

RESOLUTION NO. 4939-2025

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ESTABLISHING A COMPENSATION PLAN AND TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT MID-MANAGEMENT CLASSIFICATIONS

WHEREAS, it is the desire of the Fort Bragg City Council to provide an adequate level of compensation and to enumerate benefits and conditions of employment for exempt Mid-Management classifications; and

WHEREAS, all exempt Mid-Management classifications covered by this Resolution are those identified in the City's adopted Master Compensation Schedule as approved by the City Council; and

WHEREAS, all classifications covered by this Resolution are exempt from overtime under Fair Labor Standards Act section 13(a)(1) and are part of the Personnel Merit System; and

WHEREAS, the City recognizes the importance of transparency and collaboration, the City agrees to provide Mid-Management employees with a minimum of thirty (30) days to review and provide input on any proposed changes to their resolution or compensation plan prior to City Council consideration;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby establish a compensation plan, terms and conditions of employment for exempt Mid-Management classifications as follows:

SECTION 1.0 SALARY COMPENSATION

1.1 SALARY SCHEDULE FOR EXEMPT MID-MANAGEMENT CLASSIFICATIONS

The salary ranges established for exempt Mid-Management classifications incorporate the cost of living adjustments as follows:

- Commencing July 1, 2025, all classifications except the Broadband Manager covered by this agreement shall receive a 6% cost-of-living adjustment effective the first full pay period in July 2025. For the Police Mid-Management classifications, the COLA will be effective January 1, 2026, in advance of the completion of Salary Survey 672.
- Commencing July 1, 2026, all classifications except the Broadband Manager covered by this agreement shall receive a 5% cost-of-living adjustment effective the first full pay period in July 2026. For the Police Mid-Management classifications, the COLA will be effective January 1, 2027, in advance of the completion of Salary Survey 672.
- Commencing July 1, 2027, all classifications covered by this agreement shall receive a 3% cost-of-living adjustment effective the first full pay period in July 2027. For the Police Mid-Management classifications, the COLA will be effective January 1, 2028, in advance of the completion of Salary Survey 672.
- Commencing July 1, 2028, all classifications covered by this agreement shall receive a 3% cost-of-living adjustment effective the first full pay period in July 2028. For the Police

Mid-Management classifications, the COLA will be effective January 1, 2029, in advance of the completion of Salary Survey 672.

Salary Compaction: Issues related to salary compaction may be addressed by the City Manager or their designee.

Classifications designated Confidential/Non-Bargaining

Assistant Director – Engineering Division

Assistant Finance Director

Broadband Manager

City Clerk – CMC Certified

Construction Project Manager

Captain – Special Ops

Commander – Field Ops

C.V. Starr Manager

Economic Development Manager

Human Resources Manager

Operations Manager – Public Works

Senior Government Accountant

Senior Planner

Information Technology Manager

1.2 LONGEVITY PAY

Effective the first full pay period in July 2025, employees shall be eligible to receive longevity pay as set forth herein upon the satisfactory completion of a minimum of five (5) continual years of service. The effective date of a longevity pay increase shall be the beginning of the pay period following the date of eligibility. Any employee shall receive such pay in addition to their basic rate of pay in accordance with the following schedule:

<u>Years of Service</u>	<u>Pay Rate</u>
5 Years	1%
10 Years	1%
15 Years	1%
20 Years	1%

- B. Longevity Pay is capped at no more than four percent (4%) of the base rate of pay. The City will comply with the California Code of Regulations (CCR) Section 571(b) for Classic Members and Section 571.1(a) for PEPPRA members when reporting.

1.3 INITIATIVE MEASURED, ORDINANCE 672

- A. The salary provisions of Initiative Measure D, Ordinance 672 as adopted by the voters on November 4, 1986, are hereby recognized as the basic policy document governing the

salary of the Mid-Management, sworn peace officer employees covered in this resolution.

- B. The salary adjustments as provided for in Ordinance 672 shall be implemented as soon as possible after January 1 of each year.

1.4 TEMPORARY ASSIGNMENT PAY FOR WORKING IN A HIGHER CLASSIFICATION

When a Mid-Management employee is assigned to perform all of the duties of a Department head for a period in excess of three (3) working days, said employee shall receive compensation equal to step 1 of the so assigned Department head compensation schedule for the period of such assignment.

Such assignments must be made by the employee's supervisor or the City Manager and must be documented in writing prior to the actual absence of the Department head and shall be approved by the City Manager prior to the absence of the Department head unless the absence is due to an unanticipated or unexpected absence.

Temporary assignment pay shall not apply to any paid leave time (e.g. sick leave, vacation, holiday, management leave) taken during the temporary assignment.

1.5 BILINGUAL INCENTIVE PAY

- A. Any Mid-Management employee whose duty assignments require regular and frequent use of bilingual language skills shall receive bilingual pay. The determination of whether the employee's duty assignments require regular and frequent use of bilingual skills shall be made by the City Manager. The employee shall retain such bilingual designation throughout the duration of the employee's assignment. When a regular Mid-Management employee is assigned to duties requiring regular and frequent use of bilingual language skills, they shall receive \$80.00 per pay period. When a regular Part-Time Mid-Management employee is assigned to bilingual duties, the bilingual allowance shall be prorated and paid on the same basis that the part-time position is filled and compensated. The scheduled increases, during the life of the Agreement as identified above, shall also be prorated.
- B. As used in this section, the phrase "regular and frequent" means that the employee's duty assignments normally require the employee to use bilingual skills at least once each working day, or at least five (5) times each work week. An employee's ability to read, write, or speak a foreign language, and/or occasional incidental use of foreign language skills on the job shall not warrant a bilingual allowance.
- C. Employees must pass a fluency test as required by the City in order to be eligible for bilingual incentive pay. The fluency test will be administered by the Human Resources Office or its designee. All Mid-Management classifications are eligible for bilingual incentive pay.

EDUCATIONAL INCENTIVE PAY

- A. Effective upon adoption of this Resolution, full-time, non-probationary employees covered under this Agreement shall be eligible to receive a one-time, non-pensionable educational incentive payment for qualifying degrees earned, subject to the conditions outlined below.

B. An employee who has been awarded a Bachelor of Arts or Science degree (or who has completed 120 college semester units or the equivalent in quarter units) from an accredited institution shall be eligible to receive a one-time payment of \$2,000.00, upon submission of satisfactory documentation.

C. An employee who has been awarded a Master's degree (or who has completed 45 semester units or the equivalent in quarter units in a Master's program) from an accredited institution shall be eligible to receive a one-time payment of \$3,000.00, upon submission of satisfactory documentation.

D. Degrees or coursework may be in any field of study; however, the City reserves the right to verify the authenticity of degrees and determine equivalency in cases involving international or non-traditional institutions.

E. Employees who earn a qualifying degree on or after the effective date of this Resolution shall be eligible for the incentive payment, provided documentation is submitted within 30 calendar days of the date the degree is awarded. Submissions beyond this period may be denied at the City's discretion.

F. Employees who already possess a qualifying degree at the time of hire or at the time this Resolution is adopted shall not be eligible for retroactive payment under this section. This program applies only moving forward for degrees earned on or after the effective date of this Resolution.

G. Employees may receive only one incentive payment per degree level (i.e., one for a Bachelor's degree and/or one for a Master's degree). No payment shall be made for duplicate or previously compensated degrees.

H. All incentive payments are subject to applicable taxes and are not considered base salary for purposes of retirement or other benefit calculations.

I. The City reserves the right to audit educational records and to recover payments issued in error or based on falsified, incomplete, or inaccurate information.

1.7 DISASTER PAY

All employees are Disaster Service Workers. In the event of a FEMA-reimbursable emergency, exempt employees shall be compensated with Disaster Overtime Pay. Disaster Overtime Pay applies for hours actually worked in excess of eighty eight (88) hours a pay period on activities related to the Emergency Operations Center (EOC), disaster management, and recovery. Disaster Overtime Pay shall be at the rate of time and one-half of the employee's base hourly rate.

Exempt employees rendering aid to assist with disaster response efforts in other jurisdictions shall be compensated Disaster Overtime Pay at the rate of time and one-half. Disaster Overtime Pay shall be paid within a reasonable time to allow processing and shall not be withheld until settlement of claims reimbursement.

Disaster Overtime Pay is subject to CalPERS and applicable State and Federal tax rates.

SECTION 2.0 LEAVES OF ABSENCE (PAID AND UNPAID)

2.1 MANAGEMENT LEAVE

Each exempt Mid-Management employee shall receive 10 days (80 hours) of Management Leave annually accrued in total as of January 1. Management Leave for exempt Mid-Management employees hired after January 1 will be prorated.

If the leave is not used by December 31 of each year, the unused balance will not carry forward unless approval by the City Manager is requested and received before December 31. The City Manager may authorize a carry-over of unused balance for up to 90 days past December 31. Any unused leave not taken within the 90-day extension period will be lost. Management Leave must be taken as time off and is not compensable upon termination.

2.2 VACATION LEAVE

- A. Accrual: All full-time exempt Mid-Management employees covered by this resolution shall accrue vacation as follows:
- 88 hours annually for 1 to 3 years of service (i.e. 0-36 months).
 - 120 hours annually for 4 to 9 years of service (i.e. 37-120 months).
 - 160 hours annually for 10 to 14 years of service (i.e. 121-180 months).
 - 200 hours annually for 15 or more years of service (i.e. 180+ months).
- B. Accumulation: Employees may accumulate vacation as follows:
- A maximum of 240 hours for 1 to 9 years of service (i.e. 0-120 months).
 - A maximum of 320 hours for 10 to 14 years of service (i.e. 121-180 months).
 - A maximum of 360 hours for 15 or more years of service (i.e. 180+ months).
- The City Manager may authorize additional accumulation of vacation hours in situations where vacation time cannot be authorized due to work demands.
- C. Use: Vacation leave may be taken as it accrues. Accrued vacation time may be used, at a minimum, in blocks of one (1) hour or more. The date of vacation may be selected by the employee, but shall be approved by the Department Head, who shall consider the wishes of the employee and the needs of the Department.
- D. Vacation Buy-Back: Once during each fiscal year may cash in a maximum of 40 hours of vacation leave. At the time the cash-in option is exercised, the employee must retain a minimum of 40 hours of vacation leave. Cash-in requests must be made in writing to the City Manager.

2.3 HOLIDAYS

- A. All exempt Mid-management employees shall receive 13 designated paid holidays per year and one floating holidays per year to be observed during each fiscal year (July 1- June 30). Specified holidays are as follows:
- January 1 (New Year's Day)
 - 3rd Monday in January (Martin Luther King Jr. Day)
 - 3rd Monday in February (Presidents Day)
 - Last Monday in May (Memorial Day)

June 19th (Juneteenth)
July 4 (Independence Day)
1st Monday in September (Labor Day)
2nd Monday in October (Indigenous Peoples' Day)
November 11 (Veterans Day)
4th Thursday in November (Thanksgiving)
Friday after Thanksgiving
December 24 (Christmas Eve)
December 25 (Christmas Day)

In addition, any day proclaimed by the Governor and recognized by the City Council as a public holiday, day of mourning, or day of thanksgiving shall be provided as a holiday.

- B. One "floating holidays" may be taken as time off only, with advanced approval by the Department Head or City Manager, and scheduled with due regard to the wishes of the employee and the convenience of the City. Floating holidays, defined as eight hours, may not be carried forward from one fiscal year to the next and must be used no later than the last regularly scheduled pay date prior to June 30th of each fiscal year. Unused floating holidays are deemed to be lost, if not used, at the end of each fiscal year or upon termination of employment. A new employee hired after January 1st in any fiscal year shall be entitled to not more than half of the applicable floating holiday entitlement for the balance of the fiscal year. Floating holiday time may not be exchanged for actual compensation under any circumstances.
- C. Holiday Leave shall be administered as provided for in Section 15.2.10 of the City of Fort Bragg Personnel Rules and Regulations.

2.4 SICK LEAVE AND FAMILY AND MEDICAL LEAVE

- A. Accrual: All exempt at-will executive employees shall accrue sick leave at a rate of eight (8) hours per month beginning at the commencement of employment and sick leave may be accrued with no maximum limit.
- B. Personal Use: Sick leave may be used as it is accrued. It is to be used for illness or injury and may not be used to supplement days off.
- C. Family Care Use: Accrued sick leave may be used for care of the current spouse/domestic partner, children, siblings and parents (be they natural, adoptive, step or foster of the employee or their current spouse, if employee is married), grandparent or grandchild. It is further provided that an additional forty hours of accrued sick leave per calendar year may be used for such care in unusual or emergency cases with the approval of the City Manager.
- D. Documentation: Employees must follow departmental policies for requesting/documenting use of sick leave and a physician's certification may be required at the discretion of the City Manager for absences of three consecutive work days or more.
- E. Conversion:
 - 1. Sick leave accrued in excess of eight hundred (800) hours may be converted to vacation on the basis of three (3) hours of vacation time for each ten (10) hours of sick leave accrued and converted.
 - 2. Up to 25% of sick leave accrued in excess of one thousand (1,000) hours may be converted to vacation on the basis of one (1) hour of vacation time for each one (1) hour

of sick leave accrued and converted.

3. Conversions may be made once in each calendar year, and must be approved by the City Manager before December 31.
 4. Eligibility: To be eligible an employee must be a regular full time employee at the time of the request.
 5. No conversion of sick leave shall be allowed for any employee who is discharged for cause.
- F. Transfer: An employee may transfer accrued sick leave to another employee in cases of emergency, subject to review and approval by the City Manager pursuant to Section 18 of the Personnel Rules and Regulations.
- G. Compensation on Separation: Upon separation after two or more years of service, an employee shall be paid for 30% of unused accrued sick leave. Such compensation is not applicable if an employee is discharged for cause.
- H. Family and Medical Leave: Executive employees shall be entitled to leave as provided for in the Family and Medical Leave Act (FMLA) of 1993 and the California Family Rights Act (CFRA) as per Section 16 of the Personnel Rules and Regulations.
- I. Fitness for Duty Examinations: City will pay mileage for personal car use to and from the out-of-town location of the City-requested examination based on the same criteria as for other travel reimbursements.

2.5 BEREAVEMENT LEAVE

Bereavement Leave shall be administered as provided for in Section 15.2.8 of the City of Fort Bragg Personnel Rules and Regulations.

2.6 JURY DUTY

Any employee summoned to serve on jury duty during an on-duty day shall be entitled to leave of absence with full pay for such period of time as they may be required to attend the court in response to such summons. The employee may retain such payment as may be allowed for travel, lodging and meal expenses. The employee shall not be required to submit to the City compensation received from the court for jury duty in order to receive full pay and expenses referenced above.

2.7 LEAVE OF ABSENCE WITHOUT PAY

The City Manager may grant leaves of absence for a maximum of ninety (90) working days, without pay to any employee if the circumstances of the particular case warrant.

SECTION 3.0 HEALTH, DENTAL, VISION, LONG TERM DISABILITY, LIFE INSURANCE, DEFERRED COMPENSATION, RETIREMENT AND CAFETERIA PLAN

3.1 HEALTH, DENTAL AND VISION INSURANCE

A. For purposes of this Section, the following definitions shall apply:

1. Legally Separated -A court action separating an employee from their spouse. This definition shall be used for the sole purpose of City covered health insurance purposes. The Insurance Provider shall determine if the separated spouse is eligible for coverage under the City Health Plan(s).

2. Domestic Partner - A domestic partner as defined under California Family Code section 297.

B. Health and Dental Insurance

1. City shall provide health and dental insurance plans for employees and shall make such plan available for any dependents. The Insurance Provider shall determine if a legally separated spouse is eligible for coverage under the City's group health and dental plans.
2. Effective July 1, 2012, the City shall pay 80% and the employee shall pay 20% of the premiums required for the health and dental plans.
3. Employees enrolled in the High Deductible Health Plan will receive a total benefit allowance equal to 80% of the premium for the "traditional" health plan for payment of the High Deductible Health Plan premium with the balance, if any, to be paid into a Health Savings Account. Employees may choose to contribute additional funds to a Health Savings Account on a pre-tax basis via payroll deductions in accordance with IRS guidelines.

- C. Eligible employees may elect to opt-out of the City-sponsored medical and/or dental plans, in which case the employee will receive a payment of \$216 per pay period if opting out of both medical and dental coverages and a pro-rated amount if opting out of only one type of coverage. Opt-out payments will be paid to the employee as taxable income. To be eligible, employees must provide proof of other comparable coverage, and the opt-out shall be effective for the employee and any eligible dependents.

D. Vision Plan

1. The City shall provide a vision care program for both employee and dependents. The premium cost of said plan is paid entirely by the City.
2. Where and when the wearing of safety glasses is mandatory, the City shall provide reimbursement of the actual cost of required prescription safety glasses up to a maximum of \$225 per fiscal year per employee, or \$450 every other fiscal year.

E. Health and Dental Insurance on Retirement

For purposes of this section, the term "retiree" is defined as:

An employee who has a minimum of ten (10) years of continuous employment with the City, whose last day of employment preceding retirement through the California Public Employee Retirement System (Ca/PERS) was with the City, who immediately begins receiving Ca/PERS benefits upon retirement from the City, and who continuously maintains retiree status with Ca/PERS.

1. For employees hired on or before December 31, 1991:

- i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement.
- ii) The City will make available health and dental insurance in the City-approved plan(s) for the spouse or domestic partner only of a retiree if retiree was married or in a domestic partnership at the time of retirement.
- iii) The City will pay the cost of spousal/partner health coverage based on the following schedule. Retirees must be at least sixty (60) years of age at retirement in order to receive this benefit. If an employee retires earlier than age 60 as allowed under the CalPERS retirement plan, the employee/retiree is responsible for 100% of the cost of spousal/partner health insurance coverage until the retiree reaches the age of sixty (60).

Retiree Completed Years of Service	City-Paid Portion of Dependent Health Premiums
10 Years	10%
11 Years	20%
12 Years	30%
13 Years	40%
14 Years	50%
15 Years	60%
16 Years	70%
17 Years	80%
18 Years	90%
19 Years	100%

- iv) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.
 - v) The retiree is responsible for 100% of the cost of spousal/partner coverage in the City's dental plan.
2. For employees hired on or after January 1, 1992 but before July 1, 2003:
- i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement.
 - ii) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.
3. For employees hired on or after July 1, 2003 but before July 1, 2007:
- i) The City agrees to pay, for an eligible employee/retiree only, the costs of health and dental insurance in the City-approved plan(s) after retirement until the retiree reaches the minimum required age for Medicare eligibility, at which time the City will only contribute the amount of the City's monthly medical premium attributable to retiree only prescription coverage of the City's medical plan for Medicare eligible retirees towards a Healthcare Reimbursement Arrangement on behalf of the retiree.
 - ii) Part-time employees/retirees eligible for this benefit shall receive the prorated cost of health and dental insurance in accordance with the City's Personnel Rules.
4. For employees hired on or after July 1, 2007 but before July 1, 2011:
- i) The City agrees that employees/retirees only may remain on the City's health and dental insurance plans until retiree reaches minimum Medicare eligibility age. The retiree is responsible for the full cost of insurance premiums for retiree only coverage which shall be paid to the City in a timely manner.
5. For employees hired on or after July 1, 2011:
- i) Retirees are not eligible to participate in the City's post-employment health and dental insurance benefit plans.

3.2 LONG TERM DISABILITY INSURANCE

- A. Mid-Management employees covered under this resolution may participate in the group long-term disability insurance program. For an overview of the plan see the certificate of insurance on file in the City's Human Resources Office.
- 8. The City shall pay half the cost of the program with the balance to be paid by employees through payroll deductions.

3.3 LIFE INSURANCE

The City agrees to provide a life insurance policy in the amount of \$100,000 for each Mid-Management employee covered under this resolution. The City agrees to pay the full costs of such policies.

3.4 DEFERRED COMPENSATION

The City agrees to continue in effect the deferred compensation plans approved by resolution of the City Council. Participation is voluntary and no contribution is made by the City on the employee's behalf.

3.5 RETIREMENT

- A. For employees hired prior to December 31, 2012, and employees hired on or after January 1, 2013, who are "Classic Employees" as defined by CalPERS, the City offers the 2% @ 55 CalPERS Retirement Plan for all Miscellaneous employees covered by this resolution and the 2% @ 50 CalPERS Retirement Plan for all Safety employees covered by this resolution. Effective July 1, 2018, each Classic Employee covered by this Resolution shall contribute an additional 1% towards the City's share of CalPERS premiums.
- B. Employees hired on January 1, 2013 or after, who are not "Classic Employees" as defined by CalPERS, the City offers the 2% @ 62 CalPERS Retirement Plan for all Miscellaneous Employees covered by this resolution and the 2.7% @ 57 CalPERS Retirement Plan for all Safety Employees covered by this resolution.

3.6 CAFETERIA PLAN ADMINISTRATIVE FEES

The City shall pay the administrative costs for employees enrolled in the plan.

SECTION 4.0 PHYSICAL EXAMINATIONS

Mid-Management employees covered by this resolution, may undergo annual physical examinations. The City will reimburse any costs associated with deductible and co-pays. The employee must submit a copy of the health insurance explanation of benefits to the Human Resources Office for reimbursement of co-pays and deductibles.

SECTION 5.0 AUTOMOBILE USE AND TRAVEL REIMBURSEMENT

- A. In those instances where a City vehicle is not available for use and the employee is required to use their private vehicle on City business, travel expense reimbursement shall be at the rate allowed by the Internal Revenue Service for mileage driven on City business.
- B. Prior to the use of a private vehicle for City business, employees must provide the City with

a certificate of insurance, on the form provided by the City, which evidences that employee has comprehensive automobile liability insurance in an amount at least equal to the minimum requirements established by the City's liability insurance provider.

C. Employees shall be reimbursed for expenses incurred while on assignment outside the Fort Bragg area as follows:

1. Lodging: Maximum of \$200.00 per night, which shall include local taxes, but exclude tips, porter's fees, room service, movies, valet, etc.
 - i. When traveling to a high cost area, the City Manager may approve a higher maximum than shown above.
 - ii. When an employee lodges at a hotel/motel at which the training program/meeting/seminar is being conducted, the employee shall be reimbursed for actual lodging costs if higher than the amount above. Approval of the Department Head or City Manager is required.
 - iii. Receipts are required for all lodging costs.
 - iv. When shared by others, only a pro rata share of the cost will be reimbursed. When furnished by a government agency or other source, or otherwise obtained without cost (i.e. lodging with friends or relatives), there shall be no reimbursement.
2. Meals: Per diem allowances for meals shall be provided and employees shall be eligible to claim for breakfast per diem (\$20.00) if they are in travel status as of 6:00 a.m.; employees shall be eligible to claim for lunch per diem (\$25.00) if they are in travel status between the hours of 11:00 a.m. and 2:00 p.m.; employees shall be eligible to claim for dinner per diem (\$35.00) if they are in travel status as of 6:00 p.m.
 - i. If some meals are furnished when traveling on a per diem, they may not be claimed and/or they will be deducted at the basic rate as provided above.
3. Rental Cars: Size of rental cars must be justified if larger than compact. When using a rental vehicle, employee must keep log of daily mileage and pay for any mileage charge when car is used for personal business.
4. First Class Travel: First class travel cannot be used, unless the additional cost is paid by the employee.
5. Tickets: Copy of tickets used to travel must always be furnished with claim.
6. Fitness for Duty Examinations: City will pay mileage for personal car use to and from the out-of-town location of a City-requested examination based on the same criteria as for other travel reimbursements.

D. Employees shall be allowed to make their own training and travel reservations.

SECTION 6.0 EDUCATION REIMBURSEMENT

- A. The City shall make available \$2,000 annually to each exempt Mid-Management employee covered by this resolution for the purpose of continuing education. Requests must be approved by the City Manager prior to incurring expenses. Reimbursement will be made upon evidence of successful completion of the training or class. The program applies only to degrees obtained on or after the effective date of this Resolution.

SECTION 7.0 HOURS OF WORK

- A. Salaries approved for exempt Mid-Management employees recognize the advanced level of skills possessed by these employees, the high level of responsibility delegated to these employees, and the potential for longer working hours necessitated by meeting attendance, response to emergency situations, and attendance at court and/or the necessity to meeting project deadlines.
- B. There is no specific compensation for hours worked beyond the minimum workweek of forty (40) Hours, except during a state or federal declared disaster meeting those thresholds described in Section 1.7 DISASTER PAY. The following shall serve as basic guidelines to be used in the management of exempt Mid-Management employee work hours:
 - 1. Exempt Mid-Management employees shall be expected to attend City Council and other evening or weekend meetings and activities as may be required by their job duties. Mid- Management employees shall not receive compensatory time off or additional compensation in any other form for attendance at such meetings/activities.
 - 2. All employees covered under this resolution are exempt Mid-Management employees and are, therefore, exempt from overtime payment under the Fair Labor Standards Act.
 - 3. All employees covered under this resolution shall be eligible to use Management Leave during the calendar year as provided in Section 2.1 of this resolution or to adjust work days and hours in recognition of extended hours worked.
 - 4. In recognition that exempt Mid-Management employees are often required to attend early morning, lunch, and evening meetings, a system of flexible time is available for their use. Exempt Mid-Management employees may work prior to the regular starting time or beyond the regular ending time, or may occasionally take an extended lunch or may work a weekend in lieu of a workday. However, it is expected that exempt Mid- Management employees shall work a minimum of eighty (80) hours per pay period, plus any additional work time reasonably required to discharge the duties and responsibilities of the position.

SECTION 8.0 UNIFORM AND BOOT ALLOWANCE

The Assistant Director - Engineering Division, Operations Manager, and Construction Project Manager are eligible for a boot allowance of \$300.00 per year for boots that are OSHA/ASTM approved. The allowance may be used for either the purchase or repair of said boots.

The Police Captain will receive the uniform allowance as provided to police officers.

SECTION 9.0 CERTIFICATION AND DUES

The City agrees to pay for any certifications required in the performance of job duties for all mid- management positions.

To support each employee covered by this resolution in performing the necessary functions of their job duties, the City will pay for dues and subscriptions for professional/technical licensing and association membership as recommended by the Department Head and approved by the City Manager.

SECTION 10.0 EQUIPMENT PURCHASE LOAN PLAN

All exempt Mid-Management employees covered by this resolution shall have the option of

entering into an equipment purchasing loan plan with the City, which may be utilized to assist the employee to purchase equipment that may be used, both on and off duty, to improve the employee's job performance. This plan has the following limitations:

- A. The loan total shall not exceed \$3,000.00.
- B. Employee cannot add to an existing loan without the recommendation and express permission of the City Manager.
- C. Employee agrees to pay an interest rate equal to the Local Agency Investment Fund (LAIF) rate paid to the City, as of the date of the loan, plus .25 percent.
- D. Loans shall be repaid via payroll deductions. Loans of less than \$1,000.00 shall be repaid in twenty-six equal installments. Loans of \$1,000.00 or more but less than \$2,000.00 shall be repaid in fifty-two equal installments. Loans of \$2,000.00 or more shall be repaid in seventy-eight equal installments. In no case shall deductions be more than \$50.00 per paycheck, except in the event of separation when the balance of the loan will be deducted from the final paycheck.
- E. The employee shall provide documentation, such as an invoice or receipt, prior to issuance of the loan, to serve as proof of purchase.
- F. Employee shall sign a payroll deduction authorization form for the amount calculated by the Finance Department.
- G. Employee shall receive approval prior to the purchase of any equipment for which this program is anticipated.
- H. Once all necessary documentation has been supplied and the employee signs all equipment loan documents, issuance of the loan will be processed within fourteen (14) days of final approval of all approved paperwork.

INNOVATION AWARD PROGRAM

In recognition of the value of creative problem-solving and continuous improvement in City operations, the City shall establish an Innovation Award Program for employees covered under this Resolution.

Employees who develop and implement an idea, process, or project that results in significant cost savings, operational efficiency, improved public service delivery, or enhanced workplace culture may be eligible to receive a one-time Innovation Award of up to \$1,000 per fiscal year.

To be eligible, the innovation must:

- Be initiated and led by the employee or department;
- Demonstrably improve service quality, reduce costs, or streamline operations;
- Be reviewed and approved by the Department Director and the City Manager;
- Be implemented within City operations with measurable results.

Employees or teams may be nominated by peers, department leadership, or self-nominate for consideration. Awards will be granted at the discretion of the City Manager, subject to budget availability and alignment with City goals. Innovation Pay is not pensionable through CalPERS.

SECTION 12.0 REVIEW OF TERMS

To ensure transparency and provide adequate time for input, any proposed changes to the Mid-Management Compensation Plan shall be made available to affected employees at least thirty (30) calendar days prior to the date the revised terms are scheduled for City Council consideration.

During this review period, Mid-Management employees shall have the opportunity to submit comments or questions to Human Resources or the City Manager's designee. The City shall consider any feedback received in good faith prior to finalizing the proposed changes.

This provision is intended to foster collaborative communication and allow for meaningful review and understanding of any modifications to compensation terms or benefits.

SECTION 13.0 RELATIONSHIP TO PERSONNEL REGULATIONS

The terms and conditions of employment as delineated above are in addition to the provisions of the City's "Personnel Rules and Regulations of the City of Fort Bragg" as adopted by Resolution 4767-2024 and as amended from time to time. Should a conflict exist between this Resolution and Resolution 4767-2024, the provisions in this Resolution, or its successor, shall prevail.

The above and foregoing Resolution was introduced by Councilmember Albin-Smith, seconded by Councilmember Hockett, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 23rd day of June 2025, by the following vote:

AYES:	Councilmembers Peters, Hockett, Albin-Smith, Vice Mayor Rafanan, and Mayor Godeke.
NOES:	None.
ABSENT:	None.
ABSTAIN:	None.
RECUSED:	None.



JASON GODEKE
Vice Mayor

ATTEST:



Diana Paoli
City Clerk

EXHIBIT A