

RESOLUTION NO. 2026-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, AMENDING RESOLUTION NO. 2024-31 BY SETTING FORTH THE HOURS, WAGES, AND WORKING CONDITIONS FOR CERTAIN UNREPRESENTED EMPLOYEES THROUGH JUNE 30, 2027**

WHEREAS, certain employees act on behalf of the City during labor negotiations; and

WHEREAS, while this has been a long-standing past practice, it has not been formally documented in any City policy or Memorandum of Understanding ("MOU"); and

WHEREAS, employees acting on behalf of the City in labor negotiations/employee relations capacities should be clearly defined as unrepresented employees that are not represented by any employee bargaining unit; and

WHEREAS, this resolution sets forth the wages, hours, and working conditions for certain unrepresented employees, as defined herein.

NOW THEREFORE, THE CLAREMONT CITY COUNCIL DOES HEREBY RESOLVE:

SECTION 1. Resolution 2024-31: This Resolution amends Resolution 2024-31. Any provisions, sections, or words in Resolution 2024-31 inconsistent with the provisions, section, or words herein are hereby repealed and replaced as stated herein.

SECTION 2. Classifications: The following classifications are collectively referred to herein as "Unrepresented Employees:" Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; Human Resources Manager; and Senior Human Resources Analyst.

SECTION 3. Hours, Wages, and Working Conditions: The following compensation procedure for Unrepresented Employees is hereby approved in its entirety to read as follows:

ARTICLE I – SALARIES

Salary step ranges that are assigned to the classifications of Unrepresented Employees effective July 1, 2026, can be found in the Exhibit.

Per City Administrative Policy #30-21, Unrepresented Employees are classified as exempt employees. Compensation shall be determined on a monthly basis and shall be fixed according to the responsibilities to be fulfilled and shall not be based on a fixed number of hours per week, nor shall it be affected by variations in work schedules.

38-Hour Workweek - The workday is 9.5 hours, and the workweek is Monday through Thursday, unless an alternate 38-hour workweek (i.e. Tuesday through Friday) is operationally necessary as determined by the applicable Department Head and approved by the City Manager.

ARTICLE II – RETIREMENT

1. PERS Plan Formula -

- A. **Classic Member:** A classic member is defined as an employee who meets the definition of a “classic” member for purposes of retirement pension benefits in accordance with the Public Employees’ Pension Reform Act of 2013 (PEPRA). This includes employees who were hired before January 1, 2013, in the California Public Employees’ Retirement System (CalPERS) or a reciprocal retirement system with no break in service longer than six (6) months. CalPERS ultimately determines who is a classic member in compliance with the law.

Classic member miscellaneous employees hired prior to March 19, 2012, shall receive the 2.5% at 55 formula (First Tier). Classic member miscellaneous employees hired after March 19, 2012 shall receive 2% at 55 formula (Second Tier).

- B. **New Member:** A new member is defined as an employee who meets the definition of a “new” member for purposes of retirement pension benefits in accordance with PEPRA. This includes employees hired into a regular position on or after January 1, 2013, or former members who have more than a six (6) month break in service. CalPERS ultimately determines who is a new member in compliance with the law.

New member miscellaneous employees shall receive the 2% at 62 formula (Third Tier).

2. **PERS Highest Pension Calculation Compensation Period** - The City shall continue to provide the Single Highest One Year Final Compensation Pension calculation benefit to current employees. Employees hired after March 19, 2012, shall receive the Three-Year Final Compensation Pension calculation benefit.
3. **PERS Benefits** - The City shall provide employees with the following benefits/provisions:
- a) Credit for unused sick leave (Government Code Section 20965).
 - b) 1959 Survivor Benefit (Third Level Benefit).

- c) **Classic Member:** Miscellaneous employees hired prior to March 19, 2012, shall contribute on a tax-deferred basis 8% toward the PERS employee share. Miscellaneous employees hired after March 19, 2012, shall contribute on a tax-deferred basis 7% toward the PERS employee share.

New Member: Miscellaneous employees hired after January 1, 2013, shall contribute on a tax-deferred basis six and one-half (6.5)% or fifty (50)% of the total normal cost (as determined by CalPERS) (whichever is greater) toward the PERS employee share.

Both City and employee contributions shall at the time of separation belong to the employee.

All other PERS contract options and policies in effect as of the adoption of this Resolution shall continue.

ARTICLE III – FLEXIBLE BENEFIT PLAN

The City's Flexible Benefit Plan shall include, for the employee and eligible dependents, City sponsored health insurance including medical, dental, and vision insurance. The Flexible Benefit Plan shall also include, for the employee only, available supplemental benefit options.

The City shall contribute \$1,500 per month toward the Flexible Benefit Plan. Should the total cost of premiums for benefits selected under the plan exceed the City's monthly contribution, the overage will be paid by the employee via pre-tax payroll deductions.

Employees who do not use the full amount of the Flexible Benefit shall receive the remaining amount as taxable income ("cash-in-lieu-of-benefits"). Effective July 1, 2024, the cash-in-lieu-of-benefits amount was capped at \$1,014 for existing full-time benefitted employees. Employees hired in a full-time/benefit-eligible capacity on or after July 1, 2024 are not eligible to receive cash-in-lieu-of-benefits. For the sake of clarification, situational examples were included in the Claremont Management Association (CMA) Memorandum of Understanding (MOU), and also apply to Unrepresented Employees.

If an employee has medical through other means and they are able to submit proof of other "group" coverage, eligible employees will receive the Flexible Benefit amount as taxable income (if eligible as outlined above based on full-time hire date). In order to be eligible for cash-in-lieu-of-benefits, the employee must be able to demonstrate to the City's satisfaction that they are enrolled in a qualified health plan that provides "minimum essential coverage" (as defined by the Affordable Care Act) through another source (other than coverage in the individual market, whether or not obtained through Covered California) and will not incur penalties under the ACA.

ARTICLE IV – RETIREE MEDICAL INSURANCE

Unrepresented Employees that retired before August 1, 2011, shall continue to be eligible for retiree group medical coverage at the retiree's expense minus the City's current retiree-only \$32.20 monthly contribution. Unrepresented Employees that retire after August 1, 2011, may continue retiree group medical coverage at their own expense.

ARTICLE V – DEFERRED COMPENSATION/RETENTION INCENTIVE PROGRAM

Employees may participate in a 457 deferred compensation/supplemental retirement savings account. Through tax-deferred payroll deductions, employees are eligible to deposit funds into their account, up to the maximum allowed by law.

Beginning with an employee's third year of service, the City will match up to 1% of their base pay into their 457 deferred compensation account. This amount increases to 2% beginning with the employee's fifth year of service; 3% beginning with the employee's sixth year of service; 4% beginning with the employee's eighth year of service; and 5% beginning with the employee's tenth year of service. For employees hired before July 1, 2024, the employee's match may come from any amount leftover from the City's contribution toward the Flexible Benefit Plan up to \$1,014 or the employee's salary and shall not be taxable.

ARTICLE VI – LIFE INSURANCE

The City shall provide and contribute the premiums for a \$75,000 life insurance policy for each employee and a \$10,000 life insurance policy for dependents of employees.

ARTICLE VII – LONG-TERM DISABILITY

The City provides a long-term disability insurance plan which provides, after a 60-day waiting period, 66.66% of base pay, up to a maximum of \$8,000 per month, until an employee is medically able to return to work or reaches age 65, whichever occurs first. This benefit is in case the employee sustains a non-work-related illness or injury that results in their inability to work for a long period of time.

ARTICLE VIII – HOLIDAYS

A. Holidays

Unrepresented Employees are entitled to the following holidays with pay each calendar year and such holidays as may be designated by action of the City Manager and/or the City Council:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (The third Monday in January)
- Presidents' Day (The third Monday in February)
- Memorial Day (The last Monday in May)*

- Juneteenth (June 19th)
- Independence Day (July 4th)*
- Labor Day (The first Monday in September)
- Veteran's Day (November 11th)*
- Thanksgiving Day (The fourth Thursday in November)
- Christmas Day (December 25th)

Each holiday shall be valued at 9.5 hours. The specific days that employees will observe the holiday may be determined by the City Council and/or the City Manager. The City Manager is empowered to determine whether the City shall observe special days of declaration by the President or Governor as a day of public fast, thanksgiving, mourning or holiday, as well as determine if Christmas Eve, and/or any other day shall be a holiday.

B. Floating Holidays

The following unrepresented classifications shall receive 18.5 floating holiday hours each calendar year: Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; Human Resources Manager.

The following unrepresented classification shall receive 37.5 floating holiday hours each calendar year: Senior Human Resources Analyst.

The following unrepresented classifications who are required to work special events that fall on specified holidays* (noted by asterisk above) will be allowed to "flex" their time in exchange for actual hours worked on specified holidays: Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; Human Resources Manager. The "flex" time will reflect the value of the holiday shift worked and shall be used within a one-week period of the holiday. For example, if an employee works 4.0 hours on an Independence Day holiday that falls on a Monday, the employee may use "flex" time to work 4.0 fewer hours during the following week.

In addition, Unrepresented Employees shall have holiday hours converted to floating holiday hours when any of the ten (10) holidays fall on the employee's scheduled day off work. For example, with the Monday through Thursday schedule, any holiday that falls on a Friday, Saturday, or Sunday shall be converted from 9.5 holiday hours to 9.5 floating holiday hours.

All floating holiday hours are credited to employees on January 1 of each calendar year. Employees hired mid-year would receive prorated holiday hours.

All floating holiday hours may be used in conjunction with vacation. Use of the floating holiday requires two (2) work days advance notice.

All floating holiday hours must be used by December 31 of the same calendar year or shall be forfeited.

Upon separation of employment, employees shall be compensated for any unused floating holiday hours.

C. City Hall and Administrative Offices Closure

City Hall and Administrative Offices will be closed on the following dates:

Thursday, December 24, 2026, thru Friday, January 1, 2027.

Employees shall be required to use their own accumulated vacation, floating holiday, and/or administrative leave during that period for days not specified as a holiday above. The need for an employee to work during this week is at the discretion of the Department Head, in consultation with the City Manager.

ARTICLE IX – VACATION ACCRUAL

During their first year of service, Unrepresented Employees shall accrue 96 hours of paid vacation annually, on a pro-rata basis (3.69 hours per pay period).

Following the completion of the first year of full-time continuous service, employees shall accrue 120 hours of paid vacation annually, on a pro-rata basis (4.62 hours per pay period).

Following completion of their ninth year of full-time continuous service, and every year of service thereafter, the following Unrepresented Employees shall accrue 160 hours of paid vacation annually, on a pro-rata basis (6.15 hours per pay period): Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; and Human Resources Manager.

Following completion of their fourteenth year of full-time continuous service, and every year of service thereafter, the following Unrepresented Employees shall accrue 160 hours of paid vacation annually, on a pro-rata basis (6.15 hours per pay period): Senior Human Resources Analyst.

Employees may take accrued vacation after the first 6 months of employment.

For purposes of this section, authorized leave of absences with pay shall count toward years of service.

Employees may carry on the books maximum vacation hours of twice their accrual rate. For example, employees with up to 9 years of service may carry 240 vacation hours on the books. Employees with 10 or more years of service may carry 320 vacation hours on the books.

Upon separation of employment, employees shall be compensated for any unused vacation hours.

ARTICLE X – LONGEVITY LEAVE BONUS

In recognition of long-term service, beginning with an employee's 10th year of service and every 5 years thereafter (15th, 20th, 25th, 30th, etc.), they shall receive on their anniversary date a one-time longevity leave bonus of 80 hours. This is in addition to the vacation hours accrued and described above.

All longevity leave hours must be used within a twelve-month period from the date of receipt or shall be forfeited unless extended by the City Manager.

Upon separation of employment, employees shall be compensated for any unused longevity leave bonus hours remaining on the books at the time of separation.

ARTICLE XI – AUTO ALLOWANCE

A. Car Allowance Category 1

1. The following Unrepresented Employees shall receive Car Allowance Category 1: Assistant City Manager and Finance Director.
2. All such employees receive a car allowance in the amount of \$450 per month, payable in biweekly installments. Such allowance is not intended to cover mileage reimbursement for business trips in excess of 150 miles in a single roundtrip. Such excess miles (over 150 miles in a single roundtrip) shall be compensated at the current IRS standard mileage rate.
3. This car allowance is separate from base pay.

B. Car Allowance Category 2

1. The following Unrepresented Employees shall receive Car Allowance Category 2: Assistant to the City Manager, Deputy City Manager, and Human Resources Manager.
2. All such employees receive a car allowance in the amount of \$350 per month, payable in biweekly installments. Such allowance is not intended to cover mileage reimbursement for business trips in excess of 150 miles in a single roundtrip. Such excess miles (over 150 miles in a single roundtrip) shall be compensated at the current IRS standard mileage rate.
3. This car allowance is separate from base pay.

ARTICLE XII - TECHNOLOGY REIMBURSEMENT

The following Unrepresented Employees are expected to be accessible 24-hours a day, seven days a week unless they are on approved leave and have designated a replacement in their absence: Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; and Human Resources Manager. To be available 24-hours a day, employees must have access to certain communication devices that they may not have otherwise purchased for personal use to include home-based internet connection, home

landline, cellular phone and data plan, and other portable devices capable of receiving and sending messages. Because these technologies are required to maintain contact, the above-mentioned Unrepresented Employees shall be provided with a technology reimbursement.

Unrepresented Employees that do not receive an optional City issued phone are eligible to receive \$1,500 per fiscal year. Employees that receive an optional City-issued phone are eligible to receive \$750 per fiscal year.

On July 1 of each year, as recognition of the expenses that will be incurred during the fiscal year, employees are eligible to receive such reimbursement, upon submission of a reimbursement request form.

ARTICLE XIII – LAYOFF PROCEDURE/SEVERANCE PROVISION

This Article XIII applies to: Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; and Human Resources Manager. Employees whose positions are eliminated because of financial, economic, or other reasons determined by the City Manager to contribute to the efficiency of government operations shall receive no less than 60 days advance written notice. This shall be considered a layoff.

Employees who lose their employment with the City due to a layoff will be eligible to receive severance pay if they execute a Compromise and Release Agreement, which includes a waiver of all claims against the City and/or challenges to their layoff. The severance pay for which employees are eligible is three (3) months' pay if employed between two and eight full years of service, and six (6) months' pay if employed for nine or more years. Employees are not required to execute the Compromise and Release Agreement since it is an agreement, and its execution is totally voluntary on the part of the employee. However, it is a condition of receiving severance pay. The severance pay is consideration for the Agreement.

ARTICLE XIV – AT-WILL EMPLOYMENT

The following Unrepresented Employees are at-will employees as that term is defined by California Labor Code Section 2922: Assistant City Manager and Finance Director. At-will employees have no appeal rights and can be terminated from employment for any lawful reason without cause.

Department Heads

Claremont Municipal Code Section 2.04.060, City Manager, Power and Duties, outlines the at-will employment for all "Department Head" positions, which includes the following Unrepresented Employees: Assistant City Manager and Finance Director.

Department Heads who are terminated (except if terminated for cause as determined by the City) will be eligible to receive severance pay if they execute a Compromise and Release Agreement, which includes a waiver of all claims against the City or/and challenges to their

termination. The severance pay for which Department Heads are eligible is three (3) months' pay if employed between two and eight full years of service and six (6) months' pay if employed for nine or more years. Employees are not required to execute the Compromise and Release Agreement since it is an agreement, and its execution is totally voluntary on the part of the employee. However, it is a condition of receiving severance pay. The severance pay is consideration for the Agreement.

If a Department Head is terminated for cause, they will not be eligible for severance pay. If this occurs, the Department Head will have the right to provide a response to the termination for the sole purpose of trying to convince the City Manager that the identified cause is not accurate. Ultimately, it is up to the City Manager to make that determination.

ARTICLE XV – LEAVES

A. Sick Leave

Sick leave is paid leave from work that an employee may use for the following purposes:

- a) Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following family members of the employee: a spouse, parent, parent-in-law, child of any age or dependency status, sibling, member of the household, domestic partner, child of a domestic partner, grandparent, grandchild; or
- b) For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime in order for the employee to engage in any of the following activities: (1) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or their child, or (2) obtain medical attention or psychological counseling, services from a shelter, program or crisis center, or (3) participate in safety planning or other actions to increase safety.

Accrual

Employees will accrue 96 hours of sick leave annually (3.69 hours of sick leave per pay period). Employees may bring with them up to two hundred (200) hours of accrued sick leave from their previous agency if their previous employer did not otherwise compensate them, and the employee can provide documentation to that effect.

Administration

Employees must make every good faith effort to notify their immediate Supervisor before the start of the employee's workday.

No employee shall misuse, feign, and/or misrepresent any illness or injury or deceive the City as to their real condition to remain away from scheduled work assignments. Should this misuse, feign or misrepresentation of illness or injury be proven, disciplinary action may be taken, up to and including termination.

Should a supervisor, manager, or director have concerns about an employee abusing sick leave, the City may require certification from the employee's health care provider.

Sick Leave Reinstatement

The Healthy Workplace Healthy Family Act of 2014 requires sick leave reinstatement. If the employee separates and is rehired within (1) year from separation, accrued and unused sick leave, to a maximum of 10 days or 80 hours, whichever is greater, will be reinstated. An employee who worked at least 90 days in the initial employment with the City may immediately use reinstated sick leave.

Sick Leave Donation

Employees may donate and/or receive donated sick leave. The sick leave donation program intends to provide employees in need with hours sufficient to provide income continuation until they are eligible for the Long-Term Disability Program.

1. Sick leave may be donated to other employees who suffer a long-term illness or injury that may or may not require surgery/hospitalization, bereavement, or other emergency approved by the Department Head and City Manager or designee.
2. Sick leave may not be donated for elective surgery or maternity/paternity purposes, except in the case of complications of the elective surgery, pregnancy, childbirth, or illness immediately following the affected mother, child, or both.
3. The receiving employee shall have been employed by the City for a minimum of six (6) months.
4. The receiving employee shall use all of their leave, which includes sick leave, vacation, longevity leave, compensatory time, and floating holiday before receiving donated sick leave.
5. An employee receiving donated hours may receive no more than three hundred-twenty (320) hours, minus the employee's accrued leave (i.e. the employee shall receive no more donated sick leave than they need until eligible for Long-Term Disability benefits). Employees are eligible to receive sick leave on a bi-annual basis.
6. Employees wishing to donate sick leave must have a minimum of three hundred-twenty (320) hours of accrued sick leave after donating leave to the affected employee.
7. Employees may donate a maximum of forty (40) hours of sick leave to any given employee.

8. Only sick leave (not vacation, compensatory time, floating holiday) may be donated.
9. Requests for donated sick leave shall be made to the receiving employee's immediate Supervisor, reviewed by the Department Head, and forwarded to the City Manager or designee for approval.

B. Family Sick Leave (Kincare Law)

In accordance with Labor Code Section 233, Kin Care leave is time provided to employees to take time off work to care for a family member. This allows employees to use up to half of their sick leave for specific family members as outlined above under Sick Leave, defined by California law.

C. Bereavement Leave

The California Fair Employment and Housing Act (FEHA) creates a statutory right for eligible employees to take up to five (5) days unpaid bereavement leave. These days need not be taken consecutively.

In accordance with City Administrative Policy No. 30-32, employees may use up to forty (40) hours of Sick Leave per occurrence toward bereavement leave. Bereavement leave can be used in the event of death of a relative, defined as a spouse, parent, grandparent, sibling, child, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, step-relatives in the same relationships previously listed, domestic partner, member of household, or other individuals under special circumstances approved by the City Manager. Prior to the employee's use of Sick Leave for bereavement purposes, the Department Head may request documentation from the employee for the need of such leave, and the employee must provide documentation within 30 days of the request.

Separate from Sick Leave use for bereavement, eligible employees shall receive an additional benefit of three (3) days paid in-state bereavement leave or five (5) days paid out-of-state bereavement leave per occurrence. Both three and five-day bereavement leave will not be drawn from the Sick Leave bank. Prior to the employee's use of any bereavement leave, the department head may request documentation from the employee for the need of such leave, and the employee must provide documentation within 30 days of the request.

D. Family School Partnership Leave

In accordance with the Family School Partnership Act, any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed childcare facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with

a licensed child care provider; or to pick up a child due to a child care provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation, personal leave, or compensatory time off. The employee must provide documentation from the school or licensed childcare facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time. If both parents, guardians, or grandparents having custody work for the City at the same City work site, only the first parent requesting will be entitled to leave under this provision.

E. Child Suspension Leave

Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel.

F. Family Care and Medical Leave

In accordance with City Administrative Policy No. 30-36 - Family Care and Medical Leave, employees may use sick leave, vacation, compensatory time, and/or floating holiday hours for time off work as the result of a qualifying Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA) event.

The City provides family and medical care leave for eligible employees as required by federal and state law. An employee is eligible for family care and medical leave if the employee satisfies the following conditions:

- a. The employee has been employed by the City for at least 12 months;
- b. The employee has been employed by the City for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
- c. For FMLA leave eligibility, the City directly employs at least 50 full or part-time employees within a 75-mile radius for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The workweeks do not have to be consecutive. The phrase "current or preceding calendar year" refers to the calendar year in which the employee requests the leave or the calendar year preceding this request.

Employees who misuse or abuse family and medical care leave may be disciplined, up to and including termination. Employees who fraudulently obtain or use California Family Rights Act ("CFRA") leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions.

This policy is supplemented by the Federal Family and Medical Leave Act ("FMLA"), and the CFRA. Unless otherwise stated in this policy, "Leave" means leave pursuant to the

FMLA and CFRA. Unless otherwise provided by law, the City will run each employee's FMLA and CFRA leaves concurrently.

G. Pregnancy Disability Leave

In accordance with City Administrative Policy No. 30-36 - Family Care and Medical Leave, requests for pregnancy disability leave must be submitted in writing with reasonable advance notice of the medical need for the leave. All leaves must be confirmed in writing, have an agreed-upon specific date of return, and be submitted to the Human Resources division.

The request for pregnancy disability leave must be supported by a written certification from the attending physician stating that: (1) the employee is disabled from working by pregnancy, childbirth, or a related medical condition; (2) the date on which the employee became disabled by pregnancy, childbirth, or a related medical condition; and (3) the estimated duration or end date of the leave. Employees may use sick leave, vacation, compensatory time, and/or floating holiday hours for time off due to a pregnancy-related disability.

H. Leave for Reproductive Loss

The City provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event". Reproductive Loss Event means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- "Failed Surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
- "Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
- "Stillbirth" means a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- "Unsuccessful Assisted Reproduction" means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act ("CFRA") leave, Pregnancy Disability Leave ("PDL"), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

If an employee experiences more than one Reproductive Loss Event within a 12-month period, the City will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.

Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation in order to provide for their compensation while on Reproductive Loss Leave.

The City will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the City will not disclose such information other than to internal personnel on a need to know basis, or as required by law.

I. Crime Victims Leave

Any employee, who is a victim of domestic violence, sexual assault, stalking, or other crime may take leave from work to obtain or attempt to obtain any relief, including, but not limited to: a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or their child, if the employee provides advance notice of the need for leave. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use Healthy Workplace Healthy Family Act of 2014 sick leave, accrued vacation or paid leave, or other compensatory time off including administrative leave.

Any employee, who is a victim of domestic violence, sexual assault, stalking, or other crime, may take leave from work to attend to any of the following: obtaining medical attention or psychological counseling; obtaining services from a shelter, program, or crisis center; or participating in safety planning or other actions to increase safety, if the employee provides advance notice of the employee's intention to take time off for these purposes. If advance notice is not feasible, the employee must provide any of the following to the City within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health

care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to use Healthy Workplace Healthy Family Act of 2014 sick leave, accrued vacation or personal leave, or other compensatory time off including administrative leave.

Any employee who is a victim of a crime may take leave from work to attend judicial proceedings related to that crime if the employee provides the City notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the City within a reasonable time after the leave is taken, documentation from the District Attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or stepfather of the crime victim is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued vacation, sick, or other paid leave, or compensatory time off including administrative leave.

J. Jury Duty Leave/ Subpoenaed or Court-Ordered Witness Leave

Any employee who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify their Supervisor or Department Director as soon as possible. Any employee who is released from jury service before the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor.

K. Military Leave

Military leave will be granted in accordance with federal and state law. An employee requesting leave for this purpose shall promptly provide their Supervisor or Department Director with a copy of the military orders specifying the dates, site, and purpose of the activity or mission. Within the limits of such orders, the Department Director may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Under California law, up to 10 days of unpaid leave is available to eligible employees who are spouses/domestic partners of deployed members of the military when the military spouse/domestic partner is on leave from deployment during a time of military conflict.

L. Voting Leave

If any employee does not have sufficient time outside of working hours to vote, they may request up to two (2) hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from their supervisor at least two (2) days prior to Election Day.

M. Leave to Perform Emergency Duties or to Attend Related Training

Employees are allowed to take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. The employee is not allowed to take this leave if, however, the employee's absence would hinder the availability of public safety or emergency medical services.

An employee who performs duty as a volunteer firefighter, a reserve peace officer, or as emergency rescue personnel, may also take time off of work for the purpose of engaging in fire, law enforcement, or emergency rescue training. An employee is eligible to take this leave no more than an aggregate of 14 days per calendar year.

For purposes of these leaves, the term "emergency rescue personnel" means any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while they are actually engaged in providing emergency services.

Failure on the part of an absent employee to immediately return to duty at the conclusion of their use of vacation, compensatory time, floating holiday, jury duty, sick leave, or other paid or unpaid time off shall result in the City initiating the due process procedure.

N. Administrative Leave

It is recognized that Unrepresented Employees routinely work long hours. Their assignments are demanding and require additional hours beyond the normal workweek to complete their tasks. Additionally, Unrepresented Employees are routinely required to attend evening commissions, City Council, and other City related meetings which increases the number of hours that they are required to work. Per City Administrative Policy #30-21, Unrepresented Employees are classified as exempt employees.

In recognition of working long days and attending frequent meetings, the following Unrepresented Employees receive 140 hours of administrative leave per calendar year and may take administrative leave when their workload or project deadlines permit: Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; and Human Resources Manager. Administrative leave shall be credited to on the payroll closest to January 1 of each year.

The following Unrepresented Employees may cash out up to 40 hours of unused administrative leave per calendar year, payable on the date closest to December 1 (or as soon thereafter): Assistant City Manager; Assistant to the City Manager; Deputy City Manager; Finance Director; and Human Resources Manager. To receive the cash out, Unrepresented Employees must use a minimum of 40 hours of administrative leave during the calendar year.

The following Unrepresented Employees receive 56 hours of administrative leave per calendar year: Senior Human Resources Analyst.

The Senior Human Resources Analyst may cash out up to 24 hours of leave from two of the following leave banks: Sick Leave, Vacation Leave, Administrative Leave.

All administrative leave hours must be used within the calendar year or shall be forfeited.

Upon separation, employees shall be compensated for any unused administrative leave hours.

SECTION 3. Severability: If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 4. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

PASSED, APPROVED, AND ADOPTED this 14th day of July, 2026.

Mayor, City of Claremont

ATTEST:

City Clerk, City of Claremont

APPROVED AS TO FORM:



City Attorney, City of Claremont

UNREPRESENTED SALARY SCHEDULE
EFFECTIVE JULY 1, 2026

POSITION	STATUS	BENEFIT CATEGORY	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
Assistant City Manager	Exempt	1	Hourly	99.89	100.88	101.90	102.91	103.94	104.97	106.02	107.07	108.15	109.23	110.33	111.43	112.55	113.68	114.82	115.97	117.13	118.30	119.48	120.68
			Monthly	16,448.55	16,611.57	16,779.53	16,945.85	17,115.45	17,285.06	17,457.96	17,630.86	17,808.70	17,986.54	18,167.67	18,348.81	18,533.23	18,719.31	18,907.03	19,096.39	19,287.41	19,480.07	19,674.37	19,871.97
Assistant to the City Manager	Exempt	2	Hourly	61.58	62.19	62.81	63.44	64.08	64.72	65.36	66.02	66.68	67.35	68.02	68.70	69.39	70.08	70.78	71.49	72.20	72.93	73.65	74.39
			Monthly	10,140.17	10,240.62	10,342.71	10,446.45	10,551.84	10,657.23	10,762.61	10,871.29	10,979.97	11,090.30	11,200.63	11,312.60	11,426.22	11,539.84	11,655.11	11,772.02	11,888.93	12,009.14	12,127.70	12,249.55
Deputy City Manager	Exempt	2	Hourly	74.42	75.17	75.92	76.68	77.45	78.22	79.00	79.79	80.59	81.40	82.21	83.03	83.86	84.70	85.55	86.40	87.27	88.14	89.02	89.91
			Monthly	12,254.49	12,377.99	12,501.49	12,626.64	12,753.43	12,880.23	13,008.67	13,138.75	13,270.49	13,403.87	13,537.25	13,672.27	13,808.95	13,947.27	14,087.23	14,227.20	14,370.46	14,513.72	14,658.63	14,805.18
Finance Director	Exempt	1	Hourly	93.62	94.55	95.51	96.46	97.42	98.39	99.37	100.36	101.36	102.38	103.40	104.44	105.48	106.54	107.61	108.69	109.78	110.87	111.98	113.10
			Monthly	15,416.09	15,569.23	15,727.31	15,883.75	16,041.83	16,201.55	16,362.93	16,525.95	16,690.61	16,858.57	17,026.53	17,197.79	17,369.04	17,543.59	17,719.78	17,897.62	18,077.11	18,256.59	18,439.37	18,623.80
Human Resources Manager	Exempt	2	Hourly	65.71	66.36	67.02	67.70	68.37	69.05	69.75	70.44	71.14	71.86	72.58	73.29	74.03	74.77	75.52	76.28	77.04	77.81	78.59	79.37
			Monthly	10,820.25	10,927.28	11,035.96	11,147.93	11,258.26	11,370.23	11,485.50	11,599.12	11,714.39	11,832.95	11,951.51	12,068.42	12,190.27	12,312.13	12,435.63	12,560.77	12,685.92	12,812.71	12,941.15	13,069.59
Senior Human Resources Analyst	Exempt	N/A	Hourly	51.20	51.71	52.23	52.75	53.28	53.81	54.35	54.89	55.44	56.00	56.56	57.12	57.69	58.27	58.85	59.44	60.04	60.64	61.24	61.86
			Monthly	8,430.93	8,514.91	8,600.54	8,686.17	8,773.44	8,860.71	8,949.63	9,038.55	9,129.12	9,221.33	9,313.55	9,405.76	9,499.62	9,595.13	9,690.63	9,787.79	9,886.59	9,985.39	10,084.19	10,186.28