



# STAFF REPORT

AGENDA NO: 9g

MEETING DATE: May 5, 2025

**To: Honorable Mayor and City Council**

**Date: May 5, 2025**

**From: Maria Saguisag-Sid, Human Resources Director – (650) 558-7209**

**Subject: Adoption of a Resolution Approving Changes to the Compensation and Benefit Plan for the City of Burlingame Department Head and Unrepresented Classifications and Authorizing the City Manager to Execute the Plan on Behalf of the City**

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## **RECOMMENDATION**

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to modify the Compensation and Benefits Plan (Plan) for the City of Burlingame Department Head and Unrepresented classifications. The revised Plan is attached to this report.

## **BACKGROUND**

On April 1, 2024, the City Council approved a revised Plan for the Department Head and Unrepresented Classifications (Resolution No. 041-2024). This Plan outlines the compensation and benefits that the Department Heads and unrepresented employees receive. Most of these benefits mirror or are similar to benefits received by other represented groups in the organization.

## **DISCUSSION**

Section 2.4 Post-Employment (Retiree) Health Reimbursement Arrangement (HRA) is a provision that allows an employee to deposit a portion of administrative leave and vacation leave into an employee's HRA account upon their separation from employment. This provision expired on December 31, 2024, which was not the intent of the original provision.

To reinstate this provision, staff is bringing forward a resolution to continue to allow 50% of a separating employee's administrative and vacation leave to be deposited into their HRA account so that they may continue to receive this tax-free benefit. A copy of the revised plan is attached with the following change to the language in Section 2.4 noted below.

All employee separations occurring ~~between January 1, 2024, and December 31, 2024~~ during the term of this Compensation and Benefit Plan shall be handled in the following manner:

- At the time of separation from City merit employment, separation pay arrangements shall be as follows:

- 50% of administrative and vacation leave balances shall be contributed to the employee's HRA account.

### **FISCAL IMPACT**

There is no fiscal impact to this Plan adjustment.

Exhibits:

- Resolution
- Compensation and Benefits Plan for the City of Burlingame Department Head and Unrepresented Classifications