



**PART-TIME  
EMPLOYMENT AND BENEFITS POLICY  
Amended March 7, 2023**

**Resolution No. 2023-013**

**Section 1— DEFINITIONS**

- A. Part-time regular employment is defined as generally working less than forty (40) hours per week during a fiscal year, on a year-round, regular pre-arranged schedule.
- B. Part-time intermittent employment is defined as generally working less than forty (40) hours per week, during a fiscal year, on a seasonal or temporary basis.
- C. Part-time employment refers to both regular and intermittent part-time status whether assigned to full-time equivalent or part-time classifications.
- D. Interim appointment refers to a temporary appointment of up to six (6) months for a part-time position, of a person possessing the minimum qualifications last established for a particular classification other than eligibility by examination and who has been appointed to a position in that classification in the absence of available eligibles.
- E. Provisional appointment refers to the temporary appointment of up to six (6) months for a full-time position, of a person possessing the minimum qualifications last established for a particular classification other than eligibility by examination and who has been appointed to a position in that classification in the absence of available eligibles.

**Section 2—SALARY AND COMPENSATION**

- A. Salary Plan—Human Resources will survey part-time classifications as need and make recommendations for appropriate salary adjustments to the City Manager. Also, the part-time classification specifications (job descriptions) will be reviewed and updated as necessary by Human Resources. Part-time wage rates and benefits are established by the City Council based on the recommendation of the City Manager.
- B. The City shall implement pay based on a compensation survey of ten (10) cities and apply appropriate market rate adjustments to the hourly rate of each employee in eligible classifications. The hourly rate of classifications that are below the median of the market shall be increased effective April 1, 2023, except for those classifications tied to the state minimum wage requirements. Salaries commencing on April 1, 2023, are listed in Exhibit “A” and attached hereto and made a part thereof.

- C. Minimum Wage Increase— All classifications subject to minimum wage shall be adjusted pursuant to all state-mandated minimum wage increases. Any classification in a series, shall be adjusted to maintain a minimum of five percent (5%) between the classifications due to compaction issues caused by its subordinate receiving a minimum wage increase.
  
- D. Work Period/Overtime—Part-time employees shall be paid on a straight-time basis for the actual number of hours worked except that, non-exempt part-time employees shall receive overtime compensation in accordance with the Fair Labor Standards Act. An employee’s work period for the calculation of overtime pay shall be a seven (7) day period. An employee shall be paid at the rate of one-and-one half (1½) times the employee’s hourly rate for all hours worked in excess of forty (40) in the seven (7) day work period. These hours shall be referred to as “overtime” hours. Employees working an alternate (i.e., 9/80 or 4/10) work schedule shall be paid at the rate of one-and-one half (1½) times the employee’s hourly rate for all hours worked in excess of forty (40) in the designated alternate work period.
  
- E. Salary on Appointment
  - 1. Part-time employees on the part-time classification salary schedule shall be initially appointed no higher than Step three (3) of the seven (7) step range. If recruitment difficulties are encountered, or qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, appointment at a higher rate in the salary range may be authorized by the City Manager or designee.
  - 2. Part-time employees on a full-time classification salary range shall be initially appointed no higher than Step five (5) on the salary range. If recruitment difficulties are encountered, or qualifications of a candidate for employment indicate that a higher hiring rate would be in the City's best interests, appointment at a higher rate in the salary range may be authorized by the City Manager or designee.
  
- F. Salary Upon Appointment to a Full-Time Position—Part-time employees appointed to full-time positions in the same job classification shall be compensated at the same salary step as they are receiving in the part-time position. In the event the full-time appointment is made within ninety (90) calendar days preceding the employee's next merit review date, placement on the higher salary range may, with the approval of the City Manager, be two and one-half percent (2½%), five percent (5%), or seven and one-half percent (7½%) above the salary currently earned, and must be justified by a performance evaluation.
  
- G. Merit Salary Advancement— Employees who have not reached the top step of the assigned salary range for their classification shall be eligible for a merit increase as delineated below.

1. Part-time employees shall be eligible for a merit increase only after completion of either: a) a minimum of one (1) years' service; or b) if on an intermittent basis, the lapse of one (1) year since the original appointment and/or previous performance review date. (Also see Section 2, F.2.) The review date will automatically be adjusted forward by Human Resources to reflect periods of leave of absence without pay.

The effective date of a part-time employee's annual merit increase shall be the employee's anniversary date.

2. Part-time employees are subject to the City's Human Resources Rules and Regulations as they apply to merit increases. However, for exceptional performance, out-of-phase merit increases may be granted as recommended by the Department Director and approved by the City Manager or designee. Instances of out-of-phase increases will be infrequent and shall be limited to classes listed on the part-time classification salary schedule.

H. Bilingual Pay—Regular part-time employees required to speak, read and/or write in Spanish or a language other than English as part of the regular duties of their positions will be compensated at the rate of fifty-eight cents (\$0.58) per hour in addition to their rate of regular pay.

1. Human Resources shall administer the taking of competency tests to certify the employee's proficiency in speaking, reading, or writing Spanish or another approved language. Certification of competency shall be a precedent to qualifying for bilingual pay.
2. There shall be a limit of twelve (12) part-time regular employees who may receive bilingual pay at any one time.
3. All regular part-time employees receiving bilingual pay must be recertified immediately prior to each bilingual anniversary date to continue to be eligible for the additional pay. If the employee fails to reapply or to become recertified prior to the employee's anniversary date, the bilingual pay will cease at the beginning of the payroll period immediately following the employee's anniversary date. The employee is responsible for initiating the request for eligibility or recertification.
4. An employee unable to demonstrate proficiency in an initial or recertification bilingual test may request a second test at their own expense to be administered not more than 30 days from the initial failed test. If the employee does not pass on the second attempt they will not be eligible to test again for one (1) year after the initial failed attempt. However, if in the meanwhile the City determines there are a sufficient number of qualified bilingual employees when the one (1) year has passed and has no immediate need for additional bilingual employees, the employee will have their name placed on a waiting list.

5. After two (2) consecutive years of successful recertification, the part-time regular employee shall only be required to participate in the recertification process every four (4) years.

I. Uniform Allowances for Part-Time Regular Employees

For part-time regular employees in the following full-time classifications, the City shall provide an annual lump-sum uniform allowance equivalent to one-half of the allowance provided to full-time employees in the same job classifications, as provided in the respective MOUs:

- Police Records Clerk
- Police Records Technician
- Police Property/Evidence Technician
- Admin Clerk I/II (only when assigned to Police Department uniformed positions)
- Parking Control Officer
- Jailer
- Public Safety Dispatcher I/II (except full-time employees assigned as intermittent Dispatcher)

Uniform allowance shall be paid to the employee on a regular pay day in July each year. Newly appointed part-time regular employees in the classifications listed above shall receive an initial uniform allowance of \$350, unless newly hired between January and June of any year. If the employee is hired between January and June, the \$350 will be prorated by the percentage of months remaining until July (i.e., 1/6<sup>th</sup> of the amount per month). Thereafter, the employee shall receive the annual allowance as described above. Police Cadets shall receive a voucher in the amount of \$250 for the provision of uniforms.

J. Court On-Call Pay for Part-time Regular Employees

For part-time regular employees in the full-time equivalent Jailer classification, the City shall compensate the subpoenaed employee at his/her regular straight-time hourly rate for one (1) hour or the actual number of hours the employee appears in court, whichever is greater.

K. Work Shoe Reimbursement—For employees in the following part-time regular classifications, the City shall provide an annual lump-sum work shoe allowance to field maintenance services employees for the cost of safety/work shoe/boots in an allowance equivalent to one-half, \$125, of the allowance provided to full-time employees (currently \$250) in the same job classifications, as provided in the respective MOUs:

- Maintenance Services Worker I/II
- Water Distribution Operator I/II
- Facilities Worker (when assigned to Brea Downtown)

The work shoe allowance shall be paid directly to the employee on a regular pay

day in July of each year. Newly appointed part-time regular employees in the classifications listed above shall receive an initial work shoe allowance of \$125, unless newly hired between January and June of any year. If the employee is hired between January and June, the \$125 will be prorated by the percentage of months remaining until July (i.e., 1/6<sup>th</sup> of the amount per month). Thereafter, the employee shall receive the annual allowance as described above.

- L. Special Assignment and Compensation—A Police Cadet may be appointed to a Senior Police Cadet special assignment at the sole discretion of the Police Chief provided the employee meets the established minimum qualifying criteria, his/her performance in their current assignment has been satisfactory, and they are physically capable to performing the duties of the special assignment. Once appointed, an employee may be removed from a special assignment by the Police Chief if the employee no longer meets the minimum qualifying criteria, and/or their performance in the special assignment has been unsatisfactory, and/or the employee is rendered physically incapable of performing the duties of the special assignment and/or the Police Chief determines that removal from the special assignment is in the professional interest of the employee and/or the Department and/or the community being served. Additions or reductions in the number of special assignments shall be determined by the City based upon budgetary and staffing needs. All special assignment pay shall be effective for only as long as the duty assignment remains in effect for the employee.

Part-time regular Police Cadets appointed to the Senior Police Cadet assignment shall receive special assignment pay of five percent (5%) in addition to their regular rate of pay.

- M. Working out of Classification Pay— Part-time regular employees may work up to twenty (20) days in a fiscal year without additional compensation. Part-time regular employees who are assigned to work on a temporary basis in a higher classification for a total of twenty-one (21) days or more in a fiscal year, as specifically assigned by the Department Director, shall receive five percent (5%) in addition to the employee's regular rate of pay. The additional pay shall commence on the twenty-first (21<sup>st</sup>) calendar day of working within the assignment.

**Section 3—BENEFITS**

- A. Federal/State Mandated Programs—All part-time employees shall participate in the City's benefit programs only to the extent required by State or Federal law or as provided in this policy. Current State or Federally mandated benefit programs include retirement, Workers' Compensation, unemployment insurance, and for all part-time employees hired on or after April 1, 1986, Medicare.

- B. Retirement

- 1. Public Employees' Retirement System—All part-time employees enrolled in the Public Employees' Retirement System (CalPERS) prior to July 1,

2000, shall pay the employee's CalPERS monthly contribution per the following schedule:

Effective the first full pay period beginning on or after 9/1/16, the employee shall pay seven percent (7%) of the employee CalPERS retirement contribution, the City shall make no (0%) employee CalPERS retirement contribution.

Implementation of the above reductions in City funding of the employee CalPERS retirement contributions shall be accomplished by means of each affected employee incurring a payroll deduction each payroll period in the above amounts. Said payroll deductions shall be on a pre-tax basis pursuant to IRS Code Section 414(h) (2).

2. 1959 Survivor Benefit—The PERS Retirement Plan has been amended to include the Fourth Level 1959 Survivor Benefit. The part-time employee shall pay 100% of all monthly costs for this benefit, in addition to the \$2.00 monthly cost for the Basic Level 1959 Survivor Benefit.
  3. Effective the first full pay period beginning on or after 9/1/2015 Part-time employees who have continuously worked in a part-time position since 2/28/2000 shall contribute six and one quarter percent (6.25%) of their salary to a deferred compensation plan and the City will contribute one and one quarter percent (1.25%). Effective the first pay period beginning on or after 9/1/2016, these employees will contribute seven and a half percent (7.5%) of their income to a deferred compensation plan and the City will make no (0%) employee contribution.
- C. Medical Insurance—Certain part-time employees may be eligible to participate in the Public Employees' Medical and Hospital Care Act (PEMHCA) Program for medical insurance. To be eligible, employees must meet CalPERS PEMHCA requirements (e.g., must work at least half-time and have a permanent appointment or a "limited term" appointment with a duration of more than six months.) Effective 1/1/2023, the City's contribution toward CalPERS health insurance premiums for these eligible and participating part-time employees shall be \$151 per month.
- D. Affordable Care Act (ACA)—In accordance with the ACA, the City will provide a medical insurance benefit to those employees who qualify under the ACA. The amount of the stipend will be a minimum of the amount established by CALPERS regulation (currently \$151 monthly), up to an amount required to make the premium "affordable" as delineated in the ACA. Qualification and premium contribution for coverage under the ACA is determined annually.
- E. Dental Insurance—Part-time regular employees may participate in the City's Delta Dental plans. Part-time regular employees who choose to participate in the plan shall pay all premium costs.

- F. Vision Insurance—Part-time regular employees may participate in the City's EyeMed Vision Insurance plan. Part-time regular employees who choose to participate in the plan shall pay all premium costs.
- G. Section 125 Program—Part-time regular employees may participate in the City's Internal Revenue Section 125 Plan, which permits employees to allocate specified amounts of monthly pre-tax salary or wages for the reimbursement of medical care expenses or dependent care expenses, or both. Part-time regular employees who choose to participate in the program shall pay all program administration costs and/or fees.
- H. Short-Term Disability/Critical Illness—Part-time regular employees may participate in the City's Short-Term Disability and/or Critical Illness plans. Part-time regular employees who choose to participate in the plan(s) shall pay all premium costs.
- I. Cancer/Accident Indemnity—Part-time regular employees may participate in the City's Cancer and/or Accident Indemnity plans. Part-time regular employees who choose to participate in the plan(s) shall pay all premium costs.
- J. Pet Insurance—Part-time regular employees may participate in the City's Nationwide Pet Insurance plan. Part-time regular employees who choose to participate in the plan shall pay all premium costs.
- K. 457 Deferred Compensation Program—In lieu of a social security contribution, all part-time regular and part-time intermittent employees that are not in the CalPERS retirement system must participate in the City's 457 deferred compensation program. The mandatory minimum contribution is seven and a half percent (7.5%).
- L. Voluntary 457 Deferred Compensation Program—Part-time regular employees may participate in any City 457 deferred compensation program by contributing up to a maximum of one hundred percent (100%) of their earnings (not to exceed the IRS maximum allowed per year). Regular part-time employees shall pay any costs and/or contributions associated with participating in this program.
- M. Employee Assistance Program—Part-time regular and part-time intermittent employees shall be included in the City's Employee Assistance Program.
- N. Credit Union—Part-time employees shall be eligible to join and be members of the Credit Union of Southern California.

**Section 4—LEAVE**

- A. Sick Leave for Part-Time Regular Employees—Part-time regular employees shall earn prorated sick leave based on 3.69 hours per eighty (80) hours worked. The sick leave provisions in the City's Human Resources Rules and Regulations shall apply to part-time regular employees. Pursuant to AB 109 (Chapter 164,

Labor Code Section 233 of Statutes of 1999), part-time regular employees shall be allowed to use up to a maximum of one half of the number of the sick leave hours they accrue per calendar year for medical and/or dental appointments for immediate family members, and/or illness or death of a qualified family member.

B. Sick Leave for Part-Time Intermittent Employees—Per California’s AB 1522, Part-time intermittent employees who work thirty (30) days or more in a twelve (12) month period will accrue one (1) hour of sick leave for every thirty (30) hours worked, to a maximum of three (3) days or twenty-four (24) hours per year. Employees may use accrued sick leave after ninety (90) days of employment. An employee may use up to a maximum of three (3) days or twenty-four (24) hours, whichever is greater, of sick leave in a twelve (12) month period. An employee can only accrue paid sick leave up to a maximum cap of six (6) days or forty-eight (48) hours, whichever is greater, ongoing.

1. Sick Leave Utilization and Qualified Family Member—All part-time employees may use sick leave for the employee’s own health condition or preventative care or for that of a qualified family member or to obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking.

A Qualified Family Member includes:

- a) Child (including a biological, adopted or foster, step, legal ward, or a child to whom the employee stands in loco parentis),
- b) Spouse or Registered Domestic Partner
- c) Parent (including biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child)
- d) Grandparent (including in-law and by registered domestic partnership)
- e) Grandchild (including in-law and by registered domestic partnership)
- f) Sibling (including in-law and by registered domestic partnership)

C. Vacation Accruals—Part-time regular employees shall earn vacation leave based on years of service as a part-time regular employee as follows:

<u>Following</u>	<u>Vacation Accrual</u>
Initial Hire	3.08 hours per 80 hours worked
Completion of 3 Years	4.62 hours per 80 hours worked
Completion of 10 Years	5.00 hours per 80 hours worked



Completion of 13 Years	6.16 hours per 80 hours worked
Completion of 19 Years	7.12 hours per 80 hours worked

Maximum Accrual of Vacation Leave—Part-time regular employees shall be entitled to accrue a maximum of one hundred fifty (150) hours of vacation leave.

Buy-Back of Vacation Leave Hours—Upon an employee’s written request, the City will buy-back unused vacation hours subject to the following provisions:

- An employee must have used twenty (20) consecutive hours of vacation leave, within one (1) year prior to the date the employee is requesting a vacation buy-back.
- The minimum amount of each buy-back shall be forty (40) hours.
- An employee must maintain a minimum balance of forty (40) hours in his/her vacation leave bank.

Buy-Back of Vacation Leave Hours for Police Reserve Officer—Upon an employee’s written request, the City will buy-back unused vacation hours subject to the following provisions:

- The minimum amount of each buy-back shall be forty (40) hours.
- An employee must maintain a minimum balance of forty (40) hours in his/her vacation leave bank.

Vacation Payoff Upon Separation—Upon separation from service, an employee shall be compensated at his/her current regular rate of pay for any vacation accrued but not taken.

Donation of Leave Time

Part-time regular employees may donate, on an hour-for-hour basis, vacation, and/or compensatory leave time to City employees who have exhausted all available accrued leave time due to a major medical condition.

All donations of paid leave time must be approved by the Human Resources Manager.

- D. Holidays—Part-time regular employees shall be paid four (4) hours for any of the holidays listed below only when the holiday is **observed** on the individual employee’s **normally scheduled working day**. If the employee works on the holiday, the employee shall receive the holiday pay in addition to their regular pay. City observed holidays are as follows:

- Independence Day, July 4
- Labor Day, first Monday in September
- Thanksgiving Day

The day following Thanksgiving Day  
Christmas Eve, December 24  
Christmas Day, December 25  
New Year's Eve, December 31  
New Year's Day, January 1  
Martin Luther King Jr. Day, third Monday in January  
President's Day  
Memorial Day, last Monday in May

**For Civic & Cultural Center employees, Senior Center employees, and Brea Community Center employees (who work various shifts Monday through Friday)** the holiday shall be observed on Friday when the actual legal holiday falls on Saturday. The holiday shall be observed on Monday when the actual legal holiday falls on Sunday.

**For Civic & Cultural Center and Brea Community Center employees (who work various shifts Monday through Sunday),** the holiday shall be observed on the actual legal holiday.

- E. Jury Duty—Part-time regular employees who are required to serve on jury duty will be compensated for jury duty time for up to thirty (30) calendar days. Employees will receive their regular rate of pay only for the days and number of hours they are normally scheduled to work.
  
- F. Leave of Absence Without Pay—Subject to the following terms and conditions, the City Manager may grant a leave of absence without pay to a part-time regular employee for a maximum of ninety (90) calendar days if the circumstances of the particular case warrant and if the Department Director so recommends in writing. The employee must exhaust all accrued leave benefits including vacation and, if applicable, sick leave before the leave of absence without pay is granted.

When an employee is placed on leave of absence without pay, an effort will be made to hold the employee's position open for the period of the approved leave. However, due to business needs, there may be times when positions cannot be held open. Accordingly, it is not possible to guarantee reinstatement.

The period that an employee is on leave of absence without pay is not considered time worked for purposes of determining eligibility for, or the amount of, certain pay and benefits, including but not limited to merit increases, vacation accruals, holiday pay, and service credit. When an employee returns from a leave of absence without pay, the eligibility dates for such benefits will be adjusted forward to reflect the period of leave.

An employee on an approved leave of absence without pay must provide the City with at least seven (7) calendar days written notice of his/her intent to return to work. If the employee fails for any reason to return to work promptly upon the expiration of an approved leave of absence and has not obtained an extension from the City Manager prior to such expiration date, the employee will be

considered to have voluntarily resigned.

During a leave of absence, an employee who engages in outside employment without prior notification and approval of the City Manager shall be subject to termination. Misrepresenting reasons for a leave of absence may also result in termination.

- G. Family Care Leave—The City has implemented a family care leave policy pursuant to the provisions of applicable Federal and State law.
- H. Leave Benefits Upon Change from Part-Time Regular Status to Full-Time Status—Part-time regular employees who are appointed to full-time status shall have their accrued sick leave and vacation leave transferred to full-time leave accrual accounts. These transferred part-time accrual hours shall be converted to full-time leave based on the monetary valuation of the employee’s accrued vacation and sick leave at the time of the change in status using his/her part-time regular salary rate. The leave anniversary date will be adjusted based on days worked in the preceding part-time regular status.

Part-time regular employees appointed to full-time status shall be assigned a new anniversary date and shall serve a one (1) year probation pursuant to the Human Resources Rules and Regulations. Part-time regular employees appointed to full-time status shall accrue vacation leave based on the total number of years as a full-time employee.

- I. Leave Benefits Upon Change from Full-Time Status to Part-Time Regular Status—Full-time employees who convert to part-time status shall be paid at the employee’s full-time salary rate for any unused vacation and/or compensatory leave which has accrued while in the full-time status. However, upon written request, employees who convert from full-time to part-time regular status may keep the equivalent of a maximum of forty (40) hours of vacation leave in their accrual accounts. The forty (40) hours of vacation that remain in the employee’s accrual account shall be calculated using the employee’s part-time regular salary rate. Full-time employees who convert to regular part-time status shall accrue vacation leave based on the total number of years of their service as a part-time regular employee.

Sick leave which has been accrued by the employee during his/her tenure as a full-time employee, shall be transferred into his/her part-time regular sick leave accrual account on an hour for hour basis, except that full-time employees who convert to part-time intermittent status forfeit any and all accrued sick leave prior to the effective date of their part-time intermittent appointment and shall begin accruing sick leave per the part-time intermittent sick leave policy.

- J. Change from Part-Time Intermittent Status to Part-Time Regular Status—Part-time employees who convert from intermittent status to regular status shall accrue benefits as if they were a newly hired employee and shall receive part-time benefits pursuant to the policy in place at the time of appointment to regular

status and shall maintain their current anniversary date. Part-time intermittent employees who were previously part-time regular status and are reinstated from intermittent status back to regular status within 12 months shall maintain their anniversary and leave accrual dates.

- K. Change from Part-Time Intermittent Status to Full-Time Status—Part-time employees who convert from intermittent status to full-time status shall accrue benefits as if they were a newly hired employee, and shall be assigned a new anniversary date and shall serve a one (1) year probation pursuant to the Human Resources Rules and Regulations.
- L. Change from Part-Time Regular Status to Intermittent Status—Part-time employees who convert from part-time regular status to intermittent status shall be paid off any vacation leave time and shall forfeit any sick leave time balance, in excess of 48 hours, at the time of the status change. The employee shall maintain their current anniversary date.
- M. Bereavement Leave—All part-time regular employees shall be eligible for a leave of absence, without loss of pay, for up to three (3) days of work based upon regularly scheduled hours, upon death of an immediate family member as defined in Section 4(B) 1. The three (3) days do not have to be taken immediately following the death but should be taken within a reasonable time.

**Section 5—APPOINTMENTS**

A. Interim Appointments

Interim appointments may be made without recourse to the City's formal selection process and eligible certification provisions. No person may be employed on an interim basis in a part-time regular or part-time intermittent position except as provided below:

- a) As a substitute for a part-time regular or intermittent employee who is absent.
- b) For the duration of any war or national emergency.
- c) When it is impractical or has not been possible to recruit an appointee meeting the standards for part-time regular or intermittent employment.
- d) When the budget appropriation allows for only interim employment.
- e) When it is anticipated that the work of the position will soon cease or that the position will soon be abolished.
- f) Lack of an eligible list or where those on list are not available.

- g) When a state of disaster is declared or such conditions exist which seriously endanger the health, welfare, and safety of the community.
  - h) When extensive illness, injury, or absence of an employee creates a hardship on a department and creates a need to temporarily replace the employee.
  - i) Such other similar circumstances as approved by the City Manager.
- 2. Duration of Interim Appointment—An interim appointment shall not exceed six (6) months duration other than as provided for in Subsection A1(b) of Section 5 above. Successive interim appointments shall not be made.
  - 3. Benefits—Part-time regular employees who accept an interim appointment shall continue to accrue benefits in accordance with this Part-time Employment and Benefits Policy.

**B. Provisional Appointments**

- 1. A part-time employee may serve in the capacity of a full-time provisional appointment subject to Rule III, Section 9, of the City of Brea Human Resources Rules and Regulations.
- 2. With respect to all other rights and employee benefits, the provisional employee shall be subject to the provisions of the terms and conditions of employment set forth in the Part-time Employment and Benefits Policy and not by the terms and conditions of employment of the full-time classification in which the employee is serving provisionally.
- 3. Part-time regular employees who accept a provisional appointment shall continue to accrue benefits in accordance with this Part-time Employment and Benefits Policy.

**Section 6—WORK SCHEDULE**

Department Directors shall designate work schedules. The Department Director may alter the work schedule of an employee subsequent to the consideration of departmental workload, operational efficiency, and staffing considerations. Part-time positions can be abolished and/or replaced with full-time positions at the sole discretion of the City.

**Section 7—GRIEVANCE PROCEDURE**

Part-time employees shall be entitled to the City's grievance procedure only up to the point of Department Director review. This procedure does not include the ability to

grieve performance reviews or terminations.

**Section 8—EMPLOYEE STATUS**

Part-time employees shall not be afforded the rights, benefits, notice and appeal procedures afforded full-time employees but instead may be discharged by the appointing authority without cause at any time. All part-time employees shall serve at the pleasure of the appointing authority.

**Section 9—EFFECTIVE DATE**

All provisions contained in this Part-time Employment and Benefits Policy, unless specifically noted, shall be effective as of March 7, 2023.

**Section 10—INTERPRETATION OF PART-TIME EMPLOYMENT AND BENEFITS POLICY**

In the event there is a dispute of interpretation of this Resolution, the City Manager shall review the facts surrounding the dispute and his/her decision shall be final and conclusive.

Exhibit A

**PART-TIME SALARY RANGES**

Effective April 1, 2023  
Resolution No. 2023-013

Hourly Pay Rate							
Classification	1	2	3	4	5	6	7
*Administrative Intern	15.50	15.89	16.28	16.69	17.11	17.54	17.98
Community Services Coordinator	21.19	21.72	22.26	22.82	23.39	23.97	24.57
Community Services Leader	17.09	17.52	17.96	18.40	18.86	19.34	19.82
Community Services Shuttle Driver	23.80	24.40	25.00	25.63	26.27	26.93	27.60
*Community Services Worker	15.50	15.89	16.28	16.69	17.11	17.54	17.98
Facilities Worker	18.81	19.28	19.76	20.26	20.76	21.28	21.81
Golf Course Specialist	31.92	32.72	33.54	34.38	35.24	36.12	37.03
*Lifeguard	15.50	15.89	16.28	16.69	17.11	17.54	17.98
Lifeguard/Instructor	17.51	17.95	18.40	18.86	19.33	19.81	20.31
*Mail Room Stores Clerk	15.50	15.89	16.28	16.69	17.11	17.54	17.98
Police Cadet	17.54	17.98	18.43	18.89	19.36	19.84	20.34
Recycling Coordinator	31.92	32.72	33.54	34.38	35.24	36.12	37.03
Senior Community Services Leader	18.81	19.28	19.76	20.26	20.76	21.28	21.81
Senior Lifeguard/Instructor	19.37	19.85	20.35	20.86	21.38	21.92	22.46
Specialist/Inspector	15.50 - 100.00						
*Technical Intern	15.50	15.89	16.28	16.69	17.11	17.54	17.98

\* Denotes classification tied to state minimum wage