

City of Half Moon Bay



Unrepresented Executive Employees Compensation and Benefits Plan July 1, 2021 – June 30, 2026

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SECTION 1

PURPOSE

1.1 Purpose

To establish a program and guidelines for unrepresented executive employee compensation and benefits pursuant to the following goals and objectives:

- Establish a payment of unrepresented executive employees that results in appropriate salary-contribution relationships and competitive salary rates.
- Recognize the distinct character of unrepresented executive employees as opposed to grouping them with other employees for compensation purposes.
- Promote a firm commitment of unrepresented executive employees to the goals and objectives of the City Council and City Manager.
- Establish a system where salary serves as an effective device for promoting better job performance.
- Promote the further identification of the unrepresented executive employees and understanding of associated roles, loyalties, and responsibilities.

SECTION 2

APPLICATION

2.1 Application

This plan shall apply to employees in the following unrepresented executive classifications:

- Administrative Services Director
- Assistant City Manager
- Assistant to the City Manager
- Communications Director / City Clerk
- Community Development Director
- Contract Services Manager
- Deputy City Manager
- Finance Director
- Public Works Director

SECTION 3

Compensation

3.1 Compensation

Effective July 1, 2021, the base wages for represented classifications shall be increased by a cost-of-living adjustment of two percent (2.0%).

Effective July 1, 2022, the base wages for represented classifications shall be increased by a cost-of-living adjustment of two-and-a-half percent (2.5%). However, should the City's actual gross Transient Occupancy Tax (TOT) revenue for the first three quarters of Fiscal Year 21-22 equal or exceed ninety percent (90%) of the FY 18-19 TOT revenue, as determined by the City's third-party administrator, then the base wages for represented classifications will be increased by a cost-of-living adjustment of three percent (3.0%), instead of the aforementioned two-and-one-half percent (2.5%).

Effective July 1, 2023, the base wages for represented classifications shall be increased by a cost-of-living adjustment of two-and-a-half percent (2.5%). However, should the City's actual gross Transient Occupancy Tax (TOT) revenue for the first three quarters of Fiscal Year 22-23 equal or exceed ninety percent (90%) of the FY 21-22 TOT revenue, as determined by the City's third-party administrator, then the base wages for represented classifications will be increased by a cost-of-living adjustment of three percent (3.0%), instead of the aforementioned two-and-one-half percent (2.5%).

Effective July 1, 2024, the base wages for represented classifications shall be increased by a cost-of-living adjustment of two-and-a-half percent (2.5%). However, should the City's actual gross Transient Occupancy Tax (TOT) revenue for the first three quarters of Fiscal Year 23-24 equal or exceed ninety percent (90%) of the FY 22-23 TOT revenue, as determined by the City's third-party administrator, then the base wages for represented classifications will be increased by a cost-of-living adjustment of three percent (3.0%), instead of the aforementioned two-and-a-half percent (2.5%).

Effective July 1, 2025, the base wages for represented classifications shall be increased by a cost-of-living adjustment of two-and-a-half percent (2.5%). However, should the City's actual gross Transient Occupancy Tax (TOT) revenue for the first three quarters of Fiscal Year 24-25 equal or exceed ninety percent (90%) of the FY 23-24 TOT revenue, as determined by the City's third-party administrator, then the base wages for represented classifications will be increased by a cost-of-living adjustment of three percent (3.0%), instead of the aforementioned two percent-and-a-half percent (2.5%).

In recognition of employees' contributions throughout the COVID-19 pandemic, the City will pay all executive team members, employed with the City on date of payment, a one-time, non-pensionable lump sum payment of \$1,000 no later than September 5, 2021. The lump sum amount will be included in regular payroll and is subject to all applicable payroll tax and withholding.

The salary rates for all classifications are listed on Appendix A, attached hereto.

The City will impose a “me too”, if any other bargaining unit extends a contract with a cost of living increase and cafeteria plan increase higher than what is being established in this three (3) year compensation and benefits plan. The City Manager may propose to the City Council an equal to or greater increase, but the contract term should also remain equal to the comparable bargaining unit.

3.2 Salary at Initial Appointment

Salary at initial appointment is at the discretion of the City Manager and shall be based upon the qualifications of the candidate.

Other benefits and adjustments to this compensation and benefits plan may be implemented in a side letter agreement at the time of employment or possibly during other terms of employment and/or termination.

3.3 Salary Advancement Within Range

Salary advancement within a range shall be based on merit and performance as determined by the City Manager. Salary advancement within an established range is typically considered at one-year intervals and/or at the time of a range adjustment. The date of salary review and increase may be advanced or delayed as determined by the City Manager. The decision shall be final without right to appeal.

3.4 Acting Pay

Upon approval of the City Manager, an employee may be assigned acting duties of a position having a higher salary range. The employee must be assigned in writing to perform the full scope of duties as specified in the job description of the higher-level position for at least eleven (11) consecutive business days and will be paid up to ten percent (10%) more than his/her current salary for the entire period of the acting assignment.

SECTION 4

SUPPLEMENTAL BENEFIT

4.1 Vacation and Administrative Leave Payoff

When an employee is separated from service, he/she shall be entitled to a lump sum payment for any unused vacation and administrative leave at the time of separation.

In addition to the payment available upon separation, with the approval of the City Manager, employees may receive an annual payment in exchange for earned vacation or administrative leave up to one hundred four (104)

hours in any given calendar year payable during the month of November. At the time of the request for the exchange, the employee must retain a minimum of sixty (60) total hours of vacation and/or administrative leave on their leave banks.

4.2 Sick Leave Payoff

Upon separation from the City, employees with a minimum of five (5) years of service, but less than ten (10) years of service, shall receive reimbursement for twenty-five percent (25%) of their accrued sick leave with a cap of Twenty Five Hundred Dollars (\$2,500.00). Employees with a minimum of ten (10) years of service, but less than twenty (20) years of service, shall receive reimbursement equal to twenty-five percent (25%) of accrued sick leave with no cap. Employees with a minimum of twenty (20) years of service shall receive reimbursement equal to forty percent (40%) of accrued sick leave with no cap.

4.3 Reimbursement for Use of Technology

If an employee is required by his or her supervisor to use his or her personal cell phone, tablet, computer or other technology in the course of City business, the City will provide a technology stipend of Seventy Five Dollars (\$100) per month.

SECTION 5

AUTO ALLOWANCE

5.1 Auto Allowance

Unrepresented executive classifications are eligible to receive a monthly auto allowance of Two Hundred and Fifty Dollars (\$250) per month.

SECTION 6

EDUCATIONAL TRAINING INCENTIVE PROGRAM

6.1 Educational Reimbursement

The City shall reimburse employees for job-related educational classes, certifications, professional memberships, conferences, workshops, or seminars, conditioned upon prior approval of the City Manager or their designee in the amounts set forth below. Eligible classes, certifications, professional memberships, workshops, conferences, and seminars must:

- Relate to and be beneficial for the work of the employee's current City position or occupation; or
- Satisfy a continuing education requirement of the employee's current City position; or
- Prepare the employee for advancement/promotion to positions of greater responsibility within the City.

Under this section, employees may also request reimbursement of payments made towards student loans.

Employees who have completed less than two (2) years of service with the City may be reimbursed up to a maximum amount of One Thousand Five Hundred Dollars (\$1,500) per calendar year, per employee.

Employees who have completed two or more years of service with the City may be reimbursed up to an additional One Thousand Five Hundred Dollars (\$1,500), for a total maximum reimbursement of Three Thousand Dollars (\$3,000) per calendar year, per employee. This additional \$1,500 may only be applied towards reimbursement for job-related degrees from accredited educational institutions or repayment of student loans.

The City does not make any representations as to the tax treatment of this benefit.

SECTION 7

HEALTH AND WELFARE

7.1 Medical, Dental and Vision Insurance

A. Eligibility

All regular employees of the City eligible for PERS medical membership shall be eligible to enroll in the health and welfare benefits provided by this Section and currently authorized for this bargaining unit. Eligible dependents of a regular employee eligible for PERS medical membership shall be permitted to participate in any health and welfare benefit provided in this Section to the extent authorized by the benefit plan.

Effective January 1, 2014, the City will offer minimum essential coverage as required by the Patient Protection and Affordable Care Act. However, in no event shall the employee's contribution towards individual medical coverage exceed 9.5% of his or her gross taxable wages as reported on his or her W-2.

B. Medical Insurance Benefits

The City will contract with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees and their eligible dependents with medical insurance benefits.

The City will pay the minimum employer contribution required under Public Employees Medical and Hospital Care Act (PEMHCA) for each eligible active employee towards the purchase of medical insurance.

C. Cafeteria Plan

The City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits. Benefits available through the Cafeteria Plan include medical insurance, dental insurance, and vision insurance.

The City will provide a Cafeteria Plan Allowance to all employees eligible to participate in City-sponsored health and welfare benefits.

The City shall contribute up to a maximum of One Thousand Nine Hundred Dollars (\$1,900) per month for regular full-time employees. The City's contribution for part-time employees shall be pro-rated based on their FTE.

In addition, the City agrees to provide dental and vision insurance up to the family level coverage for regular full-time employees. The City's contribution for part-time employees shall be pro-rated based on their FTE.

Any and all additional sums, over and above the amounts stated above that are required to purchase the employee selected Health and Welfare benefit, shall be paid by the employee through payroll deduction. Cafeteria Plan Allowance in excess of actual premiums is to be paid to the employee. A City payroll deduction authorization form shall be completed.

For particulars of coverage, see appropriate pamphlets and contracts.

D. Flexible Spending Accounts

As soon as administratively possible following adoption of this benefit plan by the City Council, the City will offer a flexible spending account (FSA) program available to employees. Employees may elect to contribute pre-tax dollars towards their FSAs for approved uses under such plan(s). FSA contributions shall not exceed IRS allowable limits.

7.2 Life Insurance and AD & D Insurance

The City shall provide Life Insurance and Accidental Death and Dismemberment coverage for employees in the amount equal to one (1) times their individual annual base salary.

7.3 Disability Coverage

The City shall provide long-term disability coverage of sixty seven percent (67%) of monthly earnings to a maximum monthly benefit of Six Thousand Dollars (\$6,000) after a sixty (60) day elimination period.

7.4 Deferred Compensation

Employees may participate in the City's voluntary deferred compensation program (457 Plan). For employees who have completed one year of service with the City, the City will match fifty cents (\$0.50) for every dollar that the employee contributes towards their 457 Plan account, up to an employee contribution of six percent (6.0%) of the employee's salary. For example, if an employee contributes 6.0% or more of their salary towards their 457 Plan account, they will receive a 3.0% match from the City. For employee contributions, the City will make payroll deductions and transmit funds to the administrator. The City makes no representation on the merit of the plan or any of the investment products or instruments, which may be offered by the plan. The individual participant is responsible for evaluating

the investment options within the plan. The City currently contracts with the ICMA-RC and CalPERS to provide a 457 program.

7.5 Retirement

The City will provide the following benefits to employees who do not meet the definition of “new member” as set forth in Government Code Section 7522.02(f):

- a. Employer Paid Member Contribution (EPMC) – Effective July 1, 2013, employees will be required to pay seven percent (7%) of the member contribution;
- b. 2% @ 55 Retirement option;
- c. One-Year final compensation;
- d. Unused Sick Leave Conversion for Retirement Service Credit – Retiring employees, defined as employees who request retirement payments from PERS within 120 days from separation from service, may convert unused sick leave to service credits to the maximum allowed by CalPERS. This provision to convert sick leave to service credits is at the option of the employee and, if so selected, is in-lieu of any other options available to convert sick leave to cash upon separation that the Compensation and benefits plan may provide;
- e. Employer Paid Member Contribution (EMPC) converted to payrate during the final compensation period.

Retirement benefits of employees who on or after January 1, 2013 became members of CalPERS or a retirement system that has reciprocity with CalPERS shall conform to the requirements of the California Public Employees’ Pension Reform Act of 2013, Gov. Code § 7522 et seq., as may be amended.

The City will provide the following retirement benefits to all employees:

- a. 1959 Survivor Benefit – 3rd Level.
- b. Military Service Credit (Statutes of 1976) – The employee, at the employee’s expense, may purchase Military Service Credits.
- c. Pre-retirement Option 2W Death Benefit.

SECTION 8

HOLIDAYS

8.1 Recognized Holidays

All full-time bargaining unit employees are entitled to the following holidays with pay:

- New Year's Day
- One day prior to, or following New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One day prior to, or following Christmas Day
- One Floating Holiday

Part-time employees shall receive holiday pay equivalent to their regularly scheduled hours on the day on which the holiday is observed (for example, if an employee is regularly scheduled to work six (6) hours on Mondays, they would receive six (6) hours of holiday pay for any holidays that are observed on a Monday).

When any day recognized as a holiday falls on a Sunday, the holiday shall be observed on the following Monday. When any day recognized as a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday.

For Christmas and New Year's Holidays the following schedule shall be used to determine the actual days off:

<u>Actual Holiday</u>	<u>Holiday Observed</u>	<u>Day Before or After Observed</u>
Sunday	Monday	Tuesday
Monday	Monday	Tuesday
Tuesday	Tuesday	Monday
Wednesday	Wednesday	Tuesday
Thursday	Thursday	Friday
Friday	Friday	Thursday
Saturday	Friday	Thursday

SECTION 9

LEAVES

9.1 Vacation Leave

Full-time employees are entitled to paid vacation time off which shall accrue at the following rate:

0 through 4 years	8	hours per month
5 through 10 years	10	hours per month
11 through 15 years	12	hours per month
16 through 20 years	14	hours per month
21+ years	15.33	hours per month

The accrual rate for part-time employees shall be pro-rated based on their FTE.

Employees may accumulate up to, but not more than, two (2) years of vacation credit at their current accrual level. When an employee reaches the maximum accrual level he/she will no longer accrue vacation. The City Manager has the discretion to include prior years of total public service when establishing vacation leave accrual for new hires.

9.2 Sick Leave

Full-time employees shall accrue eight (8) hours of sick leave with pay for each month of service. The accrual rate for part-time employees shall be pro-rated based on their FTE.

Sick leave may be applied to:

- a. Absence necessitated by an employee's personal illness.
- b. Medical and dental appointments.

All conditions and restrictions that govern employee use of sick leave shall also apply to the use by an employee to attend to an illness of his/her child, mother, father, mother-in-law, father-in-law, spouse, domestic partner; domestic partner's mother, father, or child; and any dependent living in the same household as the employee.

Sick Leave incentive: Two (2) days' vacation leave will be awarded contingent upon non-usage of accumulated sick leave (i.e. employee authorized one additional vacation day per six (6) months provided sick leave usage does not exceed two (2) days for that same period).

9.3 Industrial Accident Leave

An employee who has suffered an illness or injury arising out of and in the course of his/her employment, as defined by the Workers' Compensation laws of the State of California and is receiving temporary disability indemnity payments shall be entitled to industrial accident leave while so disabled without loss of compensation for a period not to exceed seventy-five (75) calendar days.

During the period the employee is paid by the City, the employee shall endorse to the City any temporary disability indemnity benefit payments received as a result of Workers' Compensation insurance coverage. The City will withhold payment of all compensation and benefits provided by this section until it is determined whether the illness or injury is accepted. If the employee's disability caused by illness or injury arising out of and in the course of the employee's employment extends beyond seventy-five (75) calendar days as described above, the employee may integrate his/her unused sick leave, vacation leave, and compensatory time accruals with the Workers' Compensation payments, provided that the sum of all Workers' Compensation Temporary Disability Indemnity benefits and paid leave do not exceed the employee's regular rate of pay for said period.

Once sick leave is exhausted, the employee may request an unpaid leave of absence. Such request must be in writing and must include a medical doctor's estimated date of return to full duty.

9.4 Bereavement Leave

The maximum period of bereavement leave with pay granted to any employee, whether full-time or part-time, for each death in his/her immediate family (immediate family includes and is limited to spouse/registered domestic partner and parents, grandparents, children, grandchildren, and siblings of the employee and/or spouse/registered domestic partner of the employee) shall be three (3) consecutive working days. Bereavement leave with pay granted to an employee for all deaths in his/her immediate family shall not exceed five (5) working days during any twelve (12) month period except by special action of the City Council for good cause shown, except that an additional day will be granted in each case where the death takes place outside the State of California.

9.5 Jury Duty

A regular employee who is summoned for attendance to any court for jury duty will promptly inform his or her supervisor and, if required to serve, may be absent from work without loss of wages or use of accrued leave while rendering such service (including travel time).

Employees shall return all jury fees to the City. Jury fees received by an employee, if any, will be remitted to the City within fifteen (15) working days after they are received, exclusive of any meal, expense, and/or travel reimbursements.

Upon being excused from the court each day, the employee must return to work if he or she has more than four (4) hours remaining before the end of his or her workday. Jury duty leave will be considered time worked for pay calculation purposes.

9.6 Court Leave

Each employee of the City who is required, under subpoena, to take time off duty with the City, to appear as a witness, by reason of their employment with the City, before any court, arbitrator, or tribunal, shall receive their regular salary during the time of their service as a witness under subpoena, less any and all witness fees which the employee may receive. Compensation will not be paid if the employee is a party to the action and is in a position adverse to the City. Upon service of subpoena, an employee shall immediately advise their supervisor thereof, and of the time when the employee is required to appear in Court in response thereto.

9.7 Military Leave

The City shall grant military leave in accordance with the California Military and Veterans Code.

9.8 Administrative Leave

In addition to vacation leave, employees shall accrue eight (8) hours of administration leave per month. The City Manager may grant up to an additional twelve (12) hours of administrative leave per fiscal year in recognition of unanticipated efforts. The City Manager has full discretion in deciding whether to grant additional leave.

Employees may accumulate up to, but not more than, two (2) years of administrative leave credit. When an employee reaches the maximum accrual level, he/she will no longer accrue administration leave.

9.9 City Hall Closure

2021-2022

City Hall will be closed December 27-30, 2021. Employees may use accrued vacation, administrative leave or take unpaid time off during the unpaid closure days. Employees without accrued vacation or administrative leave will take unpaid leave. Notwithstanding the foregoing, employees hired on or after October 1, 2021 may request an advance of up to

three (3) days of vacation time to be used to ensure employees will be paid during the FY 2021-22 City Hall closure. Employees may be permitted or required to work during this period with the approval of the City Manager and subject to the business needs of the City.

2022-2023

City Hall will be closed December 27-30 and December 30, 2022

. Employees may use accrued vacation, administrative leave or take unpaid time off during the unpaid closure days. Employees without accrued vacation or administrative leave will take unpaid leave. Notwithstanding the foregoing, employees hired on or after October 1, 2022 may request an advance of up to three (3) days of vacation time to be used to ensure employees will be paid during the FY2023-23 City Hall closure. Employees may be permitted or required to work during this period with the approval of the City Manager and subject to the business needs of the City.

2023-2024

City Hall will be closed December 26-29, 2023. Employees may use accrued vacation, administrative leave or take unpaid time off during the unpaid closure days. Employees without accrued vacation or administrative leave will take unpaid leave. Notwithstanding the foregoing, employees hired on or after October 1, 2023 may request an advance of up to three (3) days of vacation time to be used to ensure employees will be paid during the FY2023-24 City Hall closure. Employees may be permitted or required to work during this period with the approval of the City Manager and subject to the business needs of the City.

2024-2025

City Hall will be closed December 26-27 and December 30th, 2024. Employees may use accrued vacation, administrative leave or take unpaid time off during the unpaid closure days. Employees without accrued vacation or administrative leave will take unpaid leave. Notwithstanding the foregoing, employees hired on or after October 1, 2024 may request an advance of up to three (3) days of vacation time to be used to ensure employees will be paid during the FY2024-25 City Hall closure. Employees may be permitted or required to work during this period with the approval of the City Manager and subject to the business needs of the City.

2025- 2026

City Hall will be closed December 26 and December 29-30, 2025. Employees may use accrued vacation, administrative leave or take unpaid time off during the unpaid closure days. Employees without accrued vacation or administrative leave will take unpaid leave. Notwithstanding the foregoing, employees hired on or after October 1, 2025 may request an advance of up to three (3) days of vacation time to be used to ensure employees will be paid during the FY2025-26 City Hall closure. Employees may be permitted or required to work during this period with the approval of the City Manager and subject to the

business needs of the City.

SECTION 10

At-Will Status

10.1 At-Will Status and Severance

Unrepresented executive employees are at-will and serve at the pleasure of the City Manager. Unrepresented executive employees do not have a property interest in their position with the City and employment may be terminated at any time, with or without cause, by either the City or the employee. Notwithstanding the foregoing, an unrepresented executive employee shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days succeeding the appointment of a new City Manager. The purpose of this provision is to allow any new City Manager to observe the actions and ability of the unrepresented executive employees in the performance of the powers and duties of their office. This grace period does not alter the at-will status of unrepresented executive employees.

Should the City Manager choose to terminate any unrepresented executive employee, the following severance provisions apply and will be made available to the employee if the separated employee signs and agrees to be bound by a written general release agreeing not to sue and waiving claims and recovery against the City and all City representatives and agents.

Starting on the one-year anniversary of the date of hire, unrepresented executive employees released without cause shall be eligible for a general release with a severance payment equal to four (4) week's salary at the base pay rate upon separation.

EXHIBIT A

SALARY SCHEDULE

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2021 2%

Position	Class	Steps					
		A	B	C	D	E	
Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	15,714	16,499	17,323	18,189	19,098	
Community Development Director	10-505	14,462	15,185	15,944	16,741	17,578	
Deputy City Manager	10-500	14,438	15,159	15,916	16,711	17,546	
Finance Director*	10-490	14,328	15,044	15,796	16,585	17,414	
Administrative Services Director	10-490	14,328	15,044	15,796	16,585	17,414	
Assistant City Manager*	10-515	13,026	13,677	14,360	15,078	15,831	
Communications Director/City Clerk	10-412	12,355	12,972	13,620	14,300	15,014	
Contract Services Manager*	10-430	10,189	10,698	11,232	11,793	12,382	
Assistant to the City Manager*	10-420	9,182	9,641	10,123	10,629	11,160	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2022 2.5%

Position	Class	Steps					
		A	B	C	D	E	
Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	16,107	16,912	17,758	18,646	19,578	
Community Development Director	10-505	14,824	15,565	16,343	17,160	18,018	
Deputy City Manager	10-500	14,799	15,539	16,316	17,132	17,989	
Finance Director*	10-490	14,686	15,420	16,191	17,001	17,851	
Administrative Services Director	10-490	14,686	15,420	16,191	17,001	17,851	
Assistant City Manager*	10-515	13,352	14,020	14,721	15,457	16,230	
Communications Director/City Clerk	10-412	12,664	13,297	13,962	14,660	15,393	
Contract Services Manager*	10-430	10,444	10,966	11,514	12,090	12,695	
Assistant to the City Manager*	10-420	9,412	9,883	10,377	10,896	11,441	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2022 3%

Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	16,185	16,994	17,844	18,736	19,673	
Community Development Director	10-505	14,896	15,641	16,423	17,244	18,106	
Deputy City Manager	10-500	14,871	15,615	16,396	17,216	18,077	
Finance Director*	10-490	14,758	15,496	16,271	17,085	17,939	
Administrative Services Director	10-490	14,758	15,496	16,271	17,085	17,939	
Assistant City Manager*	10-515	13,417	14,088	14,792	15,532	16,309	
Communications Director/City Clerk	10-412	12,726	13,362	14,030	14,732	15,469	
Contract Services Manager*	10-430	10,495	11,020	11,571	12,150	12,758	
Assistant to the City Manager*	10-420	9,457	9,930	10,427	10,948	11,495	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2023 2.5%

Position	Class	Steps					
		A	B	C	D	E	
Monthly Salary Ranges (e)							
Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	16,510	17,336	18,203	19,113	20,069	
Community Development Director	10-505	15,195	15,955	16,753	17,591	18,471	
Deputy City Manager	10-500	15,169	15,927	16,723	17,559	18,437	
Finance Director*	10-490	15,053	15,806	16,596	17,426	18,297	
Administrative Services Director	10-490	15,053	15,806	16,596	17,426	18,297	
Assistant City Manager*	10-515	13,686	14,370	15,089	15,843	16,635	
Communications Director/City Clerk	10-412	12,981	13,630	14,312	15,028	15,779	
Contract Services Manager*	10-430	10,705	11,240	11,802	12,392	13,012	
Assistant to the City Manager*	10-420	9,647	10,129	10,635	11,167	11,725	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2023 3%

Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	16,671	17,505	18,380	19,299	20,264	
Community Development Director	10-505	15,343	16,110	16,916	17,762	18,650	
Deputy City Manager	10-500	15,317	16,083	16,887	17,731	18,618	
Finance Director*	10-490	15,201	15,961	16,759	17,597	18,477	
Administrative Services Director	10-490	15,201	15,961	16,759	17,597	18,477	
Assistant City Manager*	10-515	13,820	14,511	15,237	15,999	16,799	
Communications Director/City Clerk	10-412	13,108	13,763	14,451	15,174	15,933	
Contract Services Manager*	10-430	10,810	11,351	11,919	12,515	13,141	
Assistant to the City Manager*	10-420	9,741	10,228	10,739	11,276	11,840	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2024 2.5%

Position	Class	Steps					
		A	B	C	D	E	
Monthly Salary Ranges (e)							
Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	16,923	17,769	18,657	19,590	20,570	
Community Development Director	10-505	15,575	16,354	17,172	18,031	18,933	
Deputy City Manager	10-500	15,548	16,325	17,141	17,998	18,898	
Finance Director*	10-490	15,429	16,200	17,010	17,861	18,754	
Administrative Services Director	10-490	15,429	16,200	17,010	17,861	18,754	
Assistant City Manager*	10-515	14,028	14,729	15,465	16,238	17,050	
Communications Director/City Clerk	10-412	13,306	13,971	14,670	15,404	16,174	
Contract Services Manager*	10-430	10,973	11,522	12,098	12,703	13,338	
Assistant to the City Manager*	10-420	9,888	10,382	10,901	11,446	12,018	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2024 3%

Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	17,171	18,030	18,932	19,879	20,873	
Community Development Director	10-505	15,803	16,593	17,423	18,294	19,209	
Deputy City Manager	10-500	15,777	16,566	17,394	18,264	19,177	
Finance Director*	10-490	15,657	16,440	17,262	18,125	19,031	
Administrative Services Director	10-490	15,657	16,440	17,262	18,125	19,031	
Assistant City Manager*	10-515	14,235	14,947	15,694	16,479	17,303	
Communications Director/City Clerk	10-412	13,501	14,176	14,885	15,629	16,410	
Contract Services Manager*	10-430	11,134	11,691	12,276	12,890	13,535	
Assistant to the City Manager*	10-420	10,033	10,535	11,062	11,615	12,196	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2025 2.5%

Position	Class	Steps					
		A	B	C	D	E	
Monthly Salary Ranges (e)							
Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	17,346	18,213	19,124	20,080	21,084	
Community Development Director	10-505	15,964	16,762	17,600	18,480	19,404	
Deputy City Manager	10-500	15,937	16,734	17,571	18,450	19,373	
Finance Director*	10-490	15,815	16,606	17,436	18,308	19,223	
Administrative Services Director	10-490	15,815	16,606	17,436	18,308	19,223	
Assistant City Manager*	10-515	14,379	15,098	15,853	16,646	17,478	
Communications Director/City Clerk	10-412	13,639	14,321	15,037	15,789	16,578	
Contract Services Manager*	10-430	11,247	11,809	12,399	13,019	13,670	
Assistant to the City Manager*	10-420	10,135	10,642	11,174	11,733	12,320	

*Approved Classifications, unbudgeted

City of Half Moon Bay
Salary Schedule
Effective July 1st, 2025 3%

Exempt - Non Represented Management							
City Manager	99-999	<i>Only one step</i>					19,708.7
Public Works Director	10-520	17,686	18,570	19,499	20,474	21,498	
Community Development Director	10-505	16,277	17,091	17,946	18,843	19,785	
Deputy City Manager	10-500	16,250	17,063	17,916	18,812	19,753	
Finance Director*	10-490	16,127	16,933	17,780	18,669	19,602	
Administrative Services Director	10-490	16,127	16,933	17,780	18,669	19,602	
Assistant City Manager*	10-515	14,662	15,395	16,165	16,973	17,822	
Communications Director/City Clerk	10-412	13,906	14,601	15,331	16,098	16,903	
Contract Services Manager*	10-430	11,468	12,041	12,643	13,275	13,939	
Assistant to the City Manager*	10-420	10,334	10,851	11,394	11,964	12,562	

*Approved Classifications, unbudgeted