# City of Sunnyvale
## Unrepresented Management Employee Benefits

**SALARY SCHEDULE**
The City maintains a salary schedule with the salary range from the minimum to the maximum being 25%. Appointments are normally made at the minimum of the range. After successful completion of a 13-pay period probationary period, consideration is given for a 5% merit increase. Consideration for each subsequent 5% merit increase is given at the next 26 pay period interval, up to but not exceeding the maximum of the salary range.

**Lead Worker/Supervisor (LWS) PREMIUM**
Employees receive a Lead Worker/Supervisor premium of 3.5% on paid hours.

**SALARY ADJUSTMENT**
Effective July 5, 2026: 3.5% across the board increase

**PAY SCHEDULE**
City employees are paid bi-weekly on alternating Fridays.

**WORK SCHEDULE**
Alternative work schedule, such as a 9/80, may be available with Director approval, depending on assignment.

**TERM LIMITED APPOINTMENTS (If applicable)**
Term Limited positions shall be subject to membership in the applicable bargaining unit and shall receive the full benefits applicable to their bargaining unit, except as limited by their "at-will" status, meaning that employment may be terminated at any time with or without cause.

**BENEFITS**
Benefits are provided to all employees and vary by bargaining unit and/or employee group. Benefits are subject to change and do not constitute a contract.

**HEALTH AND WELFARE BENEFITS**
The City of Sunnyvale provides 3 tiers of coverage that can be selected independently for the medical, dental and vision plans: employee only, employee +1 dependent, and employee +2 or more dependents (family).

**Medical**
Medical plans are provided through the California Public Employees' Retirement System (CalPERS). Employees have 60 days following date of hire to elect coverage. Coverage goes into effect the first of the month following receipt of the election form by the Department of Human Resources. Complete plan information can be found at www.calpers.ca.gov/page/active-members/health-benefits. Employees can select a medical plan based on their home physical address or the Sunnyvale zip code. Medical plan search by zip code can be found at https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates/zip-search.

The City provides a generous medical contribution plus a cafeteria contribution that, when combined, may pay 100% of the cost toward medical coverage for employees plus all eligible dependents, depending on plan selection. In 2026, the City pays for the employee's medical plan with medical and cafeteria contributions, up to the following amount per month: **$4,342.36**. If the employee selects a plan with a premium higher than the City contributions, the difference will be paid by the employee.

**Cash-in-Lieu**
Employees have the option of waiving medical coverage and receiving an in-lieu payment as follows. Eligibility details are specified in the MOU.

| Type of Coverage Waiving | Monthly amount (to be paid twice a month in half) |
|---|---|
| Employee only | $82.33 |
| Employee +1 | $164.67 |
| Family | $213.42 |

**Dental**
The City offers 2 dental plans: Delta Dental PPO (Preferred Provider Organization) and Delta Dental DMO (Dental Maintenance Organization). Employees have 30 days following date of hire to elect coverage. Coverage goes into effect the first of the month, following receipt of the election form by the Department of Human Resources. The premium for the employee plus all eligible dependents is **paid by the City**.

The Delta Dental PPO plan offers a voluntary buy-up option that enhances coverage for an additional cost and is paid 100% by the employee on a pre-tax basis. Cafeteria contributions may not be applied to the buy-up cost.

Please visit the Delta Dental website at www.deltadentalins.com to locate a provider. Delta Dental does not provide member cards. Employees can use their social security number to verify coverage eligibility with the dental provider or print a card by registering on the Delta Dental website at www.deltadentalins.com.

**Vision**
Vision plan is provided through Vision Service Plan (VSP). Employees have 30 days following date of hire to elect coverage. Coverage goes into effect the first of the month, following receipt of the election form by the Department of Human Resources. The premium for the employee plus all eligible dependents is **paid by the City**.

VSP provides a voluntary buy-up option that enhances coverage for an additional cost that is paid 100% by the employee on a pre-tax basis. Cafeteria contributions may not be applied to the buy-up cost.

Please visit the VSP website at www.vsp.com for additional plan information or to locate a participating provider. VSP does not provide member cards. Employees can use their social security number to verify coverage with the vision provider.

**Life Insurance/Accidental Death & Dismemberment (AD&D)**
The City shall provide basic life/AD&D insurance equal to one time the annual base salary for employees, up to the maximum of $175,000. Employees also have the option of purchasing supplemental life/AD&D insurance, equal to one time their annual base salary up to $250,000. Coverage is subject to the terms and conditions of the insurance policy and to current tax law provisions. The cost of supplemental life/AD&D insurance is 100% paid by the employee on an after-tax basis. Coverage begins the first of the month on or after the date of hire.

**Long-Term Disability (LTD)**
LTD insurance provides income replacement of 67% of monthly salary to a cap of $11,000 per month after 90 days of disability. The premium is paid by the City. Coverage begins after completion of 1 year of service.

**Flexible Spending Accounts**
The City offers a Healthcare Spending Account with an annual election limit of $3,400 and a Dependent Care Spending Account with an annual election limit of $7,500 for single or married filing jointly tax status, or $3,750 for married filing separately tax status. Both spending account election limits are regulated by the IRS.

**Commuter Transportation Benefits**
The commuter transportation benefits plan allows employees to set aside money up to $340 per month on a pre-tax basis to pay for qualified work-related transportation expenses for mass transit, van pools, and parking. The monthly election limit is regulated by the IRS.

**Employee Assistance Program (EAP)**
EAP provides up to 8 paid in person counseling sessions per year for employees and eligible dependents, plus unlimited telephonic sessions for work and life services. The premium is paid by the City.

**Retiree Medical Contribution**
The City contributes a monthly employer contribution towards CalPERS retiree health benefits for employees who retired from the City. In 2026, the monthly employer contribution is **$1,221.60**. The monthly employer contribution is paid directly to CalPERS on behalf of retirees and may adjust at the beginning of each calendar year.

In addition, based on management appointment date and length of service, retirees are eligible to receive a monthly reimbursement from the City of **50% - 100%** of the difference between the monthly employer contribution paid to CalPERS and the retiree's premium cost that is deducted from CalPERS retirement earnings. Details are specified in the Salary Resolution article 5.540.

The City does not contribute to the cost of Medicare plan premiums that retirees pay directly to the Social Security Administration.

## RETIREMENT

**CalPERS Retirement Benefits for Classic Members**
Classic members as referenced in this benefit summary are:

- City of Sunnyvale employees hired before January 1, 2013, or
- Employees hired on or after January 1, 2013 who are existing CalPERS members, or
- Employees hired on or after January 1, 2013 who are members of a reciprocal retirement system, as defined by CalPERS.

The City contracts with CalPERS to provide the Local Miscellaneous benefit formula of 2% @ 60 for classic employees hired on or after December 23, 2012 (Tier 2) and 2.7% @ 55 for all other classic members (Tier 1). Tier 2 classic employees contribute 3% of the 7% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). Tier 1 classic employees contribute 4% of the 8% employee contribution from pay on a pre-tax basis pursuant to 414(h)(2). The City pays the remaining 4% employee contribution and reports the value to CalPERS as additional compensation.

Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 12-consecutive months. This is also referred to as the single highest year average. The minimum retirement age is 50 and the maximum benefit age is 55 for Tier 1 and 63 for Tier 2.

Classic employees who first became members on or after July 1, 1996 are subject to an annual compensation limit. The 2026 limit is $360,000. Employees do not pay contributions on amounts exceeding the annual compensation limit, and compensation earned beyond the limit will not be considered when CalPERS calculates the single highest year pensionable compensation average.

**CalPERS Retirement Benefits for New Members**
New members are:

- Individuals who have never been a member of any public retirement system prior to January 1, 2013, or
- Individuals who moved between retirement systems with more than a 6-month break in service.

In compliance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), new members will receive a Local Miscellaneous benefit formula of 2% @ 62. Employees contribute 50% of the normal cost which is subject to change on a fiscal year basis as determined by CalPERS. The FY 2025/26 employee contribution is 7.5%, which is paid on a pre-tax basis pursuant to 414(h)(2).

Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 36-consecutive months. This is also referred to as the 3-year average. The minimum retirement age is 52 and the maximum benefit age is 67.

New members are subject to an annual compensation limit that is regulated by CalPERS and changes periodically. The 2025 limit is $186,096 (*2026 limit TBD*). Employees do not pay contributions on amounts exceeding the annual compensation limit, and compensation earned beyond the limit will not be considered when CalPERS calculates the 3-year pensionable compensation average.

**Social Security and Medicare**
The City does not participate in Social Security.
Employees contribute 1.45% mandatory deduction for Medicare. The City makes equal contribution.

**457 and 401(a) Deferred Compensation**
The City maintains two deferred compensation programs: MissionSquare and Nationwide Retirement Solutions. Employees can participate through voluntary payroll deductions.

The City also offers a 401(a) defined contribution plan, through MissionSquare, available only to new hire management employees. The City contributes 2% of an employee's base pay to the 401(a) plan. If an employee does not enroll in the 401(a) plan, the 2% City contribution will be applied to a 457 plan, upon enrollment.

Note: The 401a program is not available to employees who promote into management positions from a non-management City position.

**ANNUAL LEAVES**
Annual Leaves are outlined in the City of Sunnyvale Salary Resolution for unrepresented groups. Please refer to the Salary Resolution for further details.

**Paid Time Off (PTO)**
PTO accrues on a pay period basis, according to the accrual schedule below**.** For new hires or promoted employees, the City Manager may authorize a higher accrual rate with the PTO accrual table.

| Years of Service | Hours Accrued Per Pay Period | Accrual Rate Hours per Year |
|---|---|---|
| 0 to 1 | 6.5 | 169 |
| 1+ to 5 | 7.5 | 195 |
| 5+ to 10 | 9.0 | 234 |
| 10+ to 17 | 10.5 | 273 |

| | | |
|---|---|---|
| 17+ to 25 | 11.5 | 299 |
| 25+ | 12.0 | 312 |

Employees will accrue at the above rates while their PTO balance is less than 870 hours. Once the PTO balance reaches this level, the employee will accrue at the rates below up to the maximum of 1,040 hours. Once the 1,040-hour cap is reached, PTO will no longer accrue until the employee either uses PTO to reduce the leave balance or cashes-out PTO.

| Years of Service | Hours Accrued Per Pay Period | Accrual Rate Hours per Year |
|---|---|---|
| 0 to 5 | 5.0 | 130 |
| 5+ to 25 | 6.5 | 196 |
| 25+ | 8.0 | 208 |

Upon date of hire, PTO shall begin to accrue at the end of the pay period. Hours accrued in a particular pay period are not available to use within the same pay period. Please note that PTO leave cannot be used in an employee's first pay period of employment.

Employees who accrue less than 9.6 hours in the last pay period of the December prior to the year of cash-out have the option to cash-out up to 130 hours of PTO in the last pay day in October each calendar year. Employees who accrue 9.6 hours or more in the last pay period of the December prior to the year of cash-out have the option to cash-out up to 200 hours PTO in the last pay day in October each calendar year. To be eligible to cash-out PTO, employees must submit an irrevocable election form in the preceding calendar year specifying the number of hours to be cashed-out. This cash-out will be allowed as long as the employee maintains a balance of 120 hours in their bank. Minimum number of hours that may be cashed-out is 8.

Upon separation from the City, unused PTO hours will be paid out to the employee on their final paycheck.

**Compensatory Time Off (CTO)**
Management employees are not eligible for compensatory time. Employees with compensatory time balance from non-management groups will have compensatory time cashed out prior to the promotion into management groups.

**Paid Medical Leave (PML)**
After 1 year of service, the City provides PML following an employee's first 120 hours of absence for a non-work-related injury or illness. The first 120 hours of time off is deducted from an employee's accrued leave banks such as PTO. The City will cover the remaining time-off, for up to 90 days of paid leave (salary continuance), for each occurrence.

**Management/Exempt Leave**
60 hours of Management/Exempt Leave is granted at the beginning of each payroll calendar year to be used for any leave purpose. Leave is pro-rated for new employees based upon date of hire and cannot be used in an employee's first pay period of employment. Unused Management/Exempt leave at the end of the payroll calendar year will not be paid out and does not roll over into the next year.

Upon separation from the City, Management/Exempt leave is not pro-rated and unused hours will not be paid out.

**Floating Holiday Leave**
30 hours of Floating Holiday leave is granted at the beginning of each payroll calendar year to be used for any leave purpose. Leave is pro-rated for new employees based upon date of hire and cannot be used in an employee's first pay period of employment. Unused Floating Holiday leave at the end of the payroll calendar year will be paid out in cash.

Upon separation from the City, Floating Holiday leave is pro-rated and unused hours will be paid out to the employee on their final paycheck.

**Holiday Leave**

The City of Sunnyvale observes a total of 11 holidays per calendar year, as follows:

| | |
|---|---|
| New Year's Day | Thanksgiving Day |
| Martin Luther King Jr. Birthday | Day after Thanksgiving |
| Presidents' Day | Christmas Eve |
| Memorial Day | Christmas Day |
| Independence Day | New Year's Eve |
| Labor Day | |

**Bereavement Leave**

Up to 40 hours is provided for the death of an eligible family member. The City reserves the right to require proof of death from the employee.

**Jury Duty Leave**

Full pay is provided when called to serve on jury duty. Proof of service is required.

**ADDITIONAL BENEFITS**

| | |
|---|---|
| Auto Allowance (eligible positions) | Cell Phone Allowance (eligible positions) |
| Relocation Assistance | |
| Direct Deposit | Credit Union Membership |
| Tuition Reimbursement | Years of Service Awards |