

**ADDENDUM TO  
TERMS, CONDITIONS AND UNDERSTANDINGS OF COMPENSATION AND EMPLOYMENT FOR  
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

The City Council of the City of Roseville established the salary, benefits and other provisions related to the employment of the City's Management/Confidential employees during the period of January 1, 2024 through December 31, 2027. Whereas, the City Manager, and, where delegated, the Human Resources Director, are authorized to administer and manage the City workforce, personnel, and its personnel system, this administrative Addendum provides clarifying language as to the applicability and issuance of Service Term/Performance Bonuses.

In the furtherance of effective personnel management and Council priorities, the following provisions have been changed in the Terms, Conditions and Understandings of Compensation and Employment for Management/Confidential Employees, under Article X. Service Term/Performance Bonus:

**ARTICLE X. SERVICE TERM/PERFORMANCE BONUS**

**A. SERVICE TERM BONUS**

In recognition of the substantial contribution to the community made by employees as a result of the length of their City service, the City shall annually award, not compounded, each applicable employee, [hired prior to January 1, 2016](#), a service term bonus as indicated below.

1. The City agrees to provide Confidential employees the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of the 10th year and every year thereafter	2.5% of base salary

2. The City agrees to continue to provide Assistant Fire Chief, Fire Division Chief and Fire Battalion Chief the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of 10th year to completion of 14th year	2.5% of base salary
Beginning of 15th year to completion of 19th year	5.0% of base salary
Beginning of 20th year and every year thereafter	7.5% of base salary

3. The City agrees to provide Police Lieutenants and Captains the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of 10th year to completion of 14th year	2.5% of base salary
Beginning of 15th year to completion of 19th year and every year thereafter	5.0% of base salary

Such service term bonus shall be included in each eligible employee's bi-weekly payroll.

B. Employees hired on or after January 1, 2016, who receive a satisfactory or above annual performance review shall be eligible for an annual lump sum performance bonus, not compounded, as follows:

1. The City agrees to provide Confidential employees the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of the 10th year to completion of the 14th year	2.5% of base salary
Beginning of the 15th year and every year thereafter	5.0% of base salary

2. The City agrees to continue to provide Assistant Fire Chief, Fire Division Chief and Fire Battalion Chief the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of 10th year to completion of 14th year	2.5% of base salary
Beginning of 15th year to completion of 19th year	5.0% of base salary
Beginning of 20th year and every year thereafter	7.5% of base salary

3. The City agrees to provide Police Lieutenants and Police Captains the following service term bonus:

SERVICE TERM	BONUS AMOUNT
Beginning of 10th year to completion of 14th year	2.5% of base salary

Beginning of 15th year to completion of 19th year and every year thereafter	5.0% of base salary
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The annual lump sum performance bonus shall be paid with the first full ~~pay-check~~ [paycheck](#) in January each year based upon the base salary paid during the first full pay period in the previous November of each year.

- C. Effective January 1, 2024, Confidential employees, hired prior to January 1, 2016, who receive a satisfactory or above annual performance review shall be eligible for an annual lump sum performance bonus as follows:

SERVICE TERM	BONUS AMOUNT
Beginning of 15th year and every year thereafter	2.5% of base salary

The annual lump sum performance bonus shall be paid with the first full ~~pay-check~~ [paycheck](#) in January each year based upon the base salary paid during the first full pay period in the previous November of each year.

- D. Effective January 1, 2024, Management employees, not including those specified in provision A. 2., A.3., B.2., and B.3. above, who receive a satisfactory or above annual performance review shall be eligible for an annual lump sum performance bonus as follows:

SERVICE TERM	BONUS AMOUNT
Beginning of 10th year to completion of 14th year	2.5% of base salary
Beginning of 15th year to And every year thereafter	5.0% of base salary

For up to a total of 5%, the annual lump sum performance bonus shall be paid with the first full ~~pay-check~~ [paycheck](#) in January each year based upon the base salary paid during the first full pay period in the previous November of each year.

- E. [Employees who promoted or changed status into Management or Confidential from another employee group and received a service term bonus in their previous position in the prior calendar year, shall receive a prorated annual lump sum bonus from the date of the promotion/status change through the end of the year. For example, an employee who promoted in October, with five pay periods remaining in the calendar year, will receive a prorated lump sum bonus for the 5 remaining pay periods \(approximately 19% of the annual amount\).](#)

F. [Employee aggregate service is applied in accordance with Personnel Rule 3.11.090.](#)

Except as provided here, all wages, hours, and other terms and conditions of employment presently in the City's Terms, Conditions and Understandings of Compensation and Employment for Management/Confidential Employees remain in full force and effect.

City of Roseville

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Dominick Casey, City Manager

1/26/24  
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Date