

CITY OF DIXON

**COMPENSATION PLAN FOR
CONFIDENTIAL MID-MANAGEMENT AND
PROFESSIONAL EMPLOYEES**

**JULY 1, 2016
THROUGH
JUNE 30, 2019**

**ADOPTED BY
RESOLUTION NO. 16-109
AUGUST 9, 2016**

**COMPENSATION PLAN FOR
CONFIDENTIAL MID-MANAGEMENT AND PROFESSIONAL EMPLOYEES**

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SECTION 1 GENERAL

1.1 Term of Plan

This Compensation Plan shall be effective through June 30, 2019 or until the City Council acts to approve a new or amended plan hereinafter.

1.2 Application

This Compensation Plan applies to the following employees of the City of Dixon who are employed in job classifications listed below and which are not represented by any recognized bargaining unit:

- Accounting Manager
- Accounting & Payroll Analyst
- City Clerk
- Deputy Finance Director
- Finance Analyst
- Human Resources Manager
- Human Resources Technician
- Information Technology Manager
- Management Analyst I/II Finance

SECTION 2 COMPENSATION

2.1 Salary

2.1.1 Salary Schedule

Effective the first full pay period of July, 2016 the Salary Schedule shall be revised. This revision shall reflect an increase in base salary of two and a half percent (2.5%).

Effective the first full pay period of July, 2017 the Salary Schedule shall be revised. This revision shall reflect an increase in base salary of two and a half percent (2.5%).

Effective the first full pay period of July, 2018 the Salary Schedule shall be revised. This revision shall reflect an increase in base salary of two and a half percent (2.5%).

2.2 Equity

2.2.1 The class(es) listed below shall receive equity adjustments during the term of this agreement. These increases shall occur concurrently, but will not compound, with increases set forth in Section 2.1.1. Equity adjustments for the listed position(s) shall be effective the first full pay period after July 1 of the year indicated.

<u>Class</u>	<u>2016</u>
Accounting & Payroll Analyst	0.5%
Accounting Manager	1.0%
City Clerk	1.0%
Deputy Finance Director	1.0%
Finance Analyst	0.5%
Human Resources Technician	0.5%
Information Technology Manager	5.0%

<u>Class</u>	<u>2017</u>
Accounting & Payroll Analyst	0.5%
Accounting Manager	1.5%
City Clerk	1.5%
Deputy Finance Director	1.5%
Finance Analyst	0.5%
Human Resources Technician	0.5%
Information Technology Manager	5.0%

<u>Class</u>	<u>2018</u>
Accounting Manager	2.0%
City Clerk	2.0%
Deputy Finance Director	2.0%
Information Technology Manager	5.0%

2.3 Overtime and Call Back

2.3.1 Non-Management Employees shall be compensated at one and one half (1 ½) times the employee's regular rate of pay, as that phrase is defined in the Fair Labor Standards Act (FLSA) for hours worked in excess of forty (40) hours per each seven (7) day work period.

The City shall continue its current practice of paying a minimum call back of two (2) hours for emergency callbacks of employees for hours not contiguous to the employee's regular work shift.

2.3.2 In lieu of overtime pay, employees shall be allowed to accrue compensatory time off at the employee's regular rate of pay (as that phrase is defined in the FLSA) at a ratio of one and one-half (1½) hours of compensatory time off for each hour of overtime worked, subject to the accrual maximum set forth. Employees desiring to accrue compensatory time off in lieu of receiving overtime pay must submit their request for compensatory time accrual during the pay period in which the compensatory time off is earned (i.e. during the pay period in which the overtime hours are worked). Failure to make a timely request for the accrual of compensatory time off in lieu of overtime pay will result in the employee receiving overtime pay.

2.3.3 Employees shall be allowed to accrue a maximum of one hundred Forty four (144) hours of compensatory time off, which shall include holiday compensatory time off. Employees who have reached the maximum accrual for compensatory time shall receive pay for any overtime worked while they are at the accrual maximum.

2.4 Education Reimbursement

2.4.1 Employees who have completed one year of service are eligible to participate in the Educational Reimbursement Program as described in the City of Dixon Administrative Policy and Procedure, Education Reimbursement Program, or as may be amended from time to time.

2.5 Mileage Reimbursement

2.5.1 Employees are entitled to mileage reimbursement at the rate established by the Federal Government, IRS, for any required use of their personal vehicle for City business.

SECTION 3 INCENTIVE PAYS

3.1 Bilingual Incentive

3.1.1 Individuals who apply for and are certified by the City to possess appropriate Spanish language skills shall receive \$100 per month. Certification or recertification of bilingual skills may be required every three (3) years. Certification or recertification shall be at the City's discretion and expense.

3.2 Longevity Incentive

3.2.1 For employees hired before July 10, 2016, to encourage and reward employee longevity, the City will provide the following longevity incentives upon employee permanent status anniversary date:

- Completion of seven (7) years of service to the City of Dixon: 2% of base pay
- Completion of eleven (11) years of service to the City of Dixon: 2% of base pay
- Completion of fifteen (15) years of service to the City of Dixon: 3% of base pay
- Completion of twenty (20) years of service to the City of Dixon: 1% of base pay

3.2.2 The incentives are cumulative, not compounded, and cannot exceed 8%.

3.2.3 For employees hired on or after July 10, 2016, an employee who has rendered at least five (5) consecutive years of service to the City may be considered for Longevity Pay. Longevity Pay shall not be automatic, but shall be granted only upon the completion of a performance evaluation with at least an overall rating of "Meets Standards." The longevity pay will be paid in the month of July of the fiscal year earned as a one-time lump sum payment, as set forth in the following chart:

Years of Service	One-time Lump Sum Payment
After completion of 5 years of service	\$500
After completion of 10 years of service	\$1,000
After completion of 15 years of service	\$1,500
After completion of 20 years of service	\$2,000
After completion of 25 years of service	\$2,500
After completion of 30 years of service	\$3,000
After completion of 35 years of service	\$3,500

This provision is in lieu of participation in the City's Awards & Recognition Program's Service Award Program.

SECTION 4 RETIREMENT

4.1 PERS Retirement

4.1.1 The City will continue its participation in the State of California Public Employees' Retirement System (PERS) for miscellaneous employees as follows:

- Tier One – Applicable to employees who are not defined as “New Members” in Government Code Section 7522.04 and were hired before December 16, 2012 are eligible for a 2.5% @ 55 benefit formula.
- Tier Two – Applicable to employees who are not defined as “New Members” in Government Code Section 7522.04 and were hired on/after December 16, 2012 are eligible for a 2% @ 60 benefit formula.
- Tier Three – Applicable to employees who are defined as “New Members” in Government Code Section 7522.04 are eligible for the 2% @ 62 benefit formula.

4.2 PERS Retirement Plan Amendments

4.2.1 Military Buy Back

The City has amended its contract with PERS to provide the PERS Optional Benefit Section 21024 – Military Service Credited to Public service. Participation in this program benefit is at the option and total expense of the employees, including any and all employee, employer and/or accrued interest costs.

4.2.2 PERS coverage for Permanent Part-Time Employees

The City has amended its PERS contract to cover permanent part-time employees (20 hours or more).

4.2.3 Employee PERS Contributions

Employees' contribution rate for the miscellaneous retirement plan is as follows:

- Tier One - employees shall contribute eight percent (8%) of salary to the PERS retirement plan.

- Tier Two - employees shall contribute seven percent (7%) of salary to the PERS retirement plan.
- Tier Three – new members shall contribute fifty percent (50%) of the total normal cost, unless otherwise determined annually by CalPERS, of the PERS retirement plan.

4.2.4 Employer PERS Contributions

Employees shall contribute an additional amount towards the employer share of PERS contributions as follows for miscellaneous employees:

- Tier One - employees shall contribute five percent (5%) towards the employer share of PERS contributions. The total contribution for Tier One Miscellaneous Members shall be thirteen percent (13%).
- Tier Two - employees shall contribute five percent (5%) towards the employer share of PERS contributions. The total contribution for Tier Two Miscellaneous Members shall be twelve percent (12%).

4.3 Deferred Compensation Plans

- 4.3.1 All employees covered by this Compensation Plan may choose to participate in the Deferred Compensation Plans offered by the City by directing a portion of their salary or their flexible benefit on a tax deferred basis via payroll deduction. Current federal regulations concerning maximum annual contributions apply. See current plan for details.

**SECTION 5
HEALTH AND RELATED**

5.1 Monthly Benefit Allowance

5.1.1 Effective July 1, 2014 employees shall receive the following Monthly Benefit Allowance (MBA) as follows:

Full-Time employees:

Employee only	\$1,216
Employee + one (1)	\$1,216
Employee + two or more (family)	\$1,305

5.1.2 Effective this pay date, January 13, 2017 employees shall receive the following Monthly Benefit Allowance ("MBA") as follows:

Full-Time employees:

Employee only	\$1,100.00
Employee + one (1)	\$1,120.00
Employee + two or more (family)	70% of the Kaiser (Bay area) Employee + two or more (family rate)

5.1.3 Effective this pay date, January 12, 2018, employees shall receive the following MBA as follows:

Employee only	\$1,000.00
Employee + one (1)	70% of the Kaiser (Bay Area) Employee + one rate
Employee + two or more (family)	70% of the Kaiser (Bay Area) Employee + two or more (family rate)

5.1.4 Effective this pay date, January 11, 2019, employees shall receive the following MBA as follows:

Employee only	\$900.00 or 70% of Kaiser (Bay Area) Employee Only rate, whichever is greater
Employee + one (1)	70% of the Kaiser (Bay Area) Employee + one rate
Employee + two or more (family)	70% of the Kaiser (Bay Area) Employee +

two or more (family rate)

- 5.1.5 Permanent part-time employees (working 20 hours/week or more) are eligible for a pro-rated share based on the number of hours regularly worked.
- 5.1.6 If no medical plan is chosen the unit member receives 50% of the MBA as taxable income.
- 5.1.7 CalPERS Medical Unequal Contribution Method
 - (a) From the appropriate MBA amount set forth above, the City will contribute under the PERS Medical Unequal Contribution Method for each employee, the amount necessary to pay the costs of his/her enrollment, including the enrollment of family members in the CalPERS health benefits plan.
 - (b) The City will contribute under the PERS Medical Unequal Contribution Method for each annuitant, the amount necessary to pay for the costs of his/her enrollment, including the enrollment of family members in the CalPERS health benefits plan.
 - (c) The City shall pay the CalPERS monthly administrative fees.
- 5.1.8 IRS Section 125 Plan (Cafeteria Plan)
 - (a) The City will maintain an IRS Section 125 Plan (Cafeteria Plan) for the benefit of employees.
 - (b) After making the required contribution for medical insurance under the PERS Medical Unequal Contribution Method (See Section 5.1.3 above), the remaining dollars may be used by the employee either to purchase medical insurance through CalPERS Health or to purchase any other optional plans that may be offered by the City in accordance with a qualified plan.
 - (c) Plans currently offered include: Dental, Voluntary Vision, Long Term Care, Voluntary Group Life Insurance, and Supplemental Insurance Options.
 - (d) The choice of insurance plan(s) is made once a year by employees during the open enrollment period, at time of hire for new employees, or when the employee's dependent status changes. Insurance premiums may be deducted from gross pay each payroll period throughout the plan year. Deductions from gross pay are the same as pre-tax contributions.

(e) All employees shall be covered by a health insurance plan, either as offered by the City or from another source.

- i. If an employee is covered by a health insurance plan other than offered by the City, he/she has the option to waive the City's health insurance.
- ii. The employee must complete a City provided Health Insurance Waiver Form and provide proof of alternative health insurance plan coverage.

5.1.9 Flexible Spending Account (FSA) – Unreimbursed Medical/Dependent Care

(a) FSA participation begins January 1st of each year. Allocation amounts and/or modifications to these accounts must be determined for a full twelve (12) month period (i.e., the calendar year) during the open enrollment period, at time of hire for new unit members, or when an employee's dependent status changes. Services must be received during the plan period, which is January 1 through December 31. Any unused allocations may be forfeited. (See Plan Agreement for details). For plan details, contact Human Resources. Administration costs associated with the Flexible Spending Account plan(s) will be paid by the City.

5.2 Dependent Status Change/Verification

5.2.1 If an employee's dependent status changes, the employee is responsible for notifying Human Resources within thirty (30) days of the effective date of the change to ensure that the City's contribution rate is properly adjusted if necessary. The employee's new rate will take effect on the first of the month following the prior's month's notification. Under no conditions will a rate change be made retroactive to this date. Failure to notify Human Resources of such a change within thirty (30) days could result in the employee being held financially responsible for any benefit overpayment. The employee will be required to reimburse the City via payroll deduction for any such benefit overpayment.

5.2.2 On an annual basis, the City will require the employee to verify his/her dependent status in writing to ensure that the City is contributing the appropriate amount toward health and dental insurance premiums, and Monthly Benefit Allowance options. The City will use the PERS definition of the term "dependent." The City reserves the right to conduct random checks of dependent status.

5.3 Long Term Disability Insurance

5.3.1 The City shall provide for a long term disability plan for all employees who are regularly scheduled to work thirty (30) hours per week or more. The monthly premium is paid by the City. Employees are entitled to benefits after sixty (60) calendar day's absence due to disability/illness and in accordance with the Personnel Rules and Regulations governing extended medical absence from the workplace due to illness or disability.

5.5 Medical After Retirement

5.5.1 For employees who retire from the City of Dixon, the City will pay, on a monthly basis after retirement, the dollar equivalent of one (1) month's premium for the PERS Kaiser Plan (County rate in which you reside, i.e., Bay Area or Sacramento Area) for the employee plus one dependent at the rate of one (1) month's premium for each full year worked in the employ of the City of Dixon prior to retirement. The total time period of these payments shall not exceed twenty-four (24) months. Said payment shall be extended to the surviving spouse or dependent of a deceased retiree, to the extent that said payments would have been made had the employee not died. Thereafter, for CalPERS retirees enrolled in CalPERS Retiree medical, the City shall contribute the PERS Medical Unequal Contribution, as required by CalPERS.

5.6 Employee Assistance Program

5.6.1 The City will maintain in effect an Employee Assistance Program. For further information, contact Human Resources.

SECTION 6 WORK ASSIGNMENTS

6.1 9/80 Work Schedule

- 6.1.1 The City of Dixon (City) has authorized various departments the option to operate under a 9/80 work schedule subject to the discretion of the Department Head. For clarification purposes a 9/80 work schedule as referred to in this document is a work schedule covering a 14-day work cycle period in which an employee is assigned to work four (4) nine (9) hour days during a seven (7) day period and four (4) nine (9) hour days and an eight (8) hour day for the adjoining seven (7) day period.
- 6.1.2 Shifts will be scheduled with starting and stopping times as directed by the Department.
- 6.1.3 Only those employees authorized by Management will be able to participate in the 9/80 work schedule. Management reserves the right to schedule personnel on or off the 9/80 work schedule as necessary.
- 6.1.4 Should any employee on the 9/80 plan become ill or injured requiring time off from the job or modified job duties, that employee may be assigned to a five (5) day, forty (40) hour work week.
- 6.1.6 This agreement shall not affect the application of overtime as described in section 2.2.1.
- 6.1.7 Holidays will be compensated at the rate of nine (9) hours per holiday.
- 6.1.8 Vacation and sick leave accrual will continue to be accrued at the current bi-weekly and monthly rates.
- 6.1.9 Should an employee require the use of paid leave time (i.e. sick/family leave, vacation time, compensatory time off) on a day he/she would normally be scheduled to work nine (9) hours, nine (9) hours of paid leave time will be required to receive full wage compensation for that day's absence.
- 6.1.10 The current practice of two (2) fifteen (15) minute paid breaks and one-half (1/2) hour unpaid lunch period shall remain in effect.

- 6.1.11 Modifications in shifts are made at the sole discretion of Management and should the 9/80 prove to be financially or otherwise unfeasible or not the most efficient means of service delivery, Management reserves the right to immediately cancel the 9/80, upon notifying the employee of such an intent.
- 6.1.12 If this agreement is terminated, it is understood that the shift schedule for all employees of the affected Department will return to the work schedule that existed immediately prior to the implementation of the 9/80, unless the City and employee have agreed otherwise or there has been an overall restructuring of City work hours.

SECTION 7 LEAVES

7.1 Sick Leave

7.1.1 General

The purpose of sick leave is to provide income protection if an employee must be absent from work due to his or her injury or illness or due to the illness or injury of a family member. A family member includes child (including step-child), parent (including step-parent or parent-in-law), spouse, registered domestic partner, grandparent, grandchild, or sibling. Sick leave may be used only in case of sickness, disability, medical or dental care.

7.1.2 Accrual

Full-time employees will accrue sick leave at the rate of eight (8) hours for each full month of service completed. There is no maximum accrual of sick leave credits.

Permanent part-time employees accrue sick leave on a pro-rated basis depending on the number of hours they are regularly scheduled to work.

7.1.3 Payment

For employees that have completed at least two (2) years of service to the City, a portion of his or her accrued unused sick leave may be converted to cash upon retirement from the City according to the following schedule:

Years of Service	Conversion Percentage
1 – 2	0%
3 – 5	20%
6 – 10	30%
11 +	30% + 2% for each year after ten (10) to a maximum of 50%

For retiring employees, any portion of the sick leave balance that is not cashed out is placed into the PERS sick leave conversion program.

7.1.4 Family Illness

The City shall provide all rights and benefits due employees in accordance with the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and any other Federal or State laws governing employees leave rights.

7.1.5 Sick Leave Bank

The City will continue provide a sick leave bank program for employees covered by this compensation plan.

7.1.6 Bereavement Leave

- (a) In the event of a death in the immediate family, each full-time or benefitted part-time employee will be granted up to three (3) working days of paid bereavement leave per incident.
- (b) As soon as the need for a bereavement leave is known, the employee, or someone on his/her behalf, must notify the employee's immediate supervisor. The employee is responsible for certifying as to his/her need for the use of a bereavement leave on a City approved Request for Bereavement Leave Form.
- (c) All bereavement leave must be used within fourteen (14) calendar days following the death of the immediate family member. Under extreme circumstances, the fourteen (14) day requirement may be waived by the City Manager. The decision of the City Manager in this regard shall be final, with no process for further appeal.

7.2 Vacations

7.2.1 Accrual Rates

Full-time employees will accrue vacation leave at the following rates:

- 3.7 hours bi-weekly from initial date of hire through the first five (5) completed years of employment (12 days annually, i.e. 96 hours).
- 4.62 hours bi-weekly after five (5) completed years of employment (15 days annually, i.e. 120 hours).
- 6.16 hours bi-weekly after ten (10) completed years of employment (20 days annually, i.e. 160 hours).

Permanent part-time employees earn vacation on a pro-rated basis depending on the number of hours they are regularly scheduled to work. The proration is based on a full-time, forty (40) hours per week position earning vacation at the rates listed above.

The maximum vacation balance allowed is two times the current annual accrual. Upon separation, employees are entitled to receive payment at their current base pay for all vacation time accrued but not taken as of the effective date of separation.

7.3 Holidays

7.3.1 The following Holidays are recognized by the City:

January 1	New Year's Day
3 rd Monday in January	Martin Luther King's Birthday
3 rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4 th	Independence Day
1 st Monday in September	Labor Day
November 11	Veteran's Day
4 th Thursday in November	Thanksgiving Day
4 th Friday in November	Day after Thanksgiving Day
December 24	Day before Christmas
December 25	Christmas

7.3.2 When a holiday falls on a Sunday, the following Monday is observed.

When a holiday falls on a Saturday, the preceding Friday is observed.

7.3.3 Floating Holidays – 40-hour/week Employees

Employees who work a regular 40-hour work week shall be compensated at the rate of 8 hours per holiday. During the fiscal year, the City will provide two (2) floating holidays per employee, which may be taken by the employee at the time selected by the employee and subject to operational requirements and approval of the Department Head.

7.3.4 Floating Holidays – 9/80 Employees

Employees who work a 9/80 work schedule, shall be compensated at the rate of nine (9) hours per holiday. If a holiday falls on an employee's regularly scheduled eight (8) hour work day, the employee shall receive eight (8) hours of straight pay and one (1) hour of holiday compensatory pay for the holiday. These employees shall be provided one (1) floating holidays per employee, which may be taken by the employee at a time selected by the employee and subject to operational requirements and approval of the Department Head.

7.3.5 Floating Holidays – Permanent Part-Time Employees

Permanent part-time employees shall receive holiday compensatory pay on a pro-rated basis depending on the number of hours they are regularly scheduled to work. During the fiscal year, the City will provide the pro-rata share of two (2) floating holidays per employee and subject to operational requirements and approval of the Department Head.

7.4 Compensatory Time

7.4.1 Maximum Accrual

The maximum accrual for compensatory time is one hundred forty four (144) hours (pro-rated for permanent part-time employees). This includes holiday compensatory time and regular compensatory time. Employees who have reached the maximum accrual for compensatory time shall receive one (1) times their regular rate of pay for any holiday compensatory time due the employee while they are at the accrual maximum.

7.4.2 Cash Out

Once per year, during the first full payroll period of January, the City will automatically “cash out” accumulated compensatory time off at the employee’s regular rate of pay (as that phrase is defined in the FLSA) to a balance of zero (0) hours. An employee may choose not to “cash out” up to eighty (80) hours of his/her accumulated compensatory time off; however, in order to do so the employee must provide prior written notification to Finance no later than December 31.

7.5 Administrative Leave

7.5.1 Mid-management employees do not receive overtime compensation. They will be provided sixty four (64) hours administrative leave in recognition of extra hours required by the position.

Permanent part-time mid-management employees receive a pro-rated amount of Administrative Leave depending on the number of hours regularly scheduled to work. (Based on a full-time mid-management rate of sixty four (64) hours/year.)

7.5.2 The classification of City Clerk will receive ninety two (92) hours of administrative leave annually in recognition of extra hours required by the position.

- 7.5.3 Fifty percent (50%) of the administrative leave total can be cashed out each year upon request. Payout may be taken in cash, or directed toward a Deferred Compensation Plan subject to annual limits. No eligible employees shall carry over administrative leave from one fiscal year to the next fiscal year, any existing time balance as of June 30 will be forfeited.
- 7.5.4 Employees hired after July 1 of the fiscal year shall be entitled to a pro-rated share of administrative leave based upon the number of full pay periods remaining in that fiscal year.
- 7.5.5 Upon separation from service, the employee shall be paid for a pro-rated share of remaining administrative leave based upon the number of full pay periods remaining in the fiscal year of separation.

SECTION 8 MISCELLANEOUS

8.1 Direct Deposit

The City shall continue to make available to employees a Direct Deposit system.

8.2 Vehicle Policy

City vehicles are to be used only for official City business. Employees may use a City vehicle when on a scheduled break while in transit between or near the work site(s). When using a City vehicle, employees should always be aware of the public's perception with regard to the type of establishment visited, the purpose of the stop, and the length of the stop.

8.3 Drug and Alcohol Testing

City will comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The City has agreed on implementation of these regulations through the City of Dixon Substance Abuse Policy.

8.4 Probationary Period Following Promotion

Probationary period following promotion will be consistent with the City of Dixon Personnel Rules and Regulations.

8.5 Employee Assistance Program

The City will maintain in effect an Employee Assistance Program. For further information, contact Human Resources.

8.6 Personal Equipment Replacement

With prior approval of the City Manager, the City will provide for reimbursement to employees for wristwatches, prescription eye ware, or other similar personal equipment lost or damaged during performance of duty.

8.7 Retroactive Pay

Retroactive pay resulting from this Compensation Plan will be issued within sixty (60) days from the signing of the Resolution.