

Basic Benefit Package

As an employee of the City of Ridgecrest, there will be a variety of benefits available to you. These benefits currently include health, dental, vision and life insurance; flexible spending account options for dependent care and unreimbursed medical cost; and other supplemental programs.

GENERAL BENEFITS: Most employee benefits are similar to the following for all City employees. However, some benefits differ, depending on the employee representation unit to which the employee's job classification is assigned.

SALARY STEP INCREASES: The beginning salary and the top of the salary range are usually shown on the job announcement. Upon satisfactory service, salary increases are given annually until the top of the salary range has been attained.

VACATION: Generally, vacation begins at 80 hours annually. With increase over a period of years, the maximum annual vacation is 200 hours. Salaried employees also have administrative leave between 120 & 200 hours.

HOLIDAYS: 11 holidays per year as recognized and 2 Floating Holidays.

SICK LEAVE: Accrues at 4 hours per pay period with unlimited accumulation. Upon retirement, unused sick leave is converted to retirement service credit.

TUITION REIMBURSEMENT: Dependent upon union agreements, regular City employees may be eligible to receive Tuition Reimbursement. The costs for course tuition/registration fees and required books/supplies are eligible for reimbursement. Tuition reimbursement amounts may vary depending upon union agreement.

RETIREMENT: The City of Ridgecrest contracts with CalPERS. Classic members are covered at 2.7% @ 55, PEPRA members coverage is 2% @ 62.

Social Security: The City of Ridgecrest also pays into social security for full-time employees.

CAFETERIA PLAN: The City offers a cafeteria plan to cover a portion of your insurance premiums with a cash-out option. The amount varies based on the coverage you choose and upon union agreement.

FLEXIBLE SPENDING ACCOUNT: The City offers regular employees a Flexible Spending Account (FSA). This account allows employees to set money aside, on a pre-tax basis via payroll deduction, to pay for medical, dental, vision or dependent care expenses.

HEALTH INSURANCE: The City offers a variety of health plan design options to fit individual needs.

DENTAL INSURANCE: The City provides a comprehensive dental benefit program for regular full-time employees and their eligible dependents. The yearly maximum is \$2,000 per person, not including orthodontia. The orthodontic benefit is 50% of covered charges with a lifetime maximum of \$2,500 per child.

VISION INSURANCE: The City provides a comprehensive dental benefit program for regular full-time employees and their eligible dependents.

LIFE INSURANCE: The City of Ridgecrest provides a basic life insurance benefit of one times your annual salary to all eligible employees at no cost. Additional coverage may be purchased through payroll deduction.

SUPPLEMENTAL INSURANCE: The City of Ridgecrest offers supplemental policies through American Fidelity. Deductions will be through payroll most on a pre-tax basis.

DEFERRED COMPENSATION: The City offers a choice of two Deferred Compensation Programs, which enables employees to save in a systematic way without paying income tax on either the payroll deduction or the earned interest, prior to withdrawal.

EMPLOYEE ASSISTANCE PROGRAM: Mutual of Omaha provides an Employee Assistance Program (EAP) for employees and their eligible dependents. The EAP offers confidential, professional counseling services in areas such as:

- Legal Advice/Difficult Decisions
- Marriage or Family Relationships
- Alcohol and Drug Abuse

WORKERS' COMPENSATION: In case of injury while on the job, each employee is protected under the Workers' Compensation laws of California.

CONFLICT OF INTEREST CODE: Some City positions are covered by financial disclosure requirements of the California Fair Political Practice Commission (FPPC) intended to identify potential conflicts of interest.

MINIMUM QUALIFICATIONS Please read carefully the "Minimum Qualifications" section of your announcement. You must meet those qualifications by the application deadline date unless otherwise specified. Your application must clearly show you meet the minimum qualifications by the application deadline date, or it will not be accepted. All statements are subject to verification. "Experience" means full-time paid experience unless the announcement states that volunteer experience is acceptable. Part-time paid experience may be accumulated and pro-rated to meet the total experience requirements.

PROMOTIONAL OPPORTUNITIES: If the announcement indicates, the position is offered on a promotional basis, candidates must hold permanent status in the City of Ridgecrest employment by the application deadline date and must meet the minimum qualifications.

OPEN APPLICATION: Any person who meets the minimum qualifications may apply.

ELIGIBLE LISTS: Names of qualified persons who have successfully completed the City of Ridgecrest pre-screening process are entered, in order of their final rating, on an eligible list. To fill each vacancy, the hiring department will select from among the top three ranks on the employment lists.

CITIZENSHIP OR AUTHORIZED ALIEN REQUIREMENT: As required by the Immigration Reform and Control Act, all City employees must be United States citizens or aliens lawfully authorized to work in the United States. Proof of citizenship or authorized status will be required prior to appointment.

SPECIAL SKILL QUALIFICATIONS (WHEN SPECIFIED ON THE APPLICATION) Persons who have special skills required by some (but not all) positions in a class may be certified ahead of others provided that: Such special skills are based on the duties and requirements of the positions and are in conformance with merit system and equal opportunity principles.

PRE-EMPLOYMENT MEDICAL EXAMINATION & DRUG TESTING: The City of Ridgecrest is committed to maintaining a drug and alcohol free workplace. Candidates, through the background process, may be required to pass a medical examination and a drug test, administered by the City at no cost to the applicant.

DRIVER'S LICENSE: Possession of a valid California Driver's License may be required for some positions.

PROBATIONARY PERIOD: Regular positions are subject to a probationary period, which is an extension of the selection process. Unless otherwise indicated on the announcement, the probationary period is one (1) year.

FINGERPRINTING AND CRIMINAL RECORD CHECKS: Fingerprinting and criminal record checks are required for all positions.