

**TOWN OF MORAGA
TOWN COUNCIL**

RESOLUTION NO. 34-2025

**ESTABLISHING THE COMPENSATION PACKAGE FOR MID-
MANAGEMENT/PROFESSIONAL UNIT EFFECTIVE JULY 1, 2025 TO JUNE 30,
2028**

WHEREAS, Resolution 45-2022 dated May 11, 2022 establishing the compensation package for Mid-Management/Professional employees will expire on June 30, 2025;

WHEREAS, it is a goal of the Town to recruit and retain exceptional and loyal staff to stabilize the workforce and make progress on priority projects and initiatives while containing current and future costs and maintaining a balanced and sustainable budget;

WHEREAS, the Town Manager and Town Council have reviewed and discussed the compensation package applicable to the Mid-Management/Professional employees;

WHEREAS, the Town has designated the Accountant and Senior Accountant job classifications as confidential employees pursuant to California Government Code 3507.5; and as the confidential employee is privy to confidential information leading to decisions affecting employee relations and matters that are used to contribute significantly to the development of management positions, that the confidential employee is precluded from representing the collective bargaining group; and

WHEREAS, the Town Manager and Mid-Management/Professionals have met, conferred, and come to agreement on the provisions of this successor resolution.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Moraga that the following compensation and benefits package applies to these positions effective July 1, 2025 through June 30, 2028:

Accountant (designated as confidential employee)
Associate Engineer
Associate Planner Police
Lieutenant
Public Works/Parks Maintenance Manager/Supervisor
Recreation Manager
Recreation Supervisor
Principal Planner
Senior Accountant (designated as confidential employee)
Senior Engineer
Senior Planner
Senior Planner/Economic Development Coordinator

As the confidential employees are privy to information leading to decisions of Town management affecting employee relations or matters of confidential information that is used to contribute significantly to the development of management positions, they are therefore precluded from collective bargaining due to their proximity to labor negotiations.

Job classifications may change if the Town finds it necessary for financial or program needs.

BE IT FURTHER RESOLVED THAT the Town Council does approve the following compensation and benefit plan as follows:

I. SALARY ADJUSTMENTS

A. Effective June 29, 2025 (pay-period inclusive of July 1, 2025), , the Town will implement the following salary adjustments to each classification:

Associate Planner	8.6%
Recreation Supervisor	5.2%
Police Lieutenant	6.1%
Senior Engineer	4.0%
Principal Planner	3.8%
Associate Engineer	3.0%
PW/Parks Maintenance Manager/Supervisor	3.0%
Recreation Manager	3.0%
Senior Accountant (Confidential)	3.0%
Senior Planner	3.0%
Senior Planner/Economic Development Coordinator	3.0%
Accountant (Confidential)	3.0%

The revised FY 2025-26 Salary Schedule, attached to this Resolution as Appendix A - Town of Moraga Salary Schedule for Mid-Management/Professional Unit, reflects the adjusted salaries for the listed classifications.

B. June 28, 2026, the Town will implement a 3.5% Cost of Living Adjustment (COLA) to base salary. The revised FY 2026-27 Salary Schedule is included in Appendix A.

C. Effective June 27, 2027, the Town will implement a 3.5% COLA to base salary. The revised FY 2027-28 Salary Schedule is included in Appendix A.

II. OFF-SALARY SCHEDULE PAY

A. In July 2025, each employee will receive a one-time payment equal to 2% of their annual salary. These payments are not reportable to CalPERS, consistent with the CalPERS "Off-Salary Schedule Pay" Circular Letter dated October 4, 2023.

B. Employees will have the option to contribute this payment to a Town-Sponsored Deferred Compensation Account.

III. RETIREMENT

A. For "Classic" members, as defined by the California Public Employees' Retirement System (CalPERS):

- The Town participates in the "2% at 55" Miscellaneous retirement program for non-sworn, Mid-Management/Professional positions.
- The Town participates in the "2% at 50" Police Safety retirement program for sworn, Mid-Management/Professional positions.

- c. The Town retirement program shall provide the "average of three years" benefit.
- d. The Town retirement program shall provide the sick leave conversion benefit.
- e. The Town retirement program shall include credit for military service time.
- f. The Town retirement program shall include 1959 Survivor Benefits - Level 4.
- g. The Employee will continue to pay 100% of the CalPERS-established required employee contribution (7% of salary for the Miscellaneous Plan and 9% for the Police Safety Plan) and the additional 4% cost sharing required by the prior CalPERS contract amendment for a total of 11% for the Miscellaneous Plan and 13% for the Police Safety Plan.

B. For "New" members, as defined by CalPERS, the Town will comply with the California Public Employees' Pension Reform Act of 2013 (PEPRA) that went into effect on January 1, 2013:

- a. The Town participates in the "2% at 62" Miscellaneous retirement program for non-sworn Mid-Management/Professional positions.
- b. The Town participates in the "2% at 5012.7% at 57" Police Safety retirement program for sworn Mid-Management/Professional positions.
- c. The Town retirement program shall provide the "average of three years" benefit.
- d. The Town and the Employee will share equally the normal cost of the CalPERS contribution.

C. Retirement benefits are subject to all applicable CalPERS regulations and relevant law, and the Town cannot provide retirement benefits that are inconsistent with the Public Employees' Retirement Law and related CalPERS rules and regulations. Employees should consult with CalPERS in calculating the amount of benefits they will receive after retirement.

III. DEFERRED COMPENSATION

- A. Town employees may make a voluntary contribution to Mission Square 457, up to the maximum amount allowable by law.
- B. Town employees may elect to contribute to a Mission Square 401a "final payout" plan. Employees must elect to participate in this Plan within the first thirty (30) days of employment. Per IRS rules, election to participate and level of contribution is irrevocable.

IV. SICK LEAVE

- A. Sick leave shall be earned at the rate of eight (8) hours per month.
- B. All Mid-management/Professional employees may accrue unlimited sick leave.

V. FAMILY MEDICAL LEAVE/BEREAVEMENT LEAVE

Family and Medical Leave shall be provided to eligible employees in accordance with federal and state law.

In addition, employees shall be granted a maximum of three (3) days leave for each incident relating to matters arising out of a major family illness or death of any immediate family member in California. In cases where the death of an immediate family member is outside California and the employee is required to travel out of state to attend to the death of the family member, the employee shall be granted a maximum of five (5) days leave. Employees requiring more than the leaves set forth in this section are able to utilize vacation and/or other available leave for such purposes, subject to reasonable notice and the operational needs of the department, as determined by the Department Head. "Immediate Family" is defined as wife, husband, domestic partner, son, daughter, mother, father, brother, or sister of employee, parent of a spouse or domestic partner, and close blood relatives or close relatives living in the member's household.

VI. ADMINISTRATIVE LEAVE

- A. Accrual - Administrative leave shall be given at a rate in the amount of 80 hours beginning each fiscal year and is not accruable. Leave is prorated based on the date hired or promoted and made available the first month following the date of hire or promotion.
- B. Administrative Leave Cash-Out Option - Employees may elect to cash-out up to 40 hours of accrued administrative leave each calendar year so long as the employee is in "good standing" within the past 12 months as verified by employee's respective Department Director.
 - i. As required by the Internal Revenue Service, employees who wish to cash-out leave are required to pre-elect annual leave cash-out amounts in the calendar year prior. Employees who wish to sell back leave must submit an annual Leave Sell-Back Irrevocable Election form by December 15 of the prior year to sell back leave in the upcoming year. Sell- back requests will be processed twice annually, the last pay period of the fiscal year and the last pay period of the calendar year. For example, to sell back leave in 2023, employees must complete a Leave Sell-Back Irrevocable Election form by December 15, 2022 and indicate how many hours they want to sell back in June 2023 and how many hours they want to sell back in December 2023 for a total not to exceed 40 hours.

VII. VACATION

All regular and probationary employees are entitled to vacation time off work with pay based on years of service. An employee shall accrue vacation leave from the date of the employee's initial appointment with the Town. Regular part-time employees shall earn vacation on a pro-rated basis on the same formula as regular full-time employees.

A. Vacation Accrual Rates

- i. Employees hired on or after July 1, 2017.

A regular or probationary full-time employee hired on or after July 1, 2017 shall earn 3.08 hours of vacation leave per pay period (80 hours per year). Subsequently, an additional 0.31 hours per pay period (8 hours per year) shall be earned per year of service, up to a

maximum of 200 hours per year.

Vacation Accrual Schedule:

Years of Service	Accrual Hours/Year
0-1	80
Every additional year	Additional 8 hours
Maximum Accrual Hours/Year	200

ii. Employees before July 1, 2017.

A regular full-time employee hired before July 1, 2017 shall earn 4.61 hours of vacation leave per pay period (120 hours per year). Subsequently, an additional 0.31 hours per pay period (8 hours per year) shall be earned per year of service, up to a maximum of 200 hours per year.

B. Additional Vacation Accrual-

The Town Manager may authorize higher vacation accrual for newly hired employees based on prior years of local agency experience, difficulty in recruiting and retaining employees, and consideration of internal equity and fairness.

If a higher vacation accrual is granted to a newly hired employee, the additional annual vacation accrual of 8 hours shall begin once the employee reaches the number of employment years equivalent to the vacation accrual calculated according to Section VII-A above.

Employees are encouraged to take annual vacation leave equal to time accrued.

C. Vacation Accrual Cap

The maximum vacation balance which may be accumulated is 280 hours. When an employee reaches the maximum balance, no additional earned vacation is earned or accrued until the balance falls below 280 hours.

D. Vacation Cash Out - Employees may request to cash-out up to 60 hours of accrued vacation leave each calendar year so long as the employee maintains a 120 hour vacation accrual minimum after the vacation accrual cash-out and the employee is in "good standing" within the past 12 months as verified by the employee's respective Department Director.

- i. As required by the Internal Revenue Service, employees who wish to cash-out leave are required to pre-elect annual leave cash-out amounts in the calendar year prior. Employees who wish to sell back leave must submit an annual Leave Sell-Back Irrevocable Election form by December 15 of the prior year to sell back leave in the upcoming year. Sell-back requests will be processed twice annually, the last pay period of the fiscal year and the last pay period of the calendar year. For example, to sell back leave in 2023, employees must complete a Leave Sell-Back Irrevocable Election form by December 15, 2022 and indicate how many hours they want to sell back in June 2023 and how many hours they want to sell back in December 2023 for a total not to exceed 60 hours.

VIII. HOLIDAYS

Holidays Observed - Employees shall receive a total of 13 paid days off (eleven scheduled holidays and two floating holidays per year). Employees regularly assigned a "9/80" work schedule shall receive a nine-hour holiday when the holiday is observed on a regularly scheduled nine-hour work day, and an eight-hour holiday when the holiday is observed on a regularly scheduled eight-hour work day.

The following are paid holidays:

- 1) New Year's Day (January 1st)
- 2) Martin Luther King Jr Day
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day (July 4th)
- 6) Labor Day
- 7) Veterans Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving
- 10) Christmas Eve (December 24th)
- 11) Christmas (December 25th)
- 12) Floating Holidays (2)

Floating Holidays - may be scheduled with the consent of their respective Department Director as nine-hour holidays when the holiday is observed on a regularly scheduled nine-hour work day, and an eight-hour holiday when the holiday is observed on a regularly scheduled eight-hour work day.

Floating holidays do not accrue from year to year, are not payable upon separation from Town service and must be used within the fiscal year.

IX. MEDICAL BENEFIT

The Town will provide at least three (3) options for medical insurance coverage, including the Kaiser HMO - Gold level plan, for employees and their eligible dependents (employee, employee/spouse, employee/child(ren) or employee/family) through the term of this agreement.

- A. **Employer Contribution** - The Town will contribute monthly toward the medical insurance premium for medical coverage for each employee and eligible dependent up to a maximum of the Kaiser HMO - Gold B level plan for the 2025 plan year.
- B. **Employee Contribution** - If an employee chooses a plan other than the Kaiser HMO - Gold B level plan, the Town agrees to contribute the value of the full monthly premium cost for the employee and eligible dependents as established under the Kaiser HMO - Gold B level plan, for the 2025 plan year, toward the premium of one of the other medical plan options as selected by the employee.

If the monthly premium for the plan option and coverage level selected by the employee exceeds the Town's monthly contribution as described in paragraph IX. D. for the same coverage level (i.e., employee, employee/spouse, employee child(ren), or employee/family), the employee shall pay the balance of the premium cost through a pre-tax payroll deduction.

- C. In the event the Kaiser HMO - Gold B level plan is discontinued or no longer available, the Town will offer a mutually agreeable plan equivalent to the Kaiser HMO-Gold B level.
- D. Change in Premium Rates - For the term of this agreement, the Town agrees to contribute up to the monthly premium rates established under the Kaiser HMO - Gold B level plan for the January 1, 2025 - December 31, 2025 plan year for medical insurance coverage for each employee and eligible dependent. For each subsequent plan year, the Town's contribution shall include the amount of any premium increases for the Kaiser HMO - Gold B level plan not to exceed twelve percent (12%) for each employee and their eligible dependents.

Any increase exceeding twelve percent (12%) and less than twenty (20%) will be paid by the employee. If the Kaiser HMO-Gold B level plan premium increase is twenty percent (20%) or greater, the Town Council agrees to reconsider Section IX.D. of this Resolution.

- E. Medical Insurance Opt-Out - With proof of alternative medical insurance, an employee may opt to receive \$600 per month as cash in-lieu of medical coverage or as a contribution into the individual's deferred compensation (ICMA 457) account in lieu of medical benefits.
- F. Regular (Permanent) Part-time Employees - The Town will pay pro-rated amounts for medical insurance coverage for regular (permanent) part-time employees who are regularly scheduled to work at least 60 hours but less than 80 hours in a two- week period, or at least 1,560 hours but less than 2080 hours per year.

X. DENTAL BENEFIT

The Town agrees to pay the entire premium for the level of coverage selected by the employee (e.g., employee only, employee plus one or family) for a Dental Plan of the Town's choice, which has substantially the same benefits as the dental plan in effect on June 30, 2025

For regular (permanent) part-time employees who are regularly scheduled to work at least 60 hours but less than 80 hours in a two-week period, or at least 1,560 hours but less than 2080 hours per year, the Town will pay pro-rated amounts for dental insurance coverage.

XI. VISION BENEFIT

The Town agrees to pay the entire premium for the level of coverage selected by the employee (e.g., employee only, employee plus one or family) a Vision Plan through 'VSP' or comparable, which has an annual twenty-five dollar (\$25) co-pay that is paid by the employee for services rendered through the plan.

For regular (permanent) part-time employees who are regularly scheduled to work at least 60 but less than 80 hours in a two-week period, or at least 1,560 hours but less than the 2080 hours per year, the Town will pay pro-rated amounts for vision insurance coverage.

XII. LIFE INSURANCE BENEFIT

The Town shall provide a life insurance policy in the sum of \$150,000 for full-time employees. For regular (permanent) part-time employees, the Town will provide a life insurance policy in the sum of \$100,000.

XIII. LONG-TERM DISABILITY/ SHORT-TERM DISABILITY BENEFITS

The Town provides for group long-term and short-term disability insurance.

XIV. UNIFORMS

The Police Lieutenant shall receive \$1,200 annually and the Public Works/Parks Maintenance Manager and Public Works/Parks Maintenance Supervisor shall receive \$850 annually for the purchase, cleaning, and maintenance of uniforms. This benefit will be paid in 26 equal payments, one in each pay period.

XV. WORK HOURS

Each Mid-Management/Professional employee shall set a weekly work schedule with the respective Department Director according to the needs of the department that ensures a continued level of high quality service to the public. Generally, the regular work schedule shall be a "9/80" work schedule unless otherwise agreed upon between employee, Department Director and Town Manager.

XVI. MEET AND CONFER

To facilitate positive labor relations, the Town shall serve written notice prior to implementing personnel changes, which may include modifications of existing policies and procedures that will have a significant impact on work schedules or duties of a mid- management/professional employee. Upon request by the Mid-Management Group, the parties shall meet and confer prior to implementation of the proposed change.

PASSED AND ADOPTED by the Town Council of the Town of Moraga at a regular meeting held on June 25, 2025 by the following vote:

AYES: Mayor Woehleke, Councilmembers, Hillis, Dolan, Maglio and Thiel

NOES: None

ABSTAIN: None

ABSENT: None

Mayor:


Steve Woehleke,
Town of Moraga

Attest:


Amy Heavener, CMC
Town Clerk



APPENDIX A
TOWN OF MORAGA
SALARY SCHEDULE FOR MID MANAGEMENT/PROFESSIONALS

Classification FY 2025-26 Effective June 29, 2025		Step A	Step B	Step C	Step D	Step E
Accountant (Confidential)	Monthly	7,995	8,395	8,815	9,255	9,718
Associate Engineer	Monthly	9,576	10,054	10,557	11,085	11,639
Associate Planner	Monthly	8,613	9,044	9,496	9,970	10,469
Police Lieutenant	Monthly	14,336	15,053	15,806	16,596	17,425
Principal Planner	Monthly	11,361	11,929	12,526	13,151	13,810
PW/Parks Maint Manager/Supervisor	Monthly	9,061	9,514	9,989	10,489	11,013
Recreation Manager	Monthly	10,151	10,658	11,191	11,751	12,338
Recreation Supervisor	Monthly	7,481	7,855	8,248	8,660	9,093
Senior Accountant (Confidential)	Monthly	9,594	10,074	10,577	11,107	11,661
Senior Engineer	Monthly	11,603	12,184	12,793	13,433	14,104
Senior Planner	Monthly	9,394	9,864	10,357	10,875	11,418
Senior Planner/Econ Dev Coord	Monthly	9,394	9,864	10,357	10,875	11,418
Classification FY 2026-27 Effective June 28, 2026		Step A	Step B	Step C	Step D	Step E
Accountant (Confidential)	Monthly	8,275	8,689	9,124	9,579	10,058
Associate Engineer	Monthly	9,911	10,406	10,927	11,473	12,047
Associate Planner	Monthly	8,915	9,360	9,828	10,319	10,835
Police Lieutenant	Monthly	14,837	15,579	16,359	17,177	18,035
Principal Planner	Monthly	11,758	12,347	12,964	13,612	14,293
PW/Parks Maint Manager/Supervisor	Monthly	9,378	9,847	10,339	10,856	11,399
Recreation Manager	Monthly	10,506	11,031	11,583	12,162	12,770
Recreation Supervisor	Monthly	7,743	8,130	8,536	8,963	9,411
Senior Accountant (Confidential)	Monthly	9,929	10,427	10,947	11,495	12,070
Senior Engineer	Monthly	12,009	12,610	13,241	13,903	14,598
Senior Planner	Monthly	9,723	10,209	10,719	11,256	11,818
Senior Planner/Econ Dev Coord	Monthly	9,723	10,209	10,719	11,256	11,818
Classification FY 2027-28 Effective June 27, 2027		Step A	Step B	Step C	Step D	Step E
Accountant (Confidential)	Monthly	8,564	8,993	9,443	9,914	10,410
Associate Engineer	Monthly	10,258	10,770	11,309	11,875	12,468
Associate Planner	Monthly	9,227	9,688	10,172	10,680	11,214
Police Lieutenant	Monthly	15,357	16,125	16,931	17,778	18,666
Principal Planner	Monthly	12,170	12,779	13,418	14,088	14,794
PW/Parks Maint Manager/Supervisor	Monthly	9,707	10,192	10,701	11,236	11,798
Recreation Manager	Monthly	10,874	11,417	11,988	12,588	13,217
Recreation Supervisor	Monthly	8,014	8,414	8,835	9,277	9,741
Senior Accountant (Confidential)	Monthly	10,277	10,792	11,331	11,898	12,492
Senior Engineer	Monthly	12,430	13,052	13,705	14,390	15,109
Senior Planner	Monthly	10,063	10,567	11,094	11,650	12,232
Senior Planner/Econ Dev Coord	Monthly	10,063	10,567	11,094	11,650	12,232

