

Contra Costa Transportation Authority
Compensation Plan
July 1, 2018 through June 30, 2021

1. Salary Structure

- 1.1.** Compensation Plan - The Authority Board establishes the positions, salary ranges and other compensation terms for Authority employees and described in this Compensation Plan.
- 1.2.** Salary Schedule - An employee shall be compensated at a rate within the minimum and maximum of the range for their respective classification as specified in the Position Classifications and Salary Schedule (Exhibit 1) and as adjusted pursuant to Paragraph 1.4. There are no steps or tenure-based increases within the ranges.
- 1.3.** Position Classifications - The duties and responsibilities of the positions listed in Exhibit 1 shall be described by written classification specifications approved by the Executive Director and maintained by the Deputy Executive Director, Administration as the Human Resources designate of the Authority.
- 1.4.** Salary Ranges – The salary ranges specified in Exhibit 1 shall be adjusted annually beginning July 1 2018, July 1, 2019 and July 1, 2020 based on the prior 12-month December ended percent change, respectively, in the Consumer Price Index (CPI) for all urban wage earners of the San Francisco – Oakland – San Jose, California region, provided that the annual adjustment shall not exceed 3.5% in any one year unless amended by the Authority Board at their sole discretion. Salary range adjustments are not salary increases.
- 1.5.** Market Studies – The Authority strives to be an employer of choice and ensure that employees are compensated on a competitive basis in order to recruit and retain a high-quality staff. Approximately every three (3) years the Authority will consider conducting a market compensation study comparing the Authority’s compensation plan with other comparable transportation agencies. Such agencies may include, but not be limited to the following: Alameda County Transportation Commission, Metropolitan Transportation Commission, Napa Valley Transportation Authority, San Francisco County Transportation Authority, San Mateo County Transportation Authority, Santa Clara Valley Transportation Authority, Solano Transportation Authority, Sonoma County Transportation Authority and the Transportation Authority of Marin.

2. Appointment and Performance Management

- 2.1.** Entrance Salary – An employee is appointed at the minimum rate for the classification, except (1) when appointment at a higher rate is appropriate due to the

promotion of an existing employee, or (2) when the Executive Director determines it is necessary to make an appointment above the minimum rate. Factors considered may include a candidate's high qualifications, salary history, outstanding experience, availability of other qualified candidates, and the resulting salary relationships with similar positions within the Authority.

- 2.2.** Performance and Development Review (PDR) – Each employee of the Authority shall be given a performance appraisal annually by their direct supervisor using a form and procedure authorized by the Executive Director. Appraisals are conducted within the probation period for new employees then annually each year with regular employees. Annual appraisals are to be completed within 60 days following the end of the fiscal year. PDR forms, guidelines, and related procedures are prescribed under Office Procedure No. 7.1 pertaining to Performance and Development Review.
- 2.3.** Merit Salary Adjustments – Salary adjustments are based on matters of performance, quality, and quantity of work, additional duties, and job growth. There are no automatic increases. On an annual basis, the Executive Director establishes ranges for performance ratings taking into account the Authority's budget capacity, economic context and the performance of the Authority overall. Adjustments must be within the salary ranges established by resolution of the Authority Board.
- 2.4.** Internal Promotions – The Executive Director may promote a regular employee to a higher classification within a related series of classifications based on factors including, but not limited to, significant job growth, additional responsibilities, increased supervision, succession planning, or to meet the staffing needs of the Authority. All minimum qualifications of the higher level classification must be fulfilled prior to appointment. Where the higher classification is a vacant position and multiple qualified incumbents are eligible, an internal promotional process shall be utilized to provide for open competition.
- 2.5.** Discretionary Pay for Performance Program – The Executive Director is authorized to acknowledge eligible employees for exceptional outcomes, and teamwork, boost employee morale, and encourage continued high level performance through discretionary pay for performance rewards up to \$1,000 and as budgeted each year by the Authority Board. The Board will determine each year during its budgeting processes whether funding will be made available for such rewards.

3. Overtime

- 3.1.** Eligibility - All Authority positions will be classified as either exempt or non-exempt in accordance with the Federal Fair Labor Standards Act (FLSA). In accordance with FLSA, exempt positions are defined as being primarily managerial administrative, professional, or executive in the performance of their job duties and are not eligible for overtime compensation. Non-exempt employees are eligible to earn overtime compensation.

- 3.2.** Authorization – Non-exempt employees must request advance authorization by the appropriate supervisor and record the time on his/her time sheet.
- 3.3.** Compensation – Overtime is calculated in 15-minute increments. Hours worked in excess of 40 hours per week by non-exempt employees shall be compensated at the rate of 1½ times regular pay or accrue as compensation time earned, whichever the case, and in accordance with FLSA provisions. The maximum number of accrued compensation time earned is 40 hours at any time during the year. Any accrued hours greater than 40 hours will be paid at the applicable overtime rate by the Authority during the next appropriate payroll cycle.
- 3.4.** Holiday Compensation – Non-exempt employees who work on a paid declared holiday will receive double their regular hourly pay or accrue compensation time earned, whichever the case, and in accordance with FLSA provisions.

4. Hours of Work

- 4.1.** Work Hours - The Executive Director establishes working hours that are consistent with the operating requirements and responsibilities of the Authority. A supervisor and/or Executive Director may require an employee to work overtime which may occur any time before or after the standard workweek including weekends, evenings, and/or holidays. The supervisor will attempt to provide advance notification, if possible.
- 4.2.** Regular Workweek – The regular workweek is defined as forty hours between 12:01 a.m. Monday and 12:00 midnight Sunday, inclusive.
- 4.3.** Regular Office Hours – The Authority’s regular office hours are from 8 a.m. to 5 p.m., Monday through Friday, excluding observed holidays. The actual start and stop times of work schedules may differ between employees based upon employer/supervisor and employee needs.

5. Payment of Wages

- 5.1.** Pay Periods - The Authority’s pay periods are bi-weekly and begin on a Monday and end 14 days later on Sunday. Paydays are on the Friday following the Sunday ending the pay period. Employees are paid for work performed during the previous pay period. If a regular payday falls on a holiday, employees will be paid on the preceding workday. By law, required deductions must be made in each pay period for federal and state income taxes, and Medicare taxes.
- 5.2.** Timekeeping Requirements – Accurate recording of time worked is the responsibility of every employee. Federal and state laws require the Authority to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. If there is a discrepancy in pay or an employee believes that payroll made a mistake, the

employee should notify the Deputy Executive Director of Administration, who will address the issue within a reasonable amount of time.

- 5.3. Automatic Payroll Deposit – Automatic payroll deposit is required for all employees unless such conditions exist where a manual check is essential.

6. Healthcare Benefits

- 6.1. Health and Welfare Program - The Authority provides eligible employees access to a comprehensive health and welfare program, including medical, dental, vision, short-term disability, long-term disability, workers' compensation, flexible spending account, and unemployment insurance as outlined in the paragraphs following.
- 6.2. Health Insurance – The Authority offers medical insurance through the California Public Employees Retirement System (CalPERS) Public Employees' Medical and Hospital Care Act (PEMHCA). Employees may enroll their spouse, eligible children or registered domestic partners and eligible children of registered domestic partners, according to CalPERS' rules and guidelines. Each year, during the open enrollment period, employees may select among the healthcare plans offered through CalPERS.

The Authority contributes a share of the cost of health premiums for each employee or retiree up to 95% of the Kaiser Bay Area Basic Rates per month. Any premiums in excess of the Authority's contribution are to be paid by the employee or retiree.

Medical Cash Option Benefit – Employees eligible for medical benefits that are covered by another medical plan may receive \$300 per month cash in lieu of the Authority provided medical benefit. Employees may elect this option each year during the open enrollment period for medical benefits. Once enrolled in this option, employees cannot cancel or change during the plan year unless a qualifying event has occurred. Qualifying events, forms and other procedures are prescribed under Office Procedure No. 10 pertaining to Medical Cash Option Benefit.

- 6.3. Dental Insurance – The Authority provides basic dental benefits per contract with Delta Dental for Plan 1 at Authority cost.
- 6.4. Vision Insurance – The Authority provides basic vision benefits per contract with VSP Vision Care at Authority cost.
- 6.5. Group Term Life and Accidental Death and Dismemberment Insurances – The Authority provides a life insurance and accidental death and dismemberment benefit program at Authority cost. The benefit amount is equal to the employee's annual salary up to \$100,000.
- 6.6. Disability Insurances – The Authority has elected and provides short-term and long-term disability insurance programs at Authority cost in lieu of the California State Disability Insurance program. The short-term disability benefit is 60% of weekly

earnings (maximum \$1,500) and begin after 14 days of disability. The long term disability benefit is 60% of monthly earnings (maximum \$6,000) and begin after 90 days of disability. Additional coverage information, terms and conditions apply. Disability is defined as unable to work as a result of accidental injury, physical disease, pregnancy or mental disorder.

- 6.7.** Employee Assistance Program (EAP) – The Authority provides limited confidential assistance (information, assessment, referral, and short-term counseling) to employees. Additional coverage information, terms and conditions may apply.
- 6.8.** Consolidated Omnibus Budget Reconciliation Act (COBRA) – Employees and dependents who lose group coverage due to termination of employment or other “qualifying events” (i.e., death of employee, divorce or separation) may continue health and dental coverage on a self-pay basis under the COBRA option.

7. Retirement Benefits

- 7.1.** CalPERS Pension – As provided for in the Administrative Code, Article 15, Section 615.3, all employees of the Authority participate in CalPERS and are eligible for a retirement benefit determined in accordance with the provisions of the Public Employees Retirement Law, as administered and interpreted by CalPERS.

Classic Members. For employees hired prior to January 1, 2013, and any employee hired on or after January 1, 2013 deemed a “classic member: by CalPERS, the Authority contracts with CalPERS for the retirement benefit plan of “2% @ 55” in accordance with Resolution 02-06-A. The employees under this plan are deemed to be “classic members.” Classic members pay 100% of the normal member contribution rate which is 7%.

New Members. For employees hired on or after January 1, 2013, that are deemed to be “new members” under Government Code Section 7522.04(f) will be enrolled in the “2% @ 62” plan and will pay at least 50% of the total annual normal cost of their pension benefit, as adjusted by CalPERS. The contribution rate is currently 6.25%.

- 7.2.** Optional Pension Benefits – The Authority provides certain CalPERS retirement options, including, but not limited to: 3-year final average compensation period, sick leave credit, standard non-industrial disability, pre-retirement death benefits, post-retirement death benefit and 2% annual cost of living adjustment.
- 7.3.** Retiree Health Benefits – Authority retirees and eligible dependents may enroll in CalPERS healthcare benefits consistent with those received by active employees. Additionally, retirees enrolled in a CalPERS supplemental managed Medicare health plan are eligible for reimbursement of Medicare Part B premiums provided the amount, when combined with the healthcare premium paid by the Authority, does not exceed the Authority’s healthcare contribution amount. A spouse or other dependents are not eligible for Medicare Part B reimbursements. Reimbursement

requests must be submitted in writing within 60 days of each quarter end, including proof of payment. Failure to submit a reimbursement request timely or without proof of payment results in the forfeiture of the reimbursement amount.

- 7.4.** Retiree Dental Benefits – Authority retirees and eligible dependents may voluntarily enroll in the Delta Dental PPO insurance plan offered by the American Association of Retired People (AARP) and be reimbursed by the Authority up to the amount the Authority contributes towards dental premiums for active employees. Reimbursement request must be submitted in writing within 60 days of each quarter end, including proof of payment. Failure to submit a reimbursement request timely or without proof of payment results in the forfeiture of the reimbursement amount.
- 7.5.** Vision Benefits – Authority retirees and eligible dependents may voluntarily receive vision benefits consistent with those received by active employees.
- 7.6.** Social Security – The Authority does not participate in Social Security.
- 7.7.** Deferred Compensation – The Authority provides employees with two voluntary options of participating in a deferred compensation plan; including CalPERS 457 or Lincoln Financial 457 plans. The Authority provides a matching employer contribution of up to \$100 per month for employees with less than 5 years of service, \$200 for 5 to 10 years of service, and \$300 per month for more than 10 years of service. Service years are consecutive years with the Authority.

8. Other Benefits

- 8.1.** Unemployment Insurance – Unemployment insurance provides compensation payable to people unemployed through no fault of their own, who are actively seeking employment and are available/able to work. The Authority pays the entire cost of unemployment benefits for former employees through unemployment insurance taxes paid to the State.
- 8.2.** Flexible Spending Account – The Authority offers healthcare and dependent care flexible spending accounts for employees to set aside pretax compensation for the payment of eligible health and dependent care expenses. This is a voluntary program available to permanent employees with six months of service. The annual limits are \$2,650 for health related expenses and \$5,000 for dependent care services; or such limits as may be amended by law. Applicable rules apply, including forfeiture of unused balances by the employee at the end of the benefit plan year.
- 8.3.** Commute Alternative Incentives – The Authority provides incentives to employees to encourage the use of alternate modes of transportation such as carpooling, public transit, bicycling and walking, thereby contributing to the welfare of the community with the reduction of energy consumption, air and noise pollution, and traffic congestion. Eligibility requirements follow the Transportation Demand Management program administered by the Contra Costa Centre Association. If eligible, employees

can receive monthly incentives, including 25% of BART fare, \$30 monthly bus pass, \$25 gas card for carpooling, or \$10 per week transit voucher for bicycling or walking.

- 8.4. Telecommunication Stipend – Based on the business need as approved by the Executive Director, an employee is eligible for a \$65.00 monthly stipend for a cellular phone device. Additional details are contained in Office Procedure No. 9 pertaining to Cellular Telephones and Mobile Cellular Devices.

9. Holidays

- 9.1. Each calendar year, the following twelve (12) paid holidays shall be observed by the Authority:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Friday After Thanksgiving
Independence Day	Christmas

- 9.2. Holiday Policy – The Authority's office will be closed on observed holidays except when a holiday falls on a Sunday, the following Monday shall be observed or when a holiday falls on a Saturday, the preceding Friday shall be observed. Each employee shall be allowed four (4) hours off work with pay on the last working day before Christmas or the last working day before New Year's Day. If the employee is unable, because of the needs of the Authority, to take such time off, the employee shall be credited with equivalent hours of compensatory time off. In lieu of the Lincoln and Washington birthday holidays, the employee may select two (2) other days in February to be scheduled with the advance permission of the Executive Director. If the Executive Director determines to close Authority offices on the third Monday of February in observance of President's Day, one of these 2 days in February may be used for that purpose.

- 9.3. Floating Holidays – In addition, employees are entitled to three (3) floating holidays per service year, with hours accrued on a pro-rata basis. Employees shall be eligible to use these floating holidays after such time as they have completed six (6) months of service and may accumulate unused floating holiday hours. However, an employee shall be eligible to have an accumulated floating holiday hour balance of no more than 48 hours at any time. Once an employee has an accrued balance of 48 floating holiday hours, the employee will cease accruing any additional floating holiday hours. The employee will resume accruing floating holiday hours on the date that employee uses floating holiday hours and falls below the maximum.

- 9.4. Holiday Time – Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays as per the employee's regular salary. Regular part-time employees shall receive holiday pay for each of the above holidays at their

regular salary on a prorated basis. Temporary employees shall not be compensated for holidays.

10. Vacation

10.1. Accrual Rates – The Authority shall provide vacation leave with pay for regular full-time and part-time employees. Vacation leave earned shall accrue upon completion of each pay period, beginning upon completion of the pay period following that in which the employee commences service, provided however that accrued vacation leave is available only after the employee has completed six (6) months of employment, or earlier at the discretion of the Executive Director. The Executive Director may advance or increase vacation time on hiring staff as part of an employment offer, or may accept a request by an employee to take vacation leave prior to an employee’s completion of six (6) months of full-time service.

Length of Service	Hours of Vacation per Service Year: Exempt	Hours of Vacation per Service Year: Non-Exempt
Less than three (3) years	160	80
More than three (3) but less than five (5) years	200	120
More than five (5) but less than ten (10) years	200	160
Ten (10) years or more	240	160

For purposes of the vacation policy, "non-exempt employees" shall include all employees within the meaning of the state and federal laws who are entitled to receive overtime pay.

Part-time employees are entitled to the same vacation leave accrual rates on a prorated basis as full-time employees in similar job classifications. The benefit shall be prorated so that a regular part-time employee is credited with the number of hours of vacation time which is proportionate to the number of working hours regularly worked.

10.2. Maximum Vacation Benefits – No employee shall be eligible to accrue more than a maximum of three (3) times their annual entitlement to vacation at any one time. Once an employee reaches the maximum, the employee will cease accruing any additional vacation leave until such time as vacation leave hours fall below the maximum.

10.3. Vacation Buy-Back Policy – Upon request by employee, and approved by the Executive Director, the Authority will buy back a portion of an employee's annual accrual of vacation once per fiscal year. The maximum buy-back in any fiscal year shall be one-third of an employee's annual entitlement to vacation. The employee must have used forty (40) hours of vacation time in the twelve (12) months prior to the request in order to buy-back vacation time. At the employee’s request, payments

may be distributed over several pay periods. The buy-back policy does not apply to holiday time.

- 10.4.** Payment of Vacation on Separation – Accrued vacation pay that has not been used will be paid at time of resignation or termination.

11. Sick Leave

- 11.1.** Accrual and Usage – The Authority shall provide paid sick leave to regular full-time and regular part-time employees, as determined by the Executive Director, including probationary employees, calculated from the employee’s original date of hire with the Authority as follows:

- 11.1.1.** Regular Full-Time Employees: Ten (10) hours of sick leave per calendar month earned and accrued after each completed pay period.
- 11.1.2.** Regular Part-Time Employees: The same sick leave accrual rates on a prorated basis as full-time employees in similar job classifications.
- 11.1.3.** Temporary Employees and Volunteers: Are eligible for sick leave benefits only to the extent required by law.

The Executive Director may approve paid time off for sick leave in the initial two-week period. This would be deducted from the employee’s subsequent sick leave accruals. Sick leave is available only for the actual illness or injury of an employee or the employee’s spouse, domestic partner, children, parents, or other dependents unless otherwise provided for in these policies or required by law.

- 11.2.** Upon separation from the Authority, or death, an employee or the estate of a deceased employee shall be paid at the employee’s salary rate for a portion of the employee's unused or unpaid sick leave as follows:

Years of Service	Percent of Unused Sick Leave Paid
Less than two (2) years	None
Two (2) but less than five (5) years	25%
Five (5) years or more	50%

12. Leaves of Absence

- 12.1.** Family Medical Leave – While the Authority is a small employer not otherwise subject to the requirements of the federal Family and Medical Leave Act or California Family Rights Act (CFRA), the Authority does endeavor to provide a similar benefit as described in this policy. Therefore, the Authority provides eligible employees the ability to take up to 12 weeks per year of unpaid job protected Family Medical Leave (FML) for a qualifying medical reason.

Additional information regarding qualifying events, forms/certifications, and other procedures are prescribed under Office Procedure No. 4 pertaining to Family Medical Leave/California Family Rights Leave.

- 12.2.** Pregnancy Disability Leave/Parental Bonding Act Leave – In California, an employee who is disabled due to pregnancy is entitled to Pregnancy Disability Leave (PDL). PDL provides a maximum of four months of job-protected time off from work while disabled under the California Fair Employment and Housing Act. PDL time runs concurrently with FML time. However, once an employee is no longer disabled due to pregnancy, she then is entitled to additional twelve (12) weeks of protected time off under the CFRA for “bonding” with her newborn (baby bonding time). This would result in a maximum protected time off period of approximately seven months. Both male and female employees are entitled to protected time off for baby bonding with a newborn or newly placed adopted or foster child as long as FML or CFRA time has not otherwise been exhausted, although if both parents work for the Authority, they are limited to a combined total of 12 weeks of bonding time. Baby bonding time must be taken within one (1) year of the birth or child placement, and (other than on two occasions) it must be taken in increments of at least two weeks. The Authority pays its portion of health insurance premiums during this leave.

Additional information regarding qualifying events, forms/certifications, and other procedures are prescribed under Office Procedure No. 4 pertaining to Family Medical Leave/California Family Rights Leave.

- 12.3.** Military Leave – Military leave shall be granted in accordance with applicable federal and state law. Employees who serve in the U.S. Armed Forces voluntarily or involuntarily, are entitled to reinstatement upon completion of military service, provided that the employee applies for reinstatement within the time allowed by law. Employees who serve in the Merchant Marine and who are called to active duty to support a military deployment, and are so certified by the Secretary of Transportation, are entitled to the same rights of reinstatement. Eligible employees and their dependents may be entitled to certain health benefits while in uniformed service. Employees who anticipate the need for Military Leave should contact their supervisor.
- 12.4.** Bereavement Leave – In the event of a death in the immediate family of a regular full-time employee, or of a part-time employee who has completed six (6) months or more of service, paid leave not chargeable to sick or vacation leave will be granted for a period up to three (3) consecutive scheduled work days if the funeral is located within the State of California, and up to five (5) consecutive scheduled work days if the funeral is outside the State of California for the purpose of making arrangements for, or to attend, the funeral. Immediate family is defined as spouse, domestic partner, children, sister, brother, mother, father, legal guardian, legal dependent, current mother- or father-in-law, grandparents, grandchildren, or persons currently in a relationship with the employee substantially similar to a spousal relationship.

Additional leave chargeable to sick leave may be granted, subject to the approval of the Executive Director (and the Authority Board for the Executive Director).

Employees not eligible for bereavement leave may take up to three days without pay, or longer, subject to approval by the Executive Director, for purposes of this section.

- 12.5.** Jury and Witness Duty Leave – All regular full-time or part-time employees will be granted a leave of absence with regular pay for all or any part of the time necessarily required for jury duty in the manner prescribed by law, or as witness in a civil or criminal proceeding, other than as an accused, and also in cases where such appearance is solely attributable to their employment with the Authority, for those hours that coincide with their regularly scheduled work hours.

13. Unpaid Leaves

- 13.1.** Approval Required - The Executive Director in his or her sole discretion may grant unpaid leaves of absence to Authority employees for an initial period of up to sixty (60) days, with extensions up to sixty (60) days each, to a maximum term of one (1) year from the date of the original request. Under special circumstances, the Executive Director may grant an employee an unpaid leave of absence not to exceed a period of twelve (12) months all at one time. A leave of absence for the Executive Director must be approved by the Authority Board.
- 13.2.** No Accrual of Benefits - Except to the extent stated above, employees on unpaid leaves of absence are not entitled to accrue benefits or holidays during an unpaid leave of absence. Leaves of absence also shall not be included in any calculation of seniority for purposes of determining which employees to lay off in circumstance as described in Office Procedure No. 5, Reduction in Staff. Upon a return to work from an unpaid leave of absence, the eligibility and accrual dates for all benefits will be adjusted to reflect the period of such leave.
- 13.3.** Insurance Premiums During Unpaid Leave - For an employee who is unable to return to work due to a medically certified health problem after the expiration of leave granted under the Authority's Family Medical Leave (FML) or California Family Rights Act (CFRA), and who continues to qualify for long-term disability benefits, and for whom California Public Employees Retirement System (CalPERS) disability retirement is unavailable, the Authority will contribute to health care premiums for a period of three months beyond the month in which the FML or CFRA ends. For all other unpaid leaves, the Authority will contribute to insurance premiums until the end of the month in which the unpaid leave begins. In any unpaid leave circumstance, the Authority's contribution to health care premiums is conditioned upon the timely receipt of any employee-paid contribution towards the premium.
- 13.4.** Leaving During Probation - Any employee granted an unpaid leave of absence during their probationary period will have such probationary period extended by the number of days granted for such purpose.

- 13.5.** Status Following Leave of Absence - Except as provided by state or federal law, the Authority cannot guarantee reinstatement following a leave of absence.
- 13.6.** Legal Requirements - Nothing in this policy shall prevent an employee from receiving a leave of absence required by law.
- 13.7.** Failure to Comply with Terms of Leave - If an employee accepts other employment during a leave of absence, except as otherwise provided by state or federal law, or fails to return to work on the next regularly scheduled work day following the expiration of their leave, it may be deemed that the employee has voluntarily terminated their employment.