

THE CITY OF UPLAND

EXECUTIVE MANAGEMENT COMPENSATIONAND BENEFIT PLAN

Updated July 27, 2026

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THE CITY OF UPLAND
EXECUTIVE MANAGEMENT EMPLOYEES

Compensation and Benefit Plan

ARTICLE 1 – PURPOSE

Executive Management employees are not represented by an employee organization. The Executive Management positions serve at the will and pleasure of the City Manager, with the following exceptions:

Deputy Director of Human Resources/Risk Management
Deputy Director of Public Works

This compensation and benefit plan document is intended as a comprehensive document to define and describe the amounts of compensation and benefits for Executive Management Employees. However, the terms and conditions of employment for the Executive Management Employees may also be addressed in individual employment contracts. If an individual's employment contract agreement conflicts with this document, then the provision of the employment agreement will supersede the provisions of this document.

ARTICLE 2 – MANAGEMENT RIGHTS

The rights of the CITY include, but are not limited to the exclusive right to:

- Determine the mission of its constituent departments, commissions and boards;
- Set standards of service;
- Determine the procedure and standards for employment and promotion;
- Direct its employees;
- Relieve its employees from duty because of lack of work or for other lawful reasons; maintain efficiency of government operations;
- Determine the methods, means and personnel by which government operations are to be conducted;
- Determine the content of job classifications;
- Take all necessary actions to carry out its mission in emergencies;
- Exercise complete control and discretion over its organization and the technology of performing its work;
- To discharge, suspend, demote, reprimand, withhold salary increases or otherwise discipline employees for cause; and
- To establish employee performance standards, including, but not limited to, quality and quantity standards and to require compliance.

The City reserves the right to contract out any work it deems necessary in the interest of efficiency, economy, improved work product, or emergency.

Notwithstanding anything to the contrary in this section, in any other provision of this chapter of the Upland Municipal Code, or in any other presently existing ordinance, resolution, agreement, rule, policy, practice or other city enactment of any type or nature, all present and future department

heads shall be deemed and are designated as at-will employees who each serve at the pleasure of the City Manager, and accordingly the City Manager may reduce the salary of, suspend, demote or discharge any department head without prior notice and without cause. No department head shall have any administrativeright of due process in connection with any reduction in salary, suspension, demotion or discharge, and no department head shall have any right of appeal to the board of reviewor the city council. The City Manager's decision in regards to the employment status of a department head shall be final and absolute. No department head shall have the right or authority to undertake any of the rights or powers specified in Upland Municipal Code Sections 2.36.140, 2.36.150, 2.36.160 and 2.36.170. (Ord. 1790 § 2, 2005; prior code § 2350.13)

ARTICLE 3 – COMPENSATION

1. The Executive Management Salary Range Table (Appendix B) is established to provide the minimum and maximum monthly salary levels for Executive Management positions.

2. The City Manager is responsible for the determination of each individual employee's salary rate within the assigned salary range. Such determination will be based on job performance and or other competitive and economic factors.
   a. Effective June 21, 2026, all employees in this unit with the exception of Police Chief shall receive a three percent (3%) COLA increase in base salary.
   b. Effective June 21, 2026, Police Chief shall receive a four percent (4%) COLA increase in base salary.

ARTICLE 4 - RETIREMENT BENEFITS

The City of Upland provides its Executive Management Employees with membership in the California Public Employees Retirement System (CalPERS):

Non-Safety: 2.5% @ 55 retirement formula; Classic Employees shall cost share with the City by contributing 1.4% of CalPERS employer contribution in addition to the 8% employee contribution.

Police Chief: 3% @ 55 retirement formula; employee will pay 9% towards the employee contribution.

The City contracts with CalPERS for the Single Highest Year Option for all employees who are not defined as "new members" pursuant to the Pension Reform Act of 2013 and the 1959 Survivor Benefit, 3rd level for all members of the bargaining unit. There is an employee cost of $2.00 per month for the 1959 Survivor Benefit.

The agreement between the City and CalPERS allows for the buy-back of time served by the employee in the Military as defined under Government Code Section 21024.

Pension Reform Act of 2013:

1) The parties agree that the provisions of AB 340 (The California Pension Reform Act of 2013) went into effect on January 1, 2013. In addition, if there is any other clean up or other retirement legislation which goes into effect during this compensation

and benefit plan and if there are provisions of that legislation which, by law automatically goes into effect, it shall do so.

2) Two Tier Retirement: Pursuant to the Act, for "new members" (as defined by the Act) who are employees hired after January 1, 2013, they will be hired pursuant to the 2% @ 62 retirement formula (non-safety) and 2.7% @ 57 (safety).

For "new members" (as defined by the Act) who are employees hired after January 1, 2013, final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement.

ARTICLE 5 – HEALTH INSURANCE – CAFETERIA PLAN

Employees will receive Cafeteria Plan allowances for the purchase of health insurance benefits through the City's Cafeteria Plan.as stated below:

- Effective January 1, 2027 - $2,000

The health insurance options under the City's Cafeteria Plan include medical insurance, dental insurance, and vision insurance. Employees may also contribute any remaining Cafeteria Plan Funds to the City's deferred compensation plan.

An employee may elect not to be covered by the City's Health Insurance if an employee provides proof of health insurance coverage from another source. The City may require proof of alternative coverage at any time.

ARTICLE 6 – RETIREE HEALTH INSURANCE REIMBURSEMENT

The City will provide retiree medical insurance reimbursement in accordance with the following schedule for employees who have health insurance and are paying a premium which exceeds these amounts. An additional $45 per month allowance is provided for a spouse if the spouse is covered under the employee's insurance. Retirees who are participating in one of the City's health insurance plans will have the PERS administrative fee deducted from their reimbursement. This benefit was eliminated for employees hired after October 1, 2014.

10 - 14 years of service	$ 72.57 per month
15 - 19 years of service	$ 96.81 per month
20 - 24 years of service	$121.05 per month
25 + years of service	$145.14 per month

ARTICLE 7 – LIFE INSURANCE

The City provides employees with group life insurance in an amount equal to one times (1x) their annual salary.

ARTICLE 8– LONG TERM DISABILITY INSURANCE

The City assumes the full premium cost for the employee in the City designated long-term disability program. This benefit will pay 66 2/3% of base salary to a maximum of $5000 per month after 60 days (or use of all sick leave, whichever is later) to qualifiedmembers of this unit.

ARTICLE 9 – 401 (a) AND DEFERRED COMPENSATION PLANS

Effective July 1, 2022, the City will contribute nine percent (9%) of base monthly salary to the City's 401(a) plan on behalf of each employee.

The City will contribute eight percent (8%) of base monthly salary to the City's 401(a) plan on behalf of each Deputy Director classification employee.

Employees may contribute to the City's 457 (b) (deferred comp) up to the yearly maximum limit as defined by IRS guidelines.

ARTICLE 10 – LONGEVITY PAY

Employees with twenty (20) years or more of continuous service will receive a five percent (5%) increase in base salary.

ARTICLE 11 – PREVENTATIVE HEALTH BENEFIT

Employees may be reimbursed up to two hundred and fifty dollars ($250) annually for the purchase of items, classes, memberships, or programs which contribute to physical fitness. This reimbursement shall be made in June of each year. Items which will be considered acceptable for reimbursement are defined in the City's policy on Preventive Health Benefits.

ARTICLE 12 – UNIFORM ALLOWANCE

The Police Chief shall receive an allowance in the amount of one thousand dollars ($1,000.00) per year. A uniform will be provided at time of appointment.

The purpose of the allowance is to provide uniform cleaning or replacement expenses.

This allowance will be paid per pay period in the amount of thirty-eight dollars and forty-six cents ($38.46).

ARTICLE 13 – VEHICLE ALLOWANCE

The Police Chief shall receive a City vehicle to take home. All other executivemanagement employees receive the following:

Executive Management Directors five hundred dollars ($500) per month.

Deputy Directors three hundred dollars ($300) per month.

ARTICLE 14 – CELL PHONE ALLOWANCE

Employees shall be entitled to a cell phone allowance in the amount of one hundred dollars ($100) per month or the use of a City-issued cell phone. If the employee chooses the cell phone allowance the amount shall be subject to applicable withholdings. Employee acknowledges that the City makes no representation with respect to the taxability or non-taxability of the benefits provided under this Section.

ARTICLE 15 – HOLIDAYS

The City of Upland observes the following holidays as official fixed holidays, established by Resolution:

New Year's Day	(January 1)
Martin Luther King Day	(Third Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Thanksgiving Day	(Fourth Thursday in November)
Friday after Thanksgiving Day	(The Day After the Fourth Thursday in November)
Christmas Day	(December 25)

Each official fixed holiday shall be ten (10) hours unless otherwise noted.

If the holiday falls on a Friday or Saturday, Thursday shall be designated as the holiday and if the holiday falls on Sunday, Monday shall be designated as the holiday.

To be paid for an official fixed City holiday (the days on which the public offices of the City of Upland will be closed) employees must be in a paid status both the day before and the day after the holiday. For example, if a holiday fell on a Monday, and the employee was on a 4/10 work schedule with Fridays off, the employee would be requiredto be in a paid status on the Thursday before the holiday and the Tuesday following the holiday.

City Hall and most City departments will be permanently closed from Christmas Day through New Year's Day. Christmas Day and New Year's Day holidays will be part of this closure except for the case where either holiday falls on a Sunday. In the case that either Christmas Day or New Year's Day falls on a Sunday it will be observed on the following Monday. Employees will receive compensation that will cover their absence from work from December 25th through January 1st. The employee must be in a paid status on the above dates to receive this holiday compensation.

ARTICLE 16 – FLOATING HOLIDAYS

Employees in the unit shall receive twenty (20) hours of Floating Holiday annually. Floating holiday hours which are not used in December will automatically be cashed out on the pay date in January that covers the final pay period in December.

ARTICLE 17 – EXECUTIVE LEAVE

Executive Management in the unit shall receive one hundred (100) hours of executive leave annually.

Deputy Director classifications in the unit shall receive eighty (80) hours of executive leave annually.

Executive Leave which is not used in December will automatically be cashed out on the pay date in January that covers the final pay period in December.

ARTICLE 18 – SICK LEAVE

Employees in the unit earn sick leave at the rate of eight (8) hours per month, up to a maximum accrual of twelve hundred and fifty (1250) hours. Notification of need for such leave must comply with the City's Administrative Policy on Sick Leave. Employees may use up to twenty (20) hours of sick leave for personal necessity situations. Those situations include, but are not limited to: attending school activities for child, attending court for custody proceedings, divorce proceedings, or other personal legal issues, etc.

ARTICLE 19– SICK LEAVE ACCRUAL PAYMENT UPON RETIREMENT

Upon service or disability retirement under the PERS retirement plan, employees mayelect one of the following options for payment of unused sick leave:

a. At the time of service or disability retirement, fifty percent (50%) of accrued sick leave may be cashed out at the current hourly rate, up to a maximum of 625 hours; or

b. Retiring employees may use fifty percent (50%) of accrued sick leave as Personal Leave just prior to retirement, up to a maximum of six hundred and twenty-five (625) hours.

ARTICLE 20 – VACATION

Vacation shall accrue based on the following schedule:

01 – 02 Years of service	80 Hours per year
03 – 05 Years of service	100 Hours per year
06 – 10 Years of service	140Hours per year
11 – 16 Years of service	160 Hours per year
17 + Years of service	180 Hours per year

All employees may accrue vacation up to a maximum of five hundred hours (500) of vacation leave. Any hours over the five hundred (500) will automatically be cashed out on the pay period that the maximum accrual is reached.

Police Chief:

Vacation shall accrue based on the following schedule:

01 – 02 Years of service	100 Hours per year
03 – 05 Years of service	140 Hours per year
06 – 16 Years of service	168 Hours per year
16 + Years of service	180 Hours Per Year

All employees may accrue vacation up to a maximum of five hundred hours (500) of vacation leave. Any hours over the five hundred (500) will automatically be cashed out on the pay period that the maximum accrual is reached.

ARTICLE 21 – VACATION BUYBACK

Executive management employees may convert up to eighty hours (80) of unused vacation, sick leave, and/or executive leave. Deputy Director classifications may convert up to sixty hours (60) of unused vacation, sick leave, and/or executive leave. This request must be made in writing to Human Resources and will be paid in November of each year.

Executive management employees may cash out an additional 80 hours of vacation in June of each year.

Deputy Director classifications may cash out an additional sixty hours (60) of vacation in June of each year.

Any employee who elects to convert accrued vacation leave to compensation as provided for herein, shall be in compliance with the Department of Treasury, Internal Revenue Service (IRS) Section 1.451-1(a), must comply with the following:

- Any vacation leave conversion request must be made in writing using the form provided by Human Resources and must be received by Human Resources no later than December 1st of the calendar year prior to the end of the calendar year in which the employee wishes to convert such vacation leave.
    - For example: Employee requests to buy back twenty (20) hours of vacation leave, the request must be in Human Resources by December 1st, to be paid on the first pay period in November.
- All vacation leave conversion requests are irrevocable and cannot be changed or amended unless rescinded and received in writing by Human Resources not later than December 1st of the calendar year prior to the conversion.
- Employees who fail to submit a request by December 1st of the calendar year prior to the conversion will not be eligible for vacation leave converted to cash for that calendar year.

ARTICLE 22 – BEREAVEMENT LEAVE

Employees may take up to five (5) days per occurrence (January 1 through December 31) with pay in the event of a death of a qualified family member. A qualified family member includes a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Adoptive relatives and step relatives shall count the same as relatives by birth.

An employee will be eligible for this leave after they have completed thirty (30) days of employment with the City prior to the commencement of the leave.

The five (5) days do not need to be taken consecutively; they can be used intermittently. If leave is used intermittently, it must be used within three (3) months of the family member's date of death.

The City will consider a request for bereavement leave for the death of a member's aunt or uncle on a case-by-case basis.

Executive Management may also take up to four (4) hours per year to attend funeral services for situations other than the above with City Manager approval.

ARTICLE 23 – PARENTAL LEAVE

The City shall provide all employees within the unit with up to eighty (80) hours of paid leave for the birth, adoption or foster placement of a child as outlined below:

- This leave does not extend any time used under Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA);
- Time taken by employees under this article will run concurrently with leave under FMLA or CFRA;
- Employees must have completed six (6) months of full-time City service to be eligible for the leave;
- Employees are eligible for the leave regardless of gender, marital status or sexual orientation of the parent;
- Employees who have adopted a child or had a foster child placed in their home are eligible if the child is age seventeen (17) years or younger;
- Employees may take this time consecutively or intermittently, but it must be used within one (1) year of the birth, adoption or foster placement of the child;
- Any additional time needed beyond the initial eighty (80) hours may be charged to sick leave, vacation, compensatory or floating holiday time;
- Employees must complete all leave paperwork required by the City and provide a copy to their supervisor and Human Resources at least one (1) week prior to taking the leave. Leave paperwork must require documentation to substantiate the request (i.e. birth certificate, foster placement agreement, etc.);
- In no case will an employee receive more than the eighty (80) hours of leave time within a twelve (12) month period, regardless of whether more than one (1) birth, adoption or foster care placement event occurs within the twelve (12) month period;

- City employees who are co-parents with another City employee, will each be allowed eighty (80) hours of paid parental leave.

This article will be effective July 1, 2026 and will not be retroactively applied. All life events (birth, adoption, or foster placement) must occur after July 1, 2026.

ARTICLE 24- BILINGUAL PAY

A bilingual differential of one hundred ($100) per month shall be paid to certified employees who use their fluency in writing, reading and/or translating a second language. The bilingual pay will be granted only as long as the City Manager requires the employee to utilize their bilingual proficiency for City services.

In order to receive the bilingual pay for a designated position, the employee must be certified by testing. Such testing will be arranged for by Human Resources.

Certified employees will receive the bilingual differential effective the day following notification that they have successfully been certified as bilingual.

ARTICLE 25 – TUITION REIMBURSEMENT

The City agrees to reimburse employees up to thirty-five hundred ($3,500) per employee, per fiscal year, as long as funds are available, for costs for tuition and textbooks incurred for job-related education. Such expenditure must enhance the furtherance of the City's work or continuing education goals.

Eligibility for reimbursement is contingent upon an approved course or seminar, completed with, where applicable, a grade of "C" or better or "pass" when taken on a pass/fail basis. Approval for reimbursement must be submitted first to the City Manager prior to the employee enrolling in the class or purchasing textbooks and related materials. Upon successful completion of the course(s), the employee must submit a request for reimbursement to the Finance Division for processing.

ARTICLE 26 – DEPUTY DIRECTOR CLASSIFICATION EDUCATION INCENTIVE

The City agrees to pay five percent (5%) additional compensation over a Deputy Director classification's base salary for a job related Master's degree if not a requirement of the position. The degree must be related to the employee's employment with the City as determined by the City Manager.

ARTICLE 27 – DEPUTY DIRECTOR CLASSIFICATION PERFORMANCE APPRAISAL PAY

The Performance Appraisal Pay connects individual achievement to organizational goals and provides incentives for performance.

Annually Deputy Director classification's recommended by their Department Head and who have reached top step of their salary grade may be eligible for a up to five percent (5%) lump sum bonus with an overall "Exceeds Standards" on their Employee Performance Appraisal and

Development Report. Department head recommendations will be submitted to the City Manager's Office for review and approval. Recommendations will contain a copy of the employee's Performance Appraisal and Development Report.

Payment of the Performance Appraisal Pay will be made in a lump sum payment on the first regularly scheduled payday after approval from the City Manager.

Annually Department Heads may recommend an additional step for Deputy Director classifications who have not reached top step of their salary range and have received an overall "Exceeds Standards" on their Employee Performance Appraisal and Development Report.

ARTICLE 28 – DEPUTY DIRECTOR CLASSIFICATION MERITORIOUS PAY

It is recognized that certain Deputy Directors will put forth extraordinary efforts and produce outstanding results for the City. It is desired to reward these individuals. An incentive pay method has been established to encourage all employees to utilize fully their capabilities on behalf of the City. Deputy Director classifications recommended by their department heads and approved by the City Manager may be granted a five percent (5%) increase in salary for a period of three (3) months, six (6) months, or one year. Department head recommendations will be submitted to the City Manager's Office for review and approval.

Payment of meritorious pay will be made in a lump sum on the first regularly scheduled payday after approval form the City Manager. Recommendations will contain supporting documentation justifying the reasons for the pay.

ARTICLE 29 – DEPUTY DIRECTOR CLASSIFICATION STEP INCREASES

1. Step Increases

   Step increases shall not be automatic but will be contingent on an annual Performance Appraisal. No step increase shall be made to exceed the maximum rate established for the position.

   Employees receiving an overall rating on their Performance Appraisal of "Meets Standards" or "Exceeds Standards" shall receive merit increases within their base salary range, as provided for below:

   - Supervisors will provide employees with Performance Appraisal by the due date provided to them by Human Resources. If Human Resources receives the Performance Appraisal prior to or on the due date, they will process the Personnel Action form for the step increase.
   - Supervisors will provide employees with Performance Appraisal by the due date provided by Human Resources. Should the supervisor fail to complete the evaluation by the due date, they will have thirty (30) days from the due date provided by Human Resources to complete. During the thirty (30) day period, the employee shall not receive the merit increase until Human Resources receives the Performance Appraisal.

Once received Human Resources will process the Personnel Action for the step increase effective the date the step increase was due.

- Should the supervisor fail to provide employee with a Performance Appraisal during the thirty (30) day period, the employee will notify Human Resources. Human Resources will confirm this information with the Department Head and will proceed to provide employee with their step increase retroactive to the date the Performance Appraisal was originally due.
- If the employee receives an overall rating of "Below Standards" the step may be denied or suspended for a maximum of three (3) months. Within the three (3) month period, the supervisor/manager must re-evaluate the employee. If the new evaluation indicates the employee overall rating is "Meets Standards", the merit increase shall be granted, retroactive to the original merit increase date. If the employee is not re-evaluated within the three (3) month period, the employee shall be deemed to be meeting job standards and shall be granted the merit increase retroactive to the original merit increase date.

2. Appeal Process

An employee may appeal the content of the Performance Appraisal with an overall rating of "Below Standards" to the Department Head.

The Department Head will review the Performance Appraisal of the employee and any additional information the employee provides in support of the appeal. The Department Head will provide the employee with their decision in writing within thirty (30) calendar days of the information provided by the employee. The Department Head's decision is final on the content and overall rating of the Performance Appraisal.

In the case where the employee reports directly to the Department Head, they may appeal to the City Manager. The City Manager's decision on the content and overall rating of the Performance Appraisal is final.

APPENDIX A

Grade	Classification Title
88	City Manager
79	Assistant City Manager
83	Chief of Police
74	Development Services Director
65	Deputy Director of Finance
67	Deputy Director of Human Resources/Risk Management
67	Deputy Director of Public Works

APPENDIX B

City of Upland
Executive Salary Schedule
Effective 06/21/2026

Job Description	Grade		STEP 1	2	3	4	5	6
ASSISTANT CITY MANAGER	79	Hourly	105.40	110.67	116.20	122.01	128.11	134.52
		Monthly	18,268.70	19,182.13	20,141.24	21,148.30	22,205.71	23,316.00
		Yearly	219,224.35	230,185.56	241,694.86	253,779.59	266,468.57	279,791.99
CHIEF OF POLICE	83	Hourly	117.47	123.34	129.51	135.98	142.78	149.92
		Monthly	20,361.00	21,379.05	22,448.00	23,570.40	24,748.92	25,986.37
		Yearly	244,332.02	256,548.60	269,376.04	282,844.85	296,987.08	311,836.44
CITY MANAGER	88	Hourly	131.63	138.21	145.12	152.37	159.99	167.99
		Monthly	22,815.10	23,955.85	25,153.65	26,411.33	27,731.89	29,118.49
		Yearly	273,781.17	287,470.23	301,843.75	316,935.94	332,782.72	349,421.86
DEVELOPMENT SERVICES DIRECTOR	74	Hourly	93.16	97.81	102.70	107.84	113.23	118.89
		Monthly	16,146.87	16,954.21	17,801.92	18,692.02	19,626.62	20,607.95
		Yearly	193,762.38	203,450.50	213,623.03	224,304.18	235,519.39	247,295.36
DEPUTY DIRECTOR OF FINANCE	65	Hourly	75.37	79.14	83.10	87.25	91.62	96.20
		Monthly	13,064.82	13,718.06	14,403.97	15,124.17	15,880.38	16,674.39
		Yearly	156,777.88	164,616.76	172,847.61	181,489.99	190,564.50	200,092.72
DEPUTY DIRECTOR OF HUMAN RESOURCES/RISK MANAGEMENT	67	Hourly	79.19	83.15	87.31	91.67	96.26	101.07
		Monthly	13,726.23	14,412.54	15,133.17	15,889.83	16,684.32	17,518.53
		Yearly	164,714.76	172,950.51	181,598.02	190,677.92	200,211.83	210,222.41
DEPUTY DIRECTOR OF PUBLIC WORKS	67	Hourly	79.19	83.15	87.31	91.67	96.26	101.07
		Monthly	13,726.23	14,412.54	15,133.17	15,889.83	16,684.32	17,518.53
		Yearly	164,714.76	172,950.51	181,598.02	190,677.92	200,211.83	210,222.41