



CLASSIFICATION AND COMPENSATION PLAN

PART-TIME UNREPRESENTED EMPLOYEES

JANUARY 1, 2022 – JUNE 30, 2025



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INTRODUCTION

Part-time employees are an important part of the City's workforce and play an instrumental role in providing service to the community. Part-time employees also provide flexible staffing, in terms of the weekly assigned hours as well as the anticipated duration of employment. The intent of this plan is to outline the terms, conditions, parameters, classification and compensation for part-time employees working for the City. In addition to the terms of this plan, part-time employees are also subject to Citywide expectations for employee conduct, as outlined in policies and procedures, as well as rules specific to their assigned department.

ARTICLE 1: PART-TIME EMPLOYEES DEFINED

1) Categories of part-time employment

Generally, part-time employment falls into one (or more) of the following categories:

- a) **Regular part-time employees:** Part-time employees who work a set number of hours on an ongoing basis, and are generally scheduled to work thirty (30) hours or less per week, but may be assigned a greater number of hours based upon operational and position needs. Regular part-time positions are generally scheduled to work throughout the year, but may be assigned more hours during peak season or designated time periods. Employees in regular part-time roles are required to regularly be available for their assigned position.
- b) **Temporary employees:** Part-time employees who are hired to fill in for the vacancy or leave of a full-time employee, or for an extra-help assignment. The duration of these assignments will generally be 6 months or less, but may be assigned for a longer duration based upon operational and position needs. Temporary employees may be scheduled for full-time or part-time hours and are generally expected to work a limited duration of time. Temporary employees will be separated from City service following their assignment, unless they are hired to work in a different capacity, or unless earlier terminated.
- c) **Seasonal employees:** Part-time employees who are hired to support a program, service or activity that occurs on a seasonal basis at specific times of the year; for example, recreation employees hired to support summer programs. Employees working in a seasonal capacity will be separated from City service after the end of their seasonal assignment unless they are hired to work in a different capacity, or unless earlier terminated.
- d) **On-Call or As-Needed employees:** Part-time employees who are hired to be on payroll (but paid only for actual time worked) for on-call or as-needed services. Examples of this include on-call clerical support or employees to support special event staffing, or specific projects. Employment will be reviewed periodically to ensure that the employee still qualifies for as-needed work.

2) Employment Status (At-Will and not Classified Service)

Employees working in part-time positions are not part of the classified service and are “at-will” in nature. “At-will” employees are employees who have no property interest in continued employment, may be removed from service at any time with or without cause or notice, and are not entitled to a pre-disciplinary process or a disciplinary appeal procedure.

3) Part-Time Classifications

Job descriptions will be established and maintained for any part-time position that does not have a full-time equivalent position. New or updated job descriptions require the approval of the Human Resources Director, and the assigned compensation for new classifications approved throughout the duration of this classification and compensation plan will also be approved by the Finance Director. Employees who are hired to work in the part-time equivalent of a full-time position will be assigned duties and responsibilities as described in the existing job description.

4) Maintaining “Active” Status

Part-time employees on the City’s payroll will be reviewed periodically, and employees who have not recorded any hours within a specified time period (generally six months) will be reviewed by their supervisor(s) for the need for continued employment. Employees consistently unavailable for work or no longer in a needed assignment will be taken off payroll and notified of such action.

5) Employment in More Than One Part-Time Position

In some instances, an employee may be approved to work in more than one part-time position with different job functions and responsibilities. When an employee is approved to work in more than one position, they will receive the hourly rate corresponding with each part-time position for the hours worked in that function.

ARTICLE 2: WORK HOURS AND SCHEDULE

1) Work Hours

Part-time employees are generally scheduled to work less than thirty (30) hours per week, and/or less than fifty-two (52) weeks per year. Part time employees are generally scheduled to work 1,000 hours or less in a fiscal year. Upon hire or based upon the needs of the position, a supervisor may attain approval from their Department Head and Human Resources for an employee to work more than 1,000 hours in a fiscal year. Part-time employees will only be paid for their actual hours worked, and any leave time they are provided.

2) Work Schedule

The assignment of work schedules is at the sole discretion of the department. In assigning employees' work schedules, the supervisor may require employees to provide their availability for a set period of time and may determine the methods for assigning work schedules. Employee availability will be taken into account when assigning work schedules, and those employees who are more consistently available for additional hours may be assigned more hours or preferred scheduling.

3) Meal Periods and Rest Breaks

Meal periods and rest breaks will be provided to part-time employees when possible. An employee scheduled to work six (6) hours or more will typically be provided a thirty (30) minute meal period, which will be unpaid if the employee is relieved of their job duties and paid if the employee is required to be available or on call during their meal period. At the supervisor's discretion and when operationally feasible, a part-time employee may be assigned paid rest breaks, generally 15 minutes for each four hours (or more) worked. Meal periods and rest breaks are not required by law for public agency employees. An employee will not be entitled to a credit for any meal periods or rest breaks they are not able to take. Unpaid meal periods or paid rest breaks will be granted based upon the operational feasibility and the nature of the employee's job responsibilities.

4) Overtime

Overtime work should be an exception for part-time employees. Any overtime worked must be approved by the employee's supervisor in advance, except in emergency circumstances. Overtime is compensated at time and one half the employee's regular rate of pay for any hours worked in excess of forty (40) hours per defined 7-day workweek. Unless otherwise specified, the defined workweek for part-time employees begins Saturday at midnight and ends Friday at 11:59 p.m. Any leave time (e.g. statutory sick leave) will not be considered hours worked for the purposes of calculating overtime.

ARTICLE 3: COMPENSATION

1) Salary

a) Salary schedule for part-time positions:

The salary schedule for all designated part-time positions is attached as Exhibit A. Part-time positions are either allocated to a salary step plan or to an open salary range.

b) Full-time classification employed on a part-time or temporary basis:

Any employee hired on a part-time or temporary basis in a full-time classification will be paid the corresponding salary rate on an hourly basis. While a full-time position may be hired in this capacity, the classification will not be listed on the part-time employee salary schedule (Exhibit A).

c) **Salary upon appointment:**

Upon appointment, the Department Head may authorize an initial salary rate at any point in the salary step schedule or range based upon experience, knowledge, skills, and/or abilities related to the position.

d) **Movement within the salary range:**

Employees are eligible for annual salary movement on their anniversary date, either to the next salary step or an increase within the range, in conjunction with the employee demonstrating satisfactory or above performance. If warranted by job performance or for retention, the supervisor may recommend movement greater than one-step or at an earlier interval than one year, subject to approval of the Department Head and Human Resources Director. Increases within a salary range shall be based upon the supervisor recommendation and Department Head approval, but shall not exceed 10% within a fiscal year unless authorized by the Human Resources Director and City Manager. Increases will be effective the beginning of the pay period following their anniversary date. If an employee has not worked consistently in the prior evaluation year (less than 450 hours) or has not demonstrated satisfactory performance, the employee's supervisor may recommend delaying the step increase in 6-month increments.

ARTICLE 4: BENEFITS

This article provides an overview of the benefits that may be offered to part-time employees. The eligibility for such benefits will depend on the requirements under the law and a part-time employee's specific status. Questions about an employee's eligibility for any of the benefits outlined within this article may be directed to the Human Resources Department.

1) **Leave (Sick Leave and Family/Medical Leave)**

Part-time employees will be eligible for leave time as required under the law. Employees who qualify for Family/Medical Leave based on their hours worked will be eligible for those benefits in accordance with the law and City policy.

2) **Retirement Plans**

City employees do not participate in Social Security. Part-time employees are instead enrolled in one of the following retirement systems/plans, based on their eligibility:

a) **California Public Employees Retirement Systems (CalPERS) Retirement**

Employees who work more than 1,000 hours in a fiscal year, as well as any employee who is an active participant in CalPERS from a prior or concurrent employer, will be enrolled in the CalPERS retirement system. Employees will be enrolled in one of the following two categories, based upon the associated CalPERS criteria:

i) **“Classic” CalPERS Members:**

Employees who are “classic” members under the CalPERS retirement program receive the 2% @ 55 retirement formula and one-year final compensation (Government Code section 20042). Employees contribute the 7% member contribution on a pre-tax basis toward the retirement benefit.

ii) **“New Members” under the Public Employee Pension Reform Act (PEPRA):**

Employees who are “new members” under the CalPERS retirement program receive the 2% @ 62 retirement formula and a three-year final compensation period (Government Code section 7522.32(a)). Employees contribute the higher of 7% or one-half the normal cost as identified annually by CalPERS.

b) **PARS Alternate Retirement System**

All employees who are not enrolled in CalPERS will be enrolled in the alternate retirement system for part-time employees. Employees will be required to pay their full employee contribution (7.5% at the time of adoption of this plan).

3) **Workers Compensation**

Employees who are injured on the job will receive worker’s compensation benefits as provided by law.

4) **Additional Unpaid Leave**

At the supervisor’s discretion, employees may request an unpaid leave of absence. Unless the employee is eligible for statutory family/medical leave, any request for unpaid leave is at the sole discretion of the employee’s supervisor and department head. Unpaid leaves of absence shall not exceed six (6) months.

5) **Additional Benefits**

The availability of other benefits and programs for part-time employees will be at the discretion of the City.

EXHIBIT A – SALARY SCHEDULES

Effective 05/21/2022

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Background Investigator	Range:	30.00				45.00
Ceramic Technician		18.00	18.90	19.85	20.84	21.88
Custodian	Range:	15.00				25.00
Emergency Services Coordinator		41.08	43.13	45.29	47.55	49.93
Fire Prevention Apprentice		18.00	18.90	19.85	20.84	21.88
Intern	Range:	15.00				25.00
Maintenance Assistant	Range:	15.00				25.00
Pool Lifeguard/Instructor		18.00	18.90	19.85	20.84	21.88
Pool Manager		21.88	22.97	24.12	25.33	26.60
Program Coordinator	Range:	20.00				51.50
Project Administrator	Range:	45.00				125.00
Recreation Leader		17.14	18.00	18.90	19.85	20.84
Senior Recreation Leader		21.88	22.97	24.12	25.33	26.60
Warehouse Assistant	Range:	18.00				25.00

Effective 01/14/2023

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Background Investigator	Range:	30.00				46.35
Ceramic Technician		18.54	19.47	20.45	21.47	22.54
Custodian	Range:	15.00				25.75
Emergency Services Coordinator		42.31	44.42	46.65	48.98	51.43
Fire Prevention Apprentice		18.54	19.47	20.45	21.47	22.54
Intern	Range:	15.00				25.75
Maintenance Assistant	Range:	15.00				25.75
Pool Lifeguard/Instructor		18.54	19.47	20.45	21.47	22.54
Pool Manager		22.54	23.66	24.85	26.09	27.40
Program Coordinator	Range:	20.00				53.05
Project Administrator	Range:	45.00				128.75
Recreation Leader		17.65	18.54	19.47	20.45	21.47
Senior Recreation Leader		22.54	23.66	24.84	26.09	27.40
Warehouse Assistant	Range:	18.00				25.75

Effective 01/13/2024

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Background Investigator	Range:	30.00				47.74
Ceramic Technician		19.10	20.05	21.06	22.11	23.22
Custodian	Range:	15.00				26.52
Emergency Services Coordinator		43.58	45.75	48.05	50.45	52.97
Fire Prevention Apprentice		19.10	20.05	21.06	22.11	23.22
Intern	Range:	15.00				26.52
Maintenance Assistant	Range:	15.00				26.52
Pool Lifeguard/Instructor		19.10	20.05	21.06	22.11	23.22
Pool Manager		23.22	24.37	25.59	26.87	28.22
Program Coordinator	Range:	20.00				54.64
Project Administrator	Range:	45.00				132.61
Recreation Leader		18.18	19.10	20.05	21.06	22.11
Senior Recreation Leader		23.22	24.37	25.59	26.87	28.22
Warehouse Assistant	Range:	18.00				26.52

Effective 01/11/2025

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Background Investigator	Range:	30.00				48.46
Ceramic Technician		19.39	20.35	21.38	22.44	23.57
Custodian	Range:	15.00				26.92
Emergency Services Coordinator		44.23	46.44	48.77	51.21	53.76
Fire Prevention Apprentice		19.39	20.35	21.38	22.44	23.57
Intern	Range:	15.00				26.92
Maintenance Assistant	Range:	15.00				26.92
Pool Lifeguard/Instructor		19.39	20.35	21.38	22.44	23.57
Pool Manager		23.57	24.74	25.97	27.27	28.64
Program Coordinator	Range:	20.00				55.46
Project Administrator	Range:	45.00				134.60
Recreation Leader		18.45	19.39	20.35	21.38	22.44
Senior Recreation Leader		23.57	24.74	25.97	27.27	28.64
Warehouse Assistant	Range:	18.00				26.92