



# Staff Report

City Council

Item No. {{section.number}}.G

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**Meeting Date:** September 11, 2024

**From:** Eugenia Torres, Human Resources Manager

**Title:** Amendment to the Non-Represented Regulations

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**RECOMMENDATION:**

To approve amendments to the regulations covering Executive, Administrative, Professional, Confidential and Other Particular Employees.

**BACKGROUND:**

Non-represented employees are subject to regulations covering executive, administrative, professional, confidential, and other particular employees. Non-represented employees do not participate in collective bargaining via union representation. There are currently fifty-three employees in the non-represented group.

Proposed benefits and clean-up language throughout the document for non-represented employees are presented to the City Council for consideration and approval.

**DISCUSSION:**

Proposed Amendments to Regulations for FY 2024/2025 through FY 2026/2027:

Removal of Duplicate Sections

The following sections, already covered in Personnel Rules or Government Code, will be removed:

1. Safety and Health
  2. Political Activity
  3. Preparation and Adoption of Salary Plan
  4. Leave of Absence
  5. Jury Duty
  6. Bereavement Leave
  7. Subpoenaed Absence
  8. Family Illness
  9. Improper Use of City Equipment Prohibited
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## 10. Employee Activities

### Article 1 General Considerations

- 1.1: Employee designations aligned with City Resolution 82-84
- 1.1.1: Added reference to Wellness Program for Council & Elected (Personnel Rules section 1217)

### Article 3 Compensation

- 3.2 Salary Increases:
  - 2.6% effective first full pay period after July 1, 2025
  - 2.6% effective first full pay period after July 1, 2026
- 3.4 Promotion (revised language)
- 3.5 Demotion (revised language)
- 3.8 Salary on Position Reclassification (revised language)
- 3.16 Bilingual Services Compensation: Tier 2 increased to \$85 per pay period
- 3.20 Certification Incentives for Police Chief: Expire 12/31/2025

### Article 6 Attendance and Leaves

- 6.3 Vacation Leave: Uniformity between Department Heads and Other Non-Represented employees for all employees hired on/after 10/1/2024
- At-will employees: 48 hours annual administrative leave (no carry over/use it or lose it)

### Article 11 Miscellaneous Provisions

- 11.1 Group Insurance Plans: Revamped cafeteria plan
- 11.5 Increase HRA to \$165 per month.
- 11.7 Life Insurance – Identify carrier cap 400k and remove self-insured excess
- 11.7.3 City Self-funded Short-Term Disability
- 11.8 Deferred Compensation: Increased to \$65.00 per pay period
- 11.8 Deferred Compensation and 401(a) Side Letter incorporated
- 11.9 Educational Incentive: Tuition reimbursement increased to \$12,000 lifetime

### **FISCAL IMPACT:**

	DESCRIPTION	GENERAL LEDGER ACCOUNT CODES	PROJECT CODE	AMOUNT	ONE TIME or ONGOING
2025-2026	Salary & Benefits	For Funds 100, 241, 243 & 246-XXX-XXX-XXX-80XX-80XX	N/A	\$188,413	Ongoing
2026-2027	Salary & Benefits	For Funds 100, 241, 243 & 246-XXX-XXX-XXX-80XX-80XX	N/A	\$194,066	Ongoing

### **FIVE-YEAR STRATEGIC PLAN:**

Goal A - SERVE THE COMMUNITY WITH PRIDE AND DEDICATION

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Objective: Through diversity, equity, and inclusion driven employee programs and experiences, Cathedral City is the employer of choice with a workforce that is engaged, motivated, and respected public stewards.

**ATTACHMENTS:**

1. Non-Represented Regulations