

CITY OF CHICO
EMPLOYEE CONTRACTUAL SERVICE AGREEMENT – NON-EXEMPT

THIS EMPLOYEE CONTRACTUAL SERVICE AGREEMENT (Agreement) is entered into on _____, 20____ between the City of Chico, a municipal corporation under the laws of the State of California, (City) and _____, an individual, (Employee) for the position of _____ (Position). This Agreement is subject to the following terms and conditions of employment.

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ARTICLE ONE: DEFINITIONS

1.1 GENERALLY. Except as otherwise provided herein, all words and phrases used in this Agreement shall have the meanings as set forth in the Charter of the City of Chico (“Charter”), the Chico Municipal Code (“CMC”), the City of Chico Administrative Procedure and Policy Manual (“AP&P”), and in California Government Code Section 3500 et seq. entitled, the “Meyer-Milias-Brown Act” (“MMBA”). The following words or phrases shall have the meanings as set forth below, unless the context in which any word or phrase is used requires another meaning:

1. “City” shall mean either the City of Chico, or the City Manager, or any Department Head thereof acting on behalf of the City of Chico or the City Manager, with regard to the provisions of this Agreement.

2. Compensating Time Off (“CTO”) shall mean compensating time off which is granted in lieu of pay for overtime hours worked.

3. “Council” shall mean the City Council of the City of Chico.

4. “Employee” shall mean the at-will contractual employee who signed this Agreement.

5. Fair Labor Standards Act (“FLSA”) shall mean the Fair Labor Standards Act of 1938, as amended and as implemented, through Title 29 of the Code of Federal Regulations.

6. “Pay” shall include the term “wages” as used in MMBA.

7. Public Employees Retirement System (“PERS”) shall mean the California Public Employees’ Retirement System.

8. “Registered Domestic Partner” shall have the same meaning as provided in the California Family Code Section 297.

1.2 STRUCTURE OF AGREEMENT. This Agreement is structured with Articles, Subarticles, Sections, Subsections, Paragraphs, and Subparagraphs. As an example, life insurance is found in Article Three: Employee Benefits, Subarticle Two - Insurances, Section B - Life Insurance. This would be specifically cited as 3.2.B.

ARTICLE TWO: PAY

2.1 BASIC PAY

A. Established. Basic Pay shall be established with Pay Ranges assigned to each applicable Position as provided for in this Agreement. A Pay Range shall consist of six (6) Pay Steps. Each of the steps shall have an hourly Basic Pay rate and shall be titled as Steps A-F, respectively. Employee shall be assigned to hourly Basic Pay rates within the Pay Ranges by applicable job title in accordance with Exhibit “A”, entitled “Schedule of Job Titles and Hourly Pay Rates” (Exhibit “A”). For the purpose of this Article Two, “Anniversary Date” shall mean the date that Employee is eligible for the “B” Step, in the case of an Employee originally appointed at the “A” Step, or in the instance of a promotion or employment in other than the “A” Step, one year after the date of such employment or promotion.

B. Pay Step Progression

1. **Conditioned Upon Performance.** Progression through Pay Steps for the Position shall be subject to and conditioned upon Employee achieving a “Fulfills Job Requirements” or above as the Summary Performance Rating on Employee's “Employee Performance Report” for each of the time periods required to progress in each Pay Step, in accordance with the required period of service for progression set forth in Subsection 2.1.B.2.

2. **Period of Service for Progression.** Periods of service for progression through Pay Steps are applicable to job titles listed in Exhibit “A”, Progression from Pay Step “A” to Pay Step “B” shall require a six (6) month period, or 1040 hours, of service in Pay Step “A.” Progression through all other Pay Steps shall require a twelve (12) month period, or 2080 hours, of service in the prior Pay Step. In addition to the required periods of service, Employees must achieve a “Fulfills Job Requirements” or above, in accordance with performance conditions set forth in Subsection 2.1.B.1.

3. **Effective Date of Progression.** Employees satisfactorily completing the requirements set forth above shall be advanced to the next applicable Pay Step effective on the first day of the bi-weekly pay period which includes such Employee's Anniversary Date.

C. Promotions - Effect on Basic Pay. If Employee is promoted from one job classification to another job classification assigned to a higher Pay Range, then Employee shall be assigned to a Pay Step within the Pay Range assigned to the promotional job classification so as to receive at least a five percent (5%) pay increase, unless otherwise specified herein.

D. Computation of Pay. Employee will be paid for actual hours worked and paid leave for which Employee is eligible. Except as otherwise provided in this Agreement, if Employee commences or terminates employment other than at the end or beginning of a pay period, then Employee shall only be compensated for the actual hours worked during such pay period.

2.2 OVERTIME PAY

A. Method of Earning Overtime. Except as otherwise provided herein, if Employee performs work in excess of Employee's normally assigned work shift or on a regularly scheduled day off, Employee shall be eligible for overtime pay. Overtime shall be granted in accordance with the following schedule:

<u>Overtime Worked</u>	<u>Overtime Earned</u>
Less than 15 minutes	None
15 min. but less than 45 min.	one-half hour
45 min. but less than 1 hour	one hour
More than 1 hour	hour-for-hour basis subject to fractional increments as set forth above

B. Method of Compensation

1. **Rate.** Except as otherwise provided herein, all overtime worked by an eligible Employee shall be compensated by City by payment at one and one-half (1-1/2) times Employee's regular hourly Basic Pay rate.

2. **Payment During Pay Period.** All overtime earned by an eligible Employee within a pay period shall be paid at the same time as payment is made for Basic Pay earned within said pay period.

3. **Payment at Termination.** An Employee terminating from City service for any reason shall be paid for accrued overtime at the Basic Pay rate set forth in Subsection 2.2.B.1. Such payment shall be made in conjunction with and included in Employee's final paycheck.

C. CTO in Lieu of Overtime Payment. If Employee works overtime, Employee may accrue CTO in lieu of overtime payment, and may utilize such CTO, in accordance with the following conditions and provisions:

1. **Accrual.** CTO shall be accrued at the rate of one and one-half hours for each hour of overtime worked. The maximum amount of CTO that may be accrued and utilized at any time shall be limited to eighty (80) hours per calendar year.

2. **Utilization.** CTO shall be utilized on a straight time basis. Approval for use of CTO shall be given by Employee's Department Head, or Department Head's designee, subject to the same Departmental restrictions and conditions which exist on the scheduling of vacation.

3. **Payment of Unused CTO.** In the first full pay period of each calendar year during the term of this agreement, Employees may request payment for part or all of their unused CTO. When requested, such payment shall be made prior to the end of January. Payment for such hours will be made at the Basic Pay rate which is in effect at the time of payment.

2.3 CALL OUT PAY. It is understood and agreed that occasions may arise when it is necessary for City to call Employee back to work during non-working hours for the purpose of performing one or more job tasks. In consideration for the inconvenience to Employee responding to a call-out, the parties hereto agree that Employee shall be compensated for three (3) hours of call-out time even if the performance of the necessary job tasks require less than three (3) hours of call-out work. Should the necessary job tasks require more than three (3) hours of call-out time, Employee shall be compensated for the actual time of call-out. Compensation for call-out time pursuant to this Subarticle shall be made in the same manner as provided in Section 2.2.B for overtime compensation. Call-out time shall begin at the time Employee is contacted to respond to the call-out, but not longer than thirty (30) minutes prior to the time Employee reaches the job site or City's call out site, as may be appropriate for handling the assignment, and shall end at such time as Employee completes the call-out assignment and leaves the job site or City's call out site to return to Employee's place of residence. In the event that Employee is assigned to one or more additional call-out tasks during the course of completing the initial call-out job task, call-out time shall end at such time as Employee completes the final job task and leaves the job site or City's call out site to return to such residence.

2.4 OUT-OF-CLASS PAY.

A. Qualification. To qualify for out-of-class pay, Employees must be assigned by Employee's Department Head, or designee, to a higher job classification than Employee normally fulfills.

B. Compensation. City agrees to compensate Employees for those times that they are assigned to perform the regular duties of a higher classification. Employees so assigned shall be compensated five percent (5%) more than Employees' regularly assigned Basic Pay Rate.

ARTICLE THREE: EMPLOYEE BENEFITS

3.1 CUMULATIVE PAID LEAVE

A. Cumulative Paid Leave. Effective upon the execution of this Agreement, Employee shall accrue Cumulative Paid Leave in the amount of 0.077 hours for each hour actually worked by Employee, not to exceed 320 hours. Cumulative Paid Leave accruals may be used by Employee for sick leave, vacation, bereavement, or holidays, or may be accrued for future use or pay out. The Cumulative Paid Leave balance shall be paid in full to Employee upon termination from City employment. Should Employee receive a transfer or promotion into a position covered by a recognized City of Chico employee group, the Cumulative Paid Leave balance shall be transferred in full to the Employee's vacation balance.

B. Leave of Absence Without Pay. Please refer to Administrative Procedure and Policy 13-24, entitled "Leaves of Absence (With or Without Pay)," as amended.

C. Job-Related Illness or Disability. If Employee is off work as a result of a proven job-related illness or injury which is accepted by the City as a Workers' Compensation claim, Employee shall not have such time off charged against Cumulative Paid Leave.

3.2 HOLIDAYS

A. Established. The following holidays constitute the entire and exclusive list of legal holidays established pursuant to this Agreement: January 1, last Monday in May, July 4, first Monday in September, Thanksgiving Day, and December 25.

B. Holiday Pay. If Employee works on the established holidays, identified in Section 3.2.A above, Employee shall, in addition to the hours paid for that day, be paid an additional one-half (1/2) hour of Holiday Pay for each hour worked on the Holiday. As an example, total compensation for working on one of the established Holidays for an eight (8) hour shift would be as follows: payment for eight (8) hours worked on that day, and one-half hour Holiday Pay for each hour worked would be four (4) hours pay.

3.3 INSURANCES

A. Medical Insurance

1. City Contribution. If Employee participates in City's employee group medical, Employee shall receive the maximum contribution per month toward the monthly premium rate as set forth in Exhibit "B," entitled "Medical, Dental and Vision Insurance Carriers and Contributions" (Exhibit "B"). In the event that the actual monthly premium is less than the maximum contribution set forth in Exhibit "B," City's contribution shall be the actual monthly premium amount and Employee shall not be required to make a contribution.

2. Carrier Identified. For the purposes of this Section, the carrier of the employee group medical and dental insurance plans referred to herein shall be on file with the Human Resources & Risk Management Office.

B. Dental Insurance

1. City Contribution. The City's group dental insurance plan requires all employees to participate. Employee shall receive the maximum contribution per month toward the monthly premium rate as set forth in Exhibit "B," entitled "Medical, Dental and Vision Insurance Carriers and Contributions" (Exhibit "B"). In the event that the actual monthly premium is less than the maximum contribution set forth in Exhibit "B," City's contribution shall be the actual monthly premium amount and Employee shall not be required to make a contribution.

2. Carrier Identified. For the purposes of this Section, the carrier of the employee group medical and dental insurance plans referred to herein shall be on file with the Human Resources & Risk Management Office.

C. Life Insurance

1. City Contribution. City agrees to provide Employees with term life insurance in the amount of \$1,000 per each \$1,000 of annual salary, and the spouse and minor children of such Employees with term life insurance in the amount of \$1,500, the cost of the premium for which shall be paid for by City.

2. Carrier Identified. For the purposes of this Section, the carrier of the life insurance plan referred to herein shall be on file with the Human Resources & Risk Management Office.

D. Vision Insurance

1. Benefit Level and City Premium Payment. The City's group vision insurance plan requires all employees to participate. City agrees to provide Employee with a vision insurance plan which provides vision care benefits, to Employee only, which include an eye examination and lenses every 12 months, frames every 24 months, and provisions relating to contact lenses, with deductibles of

\$10.00 for each eye examination, and \$25.00 for lenses or frames, the full cost of the premium for which shall be paid by City.

2. **Access for Employee Paid Dependent Coverage.** City further agrees that Employee may purchase vision insurance coverage for Employee's dependent spouse and children, at Employee's sole cost and expense, through bi-weekly payroll deduction of the additional premium amount.

3. **Carrier Identified.** For the purposes of this Section, the carrier of the vision insurance plan referred to herein shall be on file with the Human Resources & Risk Management Office.

3.4 RETIREMENT PLAN

A. Employees Hired Before January 1, 2013 or Classic Members. Employees hired before January 1, 2013, or those Classic Members, as defined by CalPERS, shall receive the 3% at age 60 retirement formula. Employees covered by this section 3.4.B shall contribute the employee contribution amount established by CalPERS for the 3% at 60 Pension Formula. The required employee contribution as of the date of this Agreement was eight percent (8%). The City shall not pay any portion of the required employee contribution.

B. Employee Contribution. Employees Hired On or After January 1, 2013. Employees hired on or after January 1, 2013, shall receive the 2% at age 62 retirement benefit formula, when Employee has worked six months or 1,000 hours. Employees covered by this section 3.4.C shall contribute the employee contribution rate of fifty percent (50%) of normal costs as established by CalPERS. The City shall not pay any employee contribution. Employees covered by this section 3.4.C who are classic members as defined by CalPERS may be eligible for a different pension formula.

C. City Contribution. City agrees to pay the benefit contribution rate as established by that certain "Contract Between the Board of Administration, Public Employees' Retirement System and the City Council of the City of Chico" which was in effect on July 1, 2002, and to abide by all terms and conditions as established by such Contract so long as the contract exists between City and CalPERS.

D. Consistency with PEPR. It is the intent of the parties that the terms set forth herein be consistent with the provisions of PEPR, as it may be amended from time to time and, in the event of any inconsistency, that the provisions set for the in PEPR shall prevail.

E. Special Compensation. All specialty pays and special compensation will be reported to CalPERS in accordance with State Law.

3.5 VARIOUS BENEFITS

A. Workers' Compensation. City agrees to provide workers' compensation insurance for all Employees in accordance with the applicable provisions of State law.

B FICA-Medicare Contribution

1. Employee Contribution. Employee is required to contribute 1.45% of salary to the FICA - Medicare program.

2. City Contribution. City is required to contribute 1.45% of salary to the FICA-Medicare program.

C. Uniforms, Protective Clothing, and Equipment. City agrees to provide uniforms, protective clothing, and equipment to Employee in accordance with the needs of the particular job assignment. Such uniform items shall be purchased by City with funds budgeted in City's Annual budget, and as set forth therein and in accordance with the appropriate departmental administrative procedure.

ARTICLE FOUR: WORKING CONDITIONS AND JOB SHARING

4.1 Work Week.

A. Established. Employee shall have a work week of up to 40 hours, so long as work is available, which shall begin at 12:00 midnight on Saturday and shall extend to the next following Saturday at 12:00 midnight.

B. Hours. Employee's work hours shall be determined by Employee's Department Head or Supervisor. Employee's may be authorized to work a flexible shift, with the hours, and approval solely at the discretion of City.

C. Hours and Shift Modification. City retains the right in its sole discretion to assign Employee to work hours and/or work shifts different from Employee's regular hours provided that City agrees to provide Employee with a seven (7) calendar day advance notice of such change, except in the event of an emergency, in which case hours and shifts may be modified immediately to meet the needs of the public health, safety, and welfare. Employees may request or agree to a waiver of the seven (7) calendar day advance notice, provided that such request or Agreement is made in writing to the Human Resources and Risk Management Director. If the workload requirements or other needs of City make it necessary for an Employee to begin work earlier than his or her assigned work hours, or to work hours outside of such assigned work hours, the City Manager may approve, upon the request of the Employee, day-to-day modifications of Employee's regularly assigned work hours.

D. Work Breaks; Lunch Break. Based on the number of hours in each work shift, Employee shall be entitled to take work and meal breaks at such times as determined by Employee's supervisor. Employee's work and meal breaks shall be in accordance with the following:

<u>Work Shift</u>	<u>Work Break</u>	<u>Meal Break</u>
5 hours	one - 15 minute	one - 30 minute
8 hours	two - 15 minute	one - 60 minute

Should the needs of the City, emergencies or other unusual circumstances cause Employees not to be able to take a work break, or Employee voluntarily chooses not to take a work break, Employees shall not be entitled to accumulate, save such lost work break for use at another time, or claim overtime pay.

E. Flexible Work Schedules. City Manager, or City Manager’s designee, may approve upon the request of Employee, modification of Employee’s daily work hours, in order to provide Employee with a flexible work schedule. In determining whether or not to approve such request, City Manager, or City Manager’s designee, will consider the recommendation of Employee’s Department Head and the needs of City, with due regard for the wishes of Employee.

City Manager, with sole discretion, shall have the right to modify or terminate any flexible work schedule, with a 30-day written notification to Employee.

ARTICLE FIVE: SPECIAL PROVISIONS

5.1 Medical Suitability for Employment. City retains the right to require an Employee to undergo a physical examination of any kind or extent, including psychiatric or psychological evaluation as appropriate, at the option of City, to ensure an Employee's medical suitability to perform the duties of the position to which said Employee is assigned. Such physical examinations shall be performed by a physician chosen by City and the cost of such examination shall be paid for by City. If Employee, after such physical examination, is found to not be medically suited to perform the duties of the assigned position, City agrees to allow Employee a reasonable amount of time to become medically suitable. If, after such reasonable time, Employee remains medically unsuited for the assigned position, City retains the right to take appropriate action, including, but not limited to, transfer to another position for which Employee is medically suited, if such a position is available, or termination.

5.2 Military Training Notification. If Employee is a member of a military reserve and/or National Guard Unit, Employee shall provide City with a schedule of the employee's military reserve or National Guard meetings and/or summer camp assignment dates as soon as such schedules are available to Employee, but no later than the next working day following their notification from the military unit. Employee shall provide City with a copy of military orders for active duty training as soon as such orders are available.

5.3 Safety. City recognizes its responsibility to and will provide safe work stations, equipment and tools. Employee shall abide by adopted rules and regulations regarding the usage of safety equipment and the utilization of safe working operations and procedures. If Employee violates such safety rules and regulations, Employee may be disciplined up to and including termination.

5.4 Employee Clothing and Physical Appearance Requirements. Employee shall wear clothing that is appropriate for the particular Position and shall maintain a physical appearance that will not endanger themselves, in accordance with the appropriate Administrative Procedure and Policy. City may provide uniform shirts for Employee depending on Employee's Position.

5.5 Defense of Employee from Civil Actions or Proceedings. City agrees to defend Employee from civil actions or proceedings in accordance with the applicable provisions of the California Government Code.

ARTICLE SIX: GENERAL PROVISIONS

6.1 AT-WILL; EMPLOYEE-EMPLOYER RELATIONSHIP. Employee agrees that consistent with the identified status as at-will, Employee's employment and compensation may be terminated with or without cause, and with or without notice, at any time, by either City or Employee. Nothing in this Agreement in any way modifies or limits Employee's status as an at-will employee. City and Employee agree that the relationship between them created by this Agreement is that of an employee-employer relationship.

6.2 TERM. The provisions of this Agreement shall be in effect until such time as terminated in writing by City and/or employee.

6.3 EFFECT OF AGREEMENT

A. Annual Budget(s) and City's AP&P. If any provisions of the current City Annual Budget and City's AP&P are inconsistent with any of the provisions of this Agreement, the provisions of this Agreement shall prevail and supersede any such inconsistent provisions.

B. City, State, or Federal Laws, Rules, or Regulations. Unless otherwise specifically provided for herein, this Agreement shall not effect or supersede the Charter, the CMC, or any other rule or regulation promulgated thereunder. Further, this Agreement shall not effect any Federal or State statutes, or any rules or regulations promulgated thereunder.

6.4 NON-DISCRIMINATION. City agrees not to discriminate against Employee regarding benefits and privileges because of Employee's race, religion, sex, sexual orientation, age, ethnicity,

national origin, disability, political affiliations, gender identity, gender expression, or genetic information.

6.5 EQUAL EMPLOYMENT OPPORTUNITY PLAN. City's Equal Employment Opportunity Plan is set forth in CMC 2R.76.

6.6 EXHIBITS INCORPORATED. All Exhibits referred to in this Agreement and attached to it are hereby incorporated in it by this reference.

6.7 REQUIRED LICENSE FOR REGISTERED VETERINARY TECHNICIAN

A. Requirement of License. Prior to employment with the City, Employee shall obtain a Registered Veterinary Technicians license from the Veterinary Medical Board by and through the Department of Consumer Affairs pursuant to Business & Professions Code 4832 et seq, as amended. Employee shall pay all charges and fees and give all notices necessary and incidental to obtaining such license.

B. Renewal of License. During employment with the City, City agrees to pay for the renewal fees associated with such license.

C. Loss of License. If Employee fails to maintain the Registered Veterinary Technicians license, City shall terminate this Agreement.

6.8 INTEGRATION; AMENDMENT; SEVERABILITY. This Agreement represents the entire understanding of City and Employee as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in it. This Agreement may not be modified or altered except by amendment in writing signed by both parties. If any provision of this Agreement is held invalid or unconstitutional by any court of competent jurisdiction, such decision shall have no effect on the validity of the remaining provisions of this Agreement, and such provisions shall continue to remain in full force and effect.

6.9 NOTICE. Any notices required to be given pursuant to this Agreement shall be deemed to have been given by their deposit, postage prepaid, in the United States Postal Service or, alternatively, by personal delivery or overnight courier service addressed to the parties as follows:

To City:	City Manager City of Chico P. O. Box 3420 Chico, CA 95927-3420	-or-	City Manager City of Chico 411 Main Street Chico, CA 95928
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To Employee: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date set forth above.

CITY OF CHICO:

EMPLOYEE:

Mark Orme, City Manager*

* Authorized pursuant to the Declaration of City Clerk Deborah R. Presson, of the certification of the official minutes from the City Council meeting held on November 15, 2011.

APPROVED AS TO FORM:

Andrew Jared, City Attorney

**CITY OF CHICO
EMPLOYEE CONTRACTUAL SERVICE AGREEMENT
NON-EXEMPT**

EXHIBIT "A"

SCHEDULE OF JOB TITLES AND HOURLY PAY RATES

EFFECTIVE: 04/16/2015	A	B	C	D	E	F
Registered Vet Technician	16.48	17.30	18.17	19.08	20.03	21.03
Animal Services Associate	11.00	11.55	12.13	12.74	13.38	14.05
Animal Services Technician	15.27	16.03	16.83	17.67	18.55	19.48

**CITY OF CHICO
EMPLOYEE CONTRACTUAL SERVICE AGREEMENT – NON-EXEMPT**

EXHIBIT “B”

MEDICAL, DENTAL AND VISION INSURANCE CARRIERS AND CONTRIBUTIONS

I. CARRIERS

Employees shall be covered by the medical and dental insurance carriers on file with the Human Resources and Risk Management Office.

II. CITY CONTRIBUTIONS

The City shall make the following maximum contribution per month toward the monthly premium rate for City's employee group medical and dental insurance plans, as defined herein. The amount of the Employee's contribution shall vary based on the medical plan selected by the Employee.

Effective January 1, 2018

MEDICAL					
City Contribution					
	EPO	PPO 90/10	PPO 80/20	HDHP	HSA
Single	506.19	330.68	375.35	381.00	78.14
Double	506.19	330.68	375.35	381.00	78.14
Family	506.19	330.68	375.35	381.00	78.14
Employee Contribution					
	EPO	PPO 90/10	PPO 80/20	HDHP	HSA
Single	79.81	255.32	165.65	0.00	---
Double	741.81	916.32	774.65	431.00	---
Family	1,099.81	1,274.32	1,106.65	665.00	---
DENTAL			VISION		
City Contribution					
Single		5.61			5.47
Double		5.61			5.47
Family		5.61			5.47
Employee Contribution					
Single		74.09			0.00
Double		74.09			4.66
Family		74.09			10.24

Future Premium Increases

Health benefit premiums shall be shared proportionately between the City and Employees based on the percent of the total premium cost used for current year premium contributions/deductions. It is understood that premium cost sharing is based on a proportionate percentage as defined below.

MEDICAL					
City Contribution					
	EPO	PPO 90/10	PPO 80/20	HDHP	HSA
Single	86.38%	56.43%	69.38%	100.00%	78.14
Double	Single Cont.	Single Cont.	Single Cont.	Single Cont.	78.14
Family	Single Cont.	Single Cont.	Single Cont.	Single Cont.	78.14
Employee Contribution					
	EPO	PPO 90/10	PPO 80/20	HDHP	HSA
Single	13.62%	43.57%	30.62%	0.00%	---
Double	Remaining Balance	Remaining Balance	Remaining Balance	Remaining Balance	---
Family	Remaining Balance	Remaining Balance	Remaining Balance	Remaining Balance	---
DENTAL			VISION		
City Contribution					
Single	75%			Single Rate	
Double	75%			Single Rate	
Family	75%			Single Rate	
Employee Contribution					
Single	25%			0.00	
Double	25%			Remaining Balance	
Family	25%			Remaining Balance	

EMPLOYEES NOT REQUIRED TO PARTICIPATE IN CITY’S INSURANCE PLAN.

Employees who have alternative group medical insurance coverage are not required to participate in City’s medical insurance plan. Employees are required to provide verification of such alternative coverage to the Human Resources Office during the open enrollment period. Employees shall continue to provide verification during the open enrollment period in all subsequent years that Employees choose to opt out of City’s medical insurance plan. Employees who opt out of City’s medical insurance plan shall receive a payment of \$100.00 per month as cash to the Employee.

Employees who lose their alternative coverage shall be required to immediately enroll in City’s medical insurance plan, and shall no longer receive the \$100.00 per month payment.