

Authorized Terms and Conditions for Employment Agreements with Unrepresented Department Heads

I. Unrepresented Department Head Positions

- Police Chief
- Director of Parks & Community Services
- City Engineer
- Director of Human Resources
- Director of Information Technology
- Chief Building Official
- Planning Manager
- Director of Financial Services
- Public Works Operations Director
- Director of Community Development

II. Employment Agreement Term

- Up to 4 years

III. Annual Salary

- Salary range assignments for each position are published on the City of Madera Salary Schedule publicly adopted by the City Council.
- The City Manager is authorized to set salaries for Department Heads consistent with the Salary Schedule.
- The City Manager is authorized to provide merit step increases for satisfactory job performance within the salary steps defined on the published Salary Schedule.
- The City Manager is authorized to provide Cost of Living Adjustment (COLA) increases to Department Heads as follows:
 - Effective June 28, 2025, with paycheck date July 18, 2025, positions listed in Section I will receive a 3% base wage increase.
 - Effective June 13, 2026, with paycheck date July 3, 2026, positions listed in Section I will receive a 2% base wage increase.

IV. Severance

- Employment Agreements may include 1 ½ months salary & health benefits severance in one (1) lump sum payment for separation without cause

V. Paid Leave – Employment Agreements may include benefits as follows:

- Vacation – accrues based on years of service consistent with Mid Management accrual schedule; maximum accrued balance will be 360 hours. Employee also receives an 8-hour credit to vacation each year on the employee's hire anniversary date.

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- Vacation Cash-out: Employee may cash-out unused vacation once per year if vacation balance is at least 160 hours.
 - 0-5 years of total City service – 40 hours
 - 6+ years of total City service – 80 hours
- Sick leave – accrues each pay cycle consistent with Mid Management accrual schedule; no cap on accrual. After 5 years of City service, employee may cash-out unused sick leave with positive separation or retirement based on the following schedule:

Years of Service	Sick Leave Cash-Out
5	7.5%
7	10.5%
10	15.0%
15	22.0%
20	30.0%

- Family Sick Leave - Up to 72 hours of sick leave may be used each year for family. Family is as defined in Labor Code Section 245.5.
- Administrative Leave – 40 hours credited each July 1. Not available for carryover or cash-out. A pro-rated amount will be credited for the remainder of the fiscal year based on hire date if employee is hired mid-fiscal year.
- Holidays –
 - The following holidays are recognized as 8-hour paid holidays: New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.
 - The following holidays are recognized as 4-hour paid holidays: Good Friday and Winter Holiday (the last day prior to Christmas Day or New Year's Day).
- Floating Holiday – Employees with 5-9 years of total City service are credited with 20 hours of Floating Holiday each July 1; employees with 10+ years of total City service are credited with 40 hours of Floating Holiday each July 1.
- Holiday Closure - Employee will receive the same Holiday Closure benefit as that received by the City of Madera Mid Management Employee Group.

VI. Retirement

- CalPERS formula is defined by date of hire and position
 - Employee pays Employee Contribution to CalPERS

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- Effective the pay period beginning June 28, 2025, with paycheck date July 18, 2025, the City will pay the Employer Contribution to CalPERS with no contribution from employees toward the Employer Contribution.
- Employee pays for 1959 Survivor Benefit.

VII. Health Insurance

- Employees will be offered the same health insurance as offered to the majority of employees. Employees may waive participation with proof of other coverage and receive \$450 per month.
- The City contribution towards Kaiser Core and Buy-up plans will be the Kaiser Core plan premium + Vision premium + Dental premium.
- The City contribution towards Anthem Core and Buy-up plans will be the Anthem Core plan premium + Vision premium + Dental premium.
- The above contribution formulas will be applicable for calculations based on January 2026 and January 2027 premium rates. Any potential future adjustments after January 2027 will be subject to Council approval.

VIII. Longevity Pay

- Effective the pay period beginning June 28, 2025, in recognition of continuous full-time City of Madera employment, employees will be eligible for longevity pay as follows. When an employee becomes eligible for a new Longevity Pay rate in the future based on years of service, the pay will be effective the first whole pay period following the applicable anniversary date.

Years of Service	Percent of Base Salary
10	2.5%
15	5.0%
20	7.5%

IX. Retiree Medical

- Individuals who retire from City service are eligible to purchase medical, dental, and vision insurance for the retiree and eligible dependents at the retiree's expense until such time as the individual is eligible for Medicare
- For individuals who were employed in the positions listed in Section I as of April 3, 2019, and had at least fifteen (15) years of City service at that time, the City will contribute up to a cap of \$600 per month for retiree medical insurance until the individual is eligible for Medicare and up to a cap of \$300 per month for a Medicare supplement plan after the individual is eligible for Medicare. This benefit is not available to employees hired or promoted into the positions listed in Section I after April 3, 2019.

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X. Retention Bonus

- The City Manager is authorized to offer a retention bonus to employees employed with the City at the time of paycheck issuance a retention bonus payment in the amount of \$1,500 to be paid in the January 16, 2026, and January 15, 2027, paychecks. This provision shall automatically sunset after January 15, 2027.

XI. Other Benefits

- Employee may elect to receive a City-issued smart phone or use his/her personal phone and receive a \$75/month stipend. If stipend is elected, personal phone number must be publicly available.
- The Police Chief will receive the same Uniform Allowance as sworn members of the Law Enforcement Mid Management Group.
- Bereavement Leave: Employees may use paid leave up to five (5) days for the death of a family member, defined as current spouse, registered domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law and grandparents. In addition to paid leave available, Employee will receive 3 days of non-chargeable leave per fiscal year in the event of the death of a grandparent, parent, spouse, registered domestic partner, or child. Employee will also be eligible for bereavement leave in compliance with Government Code Section 12945.6.
- City paid life/AD&D insurance: \$50,000 employee/\$5,000 dependent; employee can purchase additional voluntary life insurance for self, spouse and/or dependents through the City's provider through payroll deduction.
- City paid Long Term Disability insurance