

City of Grand Rapids



Management & Non Represented Employee Compensation and Fringe Benefits Handbook

Revised January 2021

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Wages, Pay Changes, and Severance Pay

Wages

Wages for employees covered by this handbook shall be in accordance with the ordinances adopted by the City Commission.

Pay Changes

Purpose: The following provisions govern the assignment of the pay rate within the applicable pay range for employees of the City covered by this handbook.

Definitions:

- a. Promotion - is defined as a change in appointment to a position which has a higher maximum salary.
- b. Demotion - is defined as a change in appointment to a position which has a lower maximum salary. An employee whose request for a voluntary demotion is granted shall have the change in appointment designated as a voluntary demotion.
- c. Lateral Transfer - is defined as a change in employment to another position with a different job title which has the same pay range.
- d. Reclassification - is defined as the changing of a position from one classification title to another classification title based upon a Civil Service review of the duties performed by those positions in the classified service.
- e. Salary Step Increase - is defined as an increase in compensation to the next higher step within the applicable pay range. For officials appointed by the City Commission, intermediate salary levels may be determined and assigned by the City Commission between the minimum and maximum levels for those officials.
- f. Acting Assignment - is defined as an assignment for a limited time to a position title other than what is permanently assigned. Such assignment shall be determined by the needs of the service.

Anniversary Dates

- a. Establishment
 - 1) Original Employment and Re-employment. The date one (1) year after completion of the initial probationary period (where applicable) and the corresponding date each year thereafter.
 - 2) Promotion. The date one (1) year after completion of the probation period (where applicable) and the corresponding date each year thereafter.
 - 3) Transfer when Retaining the Same Position Title. The anniversary date remains unchanged.

- 4) Lateral Transfer. The date one (1) year after completion of the probation period (where applicable) and the corresponding date each year thereafter.
 - 5) Demotion. The date six (6) months after the effective date thereof and/or any applicable probationary period, and the corresponding date each year thereafter.
 - 6) Reclassification. The date one (1) year after the completion of the probation period (where applicable) and the corresponding date each year thereafter.
- b. Postponement of the Anniversary Date. Layoff, formal leave of absence, or other separations from the active payroll in excess of sixty (60) days shall postpone the anniversary date for the total period of separation; but, time previously served toward the next anniversary date shall be credited when returned to the payroll. The anniversary date shall be adjusted accordingly.

Compensation Determination

- a. Original Employment and Re-employment. Officers and employees shall be placed at the lowest step within the applicable pay range, unless the City Manager determines that the needs of the service require that compensation be fixed at a higher salary step within the applicable pay range.
- b. Completion of Probation. The officer's or employee's pay rate shall be increased to the next higher step at the end of his/her probationary period (where applicable) provided the officer or employee is not already at the maximum salary step within the applicable range.
- c. Annual Evaluations on the Anniversary Date (also see provisions for Top Management in Section 6)
 - 1) Prior to the occurrence of each anniversary date, each officer or employee who has not already obtained his/her highest salary step within the applicable pay range shall be considered for a salary step increase effective such date. Such consideration shall be made by the officer's or employee's supervisor(s). The City Manager may elect to award a pay increase beyond a single step increase in cases of demonstrated superior performance.
 - 2) Each consideration found to be in good order by the Director of Human Resources shall be referred to the City Manager or his/her designated representative for a final determination and approval.
 - 3) Step increases on anniversary dates shall not be based merely on the passage of time, but rather shall be given if the officer's or employee's work performance has been satisfactory relative to the requirements of his/her position.

An officers' or employee's performance shall be formally evaluated annually; however, any performance deficiency shall be brought to the attention of the officer or employee and documented in writing. A copy of such documentation shall be provided to the officer or employee.

- 4) In the event a step increase is not given on an anniversary date, such increase may be given prior to the next anniversary date if the officer's or employee's work performance increases to a satisfactory level relative to the requirements of his/her position. Such determination is the sole determination of the supervisor and interim evaluations shall not be automatic.
- d. Promotion or Upward Reclassification. Officers or employees who are promoted or whose positions are reclassified to a class in a higher pay range shall initially be paid at a salary step within the applicable pay range as determined by the City Manager.
- e. Increase upon Acting Assignment. When the needs of the service require an acting assignment for a period in excess of thirty (30) calendar days the City Manager may order the payment of a rate of compensation within the higher pay range.
- Temporary assignment of higher level duties for periods of thirty (30) calendar days or less shall not qualify the officer or employee for payments as provided above.
- f. Lateral Transfers and Transfers within the Same Job Title. An officer or employee who is transferred shall initially be paid at the same salary step he/she held immediately before such transfer.
- g. Demotion and Downward Reclassification. An officer or employee who is demoted or whose position is reclassified to a classification in a lower pay range shall initially be paid at the same salary step in the range for the lower level position which had been received in the higher level position, unless the City Manager determines that the needs of service require assignment to a higher authorized salary step within the applicable pay range.
- h. Effective Date of Changes in Compensation. All changes in compensation shall be effective as of the date indicated on the supporting documentation.

Severance Pay

- a) In the event an employee covered by the provisions of this handbook is involuntarily terminated, laid off, or separated from employment for reasons other than an age and service retirement, the City Manager may provide a severance package for the employee. To be eligible for the severance package, the employee is required to execute a severance agreement relinquishing claim to all future re-employment rights with the City and a waiver of all claims against the City. With the execution of such an agreement, the City Manager, after consultation with the Mayor and the chairperson of the Fiscal committee, may provide a severance package with a value not to exceed the total compensation the employee would have earned in six (6) months. Alternately, at the City Manager's discretion, he/she is authorized to provide a severance package not to exceed three (3) months of total compensation for those employees separating from employment in a manner provided for in this subsection. The City Manager is authorized to negotiate the terms of the severance agreement within the

limitations provided for in this paragraph and to execute the severance agreement on behalf of the City.

- b) In the case of the Deputy City Manager the City Manager is authorized at his/her discretion to provide a severance package not to exceed twelve (12) months of total compensation as provided in subsection (a) above.

Top Management Performance Reviews

The performance of employees holding positions within pay range 20U or higher shall be evaluated annually according to core job requirements and core competencies as established at the discretion of the City Manager. An overall rating shall be made to determine if the employee is eligible to receive a merit pay or cost of living adjustment.

Sick Leave

Regular Use

The regular use of sick leave entitles an employee to use accumulated sick leave for any absence necessitated by personal illness, as well as the illness of a minor child, spouse, or parent. Additionally, an employee may use accumulated sick leave for an off-duty injury not incurred in supplemental employment. All uses of sick leave require approval by the employee's Department or Division Director.

Sick Leave Accumulation

- a. An employee accumulates eight (8) hours for each calendar month of service in which he/she works or carries accrued paid leave for twelve (12) or more complete work days.
- b. Unused accrued sick leave shall accumulate from year to year to an unlimited amount.

Recording Use of Sick Leave

Sick leave shall be charged to at the nearest one-half (1/2) hour.

Definitions

- a. Immediate Family - is defined as the following: Spouse, child, parents, grandparents, brother, sister, father-in-law, mother-in-law, brother-in-law or sister-in-law, grandparents-in-law of the employee.
- b. Service - is defined as any period of time for which an employee receives wages.
- c. Supplemental Employment - is defined as a compensated off-duty job (including self-employment) which may or may not provide sick leave benefits, health and/or accident insurance, Workers' Compensation, or any combination thereof.

Bereavement, Limited Family, & Emergency Use of Sick Leave

- a. An employee is entitled to take up to two (2) days bereavement leave (paid leave without charge to his/her accumulated sick leave bank) upon the death of any member of his/her immediate family. For the purpose of this provision only, the definition of immediate family shall include grandchildren, son-in-law, and daughter-in-law.
- b. An employee is entitled to use up to three (3) days of his/her accumulated paid sick leave for any absence necessitated by serious injury, acute critical illness requiring emergency medical treatment, or the death of any member of his/her immediate family upon application approved by his/her Department Director, the Deputy City Manager, or the City Manager. Extension of sick leave use beyond the above limitation may be permitted in exceptional circumstances upon application approved by the City Manager.

Conversion of Sick Leave to Personal Leave

- a. An employee with five (5) or more years of continuous service may convert up to forty (40) hours of accumulated paid sick leave to personal leave on January 1st of each calendar year after achieving that length of service. At the time of conversion the employee must have accumulated sick leave in his/her accrual bank as follows:
 - 1) At a minimum one hundred and eighty (180) hours if the employee has five (5) or more years of continuous service, but less than ten (10) years of continuous service.
 - 2) At a minimum three hundred and sixty (360) hours if the employee has ten (10) or more years of continuous service.
- b. At the end of each calendar year the employee's sick leave balance shall be checked to determine if he/she qualifies for conversion of accumulated paid sick leave to personal leave. If the employee's balance meets the requirements set forth above the sick leave shall be converted in an amount which will bring the personal leave bank balance to no more than forty (40) hours. Converted sick leave cannot be credited to the employee's personal leave bank if it will raise his/her balance above forty (40) hours.
- c. Personal leave which has been credited to the employee's leave bank must be taken in a minimum increment of one (1) hour. Personal leave may be used for unforeseen circumstances and is subject to supervisory approval and the needs of service.
- d. Unused personal leave at the end of the calendar year shall remain in the employee's accrual bank. If the employee meets the conversion requirements set forth above at that time, additional sick leave shall be converted to bring the leave bank to a balance of no more than forty (40) hours.
- e. If personal leave remains in the employee's accrual bank at the time of separation from employment, or at a time when the employee is appointed to a position which is not eligible for such a benefit, the unused hours shall be converted to sick leave.

Any payoff of such hours shall be made in accordance with the provisions which apply to sick leave payoff.

Use of Sick Leave in Lieu of Vacation

An employee shall be entitled to use his/her accumulated paid sick leave in lieu of vacation for periods of illness or injury which occur while on vacation. Such use shall be subject to approval by his/her supervisor and sick leave substantiation as hereinafter provided.

Excluded Uses

Paid sick leave shall not be approved for absences caused by:

- a. Personal injury incurred while engaged in supplemental employment.
- b. If an employee is found to have performed any work while on sick leave. The term “any work” does not include such work activity in and around the home of the employee that is not detrimental to the illness or injury causing the absence as determined by the City’s Physician.

Substantiation

An employee shall be required to substantiate the use of sick leave by such reasonable means as his/her supervisor may require. If required to substantiate the use of sick leave, an employee will be given at least three days to comply. Intentional falsification of any sick leave affidavit or fraudulent use of sick leave may be grounds for disciplinary action up to and including discharge. Denial of the use of sick leave due to a failure to provide adequate substantiation shall not be considered to be in and of itself an issuance of discipline.

Physical Examination

An employee on authorized absence for more than ten (10) work days due to illness, or for any period due to injury or recovery from surgery shall return to duty only after an examination and release for work by the City’s Physician.

Unpaid Sick Leave

The City Manager may, upon the advice and recommendation of the City’s Physician, grant unpaid sick leave for up to one (1) year upon application of any employee whose paid sick leave is exhausted. Any extension of such leave beyond one (1) year shall be subject to the Civil Service Board Rules, Rule V, Section 501.0 and approval by the Civil Service Board.

Pay for Unused Sick Leave

Unused accumulated sick leave will be paid to non-represented employees who retire with ten (10) or more years of continuous service based on a schedule of One Dollar

(\$1.00) per day times the number of years of continuous service for the first ninety (90) days of sick leave; Two Dollars (\$2.00) per day times the years of continuous service for the 91st day through 180th day; and, Three Dollars (\$3.00) per day times the years of continuous service for all accumulated paid sick leave over 180 days. Employees who resign will be paid for unused sick leave based on the same schedule but at one-half ($\frac{1}{2}$) the rate of those employees who retire.

Conversion of Unused Sick Leave to Pension Credited Service

As an alternative to the tiered one dollar (\$1.00), two dollar (\$2.00), and three dollar (\$3.00) per day payment for unused sick leave (provided under Section #12 above), an employee may elect to convert unused accumulated sick leave to up to one (1) year of credited service under the City of Grand Rapids General Retirement System as provided herein. An employee shall not be paid for any remaining days or hours of sick leave under Section #12 above after converting his/her accrual bank to the maximum of one (1) year of credited service.

Employees who participate in the City of Grand Rapids General Retirement System or the City of Grand Rapids Police and Fire Retirement System who retire or separate with a deferred retirement with ten (10) or more years of continuous service may elect to receive pension service credit for unused sick leave. Two thousand and eighty (2,080) hours of sick leave shall be required to achieve one (1) year of pension service credit. Lesser amounts shall be converted on a pro-rated basis as determined by the Retirement System office. Any such additional credited service received upon conversion of unused sick leave upon retirement or separation with a deferred retirement under these provisions shall be used solely for the purposes of computing the member's life allowance and shall be subject to the percentage caps under Section 1.205 of the City of Grand Rapids General Retirement System Ordinance or Section 1.246 of the City of Grand Rapids Police and Fire Retirement System.

Notification

An employee who expects to be absent on sick leave must notify his/her immediate supervisor or Department head as promptly as practical, depending on the circumstances, prior to the start of his/her scheduled work shift. Failure to do so may result in denial of his/her claim for paid sick leave. Denial of the use of sick leave due to a failure to provide such notification shall not be considered to be in and of itself an issuance of discipline. Also, see City Rules and Regulations, Section 1, Rules 3 and 4 which apply to occasions where an employee may be absent or late.

Parental Leave

Paid Parental Leave is for eligible employees, due to the birth of an employee's child or the placement within an employee's home of an adopted child. The benefit will run concurrently with eligible leave under the Family and Medical Leave Act (FMLA). The purpose of the Paid Parental Leave policy is to give parents additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their work obligations.

A. Paid Parental Leave is available to permanent employees who are FMLA eligible. An

employee is FMLA eligible if she/he has been employed with the City for at least twelve (12) months and has worked a minimum of 1,250 hours during the 12-month period prior to the leave.

- B. Eligible parents will receive up to four (4) weeks of leave with pay. Paid Parental Leave is in addition to any other leave for which an employee is eligible. The fact that a multiple birth or adoption occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave. If both parents are eligible employees, each will be able to utilize the benefit. Paid Parental Leave must be utilized within six (6) months following the birth or adoption of a child.
- C. Vacation and sick leave benefits will continue to accrue during the period of Paid Parental Leave. The eligible employee's share of the health care premium will be deducted from the eligible employee's pay in accordance with normal practices.
- D. An eligible employee must submit a completed Leave Request Form, requesting FMLA leave, to Labor Relations at least thirty (30) days prior to the anticipated date of the leave. To the extent the 30-day notice is not possible; the employee must submit a Leave Request Form to Labor Relations as soon as possible.
- E. An eligible employee will be required to furnish medical documentation for the birth of a child. The medical documentation must be completed and signed by the individual's health care provider. An eligible employee will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

Vacation Plan

The Management Vacation Plan provides for the following:

- a. During the initial calendar year of employment, employees shall be immediately credited with an amount of vacation leave equal to one (1) work day times the number of full months remaining in the calendar year from the date of his/her employment. On the first day of the calendar year following his/her date of employment, an employee shall be credited with twelve (12) work days of vacation leave (provided the provisions of subsection c. below are met).
- b. On the first day of each calendar year following the completion of an employee's second (2nd) through sixteenth (16th) year of continuous service, an employee shall cumulatively accrue one (1) additional day of annual vacation allowance until a maximum total of twenty-seven (27) work days is reached.
- c. An employee becomes eligible for one-twelfth (1/12) of his/her annual vacation allowance, under subparagraphs "a" (with an exception for the initial crediting) and "b" above, each calendar month in which he/she works or carries accrued paid leave for twelve (12) or more complete work days.
- d. Employees holding positions in the Executive Class and Appointed Officials who have established vacation allotments other than what is generally applied under this Management Vacation Plan shall be credited with such allotment annually. On the first day of each calendar year following the completion of the employee's

second (2nd) year of employment, an employee may cumulatively accrue one (1) additional day of vacation allowance until a maximum total of twenty-seven (27) work days is reached.

- e. An employee who is in jeopardy of losing his/her accrued vacation leave hours after November 30th in a given calendar year may elect to convert up to forty (40) hours of vacation into sick leave hours. The employee must give written notice to his/her supervisor and to the Human Resources Director of his/her election by November 30th. The employee shall be limited to a maximum conversion of vacation leave hours to sick leave hours of one hundred and twenty (120) hours during his/her employment with the City.
- f. In November of each year, an eligible employee may sell back up to 120 hours of his/her vacation for 2/3 of its value if he/she has more than 80 hours in his/her vacation bank. After the sell-back process is completed, the eligible employee must have a minimum balance of 80 hours in his/her vacation bank after November 30th. This sell back amount will be paid on the first pay date in December.
- g. Upon termination an employee shall be paid in full to the nearest one-half ($\frac{1}{2}$) day for all unused vacation hours (including those hours accrued but not yet credited to his/her vacation leave bank) at his/her rate of pay at the time of termination. The payoff amount for Executive Class employees and Appointed Officials shall be made to an existing or a newly created 401(A) account unless used on a pre-tax basis to purchase pension credit. This requirement does not apply to other level employees.

Vacation Allowance

<u>Years of Continuous Service</u>	<u>Vacation Days Credited on the following January 1st</u>
1 year	12 days
2 years	13 days
3 years	14 days
4 years	15 days
5 years	16 days
6 years	17 days
7 years	18 days
8 years	19 days
9 years	20 days
10 years	21 days
11 years	22 days
12 years	23 days
13 years	24 days
14 years	25 days
15 years	26 days
16 plus years	27 days

Definitions

- a. Service is defined as any period of time for which an employee receives wages or paid leave.

- b. Vacation Day is a period of time equal to eight (8) hours.
- c. Work Week is that period of time equal to forty (40) hours which is the normal number of hours worked by an employee during a normal work schedule.
- d. Continuous Service is service as defined by subsection a. above, uninterrupted by resignation or discharge.

Use of Vacation

- a. Vacation shall be scheduled with due regard for employee preference and based upon the service needs of the City.
- b. Employees shall be allowed to maintain a maximum accumulation of forty (40) days (320 hours) of vacation from one calendar year to another. Any earned vacation in excess of forty (40) days shall be considered void. Provided, however, that any employee may maintain a balance of sixty-eight (68) days between the period from 1/1 until 11/30 of each calendar year.

Supplemental Vacation Leave

- a. Authorization. The City Manager may, at his/her discretion, authorize supplemental vacation leave for appointed officials and employees in positions paid at Range 20U (Executive level) or above.
 - 1) Supplemental vacation leave is leave granted in addition to the vacation an employee regularly earns as a result of length of service. For any individual, the total vacation credits in a calendar year, including regular leave and supplemental leave, is limited to a maximum of twenty-seven (27) days.
 - 2) Appointed officials and Executive level employees are eligible to receive supplemental leave only if that person's regular vacation allowance is less than twenty-seven (27) days per year.
 - 3) Supplemental vacation leave which remains unused expires at the end of the calendar year for which it was authorized cannot be carried forward into the next calendar year.
 - 4) At employment termination, an appointed official, Executive level employee shall be paid off only for vacation leave regularly earned through his/her length of service. For accounting purposes, regular leave will be considered to have been used prior to any use of supplemental vacation leave.
- b. Use of Supplemental Vacation
 - 1) Requests for supplemental vacation must be submitted in writing to the City Manager and should include both the length and scheduling of regular vacation leave and the dates for which supplemental leave is being requested.

- 2) The City Manager shall notify the City Comptroller and the Human Resources Director of supplemental vacation leave which has been authorized. Supplemental vacation leave may be credited following notification to the City Comptroller by the City Manager.

Holidays

1. Holiday Pay is compensation paid for time during which work would normally be performed, said work having been suspended by reason of observing a general paid holiday.

2. The following are general paid holidays for employees:

January 1	Veterans Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4	Christmas Day
Labor Day	

- a. The above holidays are celebrated on the same dates as observed by the United States Government.
- b. Whenever any of the above holidays fall on Saturday, the immediately preceding Friday shall be observed as the holiday.
- c. Whenever any of the above holidays fall on Sunday, the immediately following Monday shall be observed as the holiday.
- d. When Christmas Day (December 25) falls on Saturday, the Christmas Eve holiday shall be observed on the immediately preceding Thursday. When Christmas Day (December 25) falls on Monday, the Christmas Eve holiday shall be observed on the immediately preceding Friday.
- e. Employees shall be credited with the number of hours in their normal work shift for each of the above holidays.
- f. To be eligible for holiday pay credits, an employee shall have worked his/her scheduled workday immediately preceding and immediately following any general paid holiday.
- g. An employee on formal unpaid leave of absence or layoff (removed from the payroll) shall not receive holiday pay credits during such leave or layoff.

Method of Compensation for Holiday Work

- a. Employees eligible for overtime pay, as provided in the overtime provisions, who are required to work on a general paid holiday shall be paid at one and one-half

(1-1/2) times his/her hourly rate for such hours worked, in addition to the number of work hours credited as provided in Holidays, 2(e) above.

- b. If any of the above holidays fall on an employee's regular day off, the employee shall be credited with the number of work hours for such day, as provided in Holidays, 2(e) above. In such case, the unworked holiday hours shall not be included as hours worked for the purpose of computing overtime.
- c. On general paid holidays employees shall not be allowed to carry vacation or sick leave.
- d. Employees absent unexcused on a general paid holiday on which they are scheduled to work shall receive no pay for that day.

Other Authorized Leave

Jury Leave

Employees are entitled to receive leave of absence with pay during regularly scheduled work time when called to serve on Jury Duty. Employees shall be paid at their regular rate for all work time lost up to forty (40) hours per week. In order to receive his/her regular pay, the employee must assign to the City all remuneration received for Jury Duty during the same period with the exception of mileage and meal allowances.

Military Leave

- a. Military Leave shall be provided as outlined in Administrative Policy 14-01.
- b. Employees who have not completed their initial six (6) month probationary period shall be eligible for an unpaid military leave of absence.

Unpaid Leave of Absence

- a. Employees who have completed their initial six (6) month probationary period may be granted leave without pay by the City Manager for a period not to exceed one (1) year, unless an extension is approved by the Civil Service Board.
 - 1) Such leaves may be granted for sickness, disability, military training, or other good and sufficient reasons.
 - 2) Employees may also be granted such leave to take an appointive position in the unclassified service.

Refer to the Rules of the Civil Service Board, City of Grand Rapids, Rule V – Separations and Disciplinary Actions, Section 501.0 Leave of Absence Without Pay for additional information.

Insurance

Health Coverage

The City of Grand Rapids is the plan sponsor of a group health care plan covering certain hospitalization, surgical, medical, dental, and optical expenses for active City employees and their eligible dependents. Active City employees and their eligible dependents participate in this group health care plan. Newly hired employees are eligible for health care coverage under the City's group health care plan on the first day of active employment. A summary of the coverage available through the City's group health care plan is contained in the Summary Plan Document as it may be updated by the City from time to time.

Health Care Plan Opt-Out (Active Employees & Eligible Dependents)

Active employees who are eligible for health care coverage with the City of Grand Rapids who have health care coverage provided by another insurance carrier or by his/her spouse's employer may provide proof of such alternative health care coverage and may elect to opt-out of the City of Grand Rapids group health care plan. An enrollment period is held annually by the Human Resources Department to make such election.

Employees who opt out of the City of Grand Rapids health care plan will receive the health insurance opt-out payment of \$150.00 per month. Payments to active employees who have elected to opt-out of the City's health care plan are made on a bi-weekly pay period basis and are deposited in any City authorized deferred compensation plan (i.e. 457 plan). Emergency re-enrollment in the City's health care plan shall be provided upon proof of loss of such alternative coverage to the Human Resources Department.

Health care opt out payments will continue unless prohibited by the Affordable Care Act or it would create a financial penalty to the City under the terms of the Affordable Care Act. If eliminated the affected employees will be allowed an opportunity to enroll in the Employer's health care plan.

Health Care Plan

a. Premium Sharing

Employees share in the cost of health care coverage by paying a health care premium contribution on a bi-weekly pay period basis. Such payments are made pre-tax and are based upon a percentage of the City's actuarially estimated annual health care cost as applied without regard to the coverage provided (i.e., single coverage; employee and one [1] dependent; and employee and two [2] or more dependents) for active and pre-65 retirees.

Effective January 1, 2019 the health care employee premium sharing rates will be based on the categories of single/double/family. The estimated cost figures, which the City receives in the fall of each calendar year, are utilized for health care contribution purposes effective the first pay date period on or after January 1st of the upcoming calendar year.

Employees shall pay a health care premium contribution based upon twenty percent (20%) of the city's actuarially estimated annual health care cost as defined above, for active and pre-65 retirees.

b. Plan Design Changes

Effective as soon as administratively implemented after October 21, 2008 the following plan design changes shall be applicable:

- 1) The co-payment for doctor's office visits shall be increased to \$20.00.
- 2) The co-payment for chiropractic services shall be increased to \$20.00.
- 3) The co-payment for behavioral health services shall be increased to \$20.00.
- 4) Employees and their eligible dependents shall be required to try available over-the-counter drug equivalents for drugs covered by the Over-the-Counter (OTC) program (which is available for drugs in the therapeutic classes of Proton Pump Inhibitors [PPI]; Antihistamines; and, Non-Steroidal Anti-Inflammatory [NSAIDS] with no co-pay required) for the first prescription. If the OTC drug equivalent is determined by the prescribing practitioner to be ineffective or to have unwanted side effects, the prescribing practitioner may thereafter prescribe the brand name drug or generic equivalent drug and coverage will be provided with the applicable co-payment.
- 5) An annual cap of \$600 on payments by the City of Grand Rapids for Proton Pump Inhibitor (PPI) drugs prescribed as either brand name or generic equivalents. The over-the-counter (OTC) program shall remain in effect and no employee co-payments shall be required for the OTC proton pump inhibitor drugs dispensed under that program. However, if the annual \$600 cap on proton pump inhibitor drugs dispensed in a manner other than under the OTC program is reached the applicable co-pay shall thereafter be doubled during the remaining annual period. The City shall continue to pay its portion of the cost for the PPI drug prescription less the increased co-pay by the employee.
- 6) Coverage for dependent children shall be continued through the end of the month in which the dependent turns 26 in compliance with the Patient Protection and Affordable Care Act.

Effective January 1, 2015 the following changes will be made to the health care plan:

Annual Deductible	\$150
Co-insurance	80%/20% (all services)
Maximum out of pocket	\$850 (all services)
Emergency room co-pay	\$100

Multi-Tiered prescription drug plan as follows:

Tier One	\$10 mandatory generic with a retail 90 day supply
Tier Two	\$20 brand
Specialty Drugs	As outlined in the supplemental agreement
Mail Order Maintenance	\$50 Brand only with a 90 day supply

Usual, Customary, and Reasonable (UCR) charges. Usual, Customary, and reasonable shall be determined by FAIR Health Inc., or the successor industry standard. Usual, customary, and reasonable provisions will apply to non-hospital services. The 90th percentile will be used to calculate how much to pay for out-of-network services. The City agrees to work with the Union on addressing the issue of usual, customary and reasonable with members who receive services out of state and are unable to find any in-network providers in their area. In-network is already deemed to be UCR.

c. High Deductible Health Plan & Health Savings Accounts

The City shall offer a high deductible health care plan as an alternative health care plan to provide coverage to employees on a voluntary basis. City of Grand Rapids may elect to offer Health Savings Accounts to employees and their eligible dependents in lieu of active health care coverage in the future on a voluntary basis.

d. Wellness Incentive Program

Following is an outline for the results based wellness program for the City of Grand Rapids. Both an employee and their covered spouse are eligible to participate and can earn separate incentives.

Year One (2016) - Participation Based

Participants receive the full \$120 incentive for completing baseline:

- HRA
- Biometric Screening

Supplemental program support

- High Risk Follow-up/Health Coaching
- Nicotine Cessation
- Wellness Challenges, Classes & Health Fairs

Primary objective of 1st year is to provide participants their baseline data, identify health risks and offer support for health improvement.

Year Two (2017) - Results Based

In year two, participants are able to receive up to \$120 in incentives:

\$20 incentive for completing:

- HRA
- Biometric Screening

\$20 Incentive for each of the following criteria*

- Blood Pressure < 140/90
- Cholesterol <240
- Glucose <126
- BMI <30 or 5% weight loss

(Maximum \$80 for meeting all criteria)

\$20 incentive for being:

- Nicotine Free

Supplemental Support Programs

- High Risk follow-up/Health Coaching
- Nicotine Cessation
- Wellness Challenges, Classes & Health Fairs

Primary objective of 2nd year and beyond is to reward healthy results, offer wellness programming and support for ongoing health improvement.

Year Three (2018) and beyond – Review and Continuation

In year three and beyond the program would be continuously reviewed to determine effectiveness and need for change:

Participants would continue to receive three individual incentives but the standards and program would be reviewed for effectiveness to determine if changes are needed.

Incentive for completing:

- HRA
- Biometric Screening

Separate incentive for meeting each of the following criteria:*

- Blood Pressure < 140/90 (both numbers must be under)
- Cholesterol <240
- Glucose <126
- BMI <30 or 5% weight loss

Incentive for being:

- Nicotine Free
- Supplemental Support Programs
- High Risk follow-up/Health Coaching
- Nicotine Cessation
- Wellness Challenges, Classes & Health Fairs

Primary objective of 3rd year and beyond is to evaluate effectiveness, review need for any changes, continue to reward healthy results, offer wellness programming and support for ongoing health improvement.

Effective January 1, 2020 the following changes will be made to the health care plan:

- a) Add a 20% in/out of Network differential. The City's normal in-network co-insurance amount is 80/20. If a member chooses to use an out-of-network service, the co-insurance would be 60/40 until the employee reaches the \$850 maximum out-of-pocket amount. Copays for doctor visits, urgent care, and emergency room remain unchanged.
- b) Change Rx Copay structure from 3 to 5 tiers.
 - i. Generic - Copay of \$10
 - ii. Brand Preferred - Copay of \$20
 - iii. Brand Non-preferred - Copay of \$40
 - iv. Specialty Preferred - Copay of 5% up to a maximum of \$100
 - v. Specialty Non-preferred - Copay of 5% up to a maximum of \$200
- c) Change Generic Rx to mandatory Generic pricing. The maximum price covered is the generic cost if available and the member would pay the difference if the member chooses a brand name drug when a generic is available. DAW1 exceptions would be granted when a physician certifies that the brand name drug is medically necessary, and the member cannot take a generic drug.
- d) E-Visits will be paid for by the City with a zero co-pay.
- e) Health Care Insurance Committee. Will meet and discuss health care benefit changes. The Committee will be comprised of one representative from each employee group and three City designates.
- f) Vision, free exams, \$10 co-pay for standard lenses, \$150 allowance for medically necessary contacts, and \$150 frame allowance. Increase Dental limit to \$1,200, preventative cleanings/exams/x-rays at 100%, dental implants, wisdom teeth extractions covered under medical.
- g) Dental, increase limit to \$1,200, preventative cleanings/exams/x-rays at 100%, dental implants, wisdom teeth extractions covered under medical.

Retiree Health Care Coverage and Alternative Savings Account

- a. Retiree Health Savings Accounts (RHSA's) – New Hires

For employees hired on or after October 21, 2008 the City of Grand Rapids shall fund a Retiree Health Savings Account through ongoing contributions during the employee's active employment. Those City contributions are to be matched with mandatory employee contributions. The City and employee contributions are to be made into a tax favored medical savings account sponsored by the City through bi-weekly deposits. The RHSA is currently administered by the Municipal Employee's Retirement System of Michigan (MERS) and has various investment options.

Employee contributions and City contributions to the RHSA shall begin after the employee passes his/her initial six (6) month probationary period, and increased as follows:

- 1) After six (6) months of employment the City shall contribute \$750 annually and the employee shall contribute \$375 annually;
- 2) After completing one (1) year of employment the City shall contribute \$1,500 annually and the employee shall contribute \$750 annually;
- 3) After completing two (2) years of employment the City shall contribute \$2,000 annually and the employee shall contribute \$1,100 annually.

Employees shall vest in the City's ongoing contributions and any investment interest accrued upon those contributions at the time he/she vests in the General Retirement System (eight [8] years of credited service); or when he/she vests in the Police and Fire Retirement System (ten [10] years of credited service); or upon achieving eight (8) years of continuous service if the employee is participating in the Officers Option (401A – defined contribution plan), or upon achieving eight (8) years of continuous service if the employee is participating in the "City of Grand Rapids 401A Defined Contribution Plan"; whichever is applicable. Separation from employment prior to becoming vested or achieving eight (8) years of continuous service shall result in forfeiture of the ongoing employer contributions and any accumulated interest accrued upon those employer contributions. Upon eligible separation from employment or retirement the medical savings account shall become available to pay post-employment medical expenses, including retiree health care insurance premiums.

b. Retiree Health Savings Accounts (RHSA's) – Mandatory Conversion

Employees hired before October 21, 2008 who are not vested in the General Retirement System (with at least eight [8] years of credited service); or in the Police and Fire Retirement System (with at least ten [10] years of credited service): or who do not have at least eight (8) years of continuous service and are participating in the Officers Option (401A – deferred compensation plan) as of October 21, 2008 shall be mandatorily converted to a Retiree Health Care Savings Account (RHSA). The City shall make an initial contribution to the account which is calculated as follows:

The greater of

- 1) The actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System times ninety percent (90%). That amount is then multiplied by a percentage determined by: (a) reducing 100% by one-half of one percent (.5%) for each month the employee is below age sixty-two (62) for General Retirement System members; (b) reducing 100% by six tenths of one percent (.6%) for each month the employee is below age fifty-five (55) for fire department members of the Police and Fire Retirement System; and,

reducing 100% by seventy-five one hundreds of one percent (.75%) for each month the employee is below age fifty (50) for police department members of the Police and Fire Retirement System.

Or,

- 2) The actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System times ninety percent (90%). That amount is then multiplied by a percentage determined by dividing the number of months of credited service as of October 21, 2008 by three hundred and sixty (360) months.

Additionally, the City of Grand Rapids shall fund a Retiree Health Savings Account through ongoing contributions during the employee's active employment. Those City contributions are to be matched with mandatory employee contributions. The City and employee contributions are to be made into a tax favored medical savings account sponsored by the City through bi-weekly deposits. The RHSA is currently administered by the Municipal Employee's Retirement System of Michigan (MERS) and has various investment options.

During the period from January 25, 2009 through May 2, 2009 the employee contribution (normally \$1,000 annually) shall be waived and the City contribution shall be \$1,750 annually. During the period from May 3, 2009 through January 9, 2010 the employee contribution (normally \$1,000 annually) shall be \$500 annually and the City contribution shall be \$1,750 annually. Beginning January 10, 2010 the employee contribution shall be \$1,000 annually and the City contribution shall be \$1,750 annually. Effective July 1, 2014 the employee contribution shall be \$1,100 annually and the City contribution shall be \$2,000 annually.

Employees who are mandatorily converted to a RHSA shall vest in the City initial contribution, the City's ongoing contributions and any accumulated interest accrued upon those contributions at the time he/she is mandatorily converted.

c. City of Grand Rapids Sponsored Group Retiree Health Care Plan

The City of Grand Rapids is the plan sponsor of a group health care plan covering certain hospitalization, surgical, medical, dental, and optical expenses. A summary of the coverage available through the City's group health care plan is contained in the Summary Plan Document as it may be updated by the City from time to time. Employees hired before October 21, 2008 who are vested in the General Retirement System (with at least eight [8] years of credited service); or in the Police and Fire Retirement System (with at least ten [10] years of credited service); or who have at least eight (8) years of continuous service and are participating in the Officers Option (401A – deferred compensation plan) as of October 21, 2008 shall be entitled to participate in the City sponsored group health

care plan upon retirement as outlined below. The benefit levels, co-payments, deductibles, and plan design which apply to active employees, as they may be changed from time to time, shall apply to such retirees. Those employees who retire after March 31, 2010 shall also be required to pay the applicable premium sharing amounts applied to active employees.

The City sponsored group health care plan shall be provided for the retiree and his/her dependents, including spouse, for those years of age of the retiree between age fifty (50) and sixty-four (64) inclusive, provided the retiree had eight (8) years or more of continuous service (if covered by the Officers Option – 401A deferred compensation plan) and begins withdrawals from the defined contribution account upon separation from employment; has eight (8) or more years of credited service for pension purposes (if covered by the General Retirement System) and begins to receive a pension allowance upon separation from employment; or, has ten (10) or more years of credited service (if covered by the Police and Fire Retirement System) and begins to receive a pension allowance upon separation from employment.

Employees covered by the City sponsored group health care plan as retirees shall earn that benefit over his/her thirty (30) years of employment with the City as follows:

Thirty (30) Year Accrual (at .27778% per month) Vesting at 96 Complete

<u>Months of Credited Service</u>	
96 months	26.67%
108 months	30.00%
120 months	33.33%
132 months	36.67%
144 months	40.00%
156 months	43.33%
168 months	46.67%
180 months	50.00%
192 months	53.33%
204 months	56.67%
216 months	60.00%
228 months	63.33%
240 months	66.67%
252 months	70.00%
264 months	73.33%
276 months	76.76%
288 months	80.00%
300 months	83.33%
312 months	86.67%
324 months	90.00%
336 months	93.33%
348 months	96.67%
360 months	100.0%

Those employees who are covered by the City sponsored group health care plan as retirees and who retire on or before June 30, 2010 shall earn that benefit over his/her twenty-five (25) years of employment with the City as follows:

Twenty-Five (25) Year Accrual (at .33333% per month) Vesting at 96
Complete Months of Credited Service

96 months	32.0%
108 months	36.0%
120 months	40.0%
132 months	44.0%
144 months	48.0%
156 months	52.0%
168 months	56.0%
180 months	60.0%
192 months	64.0%
204 months	68.0%
216 months	72.0%
228 months	76.0%
240 months	80.0%
252 months	84.0%
264 months	88.0%
276 months	92.0%
288 months	96.0%
300 months	100.0%

The earned percentages listed above apply to the City's portion of the earned benefit and do not reflect the retiree premium sharing percentage which may be applicable. In the case of an employee retiring with at least eight (8) years of credited service and at least age sixty-two (62) under the General Retirement System; or at least eight (8) years of continuous service and at least age sixty-two (62) for employees in the Officer's Option (401A – deferred compensation plan); or, in the case of an employee retiring under the Police and Fire Retirement System with at least ten (10) years of credited service and at least age fifty (50) for Police Officers or at least age fifty-five (55) for Fire Fighters those employees shall be considered to have earned one hundred percent (100%). Likewise, if an employee is disabled and retired pursuant to the disability provisions of the applicable pension ordinance he/she shall be considered to have earned one hundred percent (100%).

In the event the retiree dies after retirement between age fifty (50) and sixty-four (64) inclusive the spouse and/or dependents, if any, shall continue to be provided coverage under the City sponsored group health care plan at the earned rate until such time as the retiree would have reached age sixty-five (65). The spouse and/or dependents are defined and understood to be those persons who are the spouse and/or dependents of the retiree as defined in the Summary Plan Document at the time the employee retires. If the surviving spouse should remarry, or become covered under the health care benefits of another employer, coverage entitlement under the City sponsored health care plan shall end.

d. Voluntary Conversion to a Retiree Health Savings Account

Employees who are eligible to be provided coverage under the City sponsored group health care plan upon retirement (as provided in subsection c. above) may elect to voluntarily convert to a Retiree Health Savings Account (RHSA). Such

election must be exercised on or before August 31, 2009. If the employee elects to voluntarily convert to an RHSA the City shall make an initial contribution to a tax favored medical savings account sponsored by the City as follows:

The greater of

- 1) The actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System times ninety percent (90%). That amount is then multiplied by a percentage determined by: (a) reducing 100% by one-half of one percent (.5%) for each month the employee is below age sixty-two (62) for General Retirement System members; (b) reducing 100% by six tenths of one percent (.6%) for each month the employee is below age fifty-five (55) for fire department members of the Police and Fire Retirement System; and, reducing 100% by seventy-five one hundredths of one percent (.75%) for each month the employee is below age fifty (50) for police department members of the Police and Fire Retirement System.

Or,

- 2) Five percent (5%) of the actuarially determined present value of the accrued benefits under the City's prior retiree health care system which provided benefits between the ages of sixty-two (62) and sixty-four (64) inclusive for those retirees who had vested in the General Retirement System; and between the ages of either fifty (50; for police members) or fifty-five (55; for fire fighter members) and sixty-four (64) inclusive for retirees who had vested in the Police and Fire Retirement System.

Ongoing contributions for employees who are eligible to be provided coverage under the City sponsored group health care plan upon retirement (as provided in subsection c. above) and who elect to voluntarily convert to a Retiree Health Savings Account (RHSA) shall be \$1,000 annually by the employee and \$1,750 annually by the City. Employees who voluntarily convert to a RHSA shall vest in the City initial contribution, the City's ongoing contributions and any accumulated interest accrued upon those contributions at the time he/she is voluntarily converted.

e. Deferred Retirement

Officers or employees who separate from employment with the City, on or after October 21, 2008, and who at the time of leaving City employment do not begin receiving a retirement benefit payment from his/her applicable defined benefit retirement plan, or in the case of an officer or employee who is in the Officer's Option (401A –defined contribution plan) does not begin withdrawing from his/her individual 401A retirement account, are not eligible to continue to participate in the City sponsored group health care plan except as provided under COBRA, and are not eligible for any City contribution towards retiree health care costs.

Deferred retirees or those officers or employees in the Officer's Option (401A – deferred compensation plan) who do not begin withdrawing from his/her individual account may not reenter the City health care plan at a later date.

Medicare Supplemental Trust Fund

The City established a Trust Fund for those officers or employees who retire on or after January 1, 1990 to provide a financial base for payment of a portion of each eligible retiree's Medicare Supplement health insurance. The Fund is administered by a joint committee of Trustees. The City contributes seven tenths of one percent (.7%) of the Management and Executive Group participating payroll to the Trust Fund annually. Payments will be made from this fund toward the premium for supplement to Medicare Plan Insurance. These payments are applicable to those officers and employees who retire on or after the effective date and have attained age 65. For detailed information on the Medicare Supplement Trust Fund refer to Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 7, Section 1.324. The benefits of the Medicare Supplement Trust Fund are not intended to diminish or otherwise impact those benefits provided under the Retiree Health Savings Accounts where applicable.

Death Benefit Payment Plan

- a. The Death Benefit Payment Plan provides a cash payment to the beneficiary/beneficiaries of any officer or employee whose death does not result from an injury arising out of or in the course of his/her employment with the City. Said benefit shall be payable to the beneficiary/beneficiaries of the officer's or employee's choice as designated on the "Designation of Beneficiary" form which shall be provided by the City and shall be kept on file in the Human Resources Office. Officers or employees shall have the right to change the beneficiary/beneficiaries at any time during their employment with the City by executing a "Change of Beneficiary" form as provided by the City. In case an officer or employee dies and is not survived by a designated beneficiary, or fails to execute a "Designation of Beneficiary" form, said death benefits shall be payable to the administrator or executor of the estate of the deceased officer or employee.

All rights to such death benefits shall terminate upon termination of employment by reason of discharge, retirement, resignation, layoff, or other form of voluntary or involuntary separation other than death. Termination of employment shall be deemed to occur when an officer or employee ceases to be employed by the City, except that any officer or employee who is granted a leave of absence for reasons covered under the Family and Medical Leave Act or the Rules of the Civil Service Board, will nevertheless be considered still employed. Termination of employment shall not be deemed to include an officer or employee who is under suspension for disciplinary reasons, or an officer or employee who has been discharged and subsequently reinstated through Civil Service Board appeal or court action.

The amount payable under the Death Benefit Payment Plan shall be \$60,000.

- b. In the event an officer or employee dies and the officer's or employee's death occurs as a result of personal injury arising out of or in the course of his/her employment with the City and the amount of benefits which would be payable

under the Workers Compensation Act would amount to less than the death benefit, the City shall make a lump sum cash payment equal to the difference between the amount of the death benefit provided above and the total Workers Compensation benefits, to the officer's or employee's beneficiary/beneficiaries designated on the "Designation of Beneficiary" form provided by the City, or in the absence of execution of said form, to the administrator or executor of the employee's estate.

- c. For the purpose of determining the lump sum cash payment payable under the provisions of this section, the City shall compute the "total Workers' Compensation benefits" as of the date of the officer's or employee's injury under the circumstances and considering the number of dependents at that time. The "total Workers' Compensation benefits" shall be computed to include:
 - (1) The total weekly benefits provided by the Workers' Compensation Act multiplied by the number of weeks payable;
 - (2) Medical expenses payable;
 - (3) Burial expenses payable; and,
 - (4) Any disability payments which have been paid or have become due for injury which is the proximate cause of death.

The provisions of section c (2) above shall not be affected in any way by an election by the dependents of a deceased employee to receive Duty Disability Benefits under the provisions of Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 1, Sections 1.209.1 or 1.209.2; or, Article 2, Sections 1.252 or 1.253 in lieu of benefits under the Workers' Compensation Act.

- d. No benefits shall be payable under this section unless written application for such benefits is filed with the City by the beneficiary or beneficiaries of the deceased officer or employee designated on the "Designation of Beneficiary" form or by the administrator or executor of the estate of the said deceased officer or employee within one (1) year after the officer's or employee's death or within one (1) year after the beneficiary, beneficiaries, administrator or executor of the estate shall have knowledge or reasonably should have knowledge of their right to make such a claim, whichever occurs later.
- e. In the event that the beneficiary, beneficiaries or the estate of the deceased officer or employee shall be paid benefits, as stated in subsection a. paragraph 3 above, and compensation or benefits are subsequently paid or awarded for the same death to any person or persons under the provisions of Grand Rapids City Code, Chapter 7 – Pension and Retirement Benefits, Article 1, Section 1.211 (Member Dying While in Employer Service); or, Article 2, Section 1.251 (Death of Member); or as a result of any proceeding instituted under the Workers' Compensation Act against the City, the beneficiary, beneficiaries, or estate of the deceased officer or employee, as the case may be, shall be liable and shall repay to the City the amount equal to the compensation or death benefit which are paid or awarded under the General Retirement System Ordinance; the Police and Fire Retirement System Ordinance; or, under the Workers' Compensation Act up to the full amount of the payment made under the Death Benefit Payment Plan as provided herein.

- f. In the event that an officer or employee dies within a two (2) year period after coverage is extended to the officer or employee under this Death Benefit Payment Plan, and it is determined that the officer's or employee's death was due to suicide, no benefits shall be payable to any party or parties under the plan.
- g. No determination, presumption, or finding made by the City in the application of any of the provisions of the Death Benefit Payment Plan shall be binding upon the City in any proceedings under the Workers' Compensation Act, nor shall the same be an admission by the City of any liability under said Act.
- h. No action at law or in equity shall be brought by any person or persons to recover under any provisions of the Death Benefit Payment Plan prior to the expiration of ninety (90) days after application for such benefits and proof of death has been filed with the City pursuant to subsection "d" above.

Income Maintenance Plan

- a. The Income Maintenance Plan provides officers or employees with an income allowance equal to seventy-five percent (75%) of his/her regular base salary for a period of up to one (1) full year in the event of an illness or disability which prevents the officer or employee from being at his/her regular City employment.
- b. The Income Maintenance Allowance begins for the officer or employee at such time as he/she has exhausted all of his/her accrued sick leave, compensatory time off (if applicable), and vacation time over 40 hours. Officers or employees covered by this benefits handbook shall remain on the City payroll, being paid thirty (30) hours per pay week or sixty (60) hours per pay period, and continue to have coverage under the City sponsored group health care plan and his/her retirement plan funded by the City. Officers or employees do not accrue sick leave or vacation credits while receiving Income Maintenance Allowance and are considered to be on a parallel formal leave of absence without pay.
- c. In the event the employee receives monies as a result of Worker's Compensation Law payments or as a result of payments made pursuant to the provisions of the Michigan No Fault Automobile Insurance Law, the Income Maintenance Allowance payable under these provisions shall be reduced by an amount which will result in the employee receiving not more than one hundred percent (100%) of his/her regularly assigned base salary during the period of illness or disability.
- d. All decisions relative to the degree of illness or disability of any officer or employee, and whether or not the officer or employee should or should not be at work shall be made by the City's Physician, subject to appellate review by the City Manager. A decision made by the City Manager shall be final and not subject to further review.
- e. An officer or employee who returns to work after being absent and receiving the Income Maintenance Allowance for more than six (6) months shall be ineligible to request further benefits, as provided by the Income Maintenance Plan, for a period of six (6) months following his/her return.

Workers' Compensation Supplemental Payments

- a. Workers' Compensation is provided for officers or employees injured on the job.
- b. Supplemental payments totaling the difference between the Worker's Compensation payment and an officer's or employee's regular base weekly earnings, excluding overtime (where applicable), shall be provided for a period not to exceed twenty-six (26) weeks without charge to the sick leave or vacation accrual banks of the officer or employee. The supplement shall be determined in such a manner that insures that an officer's or employee's Workers' Compensation payment and the supplemental payment, when combined, shall not exceed his/her regular allowable take home pay.
- c. Officers or employees who utilized accrued sick leave and who are subsequently awarded Worker's Compensation payments for the same period of time must reimburse the City for such amounts received as sick leave compensation. The officer's or employee's sick leave bank shall be credited with the same number of days and/or hours which were used to receive the sick leave compensation and the prior sick leave payments shall be considered to be statutory wage loss payments and the supplemental payments as provided herein.

Indemnification and Defense

1. The following provisions apply to conduct involving the disposal of Hazardous Material from any City site or compliance with any Environmental Law.
 - a. The City has a long term practice of defending, holding an employee harmless and indemnifying employees against any tort, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the employee's good faith performance of the employee's duties. In such situations, the City's legal counsel will represent said employee actively, defending against any such claim or lawsuit.

However, if the employee's actions giving rise to any such tort, claim, lawsuit or other legal action are determined by the City Commission to arise out of willful and wanton misconduct, gross negligence, intentional wrong doing or illegal conduct, then the City's decision whether or not to defend, hold harmless, and indemnify the employee is within the sole discretion of the City Commission.

The City may compromise, settle, and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an employee of the City as a result of a civil action for personal injuries or property damage caused by the employee while in the course of employment and while acting within the scope of his or her authority, the City shall indemnify the employee or may alternatively elect to pay, settle, or compromise the judgment.

2. The Employer will provide each employee with legal counsel for acts in the course of his/her employment which give rise to a cause of action under any civil action. The foregoing shall not apply to any cause of action arising out of (1) ultra vires [unauthorized acts]; (2) gross negligence or willful misconduct; (3) actions taken while

under the influence of intoxicating liquor or controlled substances; or (4) workers' compensation claims, or other claims made against the Employer. The Employer will determine on a case-by-case basis whether or not to provide such counsel.

Pensions and Defined Contribution

City of Grand Rapids General Retirement System

The General Retirement System was closed to all newly hired Non Represented employees effective July 1, 2011. See # 3 of this section for information on the 401A Defined Contribution plan.

The City of Grand Rapids General Retirement System provides retirement benefits for officers or employees employed in positions other than police officer, police command officer (including the Police Chief and Deputy Police Chief), and firefighters (including the Fire Chief). Employees in the Library and 61st District Court are also participants in the General Retirement System.

The Pension System, as set forth in Article 1, Chapter 7 of Title I of the Code of the City of Grand Rapids, is a "defined benefit" plan based on the factoring of years of credited service times final average salary of the member times a benefit multiplier (currently set at 2.7%) to arrive at the pension amount. A covered officer or employee is required to make a percentage of compensation contribution toward his/her pension. Additional information regarding the Pension Plan, as well as member contribution rates, is available in the above referenced ordinance.

Copies of the ordinance may be obtainable from the City Clerk, or on line through the City's website using the link to the Retirement Systems office. Questions related to the Pension System should be referred to the:

Retirement Systems Office
233 East Fulton, Suite 216
Grand Rapids, Michigan 49503
Telephone: (616) 365-5012

City of Grand Rapids Police and Fire Retirement System

The City of Grand Rapids Police and Fire Retirement System provides retirement benefits for police officers and firefighters.

The Pension System, as set forth in Article 2, Chapter 7 of Title I of the Code of the City of Grand Rapids, is a "defined benefit" plan based on the factoring of years of credited service times final average salary of the member times a benefit multiplier (currently set at 2.7%) to arrive at a pension amount. The Police Chief, Deputy Police Chief, and the Fire Chief are required to make a percentage of compensation contribution toward his/her pension. That amount is currently 10.20% for the Fire Chief, Police Chief and Deputy Police Chief.

Additional information regarding the Pension Plan is available in the above referenced ordinance. Copies of the ordinance may be obtainable from the City Clerk, or on line

through the City's website using the link to the Retirement Systems office. Questions related to the Pension System should be referred to the:

Retirement Systems Office
 233 East Fulton, Suite 216
 Grand Rapids, Michigan 49503
 Telephone: (616) 365-5012

401A Defined Contribution Plan

All new hires are enrolled in a 401A Defined Contribution Plan for retirement through ICMA-RC effective July 1, 2011. Participation in this plan is mandatory. It requires a 6% employee contribution and a 6% employer match. Contributions begin the first full pay period after passing your entrance probation with the City. The retirement plan does not allow for loans against the account. Vesting in the plan requires 5 years of consecutive service with the City as a permanent employee. The normal retirement age is 62 years old.

Officer's Option

Officers of the City appointed by the City Commission and Executives level officers and employees (in the 20U pay range and above) participate in a 401(a)-retirement program with the International City Management Association (ICMA) Retirement Corporation Defined Contribution Plan.

The 401(a) Plan is a "defined contribution" plan. Benefits are based upon the accumulated cash value of the combined contributions as determined by investments made on behalf of the employee by ICMA. The following outlines the contribution requirements for this plan:

For Officers hired on or after July 1, 2011:

Date of Payment	Employee's Contribution	Employer's Contribution	Vesting Period
After 7/1/2011	6%	6%	None

For Officers hired before July 1, 2011:

Date of Payment	Employee's Contribution	Employer's Contribution	Vesting Period
Before 1/1/1990		10.85%	None
1/1/1990 to 12/31/1994	6%	12%	None
1/1/1995 to 12/31/1996	6%	13%	None
1/1/1997 to 8/18/2004	6%	14%	None

8/19/2004 to 9/27/2010	6%	15%	None
9/28/2010 to 6/30/2011	6%-9%	12%	None

Additional information regarding the Officer's Option is available in Article 3, Chapter 7 of Title I of the Code of the City of Grand Rapids, Sections 1.283 through 1.285.

Deferred Compensation

- a) Officers and employees, at their option, may participate in the International City Management Association (ICMA) Retirement Corporation 457 Deferred Compensation Plan in addition to participation in either the General Retirement System, Police and Fire Retirement System, or the 401 Define Contribution Plan. Additional information on these plans is available from the Human Resources Department.
- b) Effective August 12, 2009 the Deputy City Manager shall have an annual contribution amount of eight thousand dollars (\$8,000) made by the City to his/her 457 Deferred Compensation Plan on a bi-weekly pay period basis.

Overtime

1. Employees Eligible for Overtime

The following non-represented classifications are eligible for overtime:

<u>Code Number</u>	<u>Position Title</u>
185U	Administrative Secretary
136	Human Resources Assistant
189	Labor Relations Assistant
182	Legal Secretary I
183	Legal Secretary II
184	Secretary to the City Attorney
187	Secretary to the City Manager
191	Secretary to the Deputy City Manager
188	Secretary to the Mayor

2. Accrual of Overtime

- a. Overtime shall consist of authorized work in excess of forty (40) hours in any scheduled workweek, not including unpaid meal periods. Overtime of less than ten (10) minutes in any workweek shall not be included in determining the total number of hours worked. Thereafter, overtime shall be computed to the nearest half-hour.
- b. All overtime shall be authorized in advance by the employee's supervisor.

3. Method of Compensating for Overtime Work

- a. Overtime shall be paid at one and one-half (1½) times the employee's regular hourly rate.
 - b. For the purpose of computing overtime, all hours worked in the work week shall be counted. Employees absent on paid leave (vacation, compensatory time off, sick leave, or jury duty), or on an approved leave of absence without pay or absent without pay shall not have those hours counted toward the forty (40) hour overtime threshold in the workweek.
4. Compensatory Time Off in Lieu of Overtime Pay
- a. At the request of the employee and upon approval of the supervisor an employee may receive compensatory time off in lieu of cash payment for overtime worked. Compensatory time off shall be credited at the rate of one and one-half hours for each overtime hour worked. One half hour of overtime shall equate to forty-five (45) minutes of credited compensatory time off.
 - b. No employee shall be allowed to accumulate more than two hundred and forty (240) hours of compensatory time off during the fiscal year in which earned.
 - c. Accrued compensatory time off may be paid off during the fiscal year at the rate earned at the request of the employee. In no case may compensatory time off be used or paid off to provide compensation during a period of a disciplinary suspension.
 - d. Accrued compensatory time off not utilized by the employee during the fiscal year shall be paid off as soon as administratively possible in July of each calendar year at the rate earned during the prior fiscal year.

Professional Development

Education Reimbursement - (City Commission Policy 600-04)

- a. Non-represented officers and employees are eligible for reimbursement for a maximum of four (4) educational training courses per fiscal year. Advance approval must be obtained from the Human Resources Department Director before the educational course(s) is/are taken in order for officers and employees to be reimbursed for tuition costs. Reimbursement is made following the satisfactory completion of the course(s).
 - 1) Employees must hold a permanent full time appointment , passed his/her entrance probationary period, and have one (1) or more years of continuous service in order to be eligible to participate in the City's educational program.
 - 2) Employees leaving the employ of the City for any reason while participating in the program shall forfeit all rights to reimbursement for tuition costs.
 - 3) Budgetary constraints may limit the amount of funds available.

Training and Support Programs

a. Training

Training programs are available to non-represented officers and employees through the Human Resources Department. Training programs are developed to increase employee skills and effectiveness to meet on-the-job requirements of the officer's or employee's current appointment.

Human Resources Department staff is available to provide assistance in identifying training needs and coordinating and conducting training programs.

b. Support Programs

Counseling services to help identify the causes of deteriorating job performance are available to officers and employees through the Human Resources Department. Officers and employees are referred to outside agencies for assistance in problem resolution as appropriate.

Conferences

Depending on the departmental service program, officers or employees may be selected to attend conferences or other functions that contribute to their professional development. A department director may request in his/her budget a professional development allocation to be used at his/her discretion for professional development purposes. The requested allocation may be expended for any professional development purpose unless otherwise restricted by the City Manager at his/her sole discretion.

Shift Differential

- a. The following shift differentials are applicable to officers or employees who are regularly assigned to second or third shift:

\$0.55 hour – 2nd shift

\$0.60 hour – 3rd shift

- b. The 2nd shift is defined as a regular work shift commencing between the hours of 2:00 p.m. and 9:59 p.m.
- c. The 3rd shift is defined as a regular work shift commencing between the hours of 10:00 p.m. and 4:59 a.m.

Promotional Fire Chief, Deputy Fire Chief, Police Chief, and Deputy Police Chief Employee Benefits

Effective November 4, 2015 the following provisions shall apply to those serving in the capacity of Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief if they have been promoted to such position from a unionized position within the Fire or Police Department:

1. SICK LEAVE ACCUMULATION

For any member of the Grand Rapids Command Officers Association (Command unit) who is promoted to the non-represented position of Police Chief or Deputy Police Chief, sick leave shall continue to accrue at the same rate as members of the command unit.

For any member of the Grand Rapids Local 366 of the International Association of Fire Fighters (IAFF) who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, sick leave shall accrue at the same rate as members of the IAFF.

2. CONVERSION OF UNUSED SICK LEAVE TO PENSION CREDITED SERVICE

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, any such employee may convert accumulated sick hours for pension service credit at the same rate as members of the Command Unit.

For any members of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, such employee may convert accumulated sick hours for pension service credit at the same rate as members of the IAFF who do not work 24 hour shifts.

3. HEALTH CARE OPT-OUT (Active Employees & Eligible Dependents)

For any member of the Command unit who is promoted to the position of the Police Chief or Deputy Police Chief, the Insurance Opt Out shall remain at the same level as provided to members of the Command Unit.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Insurance Opt Out shall remain at the same level as provided to members of the IAFF.

4. GROUP RETIREE HEALTH CARE PLAN

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, the Group Retiree Health Care benefits afforded to members of the Command Unit shall apply.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Group Retiree Health Care benefits afforded to members of the IAFF shall apply. If the Fire Chief or Deputy Fire Chief is eligible for Group Retiree Health Care, such benefit shall vest at age 50, provided that 30 years of service have been achieved.

5. MEDICARE SUPPLEMENTAL TRUST FUND

For any member of the Command Unit who is promoted to the position of the Police Chief or Deputy Police Chief, the provisions of Chapter 7, Article 7 of the Pension Code shall apply at the same level as provided to members of the GRPD Command Unit.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the provisions of Chapter 7, Article 7, of the Pension Code shall apply at the same level as provided to members of the IAFF.

6. CITY OF GRAND RAPIDS POLICE AND FIRE RETIREMENT SYSTEM

For any member of the Command Unit who is promoted to the position of the Police Chief or Deputy Police Chief and is a member of the defined benefit Police/Fire Pension System, the Pension benefits afforded to members of the Command Unit shall apply, except that the employee contribution level for the non-represented Chief or Deputy Chief shall be at the same level as the non-represented employees of the General Pension System.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief and is a member of the Police/Fire Pension System, the Pension benefits afforded to members of the IAFF shall apply, except that the employee contribution level for the non-represented Fire Chief and Deputy Fire Chief shall be at the same level as the non-represented employees of the General Pension System.

7. EDUCATION INCENTIVE

For any member of the Command Unit who is promoted to the position of Police Chief or Deputy Police Chief, the Education Incentive benefits afforded to members of the Command Unit, if reinstated, shall apply.

For any member of the IAFF who is promoted to the non-represented position of Fire Chief or Deputy Fire Chief, the Education Incentive benefits afforded to members of the IAFF shall apply.

8. OUTSIDE HIRES

Any individual appointed to serve as Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief who is hired from outside the organization, and therefore not promoted from a bargaining unit as described in this section, shall receive the compensation and benefits available to non-represented management employees as provided in this Handbook.

9. BARGAINED CHANGES

As provisions of the collective bargaining agreements are amended through the collective bargaining process, such amendments shall apply to those non-represented individuals serving as Fire Chief, Deputy Fire Chief, Police Chief, or Deputy Police Chief, provided such individuals were promoted to such non-represented positions from those respective bargaining units.

Miscellaneous

Parking

Access to free parking space in designated areas shall be provided. Non-represented officers and employees working in the government center complex will be provided priority access to parking in the City facility at 300 Monroe NW. In the event this location is closed, temporarily inaccessible, or the daily parking demand is projected to exceed 500 spaces, then parking will be provided for these officers and employees at another lot. Prior notice will be given to the officers and employees under such circumstances. Effective July 1, 2016 the city will provide a payment to employees in the amount of 70% of the employers' cost to voluntarily give up city paid parking in city ramps or lots.

1. Monthly Car Allowance

Effective August 12, 2009 the City shall provide the Deputy City Manager a monthly car allowance in the amount of six hundred and fifty dollars (\$650). Such allowance shall be paid in the first full pay period of each calendar month.

Alternate Fringe Benefits

The City Manager shall be authorized to develop an alternative schedule of fringe benefits, the value of which shall not exceed that of the schedule of benefits specified in this Management Compensation and Fringe Benefits Handbook. It is expressly understood that such alternative benefit schedule shall be in lieu of those benefits identified in this handbook. Such alternative benefit schedule shall be reduced to written form and recorded with the City Clerk's Office containing the appropriate signatures of the City Manager or his/her designee and the officer or employee.

Officers Elected by the City Commission (Under Title II §3 – City Charter; Compiler's §9)

City Manager

City Attorney

City Clerk

City Treasurer

City of Grand Rapids, Michigan
 Schedule of Annual Salary Rates
 Officers Elected by the City Commission

Position Title	A	B	C	D	E	F
Effective July 1, 2019						
City Attorney	\$123,214	\$129,375	\$135,844	\$142,636	\$149,767	\$157,255
City Clerk	\$107,173	\$112,318	\$117,709	\$122,798	\$129,490	\$135,965
City Manager	\$180,250	\$195,700	\$211,150	\$226,600	\$242,050	\$257,500
City Treasurer	\$107,173	\$112,318	\$117,709	\$122,798	\$129,490	\$135,965
Effective July 1, 2020						
City Attorney	\$126,602	\$132,933	\$139,579	\$146,558	\$153,886	\$161,580
City Clerk	\$110,121	\$115,407	\$120,946	\$126,175	\$133,051	\$139,704
City Manager	\$185,207	\$201,082	\$216,957	\$232,831	\$248,706	\$264,581
City Treasurer	\$110,121	\$115,407	\$120,946	\$126,175	\$133,051	\$139,704
Effective July 1, 2021						
City Attorney	\$129,767	\$136,256	\$143,069	\$150,222	\$157,733	\$165,619
City Clerk	\$112,874	\$118,292	\$123,969	\$129,329	\$136,377	\$143,196
City Manager	\$189,837	\$206,109	\$222,380	\$238,652	\$254,924	\$271,196
City Treasurer	\$112,874	\$118,292	\$123,969	\$129,329	\$136,377	\$143,196

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the column opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission by resolution.

Non-Represented Assistants Appointed by the City Attorney (Under Title VI §7(g) – City Charter; Compiler’s §93)

Code Number	Position Title	Range Number
683	Assistant City Attorney I	15U
684	Assistant City Attorney II	19U
685	Assistant City Attorney III	22U
727	Director of Legal Affairs	24U

Non-Represented Deputy Appointed by the City Attorney (Under Title VI §8 – City Charter; Compiler’s §94)

Code Number	Position Title	Range Number
686	Deputy City Attorney	26U

Non-Represented Officer Appointed by the City Manager subject to City Commission Approval (Under Title VI §1(c, 4) – City Charter; Compiler’s §87)

Code Number	Position Title	Range Number
616	City Assessor	23U

Non-Represented Officer Appointed by the City Manager (Under Title VI §1(c, 3) – City Charter; Compiler’s §87)

Code Number	Position Title	Range Number
625	City Purchasing Agent	20U

Non-Represented Unclassified Employees Appointed by the City Manager (Under Title VII §2(a, 4) – City Charter; Compiler’s §101)

Code Number	Position Title	Range Number
617	Deputy City Manager	29U
187	Secretary to the City Manager	11U
622U	Administrative Analyst I	11

**Non-Represented Classified Employees Appointed by the City Manager
(Civil Service –Noncompetitive; Under Title VII §2(d) - City Charter;
Compiler’s §101)**

Code Number	Classification Title	Range Number
185U	Administrative Executive Assistant	05U
149U	Administrative Aide – Intern	04
641U	Administrative Analyst II	16
623	Assistant City Manager	28U
619	Assistant to the City Manager	14U-21U
134	Assistant Employee Benefits Manager	15U
629	Assistant Human Resources Director	22U
613	Budget Director*	20U
593	Budget Specialist	09U
654	Chief Financial Officer	27U
643	Chief Services Officer*	25U
670	City Engineer	26U
724	Community Development Director*	22U
554	Communications Director	21U
560	Customer Service Director	23U
599	Deputy Chief Financial Officer	23U
206U	Deputy Fire Chief	22U
816	Deputy Police Chief	23UF
665	Director of Facilities and Fleet Maintenance	23U
630	Director of Human Resources	24U
618	Director of Information Technology	24U
713	Director of Parks and Recreation	23U
373	Director of Public Works*	24U
730	Economic Development Director	23U
135	Employee Benefits Manager	18U
657	Environmental Services Manager	24U
644	Equal Opportunity Director *	22U
184	Executive Assistant to the City Attorney	08U
191	Executive Assistant to the Deputy City Manager	07U
188	Executive Assistant to the Mayor*	07U
177	Executive Assistant to the Police Chief	08U
679	Executive Director – DDA*	21U
675	Facilities Management Director*	21U
801	Fire Chief	27U
678	Fiscal Services Manager	20U
136	Human Resources Assistant	06U

610	Income Tax Administrator	20U
189	Labor Relations Assistant	07U
634	Labor Relations Manager	21U
628	Labor Relations Specialist	17U
182	Legal Assistant I	05U
183	Legal Assistant II	07U
655	Managing Director	25U
553	Mobile GR Manager	21U
668	Motor Equipment Director*	20U
720	Neighborhood Improvement Director*	22U
343	Parking Systems Director*	21U
711	Planning Director	23U
817	Police Chief	27UF
372	Public Services Director	24U
627	Risk Manager	19U
572	Senior Labor Relations Specialist	19U
662	Utilities Director	26U
661	Water System Manager	24U

*Denotes classification not in use at time of publication.

Non-Represented Executive Level Secretaries and Assistants

All employees in the City Manager's Office are considered to be covered by this handbook in order to establish compensation levels and fringe benefits. The secretaries and assistants to the following executive level employees, appointed officials, and elected officials are covered by this handbook:

- Chief Financial Officer
- City Comptroller
- City Manager
- Deputy City Manager
- Director of Human Resources
- Fire Chief
- Mayor
- Police Chief
- City Attorney

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)
Effective July 1, 2019 (3% Wage Increase)

Range	A	B	C	D	E	F
01U	\$18.1130 \$37,675	\$19.0357 \$39,594	\$19.9891 \$41,577	\$20.9424 \$43,560	\$21.9714 \$45,701	\$23.1064 \$48,061
02U	\$19.0823 \$39,691	\$20.0379 \$41,679	\$20.9935 \$43,666	\$22.0252 \$45,812	\$23.1627 \$48,179	\$24.3156 \$50,576
03U	\$19.9891 \$41,577	\$20.9424 \$43,560	\$21.9714 \$45,701	\$23.1064 \$48,061	\$24.2562 \$50,453	\$25.4516 \$52,939
04U	\$20.9424 \$43,560	\$21.9714 \$45,701	\$23.1064 \$48,061	\$24.2562 \$50,453	\$25.4516 \$52,939	\$26.7985 \$55,741
05U	\$22.4271 \$46,648	\$23.2102 \$48,277	\$24.1344 \$50,200	\$25.0425 \$52,088	\$25.9667 \$54,011	\$26.9690 \$56,096
06U	\$21.9714 \$45,701	\$23.1064 \$48,061	\$24.2562 \$50,453	\$25.4516 \$52,939	\$26.7985 \$55,741	\$28.1148 \$58,479
07U	\$23.1064 \$48,061	\$24.2562 \$50,453	\$25.4516 \$52,939	\$26.7985 \$55,741	\$28.1148 \$58,479	\$29.4919 \$61,343
08U	\$24.2562 \$50,453	\$25.4516 \$52,939	\$26.7985 \$55,741	\$28.1148 \$58,479	\$29.4919 \$61,343	\$30.9445 \$64,365
09U	\$25.4516 \$52,939	\$26.7985 \$55,741	\$28.1148 \$58,479	\$29.4919 \$61,343	\$30.9445 \$64,365	\$32.5484 \$67,701
10U	\$25.6485 \$53,349	\$26.9043 \$55,961	\$28.2357 \$58,730	\$29.6130 \$61,595	\$31.0960 \$64,680	\$32.6695 \$67,953
11U	\$26.9043 \$55,961	\$28.2357 \$58,730	\$29.6130 \$61,595	\$31.0960 \$64,680	\$32.6695 \$67,953	\$34.3036 \$71,352
12U	\$28.2357 \$58,730	\$29.6130 \$61,595	\$31.0960 \$64,680	\$32.6695 \$67,953	\$34.3036 \$71,352	\$36.0440 \$74,972
13U	\$29.2954 \$60,934	\$30.7623 \$63,986	\$32.3187 \$67,223	\$33.9355 \$70,586	\$35.6572 \$74,167	\$37.3789 \$77,748
14U	\$30.7623 \$63,986	\$32.3187 \$67,223	\$33.9355 \$70,586	\$35.6572 \$74,167	\$37.3789 \$77,748	\$39.2946 \$81,733
15U	\$32.3187 \$67,223	\$33.9355 \$70,586	\$35.6572 \$74,167	\$37.3789 \$77,748	\$39.2946 \$81,733	\$41.2707 \$85,843

16U	\$33.9355 \$70,586	\$35.6572 \$74,167	\$37.3789 \$77,748	\$39.2946 \$81,733	\$41.2707 \$85,843	\$43.3513 \$90,171
17U	\$35.6572 \$74,167	\$37.3789 \$77,748	\$39.2946 \$81,733	\$41.2707 \$85,843	\$43.3513 \$90,171	\$45.5220 \$94,686
18U	\$37.3789 \$77,748	\$39.2946 \$81,733	\$41.2707 \$85,843	\$43.3513 \$90,171	\$45.5220 \$94,686	\$47.7673 \$99,356
19U	\$39.2946 \$81,733	\$41.2707 \$85,843	\$43.3513 \$90,171	\$45.5220 \$94,686	\$47.7673 \$99,356	\$50.1474 \$104,307
20U	\$41.2707 \$85,843	\$43.3513 \$90,171	\$45.5220 \$94,686	\$47.7673 \$99,356	\$50.1474 \$104,307	\$52.6474 \$109,507
21U	\$43.3513 \$90,171	\$45.5220 \$94,686	\$47.7673 \$99,356	\$50.1474 \$104,307	\$52.6474 \$109,507	\$55.2519 \$114,924
22U	\$45.5220	\$47.7673	\$50.1474	\$52.6474	\$55.2519	\$58.0364
ED30	\$45.7624	\$48.0077	\$50.3878	\$52.8878	\$55.4923	\$58.2768
ED60	\$45.8826 \$94,686	\$48.1279 \$99,356	\$50.5080 \$104,307	\$53.0080 \$109,507	\$55.6125 \$114,924	\$58.3970 \$120,716
23U	\$47.7673 \$99,356	\$50.1474 \$104,307	\$52.6474 \$109,507	\$55.2519 \$114,924	\$58.0364 \$120,716	\$60.9103 \$126,693
23UF	\$48.5309 \$100,944	\$50.9228 \$105,919	\$53.4349 \$111,144	\$56.0520 \$116,588	\$58.8503 \$122,409	\$61.7928 \$128,529
24U	\$50.1474 \$104,307	\$52.6474 \$109,507	\$55.2519 \$114,924	\$58.0364 \$120,716	\$60.9103 \$126,693	\$63.9642 \$133,046
25U	\$52.6474 \$109,507	\$55.2519 \$114,924	\$58.0364 \$120,716	\$60.9103 \$126,693	\$63.9642 \$133,046	\$67.1827 \$139,740
26U	\$55.2519 \$114,924	\$58.0364 \$120,716	\$60.9103 \$126,693	\$63.9642 \$133,046	\$67.1827 \$139,740	\$70.5507 \$146,745
27U	\$58.0364 \$120,716	\$60.9103 \$126,693	\$63.9642 \$133,046	\$67.1827 \$139,740	\$70.5507 \$146,745	\$74.0781 \$154,082
27UF	\$58.9005 \$122,513	\$62.0005 \$128,961	\$65.2636 \$135,748	\$68.6986 \$142,893	\$72.3143 \$150,414	\$75.9300 \$157,934
28U	\$60.9103 \$126,693	\$63.9642 \$133,046	\$67.1827 \$139,740	\$70.5507 \$146,745	\$74.0781 \$154,082	\$77.7821 \$161,787
29U	\$63.9642 \$133,046	\$67.1827 \$139,740	\$70.5507 \$146,745	\$74.0781 \$154,082	\$77.7821 \$161,787	\$81.6712 \$169,876

	A	A2	B	B2	C	C2
01ATCM	\$33.9355	\$35.6572	\$37.3789	\$39.2946	\$41.2707	\$43.3513
	\$70,586	\$74,167	\$77,748	\$81,733	\$85,843	\$90,171
		D	D2	E	E2	F
		\$45.5220	\$47.7673	\$50.1474	\$52.6474	\$55.2519
		\$94,686	\$99,356	\$104,307	\$109,507	\$114,924
04	\$20.9699	\$21.9927	\$23.1239	\$23.7217	\$25.4644	\$26.7509
	\$43,617	\$45,745	\$48,098	\$49,341	\$52,966	\$55,642
11	\$28.0837	\$29.4787	\$30.9354	\$32.5164	\$34.1128	\$35.8640
	\$58,414	\$61,316	\$64,346	\$67,634	\$70,955	\$74,597
13	\$30.9354	\$32.5164	\$34.1128	\$35.8640	\$37.6308	\$39.5062
	\$64,346	\$67,634	\$70,955	\$74,597	\$78,272	\$82,173
16	\$35.8640	\$37.6307	\$39.5062	\$41.4902	\$43.5511	\$45.7369
	\$74,597	\$78,272	\$82,173	\$86,300	\$90,586	\$95,133

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)
Effective July 1, 2020 (2.75% Wage Increase)

Range	A	B	C	D	E	F
01U	\$18.6111 \$38,711	\$19.5592 \$40,683	\$20.5388 \$42,721	\$21.5183 \$44,758	\$22.5756 \$46,957	\$23.7418 \$49,383
02U	\$19.6071 \$40,783	\$20.5889 \$42,825	\$21.5708 \$44,867	\$22.6309 \$47,072	\$23.7997 \$49,503	\$24.9843 \$51,967
03U	\$20.5388 \$42,721	\$21.5183 \$44,758	\$22.5756 \$46,957	\$23.7418 \$49,383	\$24.9232 \$51,840	\$26.1515 \$54,395
04U	\$21.5183 \$44,758	\$22.5756 \$46,957	\$23.7418 \$49,383	\$24.9232 \$51,840	\$26.1515 \$54,395	\$27.5355 \$57,274
05U	\$23.0438 \$47,931	\$23.8485 \$49,605	\$24.7981 \$51,580	\$25.7312 \$53,521	\$26.6808 \$55,496	\$27.7106 \$57,638
06U	\$22.5756 \$46,957	\$23.7418 \$49,383	\$24.9232 \$51,840	\$26.1515 \$54,395	\$27.5355 \$57,274	\$28.8880 \$60,087
07U	\$23.7418 \$49,383	\$24.9232 \$51,840	\$26.1515 \$54,395	\$27.5355 \$57,274	\$28.8880 \$60,087	\$30.3029 \$63,030
08U	\$24.9232 \$51,840	\$26.1515 \$54,395	\$27.5355 \$57,274	\$28.8880 \$60,087	\$30.3029 \$63,030	\$31.7955 \$66,135
09U	\$26.1515 \$54,395	\$27.5355 \$57,274	\$28.8880 \$60,087	\$30.3029 \$63,030	\$31.7955 \$66,135	\$33.4435 \$69,562
10U	\$26.3538 \$54,816	\$27.6442 \$57,500	\$29.0122 \$60,345	\$30.4274 \$63,289	\$31.9511 \$66,458	\$33.5679 \$69,821
11U	\$27.6442 \$57,500	\$29.0122 \$60,345	\$30.4274 \$63,289	\$31.9511 \$66,458	\$33.5679 \$69,821	\$35.2469 \$73,314
12U	\$29.0122 \$60,345	\$30.4274 \$63,289	\$31.9511 \$66,458	\$33.5679 \$69,821	\$35.2469 \$73,314	\$37.0352 \$77,033
13U	\$30.1010 \$62,610	\$31.6083 \$65,745	\$33.2075 \$69,072	\$34.8687 \$72,527	\$36.6378 \$76,207	\$38.4068 \$79,886
14U	\$31.6083 \$65,745	\$33.2075 \$69,072	\$34.8687 \$72,527	\$36.6378 \$76,207	\$38.4068 \$79,886	\$40.3752 \$83,980

15U	\$33.2075 \$69,072	\$34.8687 \$72,527	\$36.6378 \$76,207	\$38.4068 \$79,886	\$40.3752 \$83,980	\$42.4056 \$88,204
16U	\$34.8687 \$72,527	\$36.6378 \$76,207	\$38.4068 \$79,886	\$40.3752 \$83,980	\$42.4056 \$88,204	\$44.5435 \$92,650
17U	\$36.6378 \$76,207	\$38.4068 \$79,886	\$40.3752 \$83,980	\$42.4056 \$88,204	\$44.5435 \$92,650	\$46.7739 \$97,290
18U	\$38.4068 \$79,886	\$40.3752 \$83,980	\$42.4056 \$88,204	\$44.5435 \$92,650	\$46.7739 \$97,290	\$49.0809 \$102,088
19U	\$40.3752 \$83,980	\$42.4056 \$88,204	\$44.5435 \$92,650	\$46.7739 \$97,290	\$49.0809 \$102,088	\$51.5265 \$107,175
20U	\$42.4056 \$88,204	\$44.5435 \$92,650	\$46.7739 \$97,290	\$49.0809 \$102,088	\$51.5265 \$107,175	\$54.0952 \$112,518
21U	\$44.5435 \$92,650	\$46.7739 \$97,290	\$49.0809 \$102,088	\$51.5265 \$107,175	\$54.0952 \$112,518	\$56.7713 \$118,084
22U	\$46.7739	\$49.0809	\$51.5265	\$54.0952	\$56.7713	\$59.6324
ED30	\$47.0143	\$49.3213	\$51.7669	\$54.3356	\$57.0117	\$59.8728
ED60	\$47.1345 \$97,290	\$49.4415 \$102,088	\$51.8871 \$107,175	\$54.4558 \$112,518	\$57.1319 \$118,084	\$59.9930 \$124,035
23U	\$49.0809 \$102,088	\$51.5265 \$107,175	\$54.0952 \$112,518	\$56.7713 \$118,084	\$59.6324 \$124,035	\$62.5853 \$130,177
23UF	\$49.8655 \$103,720	\$52.3232 \$108,832	\$54.9044 \$114,201	\$57.5934 \$119,794	\$60.4687 \$125,775	\$63.4921 \$132,064
24U	\$51.5265 \$107,175	\$54.0952 \$112,518	\$56.7713 \$118,084	\$59.6324 \$124,035	\$62.5853 \$130,177	\$65.7232 \$136,704
25U	\$54.0952 \$112,518	\$56.7713 \$118,084	\$59.6324 \$124,035	\$62.5853 \$130,177	\$65.7232 \$136,704	\$69.0302 \$143,583
26U	\$56.7713 \$118,084	\$59.6324 \$124,035	\$62.5853 \$130,177	\$65.7232 \$136,704	\$69.0302 \$143,583	\$72.4908 \$150,781
27U	\$59.6324 \$124,035	\$62.5853 \$130,177	\$65.7232 \$136,704	\$69.0302 \$143,583	\$72.4908 \$150,781	\$76.1152 \$158,320
27UF	\$60.5203 \$125,882	\$63.7055 \$132,507	\$67.0583 \$139,481	\$70.5878 \$146,823	\$74.3029 \$154,550	\$78.0181 \$162,278

28U	\$62.5853 \$130,177	\$65.7232 \$136,704	\$69.0302 \$143,583	\$72.4908 \$150,781	\$76.1152 \$158,320	\$79.9211 \$166,236
29U	\$65.7232 \$136,704	\$69.0302 \$143,583	\$72.4908 \$150,781	\$76.1152 \$158,320	\$79.9211 \$166,236	\$83.9172 \$174,548
01ATCM	A \$34.8687 \$72,527	A2 \$36.6378 \$76,207	B \$38.4068 \$79,886	B2 \$40.3752 \$83,980	C \$42.4056 \$88,204	C2 \$44.5435 \$92,650
		D \$46.7739 \$97,290	D2 \$49.0809 \$102,088	E \$51.5265 \$107,175	E2 \$54.0952 \$112,518	F \$56.7713 \$118,084
04	\$21.5466 \$44,817	\$22.5975 \$47,003	\$23.7598 \$49,420	\$24.3740 \$50,698	\$26.1647 \$54,423	\$27.4865 \$57,172
11	\$28.8560 \$60,020	\$30.2894 \$63,002	\$31.7861 \$66,115	\$33.4106 \$69,494	\$35.0509 \$72,906	\$36.8503 \$76,649
13	\$31.7861 \$66,115	\$33.4106 \$69,494	\$35.0509 \$72,906	\$36.8503 \$76,649	\$38.6656 \$80,425	\$40.5926 \$84,433
16	\$36.8503 \$76,649	\$38.6655 \$80,424	\$40.5926 \$84,433	\$42.6312 \$88,673	\$44.7488 \$93,077	\$46.9947 \$97,749

NON-REPRESENTED EMPLOYEES HOURLY SALARY SCHEDULE

(With Rounded Annual Equivalent Rates)
Effective July 1, 2021 (2.50% Wage Increase)

Range	A	B	C	D	E	F
01U	\$19.0764 \$39,679	\$20.0482 \$41,700	\$21.0523 \$43,789	\$22.0563 \$45,877	\$23.1400 \$48,131	\$24.3353 \$50,618
02U	\$20.0973 \$41,802	\$21.1036 \$43,896	\$22.1101 \$45,989	\$23.1967 \$48,249	\$24.3947 \$50,741	\$25.6089 \$53,267
03U	\$21.0523 \$43,789	\$22.0563 \$45,877	\$23.1400 \$48,131	\$24.3353 \$50,618	\$25.5463 \$53,136	\$26.8053 \$55,755
04U	\$22.0563 \$45,877	\$23.1400 \$48,131	\$24.3353 \$50,618	\$25.5463 \$53,136	\$26.8053 \$55,755	\$28.2239 \$58,706
05U	\$23.6199 \$49,129	\$24.4447 \$50,845	\$25.4181 \$52,870	\$26.3745 \$54,859	\$27.3478 \$56,883	\$28.4034 \$59,079
06U	\$23.1400 \$48,131	\$24.3353 \$50,618	\$25.5463 \$53,136	\$26.8053 \$55,755	\$28.2239 \$58,706	\$29.6102 \$61,589
07U	\$24.3353 \$50,618	\$25.5463 \$53,136	\$26.8053 \$55,755	\$28.2239 \$58,706	\$29.6102 \$61,589	\$31.0605 \$64,606
08U	\$25.5463 \$53,136	\$26.8053 \$55,755	\$28.2239 \$58,706	\$29.6102 \$61,589	\$31.0605 \$64,606	\$32.5904 \$67,788
09U	\$26.8053 \$55,755	\$28.2239 \$58,706	\$29.6102 \$61,589	\$31.0605 \$64,606	\$32.5904 \$67,788	\$34.2796 \$71,302
10U	\$27.0126 \$56,186	\$28.3353 \$58,937	\$29.7375 \$61,854	\$31.1881 \$64,871	\$32.7499 \$68,120	\$34.4071 \$71,567
11U	\$28.3353 \$58,937	\$29.7375 \$61,854	\$31.1881 \$64,871	\$32.7499 \$68,120	\$34.4071 \$71,567	\$36.1281 \$75,146
12U	\$29.7375 \$61,854	\$31.1881 \$64,871	\$32.7499 \$68,120	\$34.4071 \$71,567	\$36.1281 \$75,146	\$37.9611 \$78,959
13U	\$30.8535 \$64,175	\$32.3985 \$67,389	\$34.0377 \$70,798	\$35.7404 \$74,340	\$37.5537 \$78,112	\$39.3670 \$81,883

14U	\$32.3985 \$67,389	\$34.0377 \$70,798	\$35.7404 \$74,340	\$37.5537 \$78,112	\$39.3670 \$81,883	\$41.3846 \$86,080
15U	\$34.0377 \$70,798	\$35.7404 \$74,340	\$37.5537 \$78,112	\$39.3670 \$81,883	\$41.3846 \$86,080	\$43.4657 \$90,409
16U	\$35.7404 \$74,340	\$37.5537 \$78,112	\$39.3670 \$81,883	\$41.3846 \$86,080	\$43.4657 \$90,409	\$45.6571 \$94,967
17U	\$37.5537 \$78,112	\$39.3670 \$81,883	\$41.3846 \$86,080	\$43.4657 \$90,409	\$45.6571 \$94,967	\$47.9432 \$99,722
18U	\$39.3670 \$81,883	\$41.3846 \$86,080	\$43.4657 \$90,409	\$45.6571 \$94,967	\$47.9432 \$99,722	\$50.3079 \$104,640
19U	\$41.3846 \$86,080	\$43.4657 \$90,409	\$45.6571 \$94,967	\$47.9432 \$99,722	\$50.3079 \$104,640	\$52.8147 \$109,854
20U	\$43.4657 \$90,409	\$45.6571 \$94,967	\$47.9432 \$99,722	\$50.3079 \$104,640	\$52.8147 \$109,854	\$55.4476 \$115,331
21U	\$45.6571 \$94,967	\$47.9432 \$99,722	\$50.3079 \$104,640	\$52.8147 \$109,854	\$55.4476 \$115,331	\$58.1906 \$121,036
22U	\$47.9432	\$50.3079	\$52.8147	\$55.4476	\$58.1906	\$61.1232
ED30	\$48.1836	\$50.5483	\$53.0551	\$55.6880	\$58.4310	\$61.3636
ED60	\$48.3038 \$99,722	\$50.6685 \$104,640	\$53.1753 \$109,854	\$55.8082 \$115,331	\$58.5512 \$121,036	\$61.4838 \$127,136
23U	\$50.3079 \$104,640	\$52.8147 \$109,854	\$55.4476 \$115,331	\$58.1906 \$121,036	\$61.1232 \$127,136	\$64.1499 \$133,432
23UF	\$51.1121 \$106,313	\$53.6313 \$111,553	\$56.2770 \$117,056	\$59.0332 \$122,789	\$61.9804 \$128,919	\$65.0794 \$135,365
24U	\$52.8147 \$109,854	\$55.4476 \$115,331	\$58.1906 \$121,036	\$61.1232 \$127,136	\$64.1499 \$133,432	\$67.3663 \$140,122
25U	\$55.4476 \$115,331	\$58.1906 \$121,036	\$61.1232 \$127,136	\$64.1499 \$133,432	\$67.3663 \$140,122	\$70.7560 \$147,172
26U	\$58.1906 \$121,036	\$61.1232 \$127,136	\$64.1499 \$133,432	\$67.3663 \$140,122	\$70.7560 \$147,172	\$74.3031 \$154,550
27U	\$61.1232 \$127,136	\$64.1499 \$133,432	\$67.3663 \$140,122	\$70.7560 \$147,172	\$74.3031 \$154,550	\$78.0181 \$162,278

27UF	\$62.0333	\$65.2981	\$68.7348	\$72.3525	\$76.1605	\$79.9686
	\$129,029	\$135,820	\$142,968	\$150,493	\$158,414	\$166,335
28U	\$64.1499	\$67.3663	\$70.7560	\$74.3031	\$78.0181	\$81.9191
	\$133,432	\$140,122	\$147,172	\$154,550	\$162,278	\$170,392
29U	\$67.3663	\$70.7560	\$74.3031	\$78.0181	\$81.9191	\$86.0151
	\$140,122	\$147,172	\$154,550	\$162,278	\$170,392	\$178,911
01ATCM	A	A2	B	B2	C	C2
	\$35.7404	\$37.5537	\$39.3670	\$41.3846	\$43.4657	\$45.6571
	\$74,340	\$78,112	\$81,883	\$86,080	\$90,409	\$94,967
		D	D2	E	E2	F
		\$47.9432	\$50.3079	\$52.8147	\$55.4476	\$58.1906
		\$99,722	\$104,640	\$109,854	\$115,331	\$121,036
04	\$22.0853	\$23.1624	\$24.3538	\$24.9834	\$26.8188	\$28.1737
	\$45,937	\$48,178	\$50,656	\$51,965	\$55,783	\$58,601
11	\$29.5774	\$31.0466	\$32.5808	\$34.2459	\$35.9272	\$37.7716
	\$56,713	\$59,530	\$62,472	\$65,664	\$68,888	\$72,424
13	\$32.5808	\$34.2459	\$35.9272	\$37.7716	\$39.6322	\$41.6074
	\$67,768	\$71,231	\$74,729	\$78,565	\$82,435	\$86,543
16	\$37.7716	\$39.6321	\$41.6074	\$43.6970	\$45.8675	\$48.1696
	\$78,565	\$82,435	\$86,543	\$90,890	\$95,404	\$100,193