

**CITY OF GREENFIELD  
BENEFIT SUMMARY  
MISCELLANEOUS POSITIONS**

**Paydays**

Bi-weekly payday is every other Friday following the end of the respective pay period. When the regular payday is a holiday, the payday is the preceding business day.

**Holidays**

14 paid per year

- January 1<sup>st</sup>
- The third Monday in January, known as Martin Luther King Day
- The third Monday in February, known as President's Day
- The last Monday in March, known as Cesar Chavez Day
- The last Monday in May, known as Memorial Day
- July 4<sup>th</sup>
- The first Monday in September, known as Labor Day
- The second Monday in October, known as Columbus Day
- November 11<sup>th</sup>, known as Veteran's Day
- The third Thursday in November, known as Thanksgiving Day
- The day subsequent to the third Thursday in November
- December 24<sup>th</sup>, known as Christmas Eve
- December 25<sup>th</sup>, known as Christmas Day
- A personal holiday approved by the employee's supervisor

If any holiday falls on a Saturday, the preceding Friday shall be observed as the holiday; if it falls on a Sunday, the following Monday shall be observed as the holiday.

**Paid Leave**

*Type of Paid Leave: Vacation*

*Accrual Rate*

Less Than Five (5) Years – 10 days per year

Five (5) or More Years – 15 days per year

Fifteen (15) or More Years – 21 days per year

Maximum accrual up to three (3) years (the annual accrual times three)

Compensation in Lieu of Time Off-Each year employee may request that the City purchase any accrued vacation over 80 hours. Any purchase in excess of 40 hours shall be approved by the City Manager.

*Type of Paid Leave: Sick*

*Accrual Rate*

10 hours per month of employment. Unlimited accrual. Eligible to use after completion of probationary period or six (6) months unless authorized by the Personnel Officer.

Family Illness Use (Kin Care): May use up to one half of annual sick leave accrual (60 hours).

Bereavement Leave: May use up to 5 days of sick leave in the case of death of a relative of the first degree by blood or marriage. (Spouse, parent, child, brother, sister or a close relative residing in the household of the employee.)



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**Disability:** Employees participate in the State Disability Income (SDI) at their own expense.

**Employee Assistance Program:** Employee and Family. Administered by CONCERN.

**Personal/Professional Development:** Educational reimbursement available upon approval of the Dept. Head and Personnel Officer.

**Deferred Compensation:** Elective. Program administered by CalPERS.

**Bilingual (Spanish) Incentive Pay:** Maintenance employees working in the Public Works Department who are qualified bilingual, English/Spanish-\$25.00/Month. All other employees who are qualified bilingual English/Spanish-\$125.00/Month

**Public Works On-Call Pay:** \$125.00 per assignment period (week), plus 1 ½ times compensation for hours worked.

**Public Works Certificate Pay:** \$35.00/Month per certificate - \$300.00/Month maximum for 10 or more certificates.

Eligible Certificates:

- a. Wastewater Treatment Plant Operator – Grade I, II, III, IV & V
- b. Water Treatment Operator – T1, T2, T3, T4 & T5
- c. Backflow Prevention General Tester
- d. Cross-Connection Specialist
- e. Wastewater Treatment Plant Operator in Training
- f. Qualified Application Certificate – QAC
- g. California Driver's License Class A & B
- h. General Public Para Transit Vehicle Certificate
- i. Heavy Equipment Operator
- j. General Irrigation & Landscaping Certificate

<p><b>Note: The information above is intended to provide you with a general summary of benefits available to City of Greenfield Employees, and is not legally binding.</b></p>
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