237	\$73.2619 \$152,385	\$76.9360 \$160,027	\$79.2333 \$164,805
22UF	\$58.7079 \$122,112	\$61.5706 \$128,067	\$64.6052 \$134,379	\$67.7923 \$141,008	\$71.1125 \$147,914	\$74.6626 \$155,298	\$76.9026 \$159,957

23U	\$60.6018	\$63.6216	\$66.7932	\$70.0975	\$73.6301	\$77.2762	\$79.5944
	\$126,052	\$132,333	\$138,930	\$145,803	\$153,151	\$160,734	\$165,556
23UF	\$61.5706	\$64.6052	\$67.7923	\$71.1125	\$74.6626	\$78.3959	\$80.7477
	\$128,067	\$134,379	\$141,008	\$147,914	\$155,298	\$163,064	\$167,955
24U	\$63.6216	\$66.7932	\$70.0975	\$73.6301	\$77.2762	\$81.1506	\$83.5851
	\$132,333	\$138,930	\$145,803	\$153,151	\$160,734	\$168,793	\$173,857
25U	\$66.7932	\$70.0975	\$73.6301	\$77.2762	\$81.1506	\$85.2340	\$87.7910
	\$138,930	\$145,803	\$153,151	\$160,734	\$168,793	\$177,287	\$182,605
25UF	\$67.7923	\$71.1125	\$74.6626	\$78.3266	\$82.2200	\$86.3233	\$88.9130
	\$141,008	\$147,914	\$155,298	\$162,919	\$171,018	\$179,553	\$184,939
26U	\$70.0975	\$73.6301	\$77.2762	\$81.1506	\$85.2340	\$89.5069	\$92.1922
	\$145,803	\$153,151	\$160,734	\$168,793	\$177,287	\$186,174	\$191,760
27U	\$73.6301	\$77.2762	\$81.1506	\$85.2340	\$89.5069	\$93.9820	\$96.8014
	\$153,151	\$160,734	\$168,793	\$177,287	\$186,174	\$195,483	\$201,347
27UF	\$74.7265	\$78.6593	\$82.7991	\$87.1571	\$91.7444	\$96.3316	\$99.2215
	\$155,431	\$163,611	\$172,222	\$181,287	\$190,828	\$200,370	\$206,381
ED30	\$74.9669	\$78.8997	\$83.0395	\$87.3975	\$91.9848	\$96.5720	\$99.4619
	\$155,931	\$164,111	\$172,722	\$181,787	\$191,328	\$200,870	\$206,881
ED60	\$75.0871	\$79.0199	\$83.1597	\$87.5177	\$92.1050	\$96.6922	\$99.5821
	\$156,181	\$164,361	\$172,972	\$182,037	\$191,578	\$201,120	\$207,131
EMT	\$77.715	\$81.805	\$86.111	\$90.643	\$95.414	\$100.184	\$103.190
	\$161,648	\$170,156	\$179,111	\$188,538	\$198,461	\$208,385	\$214,636
EMT30	\$77.955	\$82.045	\$86.351	\$90.883	\$95.654	\$100.425	\$103.430
	\$162,148	\$170,655	\$179,611	\$189,038	\$198,961	\$208,884	\$215,136
EMT60	\$78.076	\$82.166	\$86.471	\$91.004	\$95.774	\$100.545	\$103.551
	\$162,398	\$170,906	\$179,861	\$189,288	\$199,211	\$209,135	\$215,386
28U	\$77.276	\$81.150	\$85.234	\$89.506	\$93.982	\$98.681	\$101.641
	\$160,734	\$168,793	\$177,287	\$186,174	\$195,483	\$205,257	\$211,415
28UF	\$79.957	\$84.165	\$88.594	\$93.258	\$98.166	\$103.074	\$106.167
	\$166,312	\$175,064	\$184,277	\$193,977	\$204,186	\$214,395	\$220,827
29U	\$81.150	\$85.234	\$89.506	\$93.982	\$98.681	\$103.615	\$106.723
	\$168,793	\$177,287	\$186,174	\$195,483	\$205,257	\$215,520	\$221,986
30U	\$27.429	\$28.737	\$30.149	\$31.707	\$33.284	\$34.925	\$35.972
	\$57,053	\$59,774	\$62,711	\$65,951	\$69,232	\$72,644	\$74,824

31U	\$89.506 \$186,174	\$93.982 \$195,483	\$98.681 \$205,257	\$103.615 \$215,520	\$108.796 \$226,296	\$114.236 \$237,611	\$117.663 \$244,739
01ACM	A \$43.0535 \$89,551	A2 \$45.2378 \$94,095	B \$47.4223 \$98,638	B2 \$49.8525 \$103,693	C \$52.3596 \$108,908	C2 \$54.9995 \$114,399	
		D \$57.7533 \$120,127	D2 \$60.6018 \$126,052	E \$63.6216 \$132,333	E2 \$66.7932 \$138,930	F \$70.0975 \$145,803	G \$72.2004 \$150,177
04N	\$26.6044 \$55,337	\$27.9018 \$58,036	\$29.3370 \$61,021	\$30.7727 \$64,007	\$32.3065 \$67,197	\$33.9384 \$70,592	\$34.9566 \$72,710
11N	\$35.6296 \$74,110	\$37.3992 \$77,790	\$39.2473 \$81,634	\$41.2532 \$85,807	\$43.2786 \$90,019	\$45.5004 \$94,641	\$46.8654 \$97,480
13N	\$39.2473 \$81,634	\$41.2532 \$85,807	\$43.2786 \$90,019	\$45.5004 \$94,641	\$47.7416 \$99,303	\$50.1210 \$104,252	\$51.6248 \$107,380
16N	\$45.5004 \$94,641	\$47.7415 \$99,302	\$50.1210 \$104,252	\$52.6379 \$109,487	\$55.2528 \$114,926	\$58.0260 \$120,694	\$59.7667 \$124,315

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)

Effective July 1, 2027 (4% Wage Increase)

Range No.	A	B	C	D	E	F	G
01U	\$23.898 \$49,710	\$25.116 \$52,242	\$26.374 \$54,859	\$27.632 \$57,475	\$28.989 \$60,299	\$30.487 \$63,414	\$31.402 \$65,316
02U	\$25.178 \$52,370	\$26.438 \$54,993	\$27.699 \$57,615	\$29.060 \$60,446	\$30.561 \$63,568	\$32.082 \$66,732	\$33.045 \$68,734
03U	\$26.374 \$54,859	\$27.632 \$57,475	\$28.989 \$60,299	\$30.487 \$63,414	\$32.004 \$66,569	\$33.581 \$69,850	\$34.589 \$71,946
04U	\$27.632 \$57,475	\$28.989 \$60,299	\$30.487 \$63,414	\$32.004 \$66,569	\$33.581 \$69,850	\$35.359 \$73,547	\$36.419 \$75,753
05U	\$29.591 \$61,549	\$30.624 \$63,699	\$31.844 \$66,235	\$33.042 \$68,727	\$34.261 \$71,264	\$35.583 \$74,015	\$36.651 \$76,235
06U	\$28.989 \$60,299	\$30.487 \$63,414	\$32.004 \$66,569	\$33.581 \$69,850	\$35.359 \$73,547	\$37.095 \$77,159	\$38.208 \$79,474
07U	\$30.487 \$63,414	\$32.004 \$66,569	\$33.581 \$69,850	\$35.359 \$73,547	\$37.095 \$77,159	\$38.912 \$80,938	\$40.079 \$83,366

08U	\$32.004 \$66,569	\$33.581 \$69,850	\$35.359 \$73,547	\$37.095 \$77,159	\$38.912 \$80,938	\$40.829 \$84,925	\$42.054 \$87,473
09U	\$33.581 \$69,850	\$35.359 \$73,547	\$37.095 \$77,159	\$38.912 \$80,938	\$40.829 \$84,925	\$42.945 \$89,327	\$44.234 \$92,007
10U	\$33.841 \$70,390	\$35.498 \$73,837	\$37.255 \$77,491	\$39.072 \$81,271	\$41.029 \$85,341	\$43.105 \$89,659	\$44.3985 \$92,349
11U	\$35.498 \$73,837	\$37.255 \$77,491	\$39.072 \$81,271	\$41.029 \$85,341	\$43.105 \$89,659	\$45.261 \$94,144	\$46.619 \$96,968
12U	\$37.255 \$77,491	\$39.072 \$81,271	\$41.029 \$85,341	\$43.1053 \$89,659	\$45.261 \$94,144	\$47.557 \$98,920	\$48.984 \$101,888
13U	\$38.653 \$80,399	\$40.589 \$84,425	\$42.642 \$88,696	\$44.775 \$93,133	\$47.047 \$97,858	\$49.319 \$102,584	\$50.798 \$105,662
14U	\$40.589 \$84,425	\$42.642 \$88,696	\$44.775 \$93,133	\$47.047 \$97,858	\$49.319 \$102,584	\$51.846 \$107,841	\$53.402 \$111,076
15U	\$42.642 \$88,696	\$44.775 \$93,133	\$47.047 \$97,858	\$49.319 \$102,584	\$51.846 \$107,841	\$54.454 \$113,264	\$56.087 \$116,662
16U	\$44.775 \$93,133	\$47.047 \$97,858	\$49.319 \$102,584	\$51.846 \$107,841	\$54.454 \$113,264	\$57.199 \$118,975	\$58.9154 \$122,544
17U	\$47.047 \$97,858	\$49.319 \$102,58	\$51.846 \$107,841	\$54.454 \$113,264	\$57.199 \$118,975	\$60.063 \$124,932	\$61.865 \$128,680
18U	\$49.319 \$102,584	\$51.846 \$107,841	\$54.454 \$113,264	\$57.199 \$118,975	\$60.063 \$124,932	\$63.025 \$131,094	\$64.916 \$135,027
19U	\$51.846 \$107,841	\$54.454 \$113,264	\$57.199 \$118,975	\$60.063 \$124,932	\$63.025 \$131,094	\$66.166 \$137,626	\$68.151 \$141,755
20U	\$54.454 \$113,264	\$57.199 \$118,975	\$60.063 \$124,932	\$63.025 \$131,094	\$66.166 \$137,626	\$69.464 \$144,487	\$71.548 \$148,821
21U	\$57.199 \$118,975	\$60.063 \$124,932	\$63.025 \$131,094	\$66.166 \$137,626	\$69.464 \$144,487	\$72.901 \$151,635	\$75.088 \$156,184
22U	\$60.063 \$124,932	\$63.025 \$131,094	\$66.166 \$137,626	\$69.464 \$144,487	\$72.901 \$151,635	\$76.575 \$159,277	\$78.872 \$164,055
ED30	\$60.303 \$125,432	\$63.266 \$131,594	\$66.406 \$138,126	\$69.705 \$144,987	\$73.141 \$152,135	\$76.815 \$159,777	\$79.113 \$164,555
ED60	\$60.424	\$63.386	\$66.527	\$69.825	\$73.262	\$76.935	\$79.233

EMT	\$125,682	\$131,844	\$138,376	\$145,237	\$152,385	\$160,027	\$164,805
	\$62.4659	\$65.5469	\$68.8131	\$72.2435	\$75.8174	\$79.6384	\$82.0276
EMT30	\$129,929	\$136,338	\$143,131	\$150,266	\$157,700	\$165,648	\$170,617
	\$62.7061	\$65.7871	\$69.0533	\$72.4837	\$76.0576	\$79.8786	\$82.2678
EMT60	\$130,429	\$136,837	\$143,631	\$150,766	\$158,200	\$166,148	\$171,117
	\$62.8265	\$65.9075	\$69.1737	\$72.6041	\$76.1780	\$79.9990	\$82.3882
	\$130,679	\$137,088	\$143,881	\$151,017	\$158,450	\$166,398	\$171,367
22UF	\$61.056	\$64.033	\$67.189	\$70.504	\$73.957	\$77.649	\$79.978
	\$126,997	\$133,190	\$139,754	\$146,648	\$153,831	\$161,510	\$166,356
23U	\$63.025	\$66.166	\$69.464	\$72.901	\$76.575	\$80.367	\$82.778
	\$131,094	\$137,626	\$144,487	\$151,635	\$159,277	\$167,164	\$172,179
23UF	\$64.033	\$67.189	\$70.504	\$73.957	\$77.649	\$81.531	\$83.977
	\$133,190	\$139,754	\$146,648	\$153,831	\$161,510	\$169,586	\$174,673
24U	\$66.166	\$69.464	\$72.901	\$76.575	\$80.367	\$84.396	\$86.928
	\$137,626	\$144,487	\$151,635	\$159,277	\$167,164	\$175,545	\$180,811
25U	\$69.464	\$72.901	\$76.575	\$80.367	\$84.396	\$88.643	\$91.302
	\$144,487	\$151,635	\$159,277	\$167,164	\$175,545	\$184,378	\$189,909
25UF	\$70.504	\$73.957	\$77.649	\$81.459	\$85.508	\$89.776	\$92.469
	\$146,648	\$153,831	\$161,510	\$169,436	\$177,858	\$186,735	\$192,337
26U	\$72.901	\$76.575	\$80.367	\$84.396	\$88.643	\$93.087	\$95.879
	\$151,635	\$159,277	\$167,164	\$175,545	\$184,378	\$193,621	\$199,430
27U	\$76.575	\$80.367	\$84.396	\$88.643	\$93.087	\$97.741	\$100.673
	\$159,277	\$167,164	\$175,545	\$184,378	\$193,621	\$203,302	\$209,401
27UF	\$77.715	\$81.805	\$86.111	\$90.643	\$95.414	\$100.184	\$103.190
	\$161,648	\$170,156	\$179,111	\$188,538	\$198,461	\$208,385	\$214,636
ED30	\$77.956	\$82.046	\$86.351	\$90.883	\$95.654	\$100.425	\$103.430
	\$162,148	\$170,656	\$179,611	\$189,038	\$198,962	\$208,885	\$215,136
ED60	\$78.0762	\$82.1663	\$86.4717	\$91.0040	\$95.7748	\$100.545	\$103.551
	\$162,398	\$170,906	\$179,861	\$189,288	\$199,212	\$209,135	\$215,386
EMT	\$80.8242	\$85.0779	\$89.5555	\$94.2691	\$99.2307	\$104.192	\$107.318
	\$168,114	\$176,962	\$186,276	\$196,080	\$206,400	\$216,720	\$223,221
EMT30	\$81.0644	\$85.3181	\$89.7957	\$94.5093	\$99.4709	\$104.432	\$107.558
	\$168,614	\$177,462	\$186,775	\$196,579	\$206,899	\$217,220	\$223,721
EMT60	\$81.1848	\$85.4385	\$89.9161	\$94.6297	\$99.5913	\$104.552	\$107.678
	\$168,864	\$177,712	\$187,026	\$196,830	\$207,150	\$217,470	\$223,972
28U	\$80.3672	\$84.3966	\$88.6434	\$93.0872	\$97.7413	\$102.628	\$105.707
	\$167,164	\$175,545	\$184,378	\$193,621	\$203,302	\$213,467	\$219,871

28UF	\$83.1558 \$172,964	\$87.5320 \$182,067	\$92.1387 \$191,648	\$96.9885 \$201,736	\$102.093 \$212,354	\$107.197 \$222,971	\$110.413 \$229,660
29U	\$84.3966 \$175,545	\$88.6434 \$184,378	\$93.0872 \$193,621	\$97.7413 \$203,302	\$102.628 \$213,467	\$107.760 \$224,141	\$110.992 \$230,865
30U	\$88.6434 \$184,378	\$93.0872 \$193,621	\$97.7413 \$203,302	\$102.628 \$213,467	\$107.760 \$224,141	\$113.148 \$235,348	\$116.542 \$242,408
31U	\$93.087 \$193,621	\$97.741 \$203,302	\$102.628 \$213,467	\$107.760 \$224,141	\$113.148 \$235,348	\$118.805 \$247,115	\$122.369 \$254,529
01ACM	A \$44.7756 \$93,133	A2 \$47.0473 \$97,858	B \$49.3192 \$102,584	B2 \$51.8466 \$107,841	C \$54.4540 \$113,264	C2 \$57.1995 \$118,975	
		D \$60.0634 \$124,932	D2 \$63.0259 \$131,094	E \$66.1665 \$137,626	E2 \$69.4649 \$144,487	F \$72.9014 \$151,635	G \$75.0884 \$156,184
04N	\$27.6686 \$57,551	\$29.0179 \$60,357	\$30.5105 \$63,462	\$32.0036 \$66,568	\$33.5988 \$69,885	\$35.2959 \$73,416	\$36.3549 \$75,618
11N	\$37.0548 \$77,074	\$38.8952 \$80,902	\$40.8172 \$84,900	\$42.9033 \$89,239	\$45.0097 \$93,620	\$47.3204 \$98,426	\$48.7400 \$101,379
13N	\$40.8172 \$84,900	\$42.9033 \$89,239	\$45.0097 \$93,620	\$47.3204 \$98,426	\$49.6513 \$103,275	\$52.1258 \$108,422	\$53.6898 \$111,675
16N	\$47.3204 \$98,426	\$49.6512 \$103,274	\$52.1258 \$108,422	\$54.7434 \$113,866	\$57.4629 \$119,523	\$60.3470 \$125,522	\$62.1574 \$129,287