

RESOLUTION NO. 2025-06-24-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, REGARDING EMPLOYMENT AND ESTABLISHING SALARY RANGES AND BENEFITS FOR MANAGEMENT, CONFIDENTIAL, AND PART-TIME CLASSES OF EMPLOYMENT WITH THE CITY AND RESCINDING RESOLUTION NO. 2023-07-11-4

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. This Resolution establishes the official plan of compensation for the City for positions defined as management, confidential, and part-time in the Employer-Employee Relations Resolution No. 2012-02-14-3. The plan of compensation for all other employees is set forth in the current Memorandum of Understanding between the City and the Laguna Hills City Employees Association. In addition, insurance benefits for elected officials are established in Section 3, Subsection II of this Resolution.

SECTION 2. The current Salary Schedule for those positions designated as management, confidential, and part-time is as follows:

<b>FULL-TIME POSITIONS – CONFIDENTIAL</b>	<b>MONTHLY RANGE</b>	
Executive Assistant to the City Manager	\$ 6,992.91	\$ 8,499.93

<b>FULL-TIME POSITIONS – MANAGEMENT</b>		
Assistant City Manager	\$ 17,167.01	\$ 20,866.60
City Clerk	\$ 11,315.58	\$ 13,754.16
City Manager	\$ 24,229.83 Per Contract	
Community Development Director	\$ 15,606.37	\$ 18,968.73
Community Services Director	\$ 15,145.27	\$ 18,409.17
Finance Director	\$ 15,145.27	\$ 18,409.17

<b>PART-TIME POSITIONS</b>		
Community Services Leader	\$ 18.00	\$25.00

Except for the positions of City Manager and Community Services Leader, the City shall increase the full-time positions listed above by the following cost of living adjustments:

- 1) Effective the beginning of the pay period that includes July 1, 2025, the City shall increase the above salary ranges by a cost-of-living adjustment of 3.5%.
- 2) Effective the beginning of the pay period that includes July 1, 2026, the City shall increase salary ranges by a cost-of-living adjustment of 3.5%.

- 3) Effective the beginning of the pay period that includes July 1, 2027, the City shall increase salary ranges by the percent increase in the U.S. Bureau of Labor Statistics CPI-U factor for the Los Angeles-Long Beach-Anaheim area (or succeeding index) for the preceding 12-month period ending April 2027, within the range of 2% - 4%. The increase shall not be below 2%, nor above 4%, regardless of CPI-U factor.
- 4) Effective the beginning of the pay period that includes July 1, 2028, the City shall increase salary ranges by the percent increase in the U.S. Bureau of Labor Statistics CPI-U factor for the Los Angeles-Long Beach-Anaheim area (or succeeding index) for the preceding 12-month period ending April 2028, within the range of 2% - 4%. The increase shall not be below 2%, nor above 4%, regardless of CPI-U factor.

The above-stated cost of living adjustments do not apply to the position of City Manager, nor part-time Community Services Leader.

**SECTION 3.** The City shall provide the following benefits to the categories of employees specified herein:

**I. RETIREMENT**

A. The City shall participate in the California Public Employees Retirement System (CalPERS). The City provides the following two tiers of benefits:

1. Tier 1 (Employees hired before July 1, 2013 or individuals hired after July 1, 2013 who have participated in a public retirement system within the six months prior to being hired): 2% @ 60 formula. Management employees shall pay 7.00% toward the City's normal cost rate of its pension program with CalPERS (as determined by CalPERS). Additional benefits provided through Cal PERS shall include the following:

One-Year Final Compensation

Post-Retirement Survivor Allowance

Pre-Retirement Survivor Allowance

1959 Survivor Benefits, including Third Level Benefits

2. Tier 2 (Employees hired on or after January 1, 2013 who have not been members of a public retirement system within the six months prior to employment with the City): 2% @ 62 formula with 3-year Final Compensation and with employee paying 100% of the employees' contribution to CalPERS.

B. The City shall provide a supplemental retirement program as established in Resolution No. 99-05-04-1, which affords management employees a defined

contribution equal to 6.5% of base salary upon employment with the City and confidential employees a defined contribution equal to 3.0% of base salary after ten years of service with the City.

- C. The City shall provide a retiree health savings plan as established in Resolution No. 2001-12-11-2.
- D. The City shall make available to all management and confidential employees a Section 457 Deferred Compensation Plan. This is a voluntary program and will be funded at the sole cost of each participating employee. This provision does not apply to the Deferred Compensation provisions found in the Employment Agreement between the City and the City Manager which provide for the terms and conditions of their participation in the Plan.

**II. INSURANCE**

- A. Effective July 1, 2025, the City will contribute the following towards all full-time management, confidential employees, and elected members' health insurance premium:

Employee Only	\$1,127.34
Employee + One	\$2,244.74
Employee + Family	\$2,913.19

City contributions to medical insurance plan will increase to an amount not to exceed the equivalent of the annual increase of the BS Gold PPO premium. Employees will be responsible for paying any portion of their health insurance premium not covered by the City's contribution amount.

- B. The City shall provide a medical insurance rebate program for full-time Confidential and Management employees who are eligible for the City medical insurance program, and who are currently enrolled under an outside non-City sponsored medical insurance program through a spouse or other source. Any full-time employee who demonstrates proof of insurance from such other source and who makes a request to opt-out of the City's insurance program will receive five hundred dollars (\$500.00) per month in lieu of City-sponsored medical insurance.
- C. The City shall provide and pay for a dental insurance plan for all full-time management, confidential employees, and elected members, including their dependents.
- D. The City shall provide and pay for a vision insurance plan for all full-time management, confidential employees, and elected members, including their dependents.
- E. The City shall provide and pay for a group life and accidental death and dismemberment insurance plan for all full-time management and confidential

employees on the basis of 150% of the employee's annual salary, to the next highest \$1,000.00 increment, up to a maximum of \$250,000.

- F. The City shall provide and pay for a short and long-term disability plan for all full-time management and confidential employees.
- G. Elected members may opt not to participate in the City's medical, dental, and vision insurance plans, but are not eligible to receive the medical insurance rebate.

### III. VACATION

- A. Full-time non-management, confidential employees accrue vacation leave per pay period, according to the following schedule:

<b>Years of Service</b>	<b>Rate</b>
0-3	3.08 hours per pay period
3-10	4.62 hours per pay period
10+	6.15 hours per pay period

- B. Full-time management employees accrue vacation leave at 6.15 hours per pay period.
- C. Upon termination or retirement, all employees shall be compensated at their current pay scale for their accrued vacation leave balance. No employee shall be allowed to carryover more than 320 hours of vacation leave from one fiscal year to the next.
- D. On or before December 15 of each calendar year, an employee may make an irrevocable election to cash out accrued Vacation Time. The amount of hours that can be cashed out is limited to the amount of leave earned by the employee in the year of the payment. The cash out payment is paid the following December at the employee's base rate of pay. Elections will be made on forms provided by Finance and cannot be modified once elected. The employee's vacation time balance cannot be reduced below 60 hours as a result of cashing out vacation leave. Thus, if the employee's leave balance would fall below 60 hours as a result of cashing out leave, the employee will receive cash for their election only for the hours above 60.
- E. For management employees, upon completion of ten years of full-time, continuous management employment with the City, the City shall make a one-time allotment of 40 hours of vacation leave to the employee's vacation leave balance.

### IV. HOLIDAYS

- A. The City shall observe 11 fixed holidays during which City Hall will be closed. Holidays falling on Sunday shall be observed on the following Monday.

Holidays falling on Saturday shall be observed on the preceding Friday unless this, too, is a holiday and then one day sooner. Holidays include:

- New Year's Day
- Birthday of Martin Luther King, Jr
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

- B. Full-time employees shall receive 8 hours of holiday leave for the above-mentioned holidays. If a fixed holiday falls on an employee's regularly scheduled day off, then they may use those holiday hours at a later date during the fiscal year. In order to receive holiday pay, an employee must have received pay for all of both the regularly scheduled assignment immediately prior to a holiday and the regularly scheduled assignment immediately after that holiday.
- C. The City shall provide full-time management and confidential employees 29 discretionary holiday hours per fiscal year to be used as discretionary holiday leave.
- D. In addition to the holidays listed above, the City will observe a Holiday Closure by closing City facilities from December 26<sup>th</sup> through December 31<sup>st</sup>. Full-time employees shall receive 32 hours of personal time off per fiscal year to use during the holiday closure, or at a later time during the fiscal year.

	Number of Hours
Fixed Holiday Hours	88
Discretionary Holiday Hours	29
Holiday Closure Hours	32

- E. All holiday and discretionary hours will be prorated for employees beginning full-time employment with the City after the start of the fiscal year based on the remaining holidays. Discretionary holiday hours must be taken during each fiscal year and cannot be carried over to the succeeding fiscal year.
- F. Fixed Holiday Hours and Holiday Closure Hours have no cash value upon termination or retirement from the City. Discretionary Holiday Hours are cashed out upon termination or retirement at the employee's base rate of pay.

## **V. LEAVES OF ABSENCE**

- A. All full-time employees shall accrue annual sick leave at a rate of 3.69 hours per pay period.
- B. All full-time management and confidential employees prior to completing ten years of service as full-time employees, (hereafter, "ten-year anniversary") shall be eligible, if they so desire, each quarter (October 1, January 1, April 1, and July 1) to convert unused personal sick leave in excess of 160 hours at a rate of 8 hours of vacation for every 24 hours of personal sick leave. Upon retirement or resignation from the City prior to their ten-year anniversary, a full-time employee who has personal sick leave in excess of 160 hours may convert the excess hours to vacation at a rate of eight hours of vacation for every 24 hours of personal sick leave. In this situation, the vacation accrual limits under Section 3, Paragraph III.C above can be exceeded to a maximum of 480 hours.
- C. For all full-time management and confidential employees who have completed their ten-year anniversary, sick leave accumulation and balances will be governed by Resolution No. 2001-12-11-2. As part of the Retirement Health Services (RHS) plan, employees upon ten years of service may convert any vacation hours over 80 hours to sick leave on a 1 to 1 basis.
- D. All full-time management and confidential employees shall receive up to 40 hours of bereavement leave, per instance, for absence necessitated by the death of immediate family members. An immediate family member shall be defined as the spouse, children, parents, brothers, sisters, grandparents, parents-in-law, or other individuals whose relationship to the employee is that of a dependent or near dependent. Where such death has occurred and upon request of the City Manager, the employee shall furnish satisfactory evidence of such death.
- E. All full-time management and confidential employees shall receive up to 80 hours of court leave annually to satisfy jury duty service or other court mandated appearances. The employee must furnish sufficient proof of summons or required appearance to the City Manager to be granted such leave. The City Manager may grant, at his or her discretion, extended leave, with or without pay, if the situation warrants the need.

## **VI. AUTOMOBILE ALLOWANCE**

- A. At the discretion of the City Manager, Management classifications may be eligible for a monthly automobile allowance in lieu of mileage reimbursement up to \$400.00 per month. All other employees shall be reimbursed at the prevailing standard mileage rates established by the IRS.

## **VII. UNREPRESENTED PART-TIME EMPLOYMENT**

- A. The City shall provide part-time employees an alternative retirement plan as established in Resolution No. 2000-06-27-5. Under provisions of this plan, part-time, temporary, and seasonal employees shall make required contributions of at least 3.75% of gross pay and the City shall also make contributions of 3.75% of gross pay. This alternative retirement plan is in-lieu of contributing to Social Security or CalPERS. Upon eligibility in CalPERS, contributions into this plan cease.
- B. Part-time employees shall begin to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) regular hours worked beginning on the first day of employment. A part-time employee can only accrue paid sick leave up to a cap of eighty (80) hours. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below the cap. Any unused accrued paid sick leave carries over year to year while the part-time employee is continuously employed. There is no cash value to this sick leave upon termination or retirement.
- C. Part-time employees shall be entitled to meal and break periods. The City shall provide one 15-minute paid break for shifts lasting 4-5 hours. The City shall provide one 30-minute unpaid break, and two 15-minute paid breaks for shifts lasting 6-7 hours. The City shall provide one 1-hour unpaid break, and two 15-minute paid breaks for shifts lasting 8 hours or more.

### **SECTION 4. MISCELLANEOUS PROVISIONS**

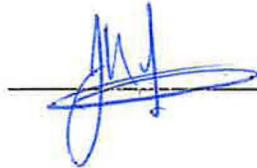
- I. The City Manager may authorize special adjustments to avoid or eliminate inequities resulting from the strict application of any provision of this Resolution.
- II. The City Manager is authorized to issue written administrative personnel regulations designed to augment or clarify the provisions of this Resolution.
- III. In the event of any conflict between the provisions of the City Manager's Employment Agreement and this Resolution, the Agreement prevails.

### **SECTION 5. EFFECTIVE DATE**

- I. Except as otherwise specified to the contrary in this Resolution, all provisions set forth herein shall be effective July 1, 2025.

**SECTION 6.** Resolution No. 2023-07-11-4 is hereby rescinded and replaced with this Resolution.

PASSED, APPROVED, AND ADOPTED this 24<sup>th</sup> day of June 2025.



JOSHUA SWEENEY, MAYOR

ATTEST:



JENNIFER LEE, CITY CLERK

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF LAGUNA HILLS )

I, Jennifer Lee, City Clerk of the City of Laguna Hills, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2025-06-24-3 adopted by the City Council of the City of Laguna Hills, California, at a Regular Meeting thereof held on the 24<sup>th</sup> day of June 2025, by the following vote:

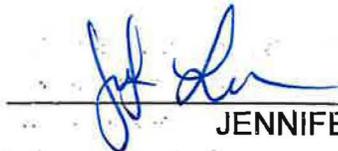
AYES: Council Members Mathis, Wheeler, Mayor Pro Tempore Caskey, and Mayor Sweeney

NOES: None

ABSENT: Council Member Pezold

ABSTAIN: None

(SEAL)



JENNIFER LEE, CITY CLERK