

**RESOLUTION NO. 178-58**

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF ARCATA AMENDING THE CLASS AND PAY RESOLUTION**

***COMPENSATION & BENEFITS FOR HOURLY RATED PART-TIME, TEMPORARY, AND SEASONAL  
PERSONNEL***

*BE IT RESOLVED* by the City Council of the City of Arcata that hourly rated part-time, temporary, and seasonal employees in the listed classifications shall be compensated as follows. This resolution supersedes Resolution No. 178-36.

**Section 1. – SALARY SCHEDULE**

<b>Classification</b>	<b>Salary Grade</b>		<b>Salary Steps</b>				
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Gymnastics Assistant Recreation Leader	PT15	Hourly -----	\$11.090	\$11.645	\$12.227	\$12.838	
Bus Driver Trainee Drafting Aide Gymnastics Instructor Recreation Specialist Resources Aide Video Aide Water Meter Reader	PT18	Hourly -----	\$11.426	\$11.998	\$12.597	\$13.227	
Maintenance Trainee Program Supervisor	PT25	Hourly \$11.667	\$12.251	\$12.863	\$13.506	\$14.182	
Assistant Recreation Supervisor Office Assistant Community Service Officer Parking Enforcement Officer	PT31	Hourly \$12.385	\$13.004	\$13.654	\$14.337	\$15.054	
Operator-In-Training Water/Wastewater	PT35	Hourly \$12.888	\$13.532	\$14.209	\$14.919	\$15.665	
Cashier/Finance Aide	PT40	Hourly \$13.545	\$14.222	\$14.934	\$15.680	\$16.464	
GIS Technician Media Production Specialist	PT44	Hourly \$14.095	\$14.800	\$15.540	\$16.317	\$17.133	

Classification	Salary Grade	Salary Steps					
		1	2	3	4	5	
Forest Technician	PT47	Hourly	\$14.522	\$15.248	\$16.011	\$16.811	\$17.652
Engineering Aide							
Street Sweeper Operator							
Bus Driver	PT57	Hourly	\$16.042	\$16.844	\$17.686	\$18.570	\$19.499
Heavy Equipment Operator							
Vehicle Abatement Officer							
Communications Specialist	PT 60	Hourly	\$16.528	\$17.354	\$18.222	\$19.133	\$20.090
Interpretative Naturalist							
Permit and Code Technician	PT65	Hourly	\$17.371	\$18.239	\$18.962	\$19.910	\$20.905
Building Inspector Trainee	PT67	Hourly	\$17.720	\$18.606	\$19.536	\$20.513	\$21.539
Police Officer Trainee (Academy Student)							
Recreation Specialist (Self-Supporting)	SelfSup	Per hour fee	\$11.000	\$13.000	\$17.000		
Sports Official	SportOff	Per Game	\$11.500	\$12.075	\$12.679	\$13.313	\$13.978

## **Section 2.- DEFINITION OF PART-TIME STATUS**

Part-time personnel shall be defined as hourly employees who regularly work a minimum of 30 hours per pay period but never more than 1040 hours per year. Part-time employees who do not perform any work (including paid time off) over two consecutive pay periods or for more than 4 pay periods per fiscal year, will be separated from employment or changed to a Seasonal status, at the discretion of the Department Head.

Part-time personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for part-time positions involving difficult to obtain specialist skills and expected to be of limited duration.

## **Section 3. – PART-TIME SUPPLEMENTAL COMPENSATION AND BENEFITS**

### **Sick Leave**

A. Earned at a rate of 4 hours per month, pro-rated.

- B. The maximum allowed accrual of sick leave shall be 240 hours. Full-time City employees resigning from full-time employment and then accepting part-time employment will be subject to the 240-hour cap if they carry over their sick leave accrual.
- C. Sick leave can be used only for hours that the part-time employee was scheduled and expected to be at work.
- D. PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Short-Term Disability**

Short-term disability benefits shall be paid in accordance with the City of Arcata Short-Term Disability Program. The basic monthly earnings for the short-term disability benefit for part-time employees shall be the average monthly earnings for the preceding six-month period.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Holidays**

Five (5) holidays (Christmas Day, New Year's Day, Martin Luther King Day, Fourth of July, Thanksgiving Day) paid at four hours per day if work has been performed within the week the holiday falls in.

Part-time employees of the Police Department who are requested and agree to work on any of the holidays enumerated above shall receive time and a half for all hours worked on the holiday, in addition to the four (4) hours holiday pay at straight time. To further clarify, this additional time and one-half pay is for hours worked on the actual holiday (Christmas DAY, New Year's DAY, Martin Luther King DAY, 4<sup>th</sup> of July DAY, Thanksgiving DAY). If it is an "observed" holiday (for example Christmas DAY falls on a Saturday and the City is closed on Friday in observance of the holiday. The time and one-half pay would only apply when the employee actually works on that Saturday-Christmas DAY. If the employee works on Friday [the observed holiday], they will receive regular pay for all hours actually worked.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Free Bus Service**

Part-time employees and their immediate families shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Premium Pay**

Part-time employees shall only receive premium pay if they have documented training and/or certification to perform the "premium duties", and the supervisor signs off that the duties fall within the scope of the part-time employee's job description. Premium pay shall only be paid for actual time spent in direct contact with raw sewage or other hazardous materials.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

### **Quit Smoking Plan**

An employee who has been a smoker can sign up for the "Quit Smoking Plan". If employee does not smoke for twelve consecutive months from the time of sign-up and certifies that he/she has not smoked for one year at the end of twelve months, employee will receive \$200. This is a one-time benefit.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

## **Section 4. - DEFINITION OF TEMPORARY AND SEASONAL STATUS**

**Temporary** personnel shall be defined as hourly employees who are employed for a limited time or a specific project. Employees can work unlimited hours for no more than twelve (12) months (measured forward from the first day of temporary employment). Employees will be classified as temporary only after documentation of the temporary assignment, and its expected duration, has been signed by both the department head and the employee. A break of at least 18 consecutive months is required between temporary assignments for one individual in a particular position within the same department.

**Seasonal** personnel shall be defined as hourly employees who are employed on an intermittent basis not to exceed 1040 hours per calendar year. Seasonal employees who do not perform any work for two consecutive pay periods shall be separated from employment, and can be rehired, if necessary, as long as the 1040 hour limit is not exceeded within the calendar year.

Temporary or seasonal personnel whose duties fall within a particular job classification shall be compensated at the hourly equivalent of an appropriate step in the salary range for this classification as determined by the City Manager. When it is in the best interest of the City, the City Manager may negotiate compensation rates for temporary or seasonal positions involving difficult to obtain specialist skills and expected to be of limited duration. Recreation Specialists for self-supporting classes shall be compensated based on class fees.

## **Section 5. – TEMPORARY AND SEASONAL SUPPLEMENTAL COMPENSATION AND BENEFITS**

Temporary /Seasonal employees shall receive the following supplemental compensation and benefits:

### **Sick Leave**

Temporary/Seasonal employees shall receive sick leave as defined in the City's current *Paid Sick Leave for Hourly Employees* policy, established in compliance with the California Paid Sick Leave law (The Healthy Workplaces, Healthy Families Act of 2014 [AB 1522]).

### **Police Officer Trainee (Academy Student)**

Employees classified as Temporary Police Officer Trainee shall be covered under the medical/dental/vision plans, in the same manner as full-time employees, while attending the Police Academy.

### **Free Bus Service**

Temporary/Seasonal employees shall be entitled to free transportation on the Arcata and Mad River Transit System upon presentation of proper identification as determined by the Transit Manager with the approval of the City Manager.

PERS annuitants are not eligible for this benefit, per Sections 21221(h) and 21224 of the Public Employees' Retirement Law (PERL), in which annuitants may not receive benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly pay rate.

**Section 6 . Effective Date**

The effective date will be May 17, 2018.

DATED: May 16, 2018

ATTEST:

APPROVED:

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CITY CLERK, CITY OF ARCATA

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MAYOR, CITY OF ARCATA

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Resolution No.178-58, passed and adopted at a regular meeting of the City Council of the City of Arcata, Humboldt County, California, on the 16th day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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CITY CLERK, CITY OF ARCATA