



Unrepresented Compensation Plan

Pilot Program

September 1, 2024 – December 31,
2028¹

¹Unless otherwise approved as an ongoing compensation plan, terms will revert back to the compensation plan effective as of August 30, 2024.

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I. Eligible Employees and Benefit Summary

A. Eligible Employees

Eligible employees covered by this plan include City employees in classifications that are appointed by the City Manager to classifications designated as unrepresented. These classifications are in an at-will employment status, are largely exempt from the Fair Labor Standards Act (FLSA) and are not represented by a collective bargaining unit.

Eligible employees comprise those positions with exemptions to competitive service requirements in San Bruno Municipal Code section 2.36.020.

A benefit structure for unrepresented employees is implemented, establishing a structure that groups classifications together based on factors including span of control, level of supervision, and specialized education. The tier structure identifies relative requirements and differentiates the benefit amounts provided to each. The classifications are listed below in their respective tier columns:

Unrep-1: Executives	Unrep-2: Mid-Management	Unrep-3: Administrative Professionals
<ul style="list-style-type: none"> • Administrative Services Director/CFO • Assistant City Manager • Community Development Director • Community Services Director • Fire Chief • Police Chief • Public Works Director 	<ul style="list-style-type: none"> • Assistant Administrative Services Director • Assistant to the City Manager • City Clerk • Human Resources Manager • Administrative Analyst II/Senior • Special Projects Manager/Senior/Principal 	<ul style="list-style-type: none"> • Deputy City Clerk • Executive Assistant to the City Manager • Administrative Analyst I • Administrative Technician I/II/Senior

B. 36-hour Standard Workweek Program

This plan is a program for a standard workweek of a thirty-six (36) hour workweek with four standard business days of Monday through Thursday for nine (9) hours per day. This transition will impact all benefits associated with the standard workday or workweek.

C. Benefit Summary

Benefits included in this plan are described in greater detail throughout the document. To increase accessibility, key non-salary components are summarized below, with amounts representing an annual amount (or maximum in the case of reimbursements).

Benefit	Plan Section Ref.	Unrep-1	Unrep-2	Unrep-3
Auto allowance	II.C1	\$5,408	n/a	n/a
Professional development	II.C2	\$2,000	\$500	\$0
Bilingual	II.C3	\$1,690	2.5%	2.5%
Acting	II.C4	n/a	5%-10%	5%-10%
Special Circumstance	II.C5	n/a	3.5%-10%	3.5%-10%
Education Reimbursement	II.C6	\$5,500	\$5,500	\$5,500
Management Leave	II.H	100 hours	80 hours	n/a
Deferred Compensation (Classic)	II.K	1%	0.5%	0.5%
Deferred Compensation (PEPRA)	II.K	5%	4.5%	4.5%
Uniform Allowance (Sworn)	II.L	\$950	n/a	n/a

D. Pilot nature of program

The pilot program begins as soon as practicable following City Council adoption and no earlier than September 1, 2024, and automatically expires December 31, 2028. City Council retains the right to extend or terminate the pilot program at any time. If the pilot program terminates, this plan will adjust to a standard workweek of forty (40) hour workweek with five standard business days of Monday through Friday for eight (8) hours per day.

II. Employee Compensation

A. Salary

1. Base Salary

The City Council adopts and publishes a salary schedule for all authorized classifications. The City Manager has the authority to set employee salaries at any point in the City Council adopted open range. Salaries for employees in the Unrep-1 and Unrep-2 categories and covered by this plan do not automatically adjust when the City Council amends the salary schedule, except in the case of employees at the minimum salary for a range. Open ranges set a minimum amount at step 1 and maximum amount at step 5. Salary ranges for employees in the Unrep-3 category adjust within the employee's salary range and on an annual basis based on their date of hire.

2. Work Week and Standard Day Length

The standard full-time work schedule for employees in this plan is thirty-six (36) hours and four (4) working days in a seven (7) day period. Employees covered by this compensation plan will maintain their annual salary however will not work on Fridays.

3. Performance Evaluations

Employees shall receive periodic evaluations to assess and document performance and expectations. Upon completion of an employee’s periodic performance evaluation, the City Manager, or designee, may award a merit-based salary increase within the City Council adopted salary schedule and commensurate with the employee’s performance.

Unrep-3 Classifications

Employees in Unrep-3 Classifications will receive their performance evaluations on a schedule set by appointment date as outlined in the schedule below.

Time after appointment*	Action	Description
0 months	Appointment	Employee’s initial appointment to position
6 months	Merit review	Initial merit review based on performance to date
18 months	Merit review	Second merit review based on prior 12 months’ performance
30 months	Merit review	Third merit review based on prior 12 months’ performance
42 months	Merit review	Fourth merit review based on prior 12 months’ performance

* Illustrative for employees advancing through all steps; employees who reach top step by appointment or promotion are no longer eligible for step increases.

4. Retention and Recruitment Bonus Program

Subject to annual budget appropriations, the City Manager may award one-time recruitment or retention bonus to employees in an amount not to exceed \$5,000 per employee per fiscal year. Employees receiving a recruitment bonus are eligible for a retention bonus beginning the July 1st after their first three full fiscal years of employment with the City. Example – If an employee receives a recruitment bonus of \$2,500 and starts on April 1, 2024, then the employee is eligible for a retention bonus on or after July 1, 2028, subject to budget appropriations and at the City Manager’s discretion.

5. Salary Administration

Employees in Unrep-1 and Unrep-2 Classifications covered by the Plan are salaried employees, exempt from the Fair Labor Standards Act (FLSA), and are not eligible for overtime pay. The City’s payroll cycle distributes pay on a biweekly basis and includes twenty-six (26) pay periods each calendar year. Employees in Unrep-3 Classifications are non-exempt employees under the FLSA and are eligible to receive overtime pay or compensatory time off.

A. Overtime Worked

FLSA Exempt Positions: Employees occupying Unrep-1 and Unrep-2 Classifications are ineligible for overtime payments for time worked in excess of what otherwise would be considered as a normal workday or work week for other employees. However, no deduction from leave balances is made when such an employee is absent for less than one regular workday as long as

the employee has their supervisor's approval. Nothing in this policy precludes an alternative work schedule, which may include an absence of a full nine-hour day, when thirty-six hours have been worked in the same seven-day work period.

FLSA Non-Exempt Positions: Employees occupying Unrep-3 Classifications are eligible for overtime or compensation time, at their discretion, for the time worked in excess of 36 hours per week and as authorized by their supervisor. Nothing in this policy precludes an alternative work schedule, which may include an absence of a full nine-hour day, where thirty-six hours have been worked in the same seven-day period. For example, if an employee works two 10-hour days and two 8-hour days, overtime applies after the 36th hour worked.

B. Compensatory Time Off

At the Unrep-3 employee's discretion, compensatory time (CTO) may be granted for overtime worked at the rate of time and one-half for each hour worked in lieu of compensation in cash. CTO may be earned for up to 72 hours per calendar year. Any CTO earned exceeding 72 hours will be paid at the rate of time and one-half. Any unused CTO remaining at the end of the calendar year will be paid at the rate of time and one-half.

B. Health and Wellness

1. Health & Welfare Plan

For purposes of providing health and welfare benefits for all full-time unrepresented employees in this Plan, the City shall contribute an agreed-upon amount to the "Teamsters Local Union No. 856 Health and Welfare Fund" on a monthly basis on behalf of each eligible employee for actual costs incurred by such Fund to provide and maintain at existing levels of hospital coverage, medical care, dental care, prescription drugs, vision care, and retiree health benefits.

The City will pay 75% and the employee will pay 25% of the health and welfare benefit premium increase over the prior plan year.

Employees of this Plan who demonstrate possession of comparable health coverage may elect to "opt out" of the City health benefit program. The employee will receive a 15% monthly payment based on the medical premium composite rate with the 'no co-pay' prescription plan. The City will contribute 35% of the monthly medical premium composite rate with the 'no co-pay' prescription plan.

An eligible employee with respect to whom monthly contributions are required shall mean any employee on the payroll on the first day of any calendar month who has been on the payroll of the City eighty (80) hours or more during the preceding calendar month. Said contribution shall institute full compliance with and full performance of all obligations of the City to provide health and welfare benefits for its employees.

2. Health Insurance after Retirement from the City

All full-time employees in this Plan retain Teamsters Health and Welfare retiree benefits provided by the Teamsters Health and Welfare Trust Fund to retirees, in an amount and at whatever levels set by the Trust for as long as provided by the Trust to the retirees (e.g., not subject to the age or income exclusion of this proposed section). The provisions of this section do not bind, modify or amend any conditions of the Teamsters Local 856 Health and Welfare Trust Fund.

Eligibility for any Retiree coverage: If employees of this Plan retire from employment with the City making contributions for retiree coverage, employee will be eligible for retiree benefits provided (1) Employee has at least 120 months of coverage and (2) 12 continuous months immediately prior to the date of retirement.

Eligibility for Retiree Plus coverage: If employees of this Plan retire from employment with the City making the required contributions for Retiree Plus coverage, employees will be eligible for the reduced Monthly Self-Pay rate provided (1) Employee has at least 240 months of coverage and (2) 12 continuous months immediately prior to the date of retirement with from San Bruno who paid into the Retiree Plus Plan. If Employee has at least 120 months, but less than 240 months, Employee will be eligible for Retiree coverage but not for the reduced Monthly Self-Pay rate.

Retiree Plus Health Coverage to commence for all current employees who participate in the employee health plan. Payment of Retiree Plus Health Coverage premium costs are to be divided with 75% to be paid by City and 25% to be paid by employees.

3. Life Insurance

The City will pay 100% of premiums for Life Insurance coverage of 1x of annual earnings up to a maximum benefit of \$300,000. Employees may elect to purchase additional life insurance through the City's insurance carrier.

4. Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D), and other optional insurance coverage

The City will pay 100% of premiums for LTD insurance, which provides up to 66.67% of salary up to the state maximum per month for illness or injury which extends beyond ninety (90) calendar days.

The City will pay 100% of premiums for AD&D insurance at the level of 100% of annual earnings up to a maximum benefit of 300,000.

Employees have the option of purchasing insurances made available to other employees but not specifically provided for in this document.

5. Fitness benefit

Employees are eligible for membership to the City's Recreation & Aquatics Center at no cost to the employee under the City Employee RAC membership administrative policy. The value of the benefit may be taxable.

6. Short-term Disability Insurance

Employees in this Plan do not contribute to the California State Disability Insurance program. The City will explore options for short-term disability salary continuity and revisit the addition of a short-term disability program no later than July 1, 2025.

C. Additional Benefits

Benefits in this category are paid as non-base cash remuneration or reimbursement, as described in their particular sections. For purposes of clarity, the rates are consolidated in Part I of this plan.

1. Auto Allowance

Employees in Unrep-1 classifications who are not assigned a City vehicle shall receive an auto allowance of \$208 per pay period. The auto allowance does not preclude reimbursement for travel outside of that necessary for routine City business.

2. Professional Development

Employees in this Plan are encouraged to continually invest in their own skills and abilities for the benefit of the City. Employees are permitted to use professional development allowances for certification upkeep, continuing professional education, professional association memberships, wellness and physical fitness activities, equipment and supplies related to the employee's maintenance of a home office, and other similar uses. Reimbursement will be subject to the approval of the City Manager. Benefits amounts are provided in Section I.C.

3. Bilingual Pay

The City shall provide bilingual incentive pay to who meet the criteria outlined in the City's Bilingual Program, including use as a part of regular job duties, demonstrated proficiency in a language other than English (including American Sign Language), which is used within the community, and successfully meets and maintains the program requirements. Benefits amounts are provided in Section I.C.

4. Acting Pay

Eligible employees assigned to perform substantially the duties of a higher job classification shall the rate of pay established for the salary step of the classification of the temporary assignment that is a minimum of five percent greater than the employee is currently earning. In no event shall the rate paid exceed the top step of the assigned classification. Benefits amounts are provided in Section I.C.

5. Special Circumstances Pay

Eligible employees specifically assigned by the City Manager or designee to regularly perform work outside the scope of the employee's permanent job classification but not performing substantially the duties of another job classification may receive Special Circumstances Pay at the exclusive discretion of the City Manager. Benefits amounts are provided in Section I.C.

6. Education Reimbursement

Subject to annual budget appropriations, the City shall provide education reimbursement for tuition and student loan payments. To the extent feasible, the City will attempt to provide any documentation which may help mitigate the potential tax liability of the education reimbursement. Benefits amounts are provided in Section I.C.

D. Bereavement Leave

Employees shall be allowed regular pay for up to 27 hours when absent due to a death in the immediate family. Additional days off may be taken using accrued leave. An immediate family member includes spouse; domestic partner; child; parent; sibling; grandparent; grandchild; parent-in-law; or grandparent in-law.

E. Jury Duty and Witness Leave

Employees required to report for jury duty or serve as a witness on behalf of the City shall be granted leave with full pay until released by the court, provided they remit all payments received from such duties to the City.

F. Holidays

Employees are eligible for nine (9) hours of paid holiday leave for specified holidays, including:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- 2 business days between Christmas Day and New Year's Day observances (Winter Closure)

Any holiday that falls on Friday will be observed the Thursday before the holiday. Any holiday that falls on a Saturday or Sunday will be observed on the following Monday. In the event that Christmas Eve and

Christmas Day fall on a Friday, Saturday, or Sunday, observance of the holidays will occur on the regular business days following Christmas Day.

G. General Leave

Employees accrue General Leave to provide for paid time off, in accordance with Citywide leave policies, for any purpose required by the employee and takes the place of traditional vacation leave, sick leave, and floating holiday/personal leave. Scheduled use of General Leave is subject to the approval of the employee’s supervisor.

1. Accrual

Employees accrue General Leave hours biweekly, with a maximum accrual level set at 560 hours. Upon reaching the maximum accrual amount, accruals are frozen until the General Leave balance is reduced below the maximum. Biweekly accrual rates by group and service length are described below:

Service length	Unrep-1	Unrep-2	Unrep-3
Under 10 years	8.31 hours	8.31 hours	8.31 hours
Over 10 years, under 20	9.54 hours	9.54 hours	9.54 hours
Over 20 years	10.77 hours	10.77 hours	10.77 hours

The City Manager may, as a recruitment tool, award newly hired employees up to 72 hours of General Leave.

State or Federally Mandated Sick Leave or Paid Time Off

The General Leave benefit shall satisfy any paid time off requirements established by the State of California or Federal Government. If state or federal law requires accruals in excess of the General Leave benefit, the City shall decrease all General Leave accruals up to 96 hours and establish a paid time off leave accrual system compliant with applicable laws.

Conversion of Existing Vacation and Personal Leave to General Leave

All eligible employees in this plan with combination of vacation and personal leave balances upon being subject to this plan will have those banks converted to General Leave at a 1:1 ratio, up to a level of 248 hours. Any balances beyond 248 hours upon conversion will be automatically paid out in the calendar year of conversion. Employees who receive eligibility for this plan due to promotion from one of the City’s represented groups will undergo the same one-time conversion upon appointment.

Conversion Sick Leave Bank

Any sick leave already accrued at the time of conversion will be frozen and available for use in the case of necessity and actual sickness or disability. The Conversion Sick Leave Bank (Bank) is non-compensable

on an employee's voluntary separation. If an employee separates as a result of retirement, death, or layoff, the Bank shall be paid on termination of employment as follows:

1. Employees who have completed twenty (20) or more years of City service as a full-time employee shall be paid fifty percent (50%) of their Bank or eight hundred (800) hours, whichever is less;
2. Employees with less than twenty (20) years of full-time service shall be paid fifty percent (50%) of their Bank or six hundred (600) hours, whichever is less.

Conversion of Compensatory Leave Balances

Employees who have compensatory time off balances upon adoption of this plan or appointment to an eligible position will be paid for those hours at the employee's hourly rate immediately prior to conversion.

2. Annual Cash-out

Employees may elect to cash out up to one hundred forty-four (144) hours of accrued General Leave on an annual basis, in accordance with the City's Annual Leave Cash-out Administrative Procedure, if the employee meets the following requirements (and any others required to meet applicable requirements such as the IRS's constructive receipt rules):

1. The election is irrevocable and made in the calendar year prior to cash-out;
2. The employee has accrued the number of elected hours in the year of cash-out;
3. Employee has taken seventy-two (72) hours of General Leave in the immediate twelve (12) month period preceding the annual cashout; and
4. Employee's General Leave balance does not fall below seventy-two (72) hours once the cash-out is processed.

3. Separation Cash-out

Upon separation from City service, accrued General Leave shall be fully paid out based on the employee's base salary rate at separation. For the purposes of this section, base salary is defined as the hourly rate as calculated by dividing the published salary schedule's:

- Annual salary by 1872; or
- Monthly salary by 156; or
- Hourly salary by 1

H. Management Leave

Effective the first full pay period of July each year, employees shall be granted Management Leave according to respective levels of responsibilities. This leave carries no cash value upon separation and any unused leave balances as of the final full pay period in June shall not carry over to the following fiscal year.

Conversion of Management Leave

Employees who have management leave balances upon conversion will have until the completion of the fiscal year to draw down balances or receive a cash-out of final balances.

I. Winter Closure

Employees receive two holidays for winter closure which is the business days between the observance of Christmas Day and New Year’s Day, during which time the City will pause all non-emergency and non-utility services. Depending on the timing of this annual closure and the relative holiday timing, employees may be required to use accrued balances to cover any additional workdays in the winter closure.

J. Retirement

Employees are enrolled in CalPERS, with specific benefit formulas and contributions varying based on hire date and member status (Classic or New). CalPERS membership eligibility², reporting overtime positions, and determining compensation earnable and pensionable compensation, “full-time” employment means a minimum of 34 hours per calendar week, or a minimum of 67 hours bi-weekly, 72 hours semimonthly, 133 hours quadri-weekly, or 144 hours monthly.

Pension Group	Formulas	July 1, 2026 ³ Normal Cost Contribution Percentages (%)
Classic (Non-Safety)	2.7% @ 55	City 11.50% / EE 8%
PEPRA (Non-Safety)	2% @ 62	City 11.50% / EE 7.25%
Classic (Safety)	3.0% @ 50	City 27.42% / EE 9%
PEPRA (Safety)	2.7% @ 57	City 13.91% / EE 13.75%

K. Deferred Compensation

Employees may participate in the Deferred Compensation 457(b) plan(s) sponsored by the City, with the City matching bi-weekly contributions according to the schedule outlined in section I.B.

L. Uniform Allowance

The City provides sworn safety members of this unit a uniform allowance in order to ensure the ability to maintain conformity with the departmental requirements.

² <https://www.calpers.ca.gov/docs/final-text-of-regulation-definition-full-time-employment.pdf>

³ Normal cost contributions adjust annual on July 1st as determined by CalPERS.

RESOLUTION NO. 2026- 018

**RESOLUTION FORMALLY RECOGNIZING THE DECERTIFICATION OF
THE SAN BRUNO MANAGEMENT EMPLOYEES' ASSOCIATION,
AMENDING THE UNREPRESENTED COMPENSATION PLAN, AND
AMENDING THE CITY'S SALARY SCHEDULE EFFECTIVE JANUARY 12,
2026**

WHEREAS, the San Bruno Management Employees' Association decertified as a recognized bargaining unit representing the City's department heads effective January 29, 2026, through a ballot process administered by the California Public Employment Relations Board; and

WHEREAS, the Association's decertification formally leaves the classifications of Community Development Director, Community Services Director, Fire Chief, Police Chief, and Public Works Director as unrepresented employees; and

WHEREAS, unrepresented employees, as defined in San Bruno Municipal Code section 2.36.020, are not represented by a labor group and hold positions in an at-will employment status, largely exempt from the Fair Labor Standards Act (FLSA); and

WHEREAS, the City Council adopted the Unrepresented Compensation Plan (Plan) on July 9, 2024, which provides a modern compensation structure designed to retain and attract quality employees and promotes San Bruno as an employer of choice in the region; and

WHEREAS, the City now desires to amend the Plan to add classifications formerly represented by the San Bruno Management Employees Association and make other changes to bring internal consistency to the Plan document and align the Plan with benefits administration practices for other City employees; and

WHEREAS, the City has evaluated its salary structure and found that the current system lacks consistency in pay levels for employees performing substantially similar levels of work; and

WHEREAS, the Plan was scheduled to sunset on June 30, 2026, and the City desires to extend the Plan through December 31, 2028; and

WHEREAS, the City Council must adopt a revised salary schedule, incorporating the changes to positions and salary ranges, to implement the amended Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno as follows:

1. The City Council hereby recognizes the decertification of the Association, effective January 29, 2026.
2. The City Council hereby amends the Plan as provided in Exhibit A, attached hereto.
3. The City Council adopts the amended salary schedule, effective January 12, 2026, incorporating salary range adjustments and additional or changed position titles, as provided in Exhibit B, attached hereto.
4. The City Manager or designee is authorized to take any necessary administrative actions to implement the provisions of this Resolution and to make such changes to the Plan as the City Manager deems necessary or useful to carry out its intent.

---oOo---

I hereby certify that foregoing **Resolution No. 2026 - 018**
was introduced and adopted by the San Bruno City Council at a regular meeting on
March 24, 2026, by the following vote:

AYES: Councilmembers: Hamilton, M. Medina, Salazar, Alvarez

NOES: Councilmembers: Mayor R. Medina

ABSENT: Councilmembers: None

Alissa Leonardini
Alissa Leonardini, Deputy City Clerk