



*Central Marin Police Authority*  
Staff Report

**TO: Police Council**  
**FROM: Management Committee**  
**DATE: April 1, 2015**  
**RE: Authorizing the Management Committee to Execute Amendments to the Outline of Salaries and Benefits for Management**

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**ACTION REQUESTED**

That Council hear the staff presentation, take public comment, then adopt Resolution No. 2015/07, granting authority to the Management Committee and the Central Marin Police Authority Management Unit.

**SUMMARY AND BACKGROUND**

The Central Marin Police Authority Managers and Mid-Managers are unrepresented employees that serve in their positions by assignment of the Chief of Police and approval of the Management Committee. The Management Unit is currently comprised of two Captains and two Lieutenants.

As an unrepresented unit the administration of salaries and benefits for the Management Unit has historically been consistent with the administration of salaries and benefits for members of the represented Central Marin Police Officers' Association. It has also been the practice of the Authority to provide certain special compensation to the Management Unit in the same manner as described in the Central Marin Police Officers' Association Memorandum of Understanding. This includes compensation such as educational incentive pay. This does not include special compensation that is unique to the Police Officers' Association such as holiday pay, shift differential pay, or overtime.

The attached "Exhibit A" lists the job classifications which are considered members of the Management Unit. These classifications include Captains and Lieutenants. The attached "Exhibit B" provides an outline of salaries and benefits for the Management Unit.

The Management Committee desires to amend the Managers and Mid-Managers outlined salaries and benefits commensurate with the compensation changes occurring for other sworn personnel in the Authority. The Management Committee recommends that for FY15-16, The Managers and Mid-Managers salary be adjusted by 4%, for FY 16-17 3.5% and for FY 17-18



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3.75% as is proposed for sworn members of the Authority's officers (members of the Central Marin Police Officers Association).

With the exception of salary, the Managers and Mid-Managers outlined salaries and benefits is structured such that their benefits package is automatically adjusted to follow changes to the compensation package of other sworn command staff employees. As a result, the proposed non-salary changes to the command staff compensation package contained in another agenda item, including the assumption of additional payments toward pension costs and contributions to the irrevocable trust for retiree medical costs, will automatically be implemented for the Managers and Mid-Managers.

### **FISCAL IMPACT**

There will be an approximate \$20k fiscal impact by adoption of this resolution. The costs contained within the agreement have already been included in the Authority's proposed FY2015-16 budget.

### **RECOMMENDATION**

It is recommended for the Council to authorize the Management Committee to execute an amendment to the Chief's employment agreement of the form of the attached.

### **RECOMMENDATION**

It is recommended for the Council to authorize the Management Committee to execute the amended Outline of Salaries and Benefits.

Respectfully Submitted,

Dan Schwarz  
Management Committee

David Bracken  
Management Committee

Debra Stutsman  
Management Committee

### **Attachments:**

1. Resolution No. 2015/07
2. Exhibit A
3. Exhibit B

**RESOLUTION NO. 2015/07**

**A RESOLUTION OF THE CENTRAL MARIN POLICE COUNCIL  
AUTHORIZING THE MANAGEMENT COMMITTEE TO EXECUTE AN EMPLOYMENT  
AGREEMENT WITH MANAGEMENT UNIT**

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**WHEREAS**, the Police Council annually adopts a budget that authorizes the Management Committee to employ managers and mid-managers in the Authority;

**WHEREAS**, managers and mid-managers are unrepresented employees that serve in their management positions by assignment of the Police Chief and approval by the CMPA Management Committee;

**WHEREAS**, the Police Council and Management Committee desire to establish salaries and benefits for managers and mid-managers;

**WHEREAS**, the administration of salaries and benefits by the Authority for the Management Unit has historically been in a manner and fashion consistent with the administration of salaries and benefits for members of the Central Marin Police Officers' Association, as is contemplated in Exhibit B;

**WHEREAS**, it has been and remains the practice of the Authority to provide special compensation (as defined in the California Public Employees Law) in the same manner as is described in the Central Marin Police Officers' Association Memorandum of Understanding, such as educational incentive pay, to members of the Management Unit, unless said special compensation is unique to the working conditions of the Police Officers' Association, such as holiday pay, or the Police Council has adopted language for the Management Unit about a specific form of special compensation;

**WHEREAS**, the Police Council recognizes that to attract highly qualified, experienced managers, the Management Committee may, at the time of hire, find it necessary to offer a package of salary and benefits that includes elements, such as initial leave balances, that would otherwise only accrue to the employee over a defined period of service with the Authority;

**WHEREAS**, the attached 'Exhibit A' enumerates the job classifications whose incumbents shall be considered members of the "Police Management Unit"; and

**WHEREAS**, the attached 'Exhibit B' provides an outline of salaries and benefits for the Management Unit.

**NOW, THEREFORE, BE IT RESOLVED** that the Police Council of the Central Marin Police Authority adopts Resolution 2015/07, defining a Police Management Unit as

enumerated in Exhibit A and establishing salaries and benefits for members of the unit as outlined in Exhibit B.

**BE IT FURTHER RESOLVED** that the Police Council authorizes the Management Committee to implement the provisions of Exhibit B with the discretion afforded therein and consistent with the budget adopted annually by the Police Council.

**BE IT FURTHER RESOLVED** that the Police Council authorizes the Management Committee, at the time of recruitment for a management position authorized by the budget, to offer a competitive package of salary and benefits.

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AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:

ATTEST:

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Zaneta Feleo, Authority Clerk  
Central Marin Police Authority

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Tom McInerney, Council Chair  
Central Marin Police Authority



## *Central Marin Police Authority*

Resolution 2015/07 Exhibit A

### CLASSIFICATIONS WITHIN THE POLICE MANAGEMENT UNIT

The Central Marin Police Authority Management Unit ("Management Unit") is defined to include the following classifications:

Captain

Lieutenant



## *Central Marin Police Authority*

Resolution 2015/07 Exhibit B

### **OUTLINE OF POLICE MANAGEMENT UNIT SALARIES AND BENEFITS**

#### **1. CONDITIONS OF EMPLOYMENT**

##### **a) Employment Status and Terms of Employment**

Managers are unrepresented employees that serve in their management positions by assignment of the Police Chief and approval by the CMPA Management Committee. Members of the unit shall be supervised by the Police Chief or his or her designee. Consistent with the provisions of this outline and the annually adopted budget, the CMPA Management Committee shall assign salary and benefits to managers.

##### **b) Comportment Consistent With the Policies, Practices, and Expectations of the Authority.**

Managers are expected to comport themselves consistent with the policies, practices, and expectations of the Authority.

#### **2. SALARY**

The Authority recognizes the value of attracting and retaining qualified managers and is committed to providing a fair and competitive salary to management employees.

##### **a) Annual Adoption of Salary Table**

The Police Council, as part of its annual review and adoption of a budget, shall review and adopt salaries for managers.

##### **b) Salary Adjustments**

No later than the last working day of May, the Police Chief shall inform each manager if the proposed budget will include a recommendation for a salary adjustment for that manager. Recommendations for salary adjustments will be based on an assessment that shall include, but not be limited to, consideration of the following criteria:

- Performance reviews
- Market competitiveness
- Internal equity and compaction
- The Authority's financial condition



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Resolution 2015/07 Exhibit B

**c) Performance Reviews**

The Police Chief or his or her designee shall conduct a regular performance review of each manager consistent with the policies and procedures.

**d) Market Competitiveness Review**

The Management Committee shall provide the Management Unit with the methodology by which managers may conduct a market competitiveness review. This methodology shall be consistent with the methodology used in compensation discussions with the Central Marin Police Officers Association.

**e) Acting Pay**

When assigned in writing by the Police Chief to perform work in a higher classification for more than five (5) consecutive working days, a manager will be compensated for such assignment with no less than an additional 5.0% in salary.

### **3. BENEFITS**

**a) Conformity with the Central Marin Police Officers Association MOU**

The following benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association Memorandum of Understanding:

- Group Insurance
- Deferred Compensation
- Flexible Spending Accounts
- Uniform Allowance (equivalent to the rank of Detective)
- Educational Reimbursement
- Education Incentive Pay
- Physical Fitness Reimbursement

**b) Use of Authority Vehicles**

Managers may be assigned an Authority vehicle that they may use off-duty in accordance with Authority policies. Use of an Authority vehicle shall include for the purpose of travelling between the Manager's residence and work.

**c) Use of Personal Vehicle**

With authorization from the Police Chief, a manager may use his personal vehicle for work-related travel. In such instances, the manager may request reimbursement for mileage at the prevailing rate of the Internal Revenue Service.



## Central Marin Police Authority

Resolution 2015/07 Exhibit B

### 4. LEAVE

#### a) **Conformity with the Central Marin Police Officers Association MOU**

The following leave benefits shall be provided to managers in the manner described in the Central Marin Police Officers Association MOU:

- Sick Leave
- Funeral Leave
- Jury Duty
- Leave of Absence without Pay
- Catastrophic Injuries/Illness Time Bank
- Use of Vacation Leave
- Pay for Vacation Time

#### b) **Vacation Leave Accrual**

- i. *Rate of Accrual:* Managers shall accrue vacation leave with pay on a bi-weekly basis according to the following schedule:

0-10 years of service	15 days per year
11-14 years of service	20 days per year
15+ years of service	25 days per year

- ii. *Maximum Accrual Threshold:* Employees may accrue up to thirty (30) days of vacation per calendar year. Only with the prior written permission of the Management Committee, may more than thirty (30) days of accumulated vacation be carried forward into the subsequent year. Without this permission, once an employee reaches the thirty (30) day maximum, they will not earn or accrue additional vacation time until their balance returns below the maximum.

#### c) **Administrative Leave**

It is the desire of the Authority to recognize the many additional hours of service its Management employees provide through an Administrative Leave program.

- i. *Annual Allocation:* At the beginning of the fiscal year, managers shall be credited with five (5) days of annual administrative leave to be used to compensate for additional work performed outside the normal business day. (This allocation will be prorated for employment that begins after the start of the fiscal year.) Administrative leave may be taken as paid time off during the course of the fiscal year.



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- ii. *Expiration of Administrative Leave:* Administrative leave must be used during the fiscal year granted.
- iii. *Award of Additional Administrative Leave:* Upon recommendation of the Police Chief, the Management Committee may grant up to five (5) days additional administrative leave per year for employees who have provided extraordinary levels of service outside normal business hours.

If the Police Chief and the Management Committee agree that sufficient funds are available in the current fiscal year budget, the manager may elect to receive this additional administrative leave as straight time pay rather than the additional time in the manager's administrative leave balance.

### d) **Holidays**

The Authority recognized thirteen (13) holidays. Managers shall observe and receive paid time off for New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Admission Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

Managers will be required to work on Admission Day, Columbus Day, and Lincoln's Birthday. In compensation for working these holidays, employees shall receive three (3) days of floating holiday time off. In addition, managers shall receive one (1) floating holiday to be used on or between the last working day prior to Christmas and the second working day after New Year's Day (with prior approval from the Police Chief). Floating holidays must be used in the fiscal year in which they were earned.

## 5. **RETIREMENT PLAN**

### a) **Conformity with the Central Marin Police Officers Association MOU**

Managers shall be provided with and subject to the same provisions for a retirement plan as are found in the Central Marin Police Officers Association MOU.

### b) **Medicare**

The Authority does not participate in Social Security for its full and part-time permanent employees. However, all employees hired after April 1986 are subject to the Medicare portion of Social Security which mandates that the



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Resolution 2015/07 Exhibit B

employee and the employer must contribute 1.45% of the employee's salary up to a maximum dollar amount.

c) **Retiree Medical**

Managers shall be provided with and subject to the same provisions for medical insurance in retirement as are found in the Central Marin Police Officers Association MOU.