RESOLUTION NO. 267-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCATA ESTABLISHING AND AUTHORIZING SUPPLEMENTAL COMPENSATION AND BENEFITS FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

November 4, 2026

BE IT RESOLVED by the City Council of the City of Arcata that the following list of management and confidential classifications, which are not represented by a union or association, shall receive the supplemental compensation and benefits contained within. This resolution supersedes Resolution No. 256-62 and is effective the pay period which included December 6, 2026, unless specifically indicated otherwise in the resolution.

Senior Management Employees

Assistant City Manager
Chief of Police
Director of Public Works
Director of Community Development
Director of Environmental Services
Finance Director
Human Resources/Administrative Services Director

Mid-Management Employees

Assistant City Engineer
Building Official
City Clerk
Contracts and Special Projects Manager
Deputy Director Community Development
Deputy Director Environmental Services (Community Services)
Deputy Director Environmental Services (W/W Treatment)
Deputy Director Information Technology
Deputy Director Public Works (Streets/Utilities)
Environmental Programs Manager
Finance Manager
Police Business Manager
Police Lieutenant
SCADA Systems Manager
Senior Human Resources Specialist
Senior Planner
Senior Projects Manager (Engineering)

Confidential Employees

Executive Assistant/Deputy City Clerk
Information Technology and Digital Media Technician
Human Resources Specialist

Those employees identified above shall receive the following supplemental compensation and benefits to be administered in accordance with the Personnel Rules and Regulations.

It is further noted that per Arcata Municipal Code Title II, Chapter 2, Section 5, Department Heads are considered At Will and not part of the Competitive Service. Therefore, in determining eligibility and applicability of supplemental compensation and benefits, the individual

Employment Agreement between the employee and City shall supersede this Resolution. Any items not included in the individual Agreement will be subject to this Resolution. *(added 7/2008)*

Section 1. Paid Vacation

A. Annual Accrual Rate

8 hours per month beginning year 0 through year 3 of service.
10 hours per month beginning year 4 through year 6 of service.
12 hours per month beginning year 7 through year 11 of service.
14 hours per month beginning year 12 through year 15 of service.
16 hours per month beginning year 16 through year 19 of service.
18 hours per month beginning year 20 through year 23 of service.
20 hours per month beginning year 24+ years of service *(added 2008; amended 2013)*

B. Once per fiscal year, senior management employees may cash out up to ten (10) days vacation and mid-management employees may cash out up to five (5) days vacation.

C. In addition to provision 1.B., senior and mid-management employees may cash out vacation time once per fiscal year as follows: employees with 10-15 years of service may cash out an additional five (5) days vacation. Employees with 16+ years of service may cash out an additional ten (10) days vacation.

D. Confidential employees may cash out vacation time each fiscal year as follows: employees with 3-7 years of service may cash out 40 hours vacation time; employees with 8-11 years of service may cash out 80 hours vacation time, and employees with 12+ years of service may cash out 120 hours. An employee may cash out up to twice (2X) per fiscal year, so long as the combined total hours cashed out for the fiscal year do not exceed the maximums listed above. *(amended 2021)*

E. Vacation time may be accumulated up to a maximum amount equal to an employee's allowable vacation credits for two (2) years.

F. Accrued vacation leave is compensable in a lump sum upon termination of employment.

Section 2. Management Leave (Senior and Mid-Management Classifications Only)

A. All senior management employees, the mid-management classifications of Deputy Director, Assistant City Engineer, and Police Lieutenant are entitled to fourteen (14) days management leave per fiscal year, and other mid-management employees are entitled to ten (10) days management leave per fiscal year. Management leave is pro-rated for management employees whose employment with the City does not extend through the full fiscal year. Management leave is over and above vacation entitlement, in lieu of overtime pay or compensating time off. (updated 2021)

B. Management leave may not be accumulated from one fiscal year to the next.

C. Other than as shown in item D. below, management leave is not compensable to management employees upon termination of employment.

D. Senior management employees and the mid-management classifications of Deputy Director, Assistant City Engineer, and Police Lieutenant, may cash out up to 72 hours and other mid-management employees may cash out up to 56 hours of their annual combined management leave and floating holidays per fiscal year. An employee may cash out up to twice (2X) per fiscal year, so long as the combined total hours cashed out for the fiscal year do not exceed the maximums listed above. (amended 2021)

Section 3. Compensation for Authorized Overtime (Confidential Classifications Only)

A. Normal Work Period – Forty (40) hours within the period beginning at 12:00 a.m. Sunday and ending 11:59 p.m. the next succeeding Saturday, unless otherwise designated by the City Manager in accordance with the Personnel Rules and Regulations.

B. Overtime Defined – Hours worked in excess of 40 hours per week, or on an authorized holiday.

C. Overtime Compensation – Overtime shall be compensated as compensating time off (CTO) or paid in cash at the rate of time and one-half (1 ½) the number of overtime hours worked. Payment in cash shall be at the employee's regular rate of pay as defined by FLSA (Fair Labor Standards Act).

D. Vacation time, holidays, sick leave and CTO shall be included in regular working hours.

E. No compensating time off (CTO) or overtime pay shall be made for overtime work which, in the aggregate with regular working hours, does not exceed forty (40) hours within the normal work week.

F. Overtime worked by a confidential employee can be compensated by overtime pay or CTO at the option of the employee.

G. Confidential employees who have accrued CTO shall be permitted use of such time with advance approval of the supervisor and with due regard to the wishes of the employee and the convenience of the City.

H. Per 29 C.F.R. 553.21, unused compensatory time off (CTO) is payable to the employee upon separation from employment with the City, at a rate of compensation no less than (1) the average regular rate received by such employee during the last three (3) years of employee's employment, or (2) the employee's final regular rate, whichever is higher.

I. Employees may cash out up to eighty (80) hours of CTO per fiscal year. An employee may cash out up to twice (2X) per fiscal year, so long as the combined total hours cashed out for the fiscal year do not exceed the maximums listed above. Cash outs will be paid on the next regular pay day, provided that a request is made at least one week prior to such pay day. (amended 2019)

J. Confidential employees may accumulate a maximum of 240 hours compensating time off. Compensating time off in excess of 240 hours shall be paid at the employee's regular rate of pay as defined by FLSA.

(Confidential consolidated with Management 7/2008)

Section 4. Paid Holidays (amended 2025)

A. The following paid holidays are authorized:

New Year's Day (January 1)
Martin Luther King Day (Third Monday in January)
Presidents' Day (Third Monday in February)
Farm Workers Day (March 31)
Memorial Day (Last Monday in May)
Juneteenth
Fourth of July
Labor Day (First Monday in September)
Veterans Day (November 11)
Thanksgiving Day (Fourth Thursday in November)
Friday following Thanksgiving
Christmas Eve (December 24)
Christmas Day (December 25)
Four (4) floating holidays per fiscal year

B. The floating holidays may be taken as time off only with advance approval by the City Manager for department heads; or by department heads for all other management and confidential personnel and scheduled with due regard to the wishes of the employee and convenience of the City. A new employee hired after January 1 in any fiscal year shall be entitled to not more than one-half of the applicable floating holiday entitlement for the balance of the fiscal year. Floating holidays may not be accumulated from one fiscal year to the next. Any unused floating holidays remaining at the end of a fiscal year or upon separation of employment are not subject to compensation.

C. Once each fiscal year, senior management employees and the mid-management classifications of Deputy Director, Assistant City Engineer, and Police Lieutenant may cash out up to 72 hours, and mid-management employees may cash out up to 56 hours of their annual combined management leave and floating holidays. Confidential employees may cash out up to 16 hours of floating holidays. (amended 2021)

D. If an authorized holiday falls on a Saturday, the preceding Friday shall be granted off. If an authorized holiday falls on a Sunday, the following Monday shall be granted off.

When Christmas Eve falls on a Friday and Christmas Day falls on a Saturday, the Christmas Eve paid holiday will be observed on Thursday the 23rd (i.e. the paid days off will be Thursday 12/23 for Christmas Eve and Friday 12/24 for Christmas Day). When Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the Christmas Eve paid holiday will be observed on Tuesday the 26th (i.e. the paid days off will be Monday 12/25 for Christmas Day and Tuesday 12/26 for Christmas Eve).

Section 5. Family Illness/Bereavement Leave

A. *Family Illness:* Management and confidential employees are entitled to six (6) days family illness leave with pay per fiscal year, which will be charged against the employee's accumulated sick leave. Family illness leave is applicable when the employee's presence is necessary to provide or arrange care for an ill member of the employee's immediate

family; such family shall include spouse, domestic partner, parents and children. Misuse of family illness leave is grounds for disciplinary action.

B. *Bereavement Leave:* Management and confidential employees are entitled to up to five (5) days of bereavement leave per fiscal year. Bereavement leave is applicable when death occurs in the employee's immediate family; such family shall include spouse, domestic partner, parents, children, and other close relatives (as approved by the City Manager). Misuse of bereavement leave privileges is grounds for disciplinary action.

C. For purposes of this section, domestic partner is subject to the following:

1. The employee and domestic partner are not related to each other, have assumed mutual obligations for the welfare and support of each other, have been in the domestic partnership for at least six months, and they so state to the City in writing.

2. The employee must immediately notify the City in writing upon the termination of the domestic partner relationship.

Section 6. Sick Leave

A. Earned at the rate of one (1) day per month of service.

B. Unlimited accumulation.

C. Treatment of Sick Leave at Retirement

1. If, upon retirement, an employee is eligible to receive PERS service retirement benefits, and has been in the employ of the City for less than 10 years, the employee's remaining sick leave balance may be reported to PERS in accordance with the requirements of the PERS optional provision 20965, at the request of employee. *(amended 7/2008)*

2. If, upon retirement, an employee is eligible to receive PERS service retirement benefits and has been in the employ of the City for ten years or more, employee shall have the choice of 1) receiving, from the City, cash payout of 50% of their entire final sick leave balance at the current base salary rate and having the remaining 50% credited as service credit under the PERS optional provision 20965; or 2) having their entire final sick leave balance credited as service credit under the PERS optional provision 20965 and not receiving any City cash payout. *(amended 7/2008)*

D. There shall be one-half (1/2) pay for up to nine hundred sixty (960) hours accumulated sick leave when an employee resigns after fifteen or more years of service under favorable circumstances and not as a result of adverse action. *(added 7/2008)*

Section 7. Worker's Compensation

A. All employees are covered by workers' compensation insurance in accordance with state law.

B. In the event of lost time due to job-related injury or illness, the City shall supplement temporary disability benefits so that the employee's normal salary level is continued for a period not to exceed thirty (30) workdays.

Section 8. Unemployment Insurance

All employees are covered by unemployment insurance administered by the State Employment Development Department in accordance with state and federal law.

Section 9. Retirement System

A. Non-sworn employees (PERS Local Miscellaneous Members) Retirement Formulas:

1. If employed on or after January 1, 2013, AND a "New" PERS member (*New member as defined by PERS*), employee shall receive the 2%@62 PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

2. If employed on or after January 1, 2013, AND a "Classic" PERS member (*Classic member as defined by PERS*), employee shall receive the 2%@55(Modified) PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

3. If employed on or after June 24, 2012, and prior to January 1, 2013, employee shall receive the 2%@55(Modified) PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

4. If employed prior to June 24, 2012, employee shall receive the 2.7%@55(Full) PERS retirement formula, with the final compensation defined as the single highest year. Employee pays the PERS employee contribution.

B. Sworn Law Enforcement Employees (PERS Local Safety Members) Retirement Formulas:

1. If employed on or after January 1, 2013, AND a "New" PERS member(*New member as defined by PERS*), employee shall receive the 2.7%@57 PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

2. If employed on or after January 1, 2013, AND a "Classic" PERS member (*Classic member as defined by PERS*), employee shall receive the 3%@55(Modified) PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

3. If employed on or after June 24, 2012, and prior to January 1, 2013, employee shall receive the 3%@55 (Modified) PERS retirement formula, with final compensation defined as the 36 highest paid consecutive months. Employee pays the PERS employee contribution.

4. If employed prior to June 24, 2012, employee shall receive the 3%@50(Modified) PERS retirement formula, with the final compensation defined as the single highest year. Employee pays the PERS employee contribution.

C. Effective with the August 2, 2017, adoption of this Resolution, it is agreed that the City's PERS contract shall again be amended as it regards Government Code Section 20516 (Employees Sharing Additional Cost).

In addition to the current applicable PERS employee contribution, Classic Safety, Classic Miscellaneous, and New Miscellaneous employees in this group shall pay 3.0% of PERS reportable compensation towards the City's PERS employer contribution.

For New Safety employees in this group, in addition to the current applicable PERS employee contribution, employees shall continue to pay an additional 1.5% of PERS reportable compensation toward the City's PERS employer contribution.

D. The management/confidential employees may request two (2) PERS benefit actuarial reports per fiscal year to be paid for by the City.

Section 10. Insurance

A. Management and confidential employees are provided City paid, vision and dental insurance under the California Intergovernmental Risk Authority (CIRA) plan. (amended 2026)

B. For health plan year 2026/2027 only, an employee who voluntarily opts out of the City's medical coverage due to having other non-City coverage, shall receive four hundred dollars ($400) per month. This payment shall be made through the employee's regular bi-weekly payroll check ($184.62/pp). Payments are taxable, subject to tax withholding. Per FLSA guidelines, for non-exempt employees, the payment may (in whole or in part) be included in the calculation of the employee's regular rate of pay for the purposes of overtime.

In order to be eligible to receive the opt-out payment, the employee must provide annual proof of adequate "minimum essential" non-City medical coverage for all applicable dependents and employee (self) and sign an agreement holding the City harmless. (amended 2019)

If at any time during this contract, the City's health plan(s) (currently CalPERS Medical Plan) or the CalPERS governing body changes or limits participation requirements or prohibits an opt-out payment, or such payment otherwise negatively impacts the City directly or its participation in the Plan(s), such payment shall be discontinued at that time. Discontinuance of such payment shall not be required to be offset or substituted by the City with any other pay or benefit.

D. The City will be contributing up to the following to all medical plan premiums on a semi-monthly basis for plan year 2027 (January 1, 2027-December 31, 2027)

Employee Only - $1,177.33
Employee + One - $2,354.67
Family - $3,061.07

E. For future plan years, management/confidential employees will pay 40% of any increase over the total monthly premium rates of the PERS GOLD PPO, for medical insurance. This amount shall be added to the applicable employee contribution rates listed. If there is a decrease or no increase in the listed PERS GOLD PPO premium rates, employees will continue to pay the applicable contribution rates listed. For future plan years, the City will pay 60% of any increase over the total monthly premium rates of the PERS Gold PPO, for medical insurance. This amount shall be added to the City contribution from the previous plan year and create a new maximum City contribution for the new plan year.

City Contribution Calculation Family Medical Plan

a. 2027 PERS GOLD PPO Family Premium =	$3,159.44
2026 PERS GOLD PPO Family Premium =	$2,913.51
Increase	$245.93
Employee 40% Share	$98.37
City 60% Share	$147.56

b. 2027 City maximum monthly contribution to the family premiums for all medical plans = 2,913.51 + 147.56 = $3,061.07

c. 2027 Employee Monthly Contribution for PERS GOLD Family Premium = 0 + 98.37 = $98.37

F. PERS Medical Plans For 2027 Plan Year (January 1, 2027, thru December 31, 2027)

1. **Anthem Blue Cross Traditional HMO Medical Plan** *(added 2026)*:

a. Monthly premium for Anthem Blue Cross Traditional:

Employee Only - $ 1,732.52
Employee + One - $3,465.04
Family - $4,504.55

b. For the 2027 plan year, the City will contribute the following towards the Anthem Blue Cross Medical Insurance Plan monthly premiums:

Employee Only - $1,177.33
Employee + One - $2,354.67
Family - $3,061.07

c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards Anthem Blue Cross Select medical insurance:

Employee Only - $ 277.60
Employee + One - $555.19
Family - $721.74

2. **Blue Shield Access+ Medical Plan** *(added 2026)*:

   a. Monthly premium for Blue Shield Access +:

      Employee Only - $ 1,479.12
      Employee + One - $2,958.24
      Family - $3,845.71

   b. For the 2027 plan year, the City will contribute the following towards the Blue Shield Access+ Medical Insurance Plan monthly premiums:

      Employee Only - $1,177.33
      Employee + One - $2,354.67
      Family - $3,061.07

   c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards Anthem Blue Cross Select medical insurance:

      Employee Only - $ 150.90
      Employee + One - $301.79
      Family - $392.32

3. **Western Health Advantage Medical Plan** *(added 2026)*:

   a. Monthly premium for Western Health Advantage:

      Employee Only - $ 1,030.80
      Employee + One - $2,061.60
      Family - $2,680.08

   b. For the 2027 plan year, the City will contribute the following towards the Western Health Advantage Medical Insurance Plan monthly premiums:

      Employee Only - $ 1,030.80
      Employee + One - $2,061.60
      Family - $2,680.08

   c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards Western Health Advantage medical insurance:

      Employee Only - $ 0.00
      Employee + One - $0.00
      Family - $0.00

4. **PERS Gold PPO** *(added 2026)*:

   a. Monthly premium for PERS Gold PPO:

      Employee Only - $ 1,215.17

Employee + One - $2,430.34
Family - $3,159.44

b. For the 2027 plan year, the City will contribute the following towards the PERS Gold PPO Medical Insurance Plan monthly premiums:

Employee Only - $ 1,177.33
Employee + One - $2,354.67
Family - $3,061.07

c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards PERS GOLD PPO medical insurance:

Employee Only - $ 18.92
Employee + One - $37.84
Family - $49.19

5. **PERS Platinum PPO** *(added 2026)*:

a. Monthly premium for PERS Platinum PPO:

Employee Only - $ 1,778.62
Employee + One - $3,557.24
Family - $4,624.41

b. For the 2027 plan year, the City will contribute the following towards the PERS Platinum PPO Medical Insurance Plan monthly premiums:

Employee Only - $ 1,177.33
Employee + One - $2,354.67
Family - $3,061.07

c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards PERS Platinum PPO medical insurance:

Employee Only - $ 300.65
Employee + One - $601.29
Family - $781.67

6. **PORAC PPO** – Available to eligible safety employees. *(added 2026)*:

a. Monthly premium for PORAC PPO:

Employee Only - $ 1,095.00
Employee + One - $2,395.00
Family - $3,115.00

b. For the 2027 plan year, the City will contribute the following towards the PORAC PPO Medical Insurance Plan monthly premiums:

Employee Only - $ 1,177.33
Employee + One - $2,354.67
Family - $3,061.07

c. Beginning with the January 2027 premium paid in December 2026, management/confidential employees will pay the following semi-monthly contribution towards PORAC PPO medical insurance:

Employee Only - $ 0.00
Employee + One - $ 20.17
Family - $26.97

G. **Retirees Medical, Dental, and Vision Insurance**: The following shall apply to those eligible employees actively employed as of July 1, 2025, and who remain continuously employed full time until retirement from the City. Section 10(I) does not apply to employees who start full-time City employment after July 1, 2025. For employees who retire from the City of Arcata with at least ten (10) years of service but less than twenty (20) years of service with the City, and having been covered under the City sponsored health plan for a minimum of five (5) full-time years up to the last day of work, and who continue medical, dental, and/or vision insurance through a City-sponsored plan, the City will contribute two percent (2%) up to the applicable CalPERS Early Retiree Single rate or Early Retiree Two-Party rate towards the insurance premium(s) for each year of service as an employee with the City rounded to the nearest whole year. For employees who retire from the City of Arcata after twenty (20) years of service with the City, and having been covered under the City sponsored health plan for a minimum of five (5) full-time years up to the last day of work, and who continue medical insurance through a City-sponsored plan, the City will contribute three percent (3%) up to the applicable CalPERS Early Retiree Single rate or Early Retiree Two-Party rate towards the insurance premium(s) for each year of service as an employee with the City rounded to the nearest whole year. While City contributions will not continue past Medicare eligibility, a retiree or spouse may choose, if eligible, to continue the Medicare coverage available, if any, under the City's group plan at the retiree's or spouse's own cost. *(revised 2026)*

Note: For CIRA plans, per its eligibility guidelines, an employee, who has at least ten (10) years of continuous employment with a member entity before retirement and retires under CalPERS, may choose to continue dental and/or vision coverage. This will be at the retiree's own cost if he/she does not also meet the criteria above to be eligible for a City contribution towards the premium(s). For example, if the employee had 5 years of service at another CIRA member entity and 6 years with the City of Arcata, the employee would not qualify for a percentage of the retiree premium to be paid by the City as outlined above, but would be able to continue coverage as a retiree (vs. COBRA) at the retiree's own cost. See Appendix A for additional information on City and CIRA plan eligibility guidelines.

J. COBRA Premium Payments for Survivors: For the survivors of an employee who dies while employed by the City of Arcata, who elect to continue medical and dental benefits through COBRA coverage, the City will contribute two percent (2%) of the COBRA premium cost for each year of service achieved by the deceased employee rounded to the nearest whole year. Such contributions will not continue past the COBRA eligibility period.

K. Life insurance is provided for full-time City employees under the California Intergovernmental Risk Authority (CIRA) Insurance Fund with the City contributing the amount of premium paid under CIRA's plan of $50,000 term life insurance per employee.

L. The City will provide short-term disability insurance coverage, as described in the City of Arcata Personnel Rules and Regulations.

M. Supplemental insurance policies are available for employee purchase through AFLAC. Open enrollment for AFLAC is May to June of each year, with a July 1 effective date.

Section 11. Education and Training Reimbursement

In addition to training opportunities provided by the City at City expense, the City will reimburse employees the cost of tuition and books (up to $500 per employee per fiscal year) for job-related courses. Approval in advance of course enrollment must be obtained from the department head and City Manager. The employee must demonstrate that he/she received a passing grade and completed the course.

Section 12. Equipment Purchase

The City will allow management and confidential employees to purchase equipment that is necessary to perform job duties, once each year, to be paid through payroll deductions within one (1) year of purchase date. Such purchases must be approved in advance by the City Manager. Purchases may not be made under this Section until any previous purchase has been paid in full. *(amended 7/2008)*

Section 13. Additional Supplemental Compensation (amended 2025)

A. City of Arcata Residency Incentive

1. Those employees who can show actual residency within the city limits of the City of Arcata shall receive eighty dollars ($80) per month incentive pay for as long as they remain a resident of the City of Arcata. This payment does not qualify as pensionable compensation reportable to CalPERS. The incentive shall be paid biweekly at thirty-six dollars and ninety-two cents ($36.92) per pay period.

2. Should the employee opt to have the City contribute the monthly resident incentive pay to the employee's deferred compensation account the incentive payment shall be hundred ($100) per month. The incentive shall be paid biweekly at forty-six dollars and fifteen cents ($46.15) per pay period.

3. Employee agrees that should they no longer meet the eligibility requirements for the residency incentive pay that they will immediately notify the City. Employee agrees to repay the City for each month (or prorated portion of) in which the incentive pay was received but for which the employee did not qualify.

B. Bus Pass

Management and confidential employees and their immediate families are eligible to receive a monthly pass for bus service as outlined in the City Employee Bus policy.

C. Physical Fitness and Weight Management Program: *(added 2011;amended 2013, 2019)*

1. Management and confidential employees shall be eligible to receive up to ninety ($90) dollars every three (3) months for reimbursement towards membership in physical fitness and/or weight management programs. This includes membership in a local health club/fitness center or martial arts program; membership for an online or downloadable physical fitness/personal training program; registration and meeting/workshop fees for weight management programs; or other fitness or wellness programs pre-approved by the City Manager or designee.

2. For the purposes of this Section, physical fitness memberships are intended to be for a local health club/fitness center or martial arts program, or digital physical fitness/personal training program whose main function is to provide strength training, cardio, and/or recognized martial arts discipline workouts (a facility that has a swimming pool and requires a paid membership is eligible for reimbursement). Weight management program membership reimbursement applies towards registration and meeting/workshop fees, either in-person, online or downloadable. The reimbursement does not apply to such things as home gym or other personal fitness/sports equipment, organized sports teams/programs, food, supplements, or electronic devices (i.e. cell phones, watches, tablets) for the use of digital fitness or weight management programs.

3. Reimbursement is for employee only for up to $30 per month. Reimbursement does not apply towards any initiation fee. Documentation for reimbursement will consist of a City reimbursement form and proof of payment, which must include information that identifies the facility or program the payments were made to and the months of membership the payments cover. If proof of payment includes a multi-person membership, only the portion of that membership attributable to the employee will be reimbursed.

4. Submittal of required documentation must be received by Personnel no later than fifteen (15) business days after the last day of the quarter in which the employee is requesting reimbursement.

5. It is understood this reimbursement must be treated as taxable income for both the employee and the City. Additionally, per notification to the City from the Compensation and Employer Review Unit of CalPERS, the reimbursement is not considered compensation for local safety members and not eligible to be reported to CalPERS.

Section 14. Tobacco Cessation Incentive

Employee who is a tobacco user can sign up for the "tobacco cessation incentive". Employee must agree to enroll in and successfully complete a Tobacco Cessation Program of his/her choice. If an employee does not use tobacco for twelve consecutive months from the time of sign-up and certifies that he/she has not used tobacco for one year at the end of the twelve months, the employee will receive $200. For the purposes of this Article, a tobacco user is defined as an eligible employee who attests he/she has used tobacco products (i.e., cigarettes, cigars, chewing tobacco) at least 100 times in his/her lifetime, and, on average, currently uses tobacco products at least 15 days out of a month. This is a one-time benefit. *(amended 7/2008)*

Section 15. Adoption

The City provides $500 cash benefit to employees adopting minor children.

Section 16. Dependent Care Assistance

The Dependent Care Assistance Program will be executed in accordance with Internal Revenue Code Section 125 with an open enrollment period each May to June to be effective July 1 of that Plan Year.

Section 17. Unreimbursed Medical

Flexible Spending Account (FSA)

Flexible Spending Account - Employees may elect to tax defer a maximum of $1,500 each fiscal year to be used for unreimbursed medical and or dental expenses. This program will be administered by a third-party administrator the City selects and will have an open enrollment period each May and/or June to be effective July 1 of that plan year.

Section 18. Deferred Compensation

Employees are entitled to participate in the City's deferred compensation plan(s) as administered by a third-party administrator selected by the City. The primary purpose of this plan is to provide retirement income and other deferred benefits to the employees of the City in accordance with the provisions of Section 457 of the Internal Revenue Code of 1954, as amended. *(amended 9/2015)*

For employees who elect to contribute at least $25 per month ($11.54/pp), the City will contribute to the deferred compensation plan in accordance with the following schedule:

Years of Service	City Contribution
0-10	1.5% of regular salary
11-15	2.2% of regular salary
16-20	3.2% of regular salary
21-25	4.2% of regular salary
26+	5.2% of regular salary

City contribution increases to an employee's Deferred Compensation account due to years of service will be effective the pay period which includes the employee's anniversary date.

Section 19. Additional Benefits for Sworn Police Management

A. Uniforms and Safety Equipment

1. The City provides uniforms and safety equipment for sworn police management employees and provides for cleaning and maintenance of uniforms and safety equipment.

    d. The monetary value, up to $2,100 during first year of employment and up to $1,100 for each subsequent year, associated with the purchase, maintenance and cleaning of uniforms for sworn employees *required* to wear uniforms shall be reported to

PERS annually, for Classic members only, in June of each year, and upon termination of employment. (added 2021)

B. Sworn police management employees may purchase one weapon once each year to be paid through payroll deduction within one year of purchase.

C. The Police Lieutenant or Police Captain shall be eligible to receive overtime payment under the following circumstances: The Lieutenant or Captain is filling a shift assignment of a Police Sergeant or Police Officer because no other personnel were available to fill the vacant shift assignment and the overtime is approved by the Chief of Police. It is further understood this option shall be utilized as a "last resort" and shall only apply as allowed under Fair Labor Standard Act (FLSA) *Section 645 Nonexempt and Occasional or Sporadic Work*. *(amended 7/2008)*

D. Sworn police management employees will receive additional compensation of six percent (6%) for possession of a valid POST Intermediate Certificate and an additional six percent (6%) for possession of a valid POST Advanced Certificate. *(added 2008; amended 2013)* In accordance with CalPERS, POST Certificate Pay is reportable as special compensation for both Classic and PEPRA members. (added 2021)

E. Sworn police management employees will receive a two hundred- and fifty-dollar ($250) equipment reimbursement each fiscal year, payable when receipt for Police related equipment is submitted to Personnel. *(added 7/2008) In* accordance with CalPERS, this reimbursement is not reportable as special compensation for both Classic and PEPRA members. (added 2021)

Section 20. Additional Benefits for Non - Sworn Police Management

A. One non-sworn management employee who manages the Dispatch Center for the Arcata Police Department will receive additional compensation of seven and a half percent (7.5%) for possession of a valid POST Intermediate and Advanced Dispatcher Certification. *(added 2024)*

Section 21. Longevity Pay

Upon completion of five (5) years of continuous employment with the City of Arcata, the employee shall receive an additional three percent (3%) of base salary as longevity pay. Upon completion of 10 years of continuous employment with the City of Arcata, the employee shall receive an additional three percent (3%) of base salary as longevity pay, for a total of 6%. Upon completion of 15 years of continuous employment with the City of Arcata, the employee shall receive an additional three percent (3%) of base salary as longevity pay (for a total of 9%). *(amended 2024)* In accordance with CalPERS, Longevity Pay is reportable as special compensation for both Classic and PEPRA members. (added 2021)

Longevity pay increases will be effective the pay period which includes the employee's anniversary date.

Section 22. Salaries
(added 2011)

A. Effective the first full pay period after adoption of Resolution 234-54 by the City Council, employees received a five percent (5.0%) base salary increase.

B. Effective the pay period that includes July 1, 2025, employees shall receive a three percent (3%) base salary increase.

C. Effective the pay period that includes July 1, 2026, employees shall receive a three percent (3%) base salary increase.

Section 23. Classifications Allocated Less Than Full-Time (1.00 FTE)
(added 2011)

A. Classifications allocated by the Council less than full-time (i.e., .75 FTE, .80 FTE), shall receive applicable salaries, benefits, pays, etc. as a pro rata share proportionate to a full-time equivalent.

B. Classifications allocated less than full-time shall only be eligible for those salaries, benefits, pay, etc. that do not specifically restrict eligibility to full-time employees, and, for which establishing or changing eligibility requirements are outside the City's control.

C. Pursuant to FLSA and City policy, for confidential classifications, overtime is calculated as hours worked over a forty (40) hour work period.

Section 24. Effective Date

The effective date of this resolution shall be the beginning of the full pay period which includes December 6, 2026.

DATED: November 4, 2026

ATTEST: APPROVED:

_____ _____

City Clerk, City of Arcata Mayor, City of Arcata

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 267-29 passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, held on the 4th day of November 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____
City Clerk, City of Arcata