

# Benefits for DCAA-Represented Employees

The City of San Diego provides competitive benefits to employees.\*

## LEAVE BENEFITS

- **Holidays** – 11 holidays observed in a calendar year per current Memorandum of Understanding (MOU). 📄
- **Floating Holiday** – One day in a fiscal year (FY), equal to the hours worked in the employee's shift up to 8 hours. 📄
- **City-Awarded Discretionary Leave** – Up to 24 hours in a FY for full-time employees, which is prorated for part-time employees. 📄
- **Annual Leave** – Full-time employees are eligible to accrue annual leave with full pay as follows: 📄
  - 1- 15 years of service = 6.77 hours for each biweekly pay period
  - 16+ years of service = 8.31 hours for each biweekly pay period
- **Pay-in-Lieu of Annual Leave** – Employees may request to convert up to 125 hours of annual leave to cash to be paid within the calendar year in which it was earned. 📄
- **Jury Duty (Court Leave)** – Paid time off to serve as a juror in court. 📄
- **Bereavement Leave** – 40 hours of paid Bereavement Leave each FY for full-time employees, which is prorated for part-time employees. 📄 If a covered death falls under the Fair Employment and Housing Act (FEHA), eligible employees may take up to five days of unpaid bereavement leave within 12 months of the covered death (instead of three months per FEHA). Paid and unpaid Bereavement Leave run concurrently.
- **Voluntary Furlough Program** – Full-time employees are eligible to take up to 200 hours of voluntary work furlough in a fiscal year, which is pro-rated for part-time employees.
- **Alternative Work Schedule** – Available at the discretion of the department based on operational needs.
- **Teleworking** – Available at the discretion of the department based on operational needs. 📄
- **Medical and Catastrophic Leave Sharing Plans** – Employees who face extended leave without pay due to a major health crisis or catastrophic occurrence may establish a leave bank for other employees to donate annual leave. Medical Leave Bank may be taken as paid leave. Catastrophic Leave Bank may be taken as paid leave or cashed out. 📄
- **Child Care Annual Leave Exchange (CCALE)** – Annual leave may be transferred between City of San Diego employees who jointly parent a child for the purpose of the birth or joint adoption of the child or for childcare purposes. CCALE is taken as paid leave. 📄

## FAMILY AND MEDICAL LEAVE

- Family and medical leaves eligibility after being employed by the City for at least 12 months and have worked at least 1,040 hours (instead of 1,250 hours) in a year.
- **Parental Leave** – Up to 320 hours of paid leave for full-time permanent employees in a rolling 12-month period for an eligible event, which is pro-rated for part-time employees. 📄

## LONG-TERM DISABILITY (LTD)

- **LTD Income Plan** – Eligible employees who are medically certified as disabled may be provided with an income replacement of 70% of biweekly earnings. 📄
- **Pregnancy Related Disability** – Employees disabled by pregnancy, childbirth, or a related medical condition will be eligible for LTD on their 31st day of employment with the City. Thereafter, there is no waiting period for these LTD benefits.

## HEALTH

- **Flexible Benefits Plan (FBP)** – The City provides dollars in the form of FBP credits that can be applied towards health plan premiums and FSA. Credits vary based on medical plan dependent coverage level and most recent hire date. 📄
- **Flexible Spending Accounts (FSA)** – Pre-tax contributions from gross pay applied to qualifying expenses (dental/medical/vision, FSA and dependent/child care). 📄

## LIFE INSURANCE

- **Basic Life Insurance** – Employees are automatically enrolled in coverage of \$50,000, provided at no cost. Evidence of Insurability (proof of good health) is not required. 📄
- **Supplemental Life Insurance** – Employees may sign up for supplemental life insurance for themselves (up to \$500,000), a spouse/domestic partner (up to \$250,000), and child(ren) (up to \$10,000). Enrollment during initial 30-day new eligibility window will have a Guaranteed Issue Amount (GIA) of \$250,000 for the employee and \$50,000 for spouse/domestic partner, with no requirement to provide evidence of insurability (i.e., proof of good health). Applying for coverage more than the GIA will require evidence of insurability subject to approval by the Life Insurance company. 📄

\*Effective July 1, 2024. Benefits listed are in addition to those required by law. Some benefits may have eligibility requirements to qualify. Subject to change at any time without prior notice.

## RETIREMENT PLANS

- **Pension Plan** – Eligible benefitted employees of DCAA are automatically enrolled in the San Diego City Employees Retirement System (SDCERS) for General Members hired on or after July 1, 2009. Employees will contribute a portion of their pensionable salary to their SDCERS member contribution account. Pre-tax contribution rates vary depending on the age of entry into the plan. Employees that meet the 10 year SDCERS Service credit vesting requirement will be eligible to receive a lifetime monthly pension payment at retirement, once they are age eligible (age 55 with at least 20 years of service credit, or age 62 with at least 10 years of service credit). The pension benefit is based on a specific plan formula where employees receive 1.0% of Final Compensation (based on the average of your three highest years of pensionable salary per year of service at age 55, increasing to 2.6% at age 65 with an 80% benefit cap).
- SDCERS has reciprocity with CalPERS and San Diego County, as well as most other public retirement systems in California (with some major exceptions). Members that meet specific eligibility requirements may be eligible to establish reciprocity, which allows members to change jobs between “reciprocal” retirement systems in California and combine service credit in each system to meet vesting and eligibility requirements. 📄
- **Mandatory Defined Contributions Plan** – Employees hired on or after July 1, 2009 are also automatically enrolled in the 401(a) plan at a mandatory pre-tax contribution rate of 1.0%. Employee mandatory contributions are matched 100% by the City. 📄
- **Voluntary Defined Contribution Plans** – Employees may enroll in the optional 401(k) and/or 457(b) plan. The City does not make any matching contributions to these plans. 📄
- **Retiree Medical Trust (RMT) Plan** – Employees enjoy a defined contribution retiree medical trust plan to save for health insurance and/or medical expenses upon retirement. Non-safety employees hired on or after July 1, 2009, are required to contribute .25% of base salary to this plan. The City matches employees’ contribution. Contributions are 100% vested upon hire. 📄

## TRANSPORTATION

- **Parking Discount** – 75% reduction in the monthly public parking rate at approved facilities: Concourse Parkade, Central Library, Civic Center Plaza, Mission Hills Library, and any other City-designated parking facility (parking spot is subject to availability).
- **Parking and Transportation Program** – The City’s Transportation Alternatives Program (TAP) includes, among others: 📄
  - 90% subsidy up to \$100 per month for employees who:
    - (1) Purchase monthly passes for transportation on the coaster (Adult 2-Zones Coaster Pass, Adult-3 Zones Coaster Pass, and SDM Coaster pass (3-Zone Senior Coaster Pass);
    - (2) Commute using the San Diego Bay ferry; or
    - (3) Participate in the City-approved vanpool program.
  - Free Universal Pass (U-Pass) through the San Diego Metropolitan Transit System (MTS) for:
    - (1) The All Trolley/Local Bus Pass (Regional)
    - (2) The Rapid Express/Premium Pass
- **Mileage Reimbursement** – If a personal vehicle is used for City business, the mileage reimbursement rate will follow current IRS standard mileage rate. 📄

## COMMUNICATION

Eligible employees may choose between a City-issued mobile device or obtain a wireless stipend to conduct City business. 📄

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City’s EAP is available 24/7 and provides employees and members of their household the opportunity to meet with professional counselors to discuss concerns and challenges, including: work stress, conflicts in the workplace, personal and family conflicts, marital/relationship problems, health issues, financial stress, legal problems and substance abuse/addiction. 📄

## WELLNESS

- Free workshops and physical activity classes on various health and wellness topics are offered throughout the year.
- Live and on-demand recorded financial wellness workshops, weekly one-on-one virtual appointments with financial experts, and many more financial tools and resources provided by our corporate partner, California Coast Credit Union.

## PROFESSIONAL DEVELOPMENT

- **Professional Dues** – The City will pay 100% of the cost of California State Bar and San Diego County Bar Association dues for all City Attorneys. 📄
- **Public Service Management Certificate (PSMC)** – This supervisory development program for current and prospective supervisors provides them with strong skills in managing and developing themselves, their teams, and utilizing City resources effectively. All employees are eligible to enroll year-round with supervisor approval, and complete courses towards fulfillment of the PSMC certificate. Topics covered include leadership analysis, human resources law and policy, conflict management, employee development, City processes, case management, and much more. CliftonStrengths assessment is also provided here.
- **City Management Fellowship** – This leadership development program for current and emerging senior-level leaders provides a deeper dive into leadership concepts and navigating complex projects and relationships across the City. Participants complete a special project out of class time, as well as assessments like the CliftonStrengths assessment and coaching with a Gallup-certified Strengths coach.
- **LinkedIn Learning** – An e-learning library of over 20,000 courses in numerous languages provided at no cost to all City employees and available on-demand both on and off-line. Through LinkedIn Learning, City employees can obtain certifications and continuing education units and develop their overall competencies in areas that interest them.
- **Training & Development Resources** – Trainings are completed through the SuccessFactors Learning management system, where employees can search course catalogs to register for courses, track learning progress, and view training completion history. All human resources, legal, and mandatory compliance-type trainings can be found in the SuccessFactors catalogs.
- **Tuition Reimbursement** – Up to \$2,000 for cost of professional and tuition fees per fiscal year. 📄
- **National University** – City employees are eligible for 25% discount in tuition, in addition to waived application fee. All employees seeking a bachelor’s degree are eligible to apply annually for full and partial scholarships. City employees’ spouse/ partner/dependents are also eligible for 10% discount in tuition. 📄
- **Promotional and Career Advancement Opportunities** – Ongoing opportunities to promote within the department or City.
- **Job Counseling** – Available for employees who are interested in promotional or transfer opportunities.

## EQUITY, DIVERSITY, AND INCLUSION

- The City strives to create a workplace that recognizes and mitigates systemic biases and barriers to fair and just distribution of resources, access, and opportunity.
- The City's Department of Race & Equity's mission is to address all forms of disparities experienced outcomes; dismantling policies, procedures, and budget decisions that perpetuate inequity and systemic racism. 📄
- Recognizes various informal employee organizations that foster diversity and inclusion based on common interests and cultures.

## EMPLOYEE PERKS

- **Software Home Use Program** – Employee discount on the purchase of Microsoft Office and/or ESET antivirus software.
- **Perkspot** – Exclusive discounts with several program partners.
- **Travel Assistance and Theft Protection Services** – Employees and their family have access to travel assistance and theft protection services when traveling more than 100 miles from home for 90 days or less through the Hartford Insurance Group Policy.

## REWARDS AND RECOGNITION

The City has a robust Rewards and Recognition Program that provides high-performing employees with additional Discretionary Leave (DL), gift cards, and Exceptional Merit Cash Payments to reward employees for providing high-level performance and services. Employees can earn rewards throughout the year and are eligible to participate in the City's Employee of the Quarter (EOQ) and Employee of the Year (EOY) Programs. The City also awards employees who have completed years of service, in 5-year increments, as part of the Employee Service Award Program. October is designated as Employee Appreciation Month, which is celebrated with events, activities, and rewards to recognize and celebrate the work of City of San Diego employees. 📄

## MERIT INCREASES

- **DCA I/II** – Eligible for a step increase every six months. Must have satisfactory performance and served at least six months at current grade. 📄
- **DCA III/IV** – Eligible for a step increase each fiscal year. Must have satisfactory performance and served at least one year at current grade. 📄
- **DCA V/VI** – During the term of the FY24-FY26 MOU, eligible for 2% increase on July 1 of each year and additional increase at any time within the fiscal year at the discretion of the City Attorney. Must have satisfactory performance and served at least one year at current grade. 📄

## ADDITIONAL PAY

- **Special Assignment Pay** – While occupying special assignments, certain positions will receive up to 5% additional pay. 📄