

**TOWN OF MORAGA  
TOWN COUNCIL**

**RESOLUTION NO. 35-2025**

**ESTABLISHING THE COMPENSATION PACKAGE FOR DEPARTMENT  
DIRECTORS EFFECTIVE JULY 1, 2025 TO JUNE 30, 2028**

**WHEREAS**, Resolution 44-2022 dated May 11, 2022 establishing the compensation package for Department Directors 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 Department Directors; and

**WHEREAS**, the Town Manager and Department Directors 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:

Administrative Services Director Parks  
and Recreation Director Planning  
Director  
Police Chief  
Public Works Director/Town Engineer  
Town Clerk/Assistant to the Town Manager

**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:

Administrative Services Director	3.1%
Planning Director	3.5%
Police Chief	4.1%
Parks and Recreation Director	5.0%
Public Works Director	5.6%
Town Clerk/Assistant to the Town Manager	19.7%

The revised FY 2025-26 Salary Schedule, attached to this Resolution as Appendix A - Town of Moraga Salary Schedule for Department Directors, reflects the adjusted salaries for the listed classifications.

B. Effective 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):

a. The Town participates in the "2% at 55" Miscellaneous retirement program for non-sworn Department Directors.

b. The Town participates in the "2% at 50" Police Safety retirement program for sworn Department Directors (i.e., Police Chief).

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's 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 Department Directors.

b. The Town participates in the "2% at 50/2.7% at 57" Police Safety retirement

program for sworn Department Directors.

- c. The Town retirement plan 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 an 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 Department Directors may accrue unlimited sick leave.

### **V. FAMILY AND 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 can 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 Town Manager. "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 104 hours at the

beginning of 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 72 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 the Town Manager.
- a. 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 in December 2023 for a total not to exceed 2 hours.

## VII. VACATION

### A. Annual Accrual -

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

Employees 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
<b>Maximum Accrual Hours/Year</b>	<b>200</b>

- b. Employees hired before July 1, 2017.

Employees hired before 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.

- 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. For example, if a new employee is granted 120 hours of vacation annually, they would not start earning an additional 8 hours of additional vacation until year 6.

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

**C. Maximum Vacation Accrued Balances**

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 Leave Cash-Out Option** - 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 Town Manager.

a. 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 in December 2023 for a total not to exceed 60 hours.

**VIII. HOLIDAYS**

**A. 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 1<sup>st</sup>)
- 2) Martin Luther King Jr Day
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day (July 4<sup>th</sup>)
- 6) Labor Day
- 7) Veterans Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving
- 10) Christmas Eve (December 24<sup>th</sup>)
- 11) Christmas (December 25<sup>th</sup>)
- 12) Floating Holiday (2)

Floating Holiday - A floating holiday may be scheduled with the consent of the Town Manager. The holiday is observed 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.

The 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 dependents up to a maximum of the Kaiser HMO - Gold level plan for the 2025 plan year.
- B. Employee Contribution - If an employee chooses a plan other than the Kaiser HMO - Gold 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 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.

In the event the Kaiser HMO - Gold level plan is discontinued or no longer available, the Town will offer a mutually agreeable plan equivalent to the Kaiser HMO-Gold level.

- C. 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 level plan for the January 1, 2025 - December 31, 2025 plan year for medical insurance coverage for each employee and eligible dependents. For each subsequent plan year, the Town's contribution shall include the amount of any premium increases for the Kaiser HMO - Gold 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 level plan premium increase is twenty percent (20%) or greater, the Town Council agrees to reconsider section IX.D. of this Resolution.
- D. 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 (Mission Square 457) account in lieu of medical benefits.
- E. 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 fiscal 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 2,080 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 hours but less than 80 hours in a two-week period, or at least 1,560 hours but less than 2,080 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 \$200,000 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**

Sworn Department Directors shall receive \$1,200 annually for the purchase, cleaning and maintenance of their uniform. This benefit is to be paid in 26 equal payments, one in each pay period.

## **XV. AUTO ALLOWANCE**

Non-sworn Department Directors will receive a \$500 per month auto allowance to be paid in 26 equal payments, one in each pay period. Sworn Department Directors will be issued a Town-owned vehicle in lieu of receiving an auto allowance.

## **XVI. TECHNOLOGY ALLOWANCE**

Non-sworn Department Directors, who are not issued a Town-owned cell phone, will receive a \$100 per month technology allowance to be paid in 26 equal payments, one in each pay period. Sworn Department Directors will be issued a Town-owned cell phone in lieu of receiving a technology allowance. All Directors must have access to work related email and phone calls with chosen technology.

## **XVII. WORK HOURS**

Each Department Director shall set a weekly work schedule with the Town Manager according to the needs of his/her 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.

### XIII. SEVERANCE PACKAGE

In recognition that all employees in this group are "at will" employees and therefore serve at the discretion and pleasure of the Town Manager, the Town offers a severance package of three (3) months' salary upon involuntary termination.

### XIX. CONFIDENTIALITY

In the event of termination of employment, the Parties agree that neither the Town nor the Department Director shall, for a period of six months, make any statement, orally, in writing or otherwise, regarding the reasons for or circumstances of termination, to any person or organization other than:

- a) In the case of the Town: its legal counsel and/or Town Council
- b) In the case of the Department Director: to legal counsel and/or immediate family.

This provision shall expressly include communication to prospective future employers, unless otherwise required by law.

**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

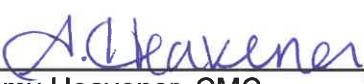
ABSENT: None

Mayor:



Steve Woehleke,  
Town of Moraga

Attest:

  
Amy Heavener, CMC  
Town Clerk



**APPENDIX A**  
**TOWN OF MORAGA**  
**SALARY SCHEDULE FOR DEPARTMENT DIRECTORS**

<b>Classification FY 2025-26 Effective June 29, 2025</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director (Confidential)	Monthly	15,203	15,963	16,760	17,599	18,479
Parks & Recreation Director	Monthly	13,760	14,448	15,170	15,928	16,724
Planning Director	Monthly	14,839	15,581	16,361	17,179	18,038
Police Chief	Monthly	18,280	19,194	20,154	21,162	22,220
Public Works Director/Town Engineer	Monthly	15,704	16,488	17,313	18,178	19,088
Town Clerk/ Assistant to Town Manager	Monthly	12,356	12,974	13,622	14,304	15,019
<b>Classification FY 2026-27 Effective June 28, 2026</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director (Confidential)	Monthly	15,735	16,522	17,347	18,215	19,125
Parks & Recreation Director	Monthly	14,242	14,953	15,701	16,486	17,310
Planning Director	Monthly	15,359	16,127	16,933	17,781	18,669
Police Chief	Monthly	18,920	19,866	20,859	21,902	22,998
Public Works Director/Town Engineer	Monthly	16,254	17,065	17,919	18,815	19,756
Town Clerk/ Assistant to Town Manager	Monthly	12,789	13,428	14,099	14,805	15,545
<b>Classification FY 2027-28 Effective June 27, 2027</b>		<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Administrative Services Director (Confidential)	Monthly	16,285	17,100	17,954	18,853	19,795
Parks & Recreation Director	Monthly	14,740	15,477	16,251	17,063	17,916
Planning Director	Monthly	15,896	16,691	17,526	18,403	19,322
Police Chief	Monthly	19,582	20,561	21,589	22,669	23,802
Public Works Director/Town Engineer	Monthly	16,822	17,663	18,546	19,473	20,447
Town Clerk/ Assistant to Town Manager	Monthly	13,236	13,898	14,593	15,323	16,089

