

CAL POLY POMONA ENTERPRISES, INC.
PERSONNEL COMMITTEE
Thursday, September 11, 2025
2:00 – 3:30 p.m.
Join Zoom Meeting
<https://cpp.zoom.us/j/87005978274>
Meeting ID: 870 0597 8274
AGENDA



Committee Chair: Dr. Phyllis Nelson

Members: Kimberly Allain, Mayra Brown, Erica Frausto-Aguado, April Jimenez-Valadez, Sherwin Weerakoon

Staff: Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Naomi Aguilar

I. ACKNOWLEDGEMENT OF MEMBERS OF THE PUBLIC

Who may or may not be commenting on a specific item or making a general comment. Dr. Phyllis Nelson, Chair

II. CONSENT ACTION ITEMS

Items in this section are considered to be routine and acted on by the committee in one motion. Each item of the Consent agenda approved by the committee shall be deemed to have been considered in full and adopted as recommended. Any committee member may request that a consent item be removed from the consent agenda to be considered as a separate action item. If no additional information is requested, the approval vote will be taken without discussion.

A. Approval of Minutes Meeting Minutes – May 7, 2025	Dr. Phyllis Nelson	Page 2 - 4
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III. GENERAL UPDATES

B. Welcome New and Returning Members	Dr. Phyllis Nelson	
C. CEO’s Report	Jared Ceja, CEO	5 -6

IV. INFORMATION & DISCUSSION ITEMS

D. 2025/2026 Tentative Committee Schedule	Shari Benson, CHRO	7
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V. ACTION ITEMS

E. 2026 Holiday Schedule (Attachment) A	Shari Benson	8 – 9
F. Salary Grades 2026 – Minimum Wage Adjustment (Attachment) A	Shari Benson	10 – 11
G. CalPERS Position Listing (Attachment) A	Shari Benson	12 – 13
H. 2026 Medical Benefit Renewals	Shari Benson	14

V. OPEN FORUM Dr. Phyllis Nelson

VII. ADJOURNMENT Dr. Phyllis Nelson

**CAL POLY POMONA ENTERPRISES
PERSONNEL COMMITTEE
Wednesday, May 7, 2025, at 1:15 p.m.**



MINUTES

Notice is hereby given that a regular meeting of the Personnel Committee was held by video conference/teleconference on Wednesday, May 7, 2025, at 1:30 pm to discuss matters on the posted agenda. The meeting notice in its entirety was posted on the internet at: <https://foundation.cpp.edu/meetingpackets.aspx#ftab5>

Present: Dr. Phyllis Nelson, Mayra Brown, April Jimenez-Valadez, Megan Shadrack, Cynthia Nelson, Kimberly Gretchen Allain
Staff: Naomi Aguilar, Shari Benson, Claudia Burciaga-Ramos, Jared Ceja, Lisa Coats, Tariq Marji, Thomas Sekayan.

CALL TO ORDER

Chair Phyllis Nelson called the meeting to order at 1:17 p.m.

CONSENT ACTION ITEMS

A. Approval of Minutes, September 9, 2024

A motion was made by Cynthia Nelson and seconded by Mayra Brown to approve the minutes from September 9, 2024; with no opposition, the minutes were approved.

GENERAL UPDATES

B. CEO's Report

Jared Ceja briefly talked about CPPE being part of the Bronco Bound event. Staff volunteered, offered samplings, provided giveaways, and offered job information to both parents and students. The University Village conducted tours, and our staff was on the quad answering questions. It was a well-attended event.

Mr. Ceja mentioned that last quarter staff completed a Conflict Management Training facilitated by Dale Carnegie. This training was meant to support and empower the management team, ensure policy compliance, and help our workplace thrive. Jared shared charts that were used during the training.

Jared also noted that we recently held our Spring '25 Town Hall. There was a team-building activity and discussion on CPP's VSIP (voluntary separation incentive program). The CSU and CPP budgets were shared so the team can better understand the financial realities. Additionally, we spoke about student housing and the acquisition approval of The Current. The meeting included employee recognition – promotion announcements, anniversaries, and retirements – notably Juan Robledo who celebrated both his retirement and 40 years of service.

Another event this quarter was the Lunch with Leadership series designed for interested CPPE students, full-time staff, and part-time staff. It involves Jared and one member of the executive team answering questions with no fixed agenda. Current attendance is light, but both sessions generated excellent discussions, including positive feedback about supervisors.

Cynthia Nelson congratulated Jared and the team, noting that this information highlights how important Enterprises is to the university.

Jared reported on challenges in the Grant space impacting personnel and funding:

- Some DEI-related grants have been canceled; most have already closed, thus limiting the impact.
- Other grants had just opened, and we were able to respond quickly, avoiding major impacts.
- A couple of grants were small and had no associated personnel.
- Three full-time faculty had to be reassigned to other funding sources.
- Adjustments were made to part-time positions, including student roles.
- In-process hiring was halted.
- An appeal was issued to have one grant reinstated.
- ORSP had been our partner the whole way through.

CPPE Family Day 2025 had its debut. Despite having rain just prior to the event, it was a fun day filled with food, treats, games, and activities.

Lastly, Jared discussed a professional development initiative - TeachingHorse pilots. This program is intended to support leadership growth, generate revenue for the Arabian Horse Center, and bring professional development to our community.

ACTION ITEMS

C. Job Title List Update for CalPERS

Shari Benson mentioned that we are required by CalPERS to publish our pay data with our job title positions; there are no changes to the job titles. The updates are on the effective date due to the pending CA minimum wage changes coming in December. This list will be effective July 1, 2025, through December 20, 2025.

Motion was made to approve the Job Title list; moved by Cynthia Nelson and seconded by April Jimenez-Valadez to approve the Annual Update to Position List for CalPERS, as presented, for consideration by the Board of Directors at the next regularly scheduled meeting and that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any appropriate action necessary to implement this Resolution. There were no abstentions; motion carried.

D. FLPP Contribution

Shari Benson mentioned that the Board of Directors acted on May 25, 2010, to adopt the Foundation's Longevity Pay Plan (FLPP). The purpose of the FLPP is to encourage employment longevity and offer benefits to employees who are not eligible for our post-employment healthcare benefits.

The FLPP program applies to regular, benefited employees hired on or after March 1, 2009, who have 10 or more years of service. The organization may make, at its annual discretion, non-elective employer contributions to an FLPP participant's Deferred Compensation Account. Company contributions are reviewed annually by the Board for approval. Participants who receive a contribution to the plan are immediately 100% vested once the funds are transmitted to their account.

For 2025, twelve (12) benefited employees are eligible to participate. During this year's calculation, an error was discovered: the plan document states "wages paid the past year," but previous calculations were based on the current rate of pay. A recalculation was completed showing some minor overpayments to individuals in prior years. The overpayment is being adjusted from their 2025 payout. After adjustments, the total contribution to the participants' Deferred Compensation Accounts is \$26,069.41.

Motion was made to approve the FLPP program; moved and seconded by Cynthia Nelson and April Jimenez-Valadez to approve the resolution to fund the Foundation Longevity Pay Plan Program with a contribution amount of \$26,069.41 (net of adjustments), for consideration by the Board of Directors at the next regularly scheduled meeting and that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. There were no abstentions; motion carried.

E. Policy 210 Update – Student Assistant Salary and Wage Program

Shari Benson presented the Policy 210 Update and mentioned that the corporate policy governing the Student Assistant Salary and Wage Program has been updated to reflect current needs, practices, titles, and responsibilities. The primary change is the addition of Class D and Class E, added to address differing minimum wage structures at larger fast-food and restaurant chains.

Motion made to approve the Policy; moved and seconded by Mayra Brown and April Jimenez-Valadez to approve the updates to Policy 210 – Student Assistant Salary and Wage Program as presented and forward the resolution to the Board of Directors for consideration at the next scheduled meeting and that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution. No opposition, the motion passed.

F. Policy 219 Update – Compensation Plan

Shari stated that Policy 219 is ready for revision. The corporate policy governing the organization's Compensation Plan has been revised to reflect current practices and responsibilities. Most of the changes involve formatting, eliminating duplicate wording, and updating titles within the policy. The major change is in the Purpose section, which has been expanded to include information from the Code of Regulations and the Education Code.

Motion made to approve Policy 219 update; moved and seconded by Megan Shadrack and Cynthia Nelson to approve the updates to Policy 219 – Compensation Plan, as presented and forward the resolution to the Board of Directors for consideration at the next scheduled meeting and that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

G. Employee Handbook Update

Shari Benson presented the updated Employee Handbook that is updated every year. The Employee Handbook is updated to reflect changes in the law, policy, practice, and organizational needs. The last update became effective in May 2024.

While most changes to the updated handbook are minor, the material changes are:

1. Updated language in Discrimination, Harassment & Retaliation to include “intersectionality,” per new California law effective January 1, 2025 (SB1137).
2. Clarified use of sick pay.
3. Clarified usage of bereavement leave.
4. Updated Paid Disability and Paid Family Leave to reflect revised benefit amounts, clarified job classifications (32-hour vs. 40-hour positions), and defined the number of hours a student can work.

Motion made to approve the updated Handbook; moved and seconded by Cynthia Nelson and Megan Shadrick that the Personnel Committee has reviewed and recommend Board approval for the updates to the Cal Poly Pomona Enterprises Employee Handbook as presented and that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any and all action as may be necessary to effectuate this Resolution and make the revised Cal Poly Pomona Enterprises Employee Handbook available to all employees.

OPEN FORUM - None

ADJOURNMENT

A motion by April Jimenez-Valadez to adjourn the meeting was seconded by Mayra Brown, no opposition, the meeting was adjourned at 2:06 p.m. by Dr. Phyllis Nelson with unanimous consent.

Dr. Phyllis Nelson, Chair
Personnel Committee

The logo for Cal Poly Pomona Enterprises features a stylized arrow pointing to the right, composed of two dark green triangles and a yellow triangle at the tip.

Cal Poly Pomona
ENTERPRISES

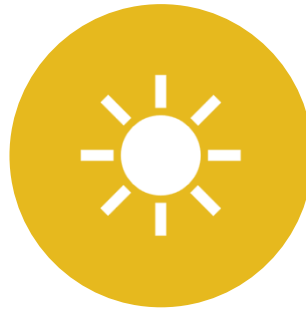
CEO's Report

September 11, 2025
Personnel Committee

Agenda



RECENT PERSONNEL
UPDATES



2025 SUMMER JOB
FAIR



2025 STAFF
RETREAT

2025-2026

Personnel Committee Meetings Schedule

Committee members:

1. Dr. Phyllis Nelson, Chair
2. Erica Frausto-Aguado
3. April Jimenez-Valadez
4. Sherwin Weerakoon
5. Mayra Brown
6. Kimberly G. Allain

<p>Occurrence: 2-3 times per fiscal year Duration: 1 hour and 30 minutes Liaison: Shari Benson</p>
<p>Thursday, September 11, 2025 2 pm – 3:30 pm</p>
<p>Monday, February 2, 2026 1 pm – 2:30 pm</p>

Memorandum

Date: September 11, 2025

To: Personnel Committee

From: Shari Benson, CHRO

Subject: **Holiday Schedule for 2026**

Attachment: Holiday Calendar 2026

Each year, the Cal Poly Pomona Foundation's holiday calendar closely mirrors that of the University. This method has proven effective as the demand for most of our services is reliant upon campus foot traffic. One minor variation on the schedule involves continuing the practice of designating a Cal Poly Pomona Foundation Holiday in place of the (possible) day granted by the Governor and CPP President to state-side employees.

This resolution calls for approval of the 2026 holiday calendar.

PROPOSED ACTION:

Management recommends the following resolution for approval:

BE IT RESOLVED, that the Personnel Committee of the Board of Directors approves the Holiday Calendar 2026, as presented, to be forwarded to the full Board of Directors at their next scheduled meeting.

BE IT FURTHER RESOLVED that upon approval of this resolution by the Board of Directors, the Chief Executive Officer and Chief Human Resources Officer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 11th DAY OF SEPTEMBER 2025.

Dr. Phyllis Nelson, Chair
Personnel Committee

HOLIDAY CALENDAR 2026

MONTH	DATE	HOLIDAY
January	01	New Year's Day 2026
January	19	Martin Luther King, Jr. Day
March	31	Cesar Chavez Day
May	25	Memorial Day
June	19	Juneteenth
July	03	Independence Day
September	07	Labor Day
November	11	Veteran's Day
November	26	Thanksgiving Day
November	27	Foundation Holiday
December	24	Foundation Holiday
December	25	Christmas Day
December	28	Foundation Holiday
December	29	Foundation Holiday
December	30	Foundation Holiday
December	31	Campus Closed (Use Personal Holiday or Vacation Hours)
January	01	New Year's Day 2027

Memorandum



Date: September 11, 2025

To: Personnel Committee

From: Jared Ceja – Chief Executive Officer

Subject: **Minimum Wage Adjustment Effective December 21, 2025**

Attachment: Salary Grade Ranges (Current)
Salary Grade Ranges with Revised Minimum Hourly Rate

Each year, management reviews its compensation policies and practices. An essential tool used in compensation administration is a current, relevant, and accurate salary scale.

Effective on or before January 1, 2026, the minimum wage for hourly employees will increase. This impacts our payroll period beginning December 21, 2025. The minimum wage has been set for \$16.90. California law also calls for the minimum wage for exempt positions of two times the minimum hourly wage (\$70,304 annually). Management is requesting updates to the salary scale by increasing all grades to account for the new minimum wage for 2026. These changes are necessary to help ensure our salaries are consistent with current wage orders and aligned with the market while mitigating the long-term effects of salary compression. These updates also support the Enterprises' requirement to meet comparability standards with the university.

This information will be updated on the CalPERS position list and posted on our company website, meeting California Government Code transparency regulations via a publicly available pay schedule.

PROPOSED ACTION:

Management recommends the following resolution for approval:

BE IT RESOLVED that the Personnel Committee approves forwarding to the Board of Directors the revised salary ranges, as presented, to correspond with the upcoming California minimum wage, effective December 21, 2025.

BE IT FURTHER RESOLVED that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer is authorized and directed to take any and all action as may be necessary to effectuate this resolution.

PASSED AND ADOPTED THIS 11th DAY OF SEPTEMBER 2025.

Dr. Phyllis Nelson, Chair
Personnel Committee

PROPOSED SALARY GRADE RANGES EFFECTIVE DECEMBER 21, 2025

\$16.90/HR MINIMUM WAGE

GRADE	HOURLY RANGE SPREAD			BI-WEEKLY PAY PERIOD			ANNUAL RANGE SPREAD		
	MIN	MID	MAX	MIN	MID	MAX	MIN	MID	MAX
16				\$6,589	\$8,896	\$11,202	\$171,325	\$231,288	\$291,252
15				\$5,514	\$7,444	\$9,374	\$143,368	\$193,547	\$243,725
14				\$4,614	\$6,229	\$7,844	\$119,973	\$161,964	\$203,954
13				\$3,861	\$5,213	\$6,564	\$100,396	\$135,534	\$170,673
12				\$3,231	\$4,362	\$5,493	\$84,013	\$113,418	\$142,823
11				\$2,704	\$3,650	\$4,597	\$70,304	\$94,910	\$119,517
10S				\$2,704	\$3,264	\$3,825	\$70,304	\$84,871	\$99,438
10H	\$28.12	\$37.96	\$47.81	\$2,250	\$3,037	\$3,825	\$58,493	\$78,966	\$99,438
9	\$23.73	\$32.04	\$40.34	\$1,899	\$2,563	\$3,227	\$49,361	\$66,638	\$83,914
8	\$20.03	\$27.04	\$34.05	\$1,602	\$2,163	\$2,724	\$41,655	\$56,234	\$70,814
7	\$16.90	\$22.82	\$28.73	\$1,352	\$1,825	\$2,298	\$35,152	\$47,455	\$59,758

GRANTS/CAMPUS PROGRAMS - EXEMPT POSITIONS									
GRADE									
G4				\$4,614	\$6,229	\$7,844	\$119,973	\$161,964	\$203,954
G3				\$3,861	\$5,213	\$6,564	\$100,396	\$135,534	\$170,673
G2				\$3,231	\$4,362	\$5,493	\$84,013	\$113,418	\$142,823
G1				\$2,704	\$3,650	\$4,597	\$70,304	\$94,910	\$119,517

Memorandum

Date: September 11, 2025
To: Personnel Committee
From: Shari Benson, CHRO
Attached: CalPERS Job Title List
Subject: **Job Title & Position List for CalPERS**

The CalPERS Job Title and Position list is being updated with the new rates, effective date of December 21, 2025. Minimum wage is adjusted most years around late December. Therefore, the Job Title and Position List must reflect the current rates and effective date. There are no changes to the titles, just range adjustments due to minimum wage.

PROPOSED ACTION:

The following resolution is recommended for approval:

WHEREAS Management is requesting the Personnel Committee's approval and forward the following resolution to the Board of Directors for their consideration:

BE IT RESOLVED that the Personnel Committee has reviewed and approved the Annual Update to Position List for CalPERS, as presented, for consideration by the Board of Directors at the next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that upon approval of this resolution by the Board of Directors, the CEO and CHRO are authorized and directed to take any appropriate action necessary to implement this Resolution.

PASSED AND ADOPTED THIS 11TH DAY OF SEPTEMBER 2025.

Dr. Phyllis Nelson, Chair
Personnel Committee

SALARY GRADES WITH JOB TITLES

Effective December 21, 2025

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
Grade 7	\$16.90/hr.	\$28.73/hr.	Advisor I	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Assistant Project Coordinator I	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Crew Member	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Cook	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Facilities Worker I	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Farm Labor I	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Assistant	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Office Support	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Vault Cashier	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Coordinator I	Hourly Non Exempt	Biweekly
	\$16.90/hr.	\$28.73/hr.	Specialist I	Hourly Non Exempt	Biweekly
Grade 8	\$20.03/hr.	\$34.05/hr.	Coordinator II	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	General Maintenance I	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Specialist II	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Technician	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Supervisor I	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Web Developer	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Advisor II	Hourly Non Exempt	Biweekly
	\$20.03/hr.	\$34.05/hr.	Admin Asst I	Hourly Non Exempt	Biweekly
Grade 9	\$23.73/hr.	\$40.34/hr.	Agriculture Laborer Lead	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Advisor III	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Admin Asst II	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Supervisor II	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Assistant Manager I	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Dietician	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Generalist	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Specialist III	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Analyst	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Sous Chef	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Coordinator III	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Facilities Lead	Hourly Non Exempt	Biweekly
	\$23.73/hr.	\$40.34/hr.	Facilities Maintenance II	Hourly Non Exempt	Biweekly
Grade 10 - Hourly	\$28.12/hr.	\$47.81/hr.	Administrative Assistant III	Hourly Non Exempt	Biweekly
	\$28.12/hr.	\$47.81/hr.	HVAC Technician	Hourly Non Exempt	Biweekly
	\$28.12/hr.	\$47.81/hr.	Manager I	Hourly Non Exempt	Biweekly
	\$28.12/hr.	\$47.81/hr.	Advisor IV	Hourly Non Exempt	Biweekly
	\$28.12/hr.	\$47.81/hr.	Accountant	Hourly Non Exempt	Biweekly
	\$28.12/hr.	\$47.81/hr.	Coordinator IV	Hourly Non Exempt	Biweekly
Grade 10 - Exempt	\$2,704/biweekly	\$3,825/biweekly	Digital Content Strategist	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$3,825/biweekly	Research Associate	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$3,825/biweekly	Coordinator IV	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$3,825/biweekly	Sr. Asst Manager	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$3,825/biweekly	Manager II	Salaried Exempt	Biweekly

SALARY GRADES WITH JOB TITLES

Effective December 21, 2025

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
Grade 11	\$2,704/biweekly	\$4,597/biweekly	Executive Assistant	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$4,597/biweekly	Manager III	Salaried Exempt	Biweekly
Grade 12	\$3,231/biweekly	\$5,493/biweekly	Assistant Director	Salaried Exempt	Biweekly
	\$3,231/biweekly	\$5,493/biweekly	Executive Chef	Salaried Exempt	Biweekly
	\$3,231/biweekly	\$5,493/biweekly	Sr. Manager	Salaried Exempt	Biweekly
	\$3,231/biweekly	\$5,493/biweekly	Staff / Research Scientist	Salaried Exempt	Biweekly
Grade 13	\$3,861/biweekly	\$6,564/biweekly	Associate Director	Salaried Exempt	Biweekly
	\$3,861/biweekly	\$6,564/biweekly	Project Administrator	Salaried Exempt	Biweekly
Grade 14	\$4,614/biweekly	\$7,844/biweekly	Director	Salaried Exempt	Biweekly
	\$4,614/biweekly	\$7,844/biweekly	Chief of Staff	Salaried Exempt	Biweekly
	\$4,614/biweekly	\$7,844/biweekly	Chief Human Resources Officer	Salaried Exempt	Biweekly
Grade 15	\$5514/biweekly	\$9374/biweekly	Sr. Director	Salaried Exempt	Biweekly
	\$5514/biweekly	\$9374/biweekly	Chief Financial Officer	Salaried Exempt	Biweekly
	\$5514/biweekly	\$9374/biweekly	Chief Operating Officer	Salaried Exempt	Biweekly
Grade 16	\$6,589/biweekly	\$11,202/biweekly	Chief Executive Officer	Salaried Exempt	Biweekly

GRANTS/CAMPUS PROGRAMS - EXEMPT POSITIONS

Salary Grade	Minimum	Maximum	HR Default Job Title	Pay Type	Pay Frequency
G3	\$3,861/biweekly	\$6,564/biweekly	Ex Director_Grants	Salaried Exempt	Biweekly
	\$3,861/biweekly	\$6,564/biweekly	Ex Director_CPrograms	Salaried Exempt	Biweekly
G2	\$3,231/biweekly	\$5,493/biweekly	Associate Director_CPrograms	Salaried Exempt	Biweekly
	\$3,231/biweekly	\$5,493/biweekly	Director_Grants II	Salaried Exempt	Biweekly
	\$3,231/biweekly	\$5,493/biweekly	Director_CPrograms	Salaried Exempt	Biweekly
G1	\$2,704/biweekly	\$4,597/biweekly	Assistant Director_UB Programs	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$4,597/biweekly	Director_Grants I	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$4,597/biweekly	Manager_CPrograms	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$4,597/biweekly	Research Associate_CPrograms	Salaried Exempt	Biweekly
	\$2,704/biweekly	\$4,597/biweekly	Coordinator IV_CPrograms	Salaried Exempt	Biweekly



Memorandum

Date: September 11, 2025

To: Personnel Committee

From: Shari Benson, Chief Human Resources Officer

Attached: 2026 Proposed Benefits Structure

Subject: HEALTHCARE 2026 BENEFITS RENEWAL

As noted at the Summer Board Retreat, the benefit renewal rate increase for the 2026 calendar year is 11.6% for Kaiser and 8.9% for United Healthcare. Due to the rising costs of medical insurance and newly enacted requirements, this increase is more than was budgeted. The total net increase is \$12,754 in excess of the approved budget. The organization can absorb the increase for the 2026 year with savings in other categories, but will also be reviewing changes for the 2027 plan.

RATE INFORMATION:

	Kaiser 2025	Kaiser 2026	UHC 2025	UHC 2026
Employee Only	\$752.00	\$839.00	\$685.00	\$746.00
Employee +1	\$1,504.00	\$1,679.00	\$1,371.00	\$1,493.00
Family	\$2,128.00	\$2,375.00	\$1,938.00	\$2,110.00

Note: The PPO rates are same as the UHC HMO rates shown. The PPO is a “buy-up” plan, employees pay the difference between the HMO and PPO premiums.

PROPOSED ACTION:

Management recommends the following resolution for approval:

BE IT RESOLVED that the Personnel Committee approves the 2026 Healthcare Benefits Renewal and associated updates to the rate structure, as presented, for forwarding to the Board of Directors at the next scheduled meeting.

BE IT FURTHER RESOLVED that upon approval of this resolution by the Board of Directors, the Chief Human Resources Officer and Chief Executive Officer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

PASSED AND ADOPTED THIS 11th DAY OF SEPTEMBER 2025.

Dr. Phyllis Nelson, Chair
Personnel Committee