



Human Resources Department

INFO SHEET

BENEFITS FOR UNCLASSIFIED EMPLOYEES

The City of San Diego provides a competitive benefits* package to unclassified employees.

Leave Benefits

- **Holidays** – 10 holidays observed in a calendar year.
- **Floating Holiday** – One day in a fiscal year. 📄
- **City-Awarded Discretionary Leave** – Up to 24 hours in a fiscal year (FY). 📄
- **Annual Leave** – Full-time employees are eligible to accrue an annual leave with full pay as follows: 📄
 - 1- 15 years of service = 6.77 hours for each biweekly pay period
 - 16+ years of service = 8.31 hours for each biweekly pay period
- **Management Administrative Leave** – Eighty hours per fiscal year for officers and employees in designated management positions. 📄
- **Pay-in-Lieu of Annual Leave** – Employees may request to convert up to 125 hours of annual leave to cash to be paid within the calendar year in which it was earned. 📄
- **Jury Duty (Court Leave)** – Paid time off to serve as a juror in Court. 📄
- **Bereavement Leave** – Up to 40 hours of paid City Bereavement Leave each fiscal year. 📄 If covered death falls under the Fair Employment and Housing Act, eligible employees may take unpaid bereavement leave within 12 months of a covered death (instead of three months).
- **Voluntary Furlough Program** – Employees are eligible to take up to 200 hours of voluntary work furlough in a fiscal year.
- **Alternative Work Schedule** – Available depending on position or workload.
- **Child Care Annual Leave Exchange** – Annual leave may be transferred between City of San Diego employees who jointly parent a child for the purpose of the birth or adoption of the child or for childcare purposes.

Family and Medical Leave

- Family and medical leaves eligibility after being employed by the City for at least 12 months and have worked at least 1,040 hours (instead of 1,250 hours) in a year.
- **Parental Leave** – Up to 160 hours of paid leave in a rolling 12-month period. 📄

Health

- **Flexible Benefits Plan (FBP)** – Cafeteria plan with FBP credits available to use toward health insurance coverage. Credits will vary based on medical plan, dependent coverage and hire date. 📄
- **Flexible Spending Accounts (FSA)** – Pre-tax contributions from gross pay applied to qualifying expenses (dental/medical/vision, FSA and dependent/child care). 📄

Long-Term Disability

Long-Term Disability Income Plan – Eligible disabled employees may be provided with an income replacement of 70% of biweekly earnings.

Life Insurance

- **Basic Life Insurance** – \$50,000 paid for by the City. 📄
- **Executive Life Insurance** – Additional City-paid life insurance is available for selected positions. Equal to two times the annual salary. Also included is accidental death and dismemberment coverage. 📄
- **Portable Life Insurance** – Supplemental life insurance is available to purchase in addition to basic life insurance. Guaranteed issue when employees initially apply for life insurance benefits for themselves at \$250,000 or for their spouse/domestic partner at \$50,000. Employees may also apply for a policy up to \$500,000, however, evidence of insurability will be required, and the application is subject to approval by The Hartford Insurance Company. 📄

Retirement Savings Plans

- **Mandatory Defined Benefits Plans** – Eligible benefitted employees originally hired on or after July 10, 2021, will be automatically enrolled in the San Diego City Employees Retirement System (SDCERS). Contribution rates vary depending on the type of plan and age of entry into SDCERS. 📄
- **Mandatory Defined Contributions Plans** – Eligible benefitted employees originally hired on or after July 10, 2021 are automatically enrolled in the 401(a) plan at a mandatory pre-tax contribution rate of 1.0%. Employee mandatory contributions are matched 100% by the City. Non-benefitted (hourly) employees will be automatically enrolled in the mandatory portion of the SPSP-H at a contribution rate of 3.75%, which is matched by the City. Certain eligible benefitted employees originally hired on or after July 20, 2012, and before July 10, 2021, were automatically enrolled in the mandatory portion of the Supplemental Pension Savings Plan – Hourly (SPSP-H) at a pre-tax contribution rate equal to what their SDCERS contribution rate would be. The City contributes 9.2% of eligible compensation. 📄
- **Voluntary Defined Contribution Plans** – Optional 401(k) and 457(b) Deferred Compensation Plans available. 📄



- **Retiree Medical Trust Plan** – Employees enjoy a defined contribution retiree medical trust plan to save for health insurance and/or medical expenses upon retirement. Non-safety employees hired on or after July 1, 2009, are required to contribute .25% of base salary to this plan. The City matches employees' contribution. Contributions are 100% vested upon hire.
- Employees hired before July 20, 2012, may qualify for other retirement benefits.

Professional Development

- **Public Service Management Certificate** – this program for current and prospective supervisors develops them with strong skills in managing and developing themselves, their teams, and utilizing City resources effectively. This new self-paced program replaces the former Supervisor's Academy. All employees can enroll and complete courses towards fulfillment of the certificate. Topics covered include human resources law and policy, conflict management, employee development, City processes and much more.
- **LinkedIn Learning** – an e-learning library of over 16,000 courses in numerous languages provided at no cost to all City employees and available on-demand both on and off-line. Through LinkedIn Learning, City employees can obtain certifications and continuing education units and develop their overall competencies in areas that interest them.
- **Training & Development Resources** – Citywide and many departmental trainings are completed through the SuccessFactors Learning management system. In SuccessFactors Learning, employees can search course catalogs to register for courses, track learning progress, and view training completion history. All human resources, legal, and mandatory compliance-type trainings can be found in the SuccessFactors catalogs.
- **City Management Fellowship** – a year-long leadership development program for the highest-level managers and leaders in the City. The program builds awareness of how to be most effective through practice, dialogue, and exchange of ideas in a peer learning group model that builds support networks of accountability and community within our organization. Employees must be in unrepresented and/or unclassified positions to be eligible to apply.
- **Tuition Reimbursement** – Up to \$2,000 for cost of professional and tuition fees per fiscal year.
- **National University** – City employees are eligible for 25% discount in tuition, in addition to waived application fee. All employees seeking a bachelor's degree are eligible to apply annually for full and partial scholarships. City employees' spouse/ partner/dependents are also eligible for 10% discount in tuition.
- **Promotional Opportunities** – Ongoing opportunities to promote within the department or City.
- **Job Counseling** – Available for employees who are interested in promotional or transfer opportunities.
- Live and on-demand recorded financial wellness workshops, weekly one-on-one virtual appointments with financial experts, and many more financial tools and resources provided by our corporate partner, California Coast Credit Union.

Employee Assistance Program (EAP)

The City's EAP is available 24/7 and provides employees and members of their household the opportunity to meet with professional counselors to discuss concerns and challenges, including: work stress, conflicts in the workplace, personal and family conflicts, marital/relationship problems, health issues, financial stress, legal problems and substance abuse/addiction.

Wellness

- Free workshops and physical activity classes on various health and wellness topics are offered throughout the year.

Transportation

- **Auto Allowance**
 - \$475/month is provided for the Independent Budget Analyst, Chief Financial Officer, City Auditor, Assistant Chief Operating Officer, Assistant City Attorney, Deputy Chief Operating Officer and Public Utilities Director.
 - \$300/month is provided for the City Clerk, Personnel Director, Retirement Administrator, Ethics Commission Executive Director, Commission on Police Practices Executive Director, Department Directors and managerial employees at the Department Director level or other positions designated as eligible by the Mayor.
- **Parking Discount** – 75% reduction in the monthly public parking rate at approved facilities: Concourse Parkade, Central Library, Civic Center Plaza, Mission Hills Library, Horton Plaza, and any other City-designated parking facility (parking spot is subject to availability).
- **Transportation Alternatives** – The City's Transportation Alternatives Program (TAP) includes, among others:
 - 75% subsidy up to \$100 per month for employees who:
 - (1) Purchase monthly passes for transportation on the public bus, trolley and commuter rail service;
 - (2) Commute using the San Diego Bay ferry; or
 - (3) Participate in the City-approved vanpool program.
- **Mileage Reimbursement** – If a personal vehicle is used for City business, the mileage reimbursement rate will follow current IRS standard mileage rate.

Rewards and Recognition

The City has a robust Rewards and Recognition Program that provides high-performing employees with additional discretionary leave days and Exceptional Merit Cash Payment to reward employees for providing high-level performance and services. Employees can earn quarterly and annual recognition based on merit with cash awards. August is Employee Appreciation Month, which offers a series of rewards and recognition efforts for employees Citywide.

Equity, Diversity and Inclusion

- Recognizes various informal employee organizations that foster diversity and inclusion based on common interests and cultures.
- Operational Working Group on Equity, Diversity and Inclusion fostering ideas and promoting diversity and inclusion in the workplace.
- The City strives to create a workplace that recognizes and mitigates systemic biases and barriers to fair and just distribution of resources, access, and opportunity.



Employee Perks

- **Software Home Use Program** – Employee discount on the purchase of Microsoft Office and/or ESET antivirus software.
- **Perkspot** – Exclusive discounts with several program partners.
- **Travel Assistance and Theft Protection Services** – Employees and their family have access to travel assistance and theft protection services when traveling more than 100 miles from home for 90 days or less through the Hartford Insurance Group Policy.

Communication

Eligible employees may choose between a City-issued mobile device or obtain a wireless stipend to conduct City business. 