

## **RESOLUTION NO.**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME APPROVING CHANGES TO THE DEPARTMENT HEAD AND UNREPRESENTED EMPLOYEES COMPENSATION AND BENEFITS PLAN, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PLAN ON BEHALF OF THE CITY**

**WHEREAS**, the Department Heads and Unrepresented Employees Compensation and Benefits Plan (Plan) was last updated on April 1, 2024, pursuant to Resolution No. 041-2024; and

**WHEREAS**, Section 2.4 of the Plan, 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; and

**WHEREAS**, this provision expired on December 31, 2024, which was not the intent of the original provision; and

**WHEREAS**, staff recommends that the City Council authorize the following update to the Compensation & Benefit Plan to reinstate the provision :

All employee separations occurring 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.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Burlingame adopts the revised Compensation and Benefits Plan for the Department Head and Unrepresented Employees as attached as Exhibit A and authorizes the City Manager to execute the Plan on behalf of the City.

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Peter Stevenson, Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, do hereby certify that the foregoing resolution was introduced at a regular meeting of the City Council held on the 5<sup>th</sup> day of May 2025, and was adopted thereafter by the following vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:

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Meaghan Hassel-Shearer, City Clerk