

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE
ESTABLISHING WAGES AND FRINGE BENEFITS FOR PART-TIME POSITIONS

WHEREAS, the City employs part-time employees in positions who are not represented by a bargaining unit;

WHEREAS, Chapter 2.44 of the Garden Grove Municipal Code provides that the City Council shall by resolution: (a) establish salary rates and the allocation of classes thereto; and (2) set forth the classification of part-time positions in the various City departments; and

BE IT RESOLVED that the City Council does hereby rescind Resolution No. 8812-08 and all prior resolutions so as to avoid all conflict.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Garden Grove does establish the following:

SECTION 1: CLASSIFICATIONS

The following classifications shall be considered part-time classifications and may not be filled on a permanent, indefinite full-time, or regular basis:

<u>CLASSIFICATION</u>	<u>RANGE</u>
Intern	O018
Master Reserve Officer	O350
Police Cadet	O251
Police Office Aide	O251
Police Recruit	O606
Recreation Leader	O251
Recreation Specialist	O252
Reserve Police Officer	O310
Reserve Technical Officer	O311

The City may appoint employees to a position with part-time hours in a full-time classification in another employee group. Classifications shall be listed in the "Represented Classifications" exhibit of the respective employee group memorandum of understanding or resolution.

SECTION 2: PART-TIME UNBENEFITED AND BENEFITED DEFINITION

For purposes of this Resolution, a part-time unbenefited position is a position that is: a) allocated for less than 1,000 hours per fiscal year, and b) paid on an hourly basis.

A part-time benefited position is a position that is: a) allocated for more than 1,000 hours per fiscal year, but less than full-time, in the adopted budget, and b) paid on an hourly basis.

SECTION 3: WAGES

A. Pay

The hourly rate by classification is listed in Appendix A.

Salary adjustments will be effective in the pay period including January 1, 2020, January 1, 2021, and January 1, 2022 as outlined accordingly in Appendix A.

B. Bilingual Pay

An employee may receive \$2.50 per translation up to a maximum of \$40 per pay period if designated by the department head and certified by Human Resources to use bilingual verbal and translation abilities for languages such as Korean, Spanish, Vietnamese, or other designated languages. Determination of capability shall be made by qualifying tests established by the City of reading, writing, and speaking ability in the given language.

SECTION 4: RETIREMENT PLAN

A. Part-time Unbenefited Positions

Unless otherwise mandated by Public Employees Retirement Law, employees in a part-time unbenefited position shall be enrolled in the City's IRS Section 457(b) OBRA deferred compensation plan.

B. Part-time Benefited Positions

Part-time employees in a benefited position shall be enrolled into the CalPERS Retirement Program.

1. CalPERS Retirement Formula

- a) Miscellaneous Unit members who are "classic members" as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) are covered by the 2.5% @ 55 formula provided by the Public Employee's Retirement Law at Government Code section 21354.4. This formula applies to "classic members" defined as any member hired before December 31, 2012 as well as any member hired after January 1, 2013 who is a lateral hire from another PERS agency or a member who has had less than a six month break in service from his/her previous public agency employment.
 - i) One-Year Final Compensation option "single highest year" (Government Code section 20024.2).
- b) Miscellaneous Unit members hired on or after January 1, 2013 who are defined as "new members" under PEPRA, who are covered by the 2% @ 62 formula provided for by the Public Employees' Retirement Law at Government Code section 7522.20.
 - i) Final compensation will be based on the highest annual average pensionable compensation during the 36 consecutive months immediately preceding the effective date of his or her retirement, or some other 36 consecutive month period designated by the member per Government Code section 7522.32 (a).

2. Employee Contributions to the Retirement System

- a) Employees subject to the 2.5% at 55 formula:

These employees shall contribute the mandatory employee retirement contributions as determined by CalPERS for the City.

- b) Employees subject to the 2% at 62 formula:

Per the PEPRA and Government Code 20516.5, these employees shall contribute the statutorily mandated employee contribution rate of one half of the normal cost as determined by CalPERS for the City.

- c) The City has adopted the CalPERS resolution in accordance with and as permitted by IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

SECTION 5: FRINGE BENEFITS

A. Health Insurance

1. Part-time Benefited Positions

Employees in a part-time benefited position are eligible to participate in the PERS Health Insurance Program. The City provides the required minimum employer contribution amount established under the Public Employees' Medical and Hospital Care Act (PEMHCA) toward a medical plan.

2. Part-time Unbenefited Positions

Employees in a part-time unbenefited position are not eligible to participate in the PERS Health Insurance Program.

B. Sick Leave

1. Part-time Benefited Positions

Sick leave accruals shall be provided in accordance with Municipal Code 2.44.300(B)(1).

2. Part-time Unbenefited Positions

An employee in a part-time unbenefited position is eligible to accrue sick leave in accordance with the California Healthy Workplace, Healthy Family Act of 2014 (AB1522). Eligible employees accrue one (1) hour of paid leave for every thirty (30) hours worked, beginning on the first day of employment.

C. Holidays

Part-time benefited employees shall accrue holiday benefits in accordance with Municipal Code 2.44.300(B)(2).

Part-time unbenefited positions are not eligible for holiday benefits.

D. Vacation

Part-time benefited employees shall accrue vacation benefits in accordance with Municipal Code 2.44.300(B)(4).

Part-time unbenefited positions are not eligible for vacation benefits.

E. Miscellaneous

Employees are not eligible for any other leave or monetary value benefits that are not specifically defined within this Resolution.

SECTION 6: UNIFORM ALLOWANCE

A. Uniforms

- a. The City provides uniforms for the purpose of safety and identification. All employees who are required to wear uniforms issued by the City must wear the complete uniform as directed by the City during working hours. A clean uniform shall be worn each work day maintaining a neat appearance to the extent possible. City emblems shall not be removed nor shall uniforms be worn during off-duty hours. Uniforms, or other approved attire, shall remain consistent with the department's standard and guidelines.
- b. The cost of uniforms shall not constitute compensation for purposes of the regular rate calculations under the Fair Labor Standards Act. This policy shall remain in effect unless a change is dictated by applicable law.
- c. The City shall report to CalPERS the monetary value of uniforms and uniform maintenance for "Classic" employees required to wear uniforms. The monetary value by classification shall be listed in Exhibit B, or in the "Uniform Allowance" exhibit of the respective Employee League or Employee Association MOU. This applies only to "Classic" members, not to new members per Title 2 California Code of Regulations section 571(a)(5) as defined by the Public Employees' Pension Reform Act of 2013.
- d. Uniform allowance is defined as compensation paid or the monetary value for the purchase, rental and/or maintenance of required clothing, including clothing made from specially designed protective fabrics, which is a ready

substitute for personal attire the employee would otherwise have to acquire and maintain.

B. Safety Shoes

A part-time employee required by the City to wear steel-toed safety shoes may receive a voucher for the purchase or repair of approved shoes, socks, insoles, and laces each fiscal year. Purchase subject to approval by department director or designee.

SECTION 7: AT-WILL EMPLOYMENT

Part-time unbenefited positions are deemed temporary assignments. Hence, employees in part-time unbenefited positions are at-will and employment is based upon continued programmatic needs. No guarantees are made related to hours or longevity. Employment may be terminated at any time, with or without cause.

APPENDIX A

PART-TIME HOURLY SALARY RANGES

Effective the pay period that includes January 1, 2020

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Intern	O018	\$ 15.50				
Recreation Leader	O251	\$ 13.20				
Recreation Specialist	O252	\$ 15.30				
Police Cadet	O251	\$ 13.20				
Police Office Aide	O251	\$ 13.20				
Master Reserve Officer	O350	\$ 35.20	\$ 36.30	\$ 37.30	\$ 38.40	\$ 39.50
Police Recruit	O606	\$ 26.10	\$ 27.20	\$ 28.30	\$ 29.30	\$ 30.40
Reserve Police Officer	O310	\$ 20.10	\$ 21.30	\$ 22.30	\$ 24.40	\$ 25.50
Reserve Technical Officer	O311	\$ 18.10	\$ 19.20	\$ 20.30	\$ 22.40	\$ 23.50

Note: The hourly salary rate for any part-time position in a full-time classification will be same as the hourly rate of the full-time job classification, as noted in the applicable Memorandum of Understanding or Salary Resolution for the full-time classification.

PART-TIME HOURLY SALARY RANGES

Effective the pay period that includes January 1, 2021

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Intern	O018	\$ 16.90				
Recreation Leader	O251	\$ 14.20				
Recreation Specialist	O252	\$ 16.00				
Police Cadet	O251	\$ 14.20				
Police Office Aide	O251	\$ 14.20				
Master Reserve Officer	O350	\$ 35.20	\$ 36.30	\$ 37.30	\$ 38.40	\$ 39.50
Police Recruit	O606	\$ 26.10	\$ 27.20	\$ 28.30	\$ 29.30	\$ 30.40
Reserve Police Officer	O310	\$ 20.10	\$ 21.30	\$ 22.30	\$ 24.40	\$ 25.50
Reserve Technical Officer	O311	\$ 18.10	\$ 19.20	\$ 20.30	\$ 22.40	\$ 23.50

Note: The hourly salary rate for any part-time position in a full-time classification will be same as the hourly rate of the full-time job classification, as noted in the applicable Memorandum of Understanding or Salary Resolution for the full-time classification.

PART-TIME HOURLY SALARY RANGES

Effective the pay period that includes January 1, 2022

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Intern	O018	\$ 18.30				
Recreation Leader	O251	\$ 15.20				
Recreation Specialist	O252	\$ 16.70				
Police Cadet	O251	\$ 15.20				
Police Office Aide	O251	\$ 15.20				
Master Reserve Officer	O350	\$ 35.20	\$ 36.30	\$ 37.30	\$ 38.40	\$ 39.50
Police Recruit	O606	\$ 26.10	\$ 27.20	\$ 28.30	\$ 29.30	\$ 30.40
Reserve Police Officer	O310	\$ 20.10	\$ 21.30	\$ 22.30	\$ 24.40	\$ 25.50
Reserve Technical Officer	O311	\$ 18.10	\$ 19.20	\$ 20.30	\$ 22.40	\$ 23.50

Note: The hourly salary rate for any part-time position in a full-time classification will be same as the hourly rate of the full-time job classification, as noted in the applicable Memorandum of Understanding or Salary Resolution for the full-time classification.

EXHIBIT B

UNIFORM ALLOWANCE

<u>TITLE</u>	<u>REPORTED TO PERS EACH PAY PERIOD</u>
Police Recruit	\$ 22.14
Reserve Police Officer	\$ 22.14
Reserve Technical Officer	\$ 22.14