

(R-2001-1474)

RESOLUTION NUMBER R- 294847

ADOPTED ON MAY 15 2001

WHEREAS, pursuant to Ordinance No. O- 18943 (NEW SERIES), adopted on MAY 29 2001 the City Council of The City of San Diego formally adopted a Salary

Ordinance for Fiscal Year 2002; and

WHEREAS, section 16 of that ordinance provides that additional benefit programs may be established upon recommendation of the City Manager; and

WHEREAS, the City Manager has recommended and the City Council has approved a Cafeteria Benefits Plan for designated eligible unrepresented classifications as enumerated in the Table of Eligible Classes, attached hereto as Attachment A; and

WHEREAS, the City Manager has further recommended and the City Council has approved a Cafeteria Benefits Plan for all half-time, three-quarter-time or full-time benefit status employees; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, that pursuant to section 16 of the Annual Salary Ordinance No. O- 18943 (NEW SERIES), and upon the recommendation of the City Manager, there is hereby established and adopted a Cafeteria Benefits Plan for all designated eligible employees for Fiscal Year 2002, attached hereto as Attachment B, providing therein dollar sums certain for each eligible employee, to be allocated to benefits as are designated in the Plan.

BE IT FURTHER RESOLVED, that the funds appropriated for this Plan shall be as set forth in the annual appropriation ordinance.

APPROVED: CASEY GWINN, City Attorney

By Stuart H. Swett
Stuart H. Swett
Senior Deputy City Attorney

SHS:smf
04/27/01
Or.Dept:Mgr./Pers.
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UNCLASSIFIED OR UNREPRESENTED JULY 1, 2001
CLASSIFICATIONS ELIGIBLE FOR ADDITIONAL \$2822 ALLOTMENT TO
PURCHASE FLEXIBLE BENEFITS

CLASS NO.

ATTACHMENT A

1183	ACCOUNTANT IV
1182	ADMINISTRATIVE SERVICES MANAGER
1240	APPLICATIONS PROGRAMMER I
1241	APPLICATIONS PROGRAMMER II
1242	APPLICATIONS PROGRAMMER III
1253	ARJIS ADMINISTRATOR
2259	ASSISTANT BINATIONAL AFFAIRS OFFICER
2106	ASSISTANT CITY ATTORNEY
2107	ASSISTANT CITY AUDITOR & COMPTROLLER
2108	ASSISTANT CITY CLERK
2110	ASSISTANT CITY LIBRARIAN
2111	ASSISTANT CITY MANAGER
2181	ASSISTANT DEPARTMENT DIRECTOR
2250	ASSISTANT DEPUTY DIRECTOR
2123	ASSISTANT ENVIRONMENTAL SERVICES DIRECTOR
2128	ASSISTANT EXECUTIVE SERVICES DIRECTOR
2115	ASSISTANT FINANCIAL MANAGEMENT DIRECTOR
2154	ASSISTANT FIRE CHIEF
2200	ASSISTANT FOR COMMUNITY OUTREACH
2183	ASSISTANT INTERGOVERNMENTAL RELATIONS DIRECTOR
2256	ASSISTANT INVESTMENT OFFICER
2276	ASSISTANT METROPOLITAN WASTEWATER DIRECTOR
1170	ASSISTANT PERSONNEL ANALYST
2113	ASSISTANT PERSONNEL DIRECTOR
2105	ASSISTANT PLANNING AND DEVELOPMENT REVIEW DIRECTOR
2114	ASSISTANT PLANNING DIRECTOR
2238	ASSISTANT POLICE CHIEF
2116	ASSISTANT PURCHASING AGENT
2124	ASSISTANT REAL ESTATE ASSETS DIRECTOR
2119	ASSISTANT RETIREMENT ADMINISTRATOR
2196	ASSISTANT RETIREMENT GENERAL COUNSEL
2126	ASSISTANT RISK MANAGEMENT DIRECTOR
2245	ASSISTANT STADIUM MANAGER
2120	ASSISTANT TO MAYOR
2127	ASSISTANT TO THE CITY MANAGER
2278	ASSIST TO THE PLANNING AND DEVELOPMENT REVIEW DIR
2281	ASSISTANT TO THE DIRECTOR
2117	ASSIST TO THE ENGINEERING AND CAPITAL PROJECTS DIR
2279	ASSISTANT TO THE ENVIRONMENTAL SERVICES DIRECTOR
2266	ASSISTANT TO THE EXECUTIVE DIRECTOR HUMAN RELATIONS COMMISSION
2236	ASSISTANT TO THE FIRE CHIEF

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CLASS NO.

2150	ASSISTANT TO THE NEIGHBORHOOD CODE COMPLIANCE DIRECTOR
2125	ASSISTANT TO THE PARK & RECREATION DIRECTOR
2201	ASSISTANT TO THE PLANNING DIRECTOR
2264	ASSISTANT TO THE POLICE CHIEF
2122	ASSISTANT TO THE WATER DEPARTMENT DIRECTOR
2118	ASSISTANT TRANSPORTATION DIRECTOR
2121	ASSISTANT TREASURER
2224	ASSOCIATE COUNSEL
1226	ASSOCIATE PERSONNEL ANALYST
2258	BINATIONAL AFFAIRS OFFICER
1139	BUDGET SERVICES ADMINISTRATOR
2247	BUDGET SERVICES MANAGER
1278	BUILDING CODE AND NOISE ABATEMENT SUPERVISOR
2202	BUILDING INSPECTION SUPERVISOR
2112	BUSINESS CENTER MANAGER
2265	CENTRAL STORES PROGRAM MANAGER
2260	CHILD CARE COORDINATOR
2255	CITY ARCHITECT
2001	CITY ATTORNEY
2137	CITY AUDITOR & COMPTROLLER
2138	CITY CLERK
2140	CITY LIBRARIAN
2141	CITY MANAGER
2218	CITY PLANNER
1816	CLAIMS AND INSURANCE MANAGER
1344	COLLECTIONS MANAGER
2251	COMMITTEE CONSULTANTS SECRETARY
2203	COMMUNITY DEVELOPMENT ADMINISTRATOR
1350	COMMUNITY DEVELOPMENT COORDINATOR
1354	COMMUNITY DEVELOPMENT SPECIALIST IV
2205	CONFIDENTIAL SECRETARY TO CITY ATTORNEY
2206	CONFIDENTIAL SECRETARY TO CITY COUNCIL
2207	CONFIDENTIAL SECRETARY TO CITY MANAGER
2208	CONFIDENTIAL SECRETARY TO MAYOR
2209	CONFIDENTIAL SECRETARY TO POLICE CHIEF
2133	COUNCIL ASSISTANT
2210	COUNCIL COMMITTEE CONSULTANT
2003	COUNCILMEMBER
2211	COUNCIL REPRESENTATIVE I
2212 and 2213	COUNCIL REPRESENTATIVE II

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CLASS NO.

2220	CRIME LABORATORY MANAGER
2132	DEPARTMENT DIRECTOR
2151	DEPUTY CITY ATTORNEY
2153	DEPUTY CITY MANAGER
2214	DEPUTY DIRECTOR
2252	DEPUTY DIRECTOR, ELECTIONS AND LEGISLATIVE SERVICES
2253	DEPUTY DIRECTOR, ELECTIONS AND RECORDS MANAGEMENT
2237	DEPUTY FIRE CHIEF
2219	DEPUTY LIBRARY DIRECTOR
2230	DEPUTY PERSONNEL DIRECTOR
2225	DEPUTY PLANNING DIRECTOR
2262	DISABILITY SERVICES COORDINATOR
1406	EMPLOYEE ASSISTANCE COUNSELOR
1429	EMPLOYEE ASSISTANCE PROGRAM MANAGER
1416	EMPLOYEE BENEFITS ADMINISTRATOR
1417	EMPLOYEE BENEFITS SPECIALIST I
1407	EMPLOYEE BENEFITS SPECIALIST II
2215	ENDOWMENT OFFICER
2147	ENGINEERING AND CAPITAL PROJECTS DIRECTOR
2192	ENVIRONMENTAL SERVICES DIRECTOR
2158	EQUAL EMPLOYMENT INVESTIGATIONS MANAGER
2261	EQUAL OPPORTUNITY CONTRACTING MANAGER
2155	EXECUTIVE ASSISTANT POLICE CHIEF
2268	EXECUTIVE DIRECTOR
2156	EXECUTIVE SERVICES DIRECTOR
2216	FACILITY MANAGER
1762	FLEET MANAGER
2130	FINANCIAL MANAGEMENT DIRECTOR
2217	FINANCIAL OPERATIONS MANAGER
2160	FIRE CHIEF
2239	FIRE SHIFT COMMANDER
2273	GOLF COURSE OPERATIONS MANAGER
2277	GRAFFITI PROGRAM MANAGER
2257	GRANTS COORDINATOR
2272	HOMELESS SERVICES COORDINATOR
1151	INFORMATION SYSTEMS ANALYST I

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CLASS NO.

1348	INFORMATION SYSTEMS ANALYST II
1349	INFORMATION SYSTEMS ANALYST III
1926	INFORMATION SYSTEMS ANALYST IV
1243	INFORMATION SYSTEMS ADMINISTRATOR
1244	INFORMATION SYSTEMS MANAGER
2167	INTERGOVERNMENTAL RELATIONS DIRECTOR
2241	INVESTMENT OFFICER
2269	LABOR RELATIONS MANAGER
2280	LIFEGUARD CHIEF
1757	LITERACY PROGRAM ADMINISTRATOR
2164	MANAGEMENT ASSISTANT TO THE CITY MANAGER
1587	MARINE SAFETY CAPTAIN
2007	MAYOR
1115, 2274	MEDICAL REVIEW OFFICER
2267	METROPOLITAN WASTEWATER DIRECTOR
2134	NEIGHBORHOOD CODE COMPLIANCE DIRECTOR
2275	NEIGHBORHOOD SERVICES COORDINATOR
2248	ORGANIZATION EFFECTIVENESS PROGRAM MANAGER
1613	ORGANIZATIONAL EFFECTIVENESS SPECIALIST I
1614	ORGANIZATIONAL EFFECTIVENESS SPECIALIST II
1612	ORGANIZATIONAL EFFECTIVENESS SPECIALIST III
1615	ORGANIZATIONAL EFFECTIVENESS SUPERVISOR
2244	PARAMEDIC COORDINATOR
2179	PARK & RECREATION DIRECTOR
2171	PERSONNEL DIRECTOR
2131	PLANNING AND DEVELOPMENT REVIEW DIRECTOR
2172	PLANNING DIRECTOR
1680	POLICE CAPTAIN
2173	POLICE CHIEF
2240	POLICE COMMANDER
1683	POLICE LIEUTENANT
2246	POLICE PERSONNEL MANAGER
1698	POLICE PROPERTY AND RECORDS ADMINISTRATOR
1754	POLICE SPECIAL PROJECTS MANAGER
2228	PRINCIPAL ACCOUNTANT
2182	PRINCIPAL ASSISTANT TO CITY ATTORNEY
2174	PRINCIPAL ASSISTANT TO MAYOR
2234	PRINCIPAL PLANNER

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CLASS NO.

2221	PRINT SHOP MANAGER
2282	PROGRAM COORDINATOR
2270	PROGRAM MANAGER
1769	PUBLIC ART PROGRAM ADMINISTRATOR
2176	PURCHASING AGENT
2162	QUALITY MANAGEMENT COORDINATOR
2177	REAL ESTATE ASSETS DIRECTOR
1556	RECYCLING PROGRAM MANAGER
2232	REGIONAL URBAN INFORMATION SYSTEM ADMINISTRATOR
1811	REHABILITATION COORDINATOR
2243	RESOURCE DEVELOPMENT OFFICER
2180	RETIREMENT ADMINISTRATOR
2195	RETIREMENT GENERAL COUNSEL
2271	REVENUE PROGRAMS MANAGER
2157	RISK MANAGEMENT DIRECTOR
2223	SENIOR COUNCIL COMMITTEE CONSULTANT
1650	SENIOR PERSONNEL ANALYST
1391	SUPERVISING CLAIMS REPRESENTATIVE
1923	SUPERVISING ECONOMIST
1917	SUPERVISING MANAGEMENT ANALYST
1927	SUPERVISING PERSONNEL ANALYST
1557	SUPERVISING RECYCLING SPECIALIST
2159	TRANSPORTATION DIRECTOR
2190	TREASURER
2194	WATER DEPARTMENT DIRECTOR
2249	YOUTH SERVICES ADMINISTRATOR
2226	ZONING ADMINISTRATOR

CITY OF SAN DIEGO
CAFETERIA BENEFITS PLAN

JULY, 2001

ATTACHMENT B
R-294847

CITY OF SAN DIEGO

CAFETERIA BENEFITS PLAN

This is a "Cafeteria Plan" of benefits for City of San Diego employees and is intended to qualify under Section 125 of the Internal Revenue Code.

ELIGIBILITY FOR PARTICIPATION

This Plan is for the exclusive benefit of employees of the City of San Diego.

Eligible employees are defined as individuals who are:

1. Directly employed by the City of San Diego, and
2. Working in a half time, three quarter time or full time benefit status. Hourly employees are not eligible for this plan.

Eligible employees who go into a Leave Without Pay status are in a non-benefitted status. The City of San Diego does not pay for an employee's benefits if the employee does not work. The employee may choose to continue their health, life and certain optional benefits coverage at their own cost until they return to work or for the designated length of time as determined by the City. If the premiums are not paid, the coverage will be short-term canceled. The coverage will be reinstated the first of the month after the employee returns to work, or the month after if premiums were not paid during the employee's absence.

PLAN YEAR

The Plan Year is from July 1 to June 30 of each year.

ELECTIONS

Elections of benefits must occur during the open enrollment period prior to the start of each Plan Year or, in the case of a newly hired employee, as soon after commencement of employment as administratively practical. Elections must be made using the telephone enrollment system unless other arrangements have been approved by Risk Management. In such cases, elections must be made in writing on forms/worksheets provided by the Risk Management Department. An authorization form must be signed by employees to allow for necessary deductions from their paychecks to provide the benefit coverages selected. In addition to the benefit election form (if applicable), the employee must also complete and sign all appropriate applications and enrollment forms for the specific benefits selected. If an employee

fails to complete the election of benefits prior to the start of the Plan Year, that employee will automatically be enrolled at their previous year level of Basic Life Insurance and Health Insurance Plan (including dependent health offset). The remainder of the annual allotment will be placed in the cash payment. If not available, Risk Management will enroll the employee in a comparable plan. The elections are effective for the period of July 1 to June 30 of each year or, for employees hired after July 1 of a Plan Year, for the remainder of the Plan Year following the first of the month after enrollment. Benefits are prorated for employees hired after July 1 of each Plan Year with eligibility beginning the first day of the payperiod following date of hire or classification change (in the event of newly eligible unrepresented/unclassified employees). Insurance coverage begins the first day of the month following date of hire. Benefits terminate at the time an employee terminates employment. Insurance coverage ends the last day of the month in which employment terminates.

Eligible employees who terminate and are reinstated or rehired within the same Plan Year will have their previous benefit elections reactivated. No new selections will be allowed until the new Plan Year commences.

Elections are irrevocable except to accommodate changes in family status as defined in the Income Tax Regulations, 26 CFR Part 1, or to accommodate any significant curtailment or reduction of coverage under any given benefit plan, or in the case of any significant premium increase or decrease imposed by a third-party insurer.

Participants who experience a change in family status may be allowed to change or revoke elections. Several examples of the types of events that constitute a change in family status are as follows:

- The marriage or divorce of the employee.
- The death of the employee's spouse or dependent.
- Birth or adoption of a child.
- Termination or commencement of employment by the employee's spouse.
- Unpaid leave of absence by the employee or the employee's spouse.

Changes are also permitted in the event of significant changes in health coverage of the employee or the employee's spouse that are related to the spouse's employment or are subject to the Special Enrollment Period as described in the Health Insurance and Portability and Accountability Act (HIPAA).

Changes to benefit elections will be permitted only to the extent that they are consistent with and appropriate to the reason the change is requested.

Changes to Dental/Medical/Vision Reimbursement allotments will not be allowed, even in the event of a qualifying event, if the monies have already been claimed for the plan year.

CONTRIBUTIONS

Employer contributions are a fixed amount provided by the City to each eligible employee on a non-elective basis.

Salary reduction agreements are provided for in this Plan for Dependent Health Insurance, Dental/Medical/Vision Reimbursement and Dependent Care Reimbursement Supplement Flexible Spending Accounts.

In the event payroll deductions for reimbursement accounts are selected and subsequently stopped due to an eligible family status change, the reactivation of the account will not be permitted until the next plan year if elected during open enrollment.

MAXIMUM CONTRIBUTIONS

The City, in its discretion, shall allot each eligible employee \$4,375 worth of credits to purchase Flexible Benefits. Eligible unclassified or unrepresented employees receive an additional allotment of \$2,822 to purchase Flexible Benefits. This additional amount is prorated for non-fulltime unclassified or unrepresented employees. Eligible unclassified or unrepresented employees not participating in the City Employees Retirement System (CERS) receive an additional allotment equivalent to what the City would have contributed to CERS on their behalf.

Eligible employees may elect the cost of their dependent health insurance to be paid on a pre-tax (salary reduction) basis. In addition, an eligible employee may elect up to \$5,000 (from all sources) for a Dental/Medical/Vision Reimbursement Supplement account. Single or married (filing a joint return), eligible employees may also set aside up to \$5,000 per plan year for a Dependent Care Reimbursement Supplement Account. A married employee filing returns separately may set aside up to \$2,500 per plan year.

BENEFITS

All eligible employees participate in the Flexible Benefits Plan. Each employee **must select one health insurance** coverage, unless covered by another health insurance effective 8/1, and one of the three available **life insurance** coverages.

The options in this plan are as follows:

1. Health Insurance
 - a. WAIVER (NO HEALTH)
 - b. PACIFICARE HMO
 - c. PACIFICARE \$250 DEDUCTIBLE PPO
 - d. KAISER
 - e. POA GROUP HEALTH (1)
 - f. LOCAL 145 RELIEF ASSOCIATION PLAN (2)
 - g. MEA GROUP HEALTH (3)
 - h. LOCAL 127 HEALTH (4)

NOTE:

- (1) For classifications represented by POA only.
- (2) For classifications represented by Local 145 only.
- (3) For classifications represented by MEA only.
- (4) For classifications represented by Local 127 only.

2. Life Insurance

- a. \$10,000
- b. \$25,000
- c. \$50,000

Remaining money may be used for:

1. DEPENDENT HEALTH INSURANCE
2. CASH PAYMENT (TAXABLE)
3. 401(k)
4. DENTAL/MEDICAL/VISION REIMBURSEMENT
5. DEPENDENT/CHILD CARE (DAYCARE) REIMBURSEMENT
6. EMPLOYEE GROUP DENTAL
7. EMPLOYEE GROUP VISION
8. DENTAL: DELTACARE (1)
9. DENTAL: DELTA PREFERRED OPTION (1)
10. VISION: DELTA VISION (1)
11. CANCER/INTENSIVE CARE EXPENSE PROTECTION

NOTE: (1) Eligible employees in a classification represented by MEA are not eligible

for the DeltaCare and Delta Preferred Option Dental plans and Delta Vision plan. Employees in classifications represented by Local 127 and not currently enrolled in the City's dental plans are not eligible.

Each of these benefits is described in more detail in the Flexible Benefits Plan Summary for the Plan Year and in the respective plan documents or insurance contracts which are incorporated here by reference.

CONSTRUCTION

If the plan contains contradictory provisions or if there appears to be a conflict between its provisions, the following rules apply:

- (a) The interpretation that favors the Plan as a tax-free plan over any interpretation that might render the Plan taxable.
- (b) Subject to paragraph (a), the rules established by the Supreme Court of California for the construction of like instruments will apply.

PLAN PARTICIPANTS' RIGHTS

As a participant in the plan, you are entitled to examine, without charge, at the Plan Administrator's office all plan documents including insurance contracts; obtain copies of all Plan Documents (at a reasonable cost) and other Plan information upon request to the Administrator.

PLAN IS NOT AN EMPLOYMENT CONTRACT

This plan document is not a contract of employment. Neither the creation of the Plan nor any amendment to it gives any legal or equitable right to any person against the employer. Participation in the Plan does not give any member any right to continued employment.

PLAN ADMINISTRATOR

The Plan Administrator is the Director of the Risk Management Department or his designees. The address of the Plan Administrator is:

1200 Third Avenue, Suite 1000
San Diego, CA 92101

Telephone: (619) 236-5924

PLAN AMENDMENT OR TERMINATION

The City of San Diego reserves the right to amend the Plan from time to time if deemed necessary or appropriate to meet the requirements of the Internal Revenue Code and any similar provision of subsequent revenue or other laws or pursuant to negotiations with the Employee Groups; provided that no such modification or amendment shall make it possible for any benefit contributions or payment to be used for, or directed to, purposes other than for the exclusive benefit of participating employees and their beneficiaries under the Plan.

The City reserves the right to discontinue or terminate the Plan at the end of any Plan Year or in accordance with negotiations with the Employee Groups. Any such amendment, discontinuance or termination shall be effective on July 1 of any given year or such date that is agreed upon by the City and Employee Groups. No amendment, discontinuance or termination shall allow the return of funds to the City nor the use of any funds for any purpose other than for the exclusive benefit of participating employees and their beneficiaries.