

CITY OF SAN CARLOS

PART-TIME EMPLOYEE GROUP

Salary and Benefit Resolution

January 1, 2024

PART-TIME EMPLOYEES

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CITY OF SAN CARLOS
PART-TIME EMPLOYEE GROUP

Salary and Benefit Resolution

This RESOLUTION modifies the existing terms of employment for the Part-Time Employee Group. The Part-Time Employee Group is comprised of at-will employees and is not formally recognized by the City as an organized employee unit. It is the Council's desire to adopt the revised terms as documented below.

1. DEFINITION

A part-time employee is an employee working "at will". An "at will" employee is defined as an employee who is not in the competitive service, and has no property interest in continued employment. The City has the following categories of part time employees:

1.1. Casual Employees

Casual Employees are defined as those employees who work on a per diem, seasonal or temporary basis, and do not work sufficient hours to meet the mandated California Public Employees' Retirement System (CalPERS) benefits criteria.

1.2. Part-Time CalPERS Membership Eligible Employees

Part-Time CalPERS Membership Eligible Employees are defined as those employees who qualify for CalPERS membership as defined by the Public Employees' Retirement Law (PERL) and participate in the City's CalPERS defined benefit retirement plan. Eligibility is defined in Section 4.1.

1.3. Part-Time Medical Plan Eligible Employees

Part-Time Medical Plan Eligible Employees are defined as those employees who qualify for medical plan enrollment as defined by the PERL or the Affordable Care Act (ACA). Eligibility is defined in Section 4.2.

2. SALARY AND CLASSIFICATION

2.1. Salary Rates

The salary rates for all classifications are listed on Appendix A, attached hereto. Effective the period on or after January 1, 2024, the applicable base wage rates set forth in Appendix A reflect a base wage rate increase of five percent (5%) over base wage rates in effect on December 31, 2023 for all classifications. For the first pay period following January 1, 2025 applicable base wage rates set forth in Appendix A reflect an additional base wage rate increase equal to three percent (3%) of the base wage rates in effect on December 31, 2024, for all classifications. For the first pay period following January 1, 2026 applicable base wage rates set forth in Appendix A reflect an additional base wage rate increase equal to three percent (3%) of the base wage rates in effect on December 31, 2025, for all classifications

2.2. Starting Salary

Part-time employees are normally hired at salary “Step 1” unless they are exceptionally qualified, and a higher starting salary is recommended by the Department Head and approved by the City Manager.

2.3. Salary Step and Merit Increases

A step increase is based upon a review and evaluation of the employee's job performance after a specified period of time has elapsed. Employees must receive at least a satisfactory rating, as indicated on their most recent Performance Evaluation Form, in order to be considered for a step increase.

Seasonal employees must receive an evaluation rating of “above average” or higher during the last seasonal appointment to be considered for a step increase upon reemployment to the same seasonal classification. Step increases are not automatic.

Salary increases may also be granted when incumbents are assigned additional responsibilities and/or when they have obtained additional knowledge/coursework pertaining to the field of recreation.

Upon written justification with a recommendation by the Department Head and approval by the City Manager, an individual who demonstrates exceptional leadership ability and outstanding job performance may be evaluated in advance of the time requirements set forth in Section 6 and given a merit increase.

All increases in compensation will become effective on the payroll immediately following the effective date of the compensation change.

3. OVERTIME PAY

Part-time employees are eligible for overtime premium pay at a rate of time and one-half their regular rate of pay when required to work more than a 40-hour week. A part-time employee's work week shall begin at 12:00 a.m. Monday and ends at 11:59 p.m. the following Sunday, unless otherwise designated by the Department Head.

4. MEDICAL, RETIREMENT AND OTHER BENEFITS**4.1. CalPERS Membership Eligibility**

The benefits provided in this section are available to those employees who qualify as Part-Time CalPERS Membership Eligible Employees. An employee who meets one of the following conditions may be considered eligible for CalPERS Membership:

1. Employees who are already members of CalPERS.
2. An employee who is hired with no length of appointment specified, but full-time employment continues longer than six months.
3. Employees working regular, part-time service who work at least an average of 20

hours or more a week for one year or longer.

4. An employee who works 1,000 hours or more in a fiscal year (if paid on an hourly basis). Any overtime hours worked are counted as qualifying time.

For eligible employees hired on, or became CalPERS entitled on or after April 23, 2012, or “classic CalPERS members, as determined by CalPERS, the City provides the CalPERS 2.0% @ 55 retirement benefit formula, with the optional benefits of allowing employees to convert accrued, unused sick leave to service credit upon retirement from the City of San Carlos and using the average of the three highest years’ compensation to calculate the pension benefit. Employees under this formula pay seven (7) percent towards the member contribution rate.

For eligible employees hired on, or became CalPERS entitled on or after January 1, 2013 who are “new” CalPERS members, as determined by CalPERS, the City provides the CalPERS 2.0% @ 62 retirement benefit formula, with the optional benefits of allowing employees to convert accrued, unused sick leave to service credit upon retirement from the City of San Carlos and using the average of the three highest years’ compensation to calculate the pension benefit. Employees under this formula pay fifty (50) percent of the total normal cost towards the member contribution rate.

4.2. Medical Plan Eligibility and Benefits

A. CalPERS medical plan eligibility:

Employees with appointments that are at least six months and one day and half time or greater (20 hours or more per week) are eligible to enroll.

The City shall contribute the minimum amount required by law toward the monthly premium for hospital and medical care benefits under the CalPERS Public Employees’ Medical & Hospital Care Act (PEMHCA) Health Plan for each eligible employee enrolled in a CalPERS health plan. Any remaining premium shall be paid by the employee either through the section 125 Plan (described below) or payroll deduction of a combination thereof.

The City will continue to provide a Flexible Benefits Plan, subject to the requirements and availability of Internal Revenue Code Section 125, allowing employees to use pre-tax compensation for PEMHCA medical premiums.

B. Affordable Care Act (ACA) Eligibility:

Employees who have worked an average of 130 hours per month during their measurement period, as defined by Council resolution dated February 10, 2014, are eligible for an offer of medical insurance coverage.

The City shall contribute the minimum amount required by law toward the monthly premium for hospital and medical care benefits under the CalPERS (PEMHCA) Health Plan for each eligible employee enrolled in a CalPERS health plan plus an additional dollar amount depending on the employee’s hourly salary and the lowest cost, employee-only health plan to ensure that the employee’s maximum monthly

employee-only contribution does not exceed the maximum amount allowed by the Affordable Care Act. Any remaining premium shall be paid by the employee either through the section 125 Plan (described below) or payroll deduction of a combination thereof.

The City will continue to provide a Flexible Benefits Plan, subject to the requirements and availability of Internal Revenue Code Section 125, allowing employees to use pre-tax compensation for PEMCHA medical premiums.

C. Dental

Part-time employees who are scheduled to work at least 30 hours per week will be eligible for dental coverage. The City shall provide the City Dental Reimbursement Plan for eligible employees and their dependents and shall pay a maximum monthly amount of one hundred seventy-five dollars (\$175.00) per month. The City may select and implement a substitute plan(s). Any cost for the current or a substitute plan not paid by the City will be paid by the employee through payroll deduction. The maximum dental benefit per covered individual is two thousand dollars (\$2,000) per fiscal year.

4.3. Part-Time Sick Leave

Part-time employees will earn one (1) hour of paid sick leave for every thirty (30) hours worked to a maximum cap of 80 hours. An employee's use of accrued paid sick leave is limited to 40 hours during a 12-month period.

An employee may use their accrued paid sick days beginning on the 90th day of employment. Unused sick leave may not be converted to cash, but a maximum of eighty (80) hours may be carried forward on an annual basis.

If an employee separates from employment and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring, subject to the use and accrual limitations.

Employees are entitled to use paid sick leave for the diagnosis, care, or treatment of an existing health condition, or preventive care for, them themselves or immediate family member or if employee is a victim of domestic violence, sexual assault or stalking

For the purpose of this Section, immediate family is defined as husband, wife, domestic partner as defined by the State of California, father, mother, grandfather, grandmother, sister, brother, son, daughter, grandchild, mother-in-law, father-in-law, stepchild, stepmother, or stepfather.

5. EMPLOYMENT RECORDS

On or about January 1 of each year, employment records for part-time employees are

audited. Part-time employees who have not worked during the preceding calendar year will be automatically separated from service unless a prior exception has been recommended by the Department Head and approved by the City Manager.

6. PERFORMANCE EVALUATIONS

Part-time employees who regularly work 30 hours or more per week are to be given a performance evaluation after six months from date of hire and annually thereafter.

Seasonal part-time employees are evaluated at the end of each seasonal appointment prior to the last day of the assignment. Additional evaluations may be conducted at the supervisor's discretion. Seasonal performance evaluations are conducted on the Camp Leader Evaluation Form.

Supervisors who work with all other casual employees are encouraged to evaluate performance informally on an as-needed basis.

7. HOLIDAY CLOSURES

The City Manager may designate up to five (5) specific work days in each calendar year between Christmas Day and New Year's Day during which employees may be required to take time off without pay.

CITY OF SAN CARLOS

Dated: January 17, 2024 _____

By:  _____
Jeff Maltbie, City Manager

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Appendix A

Actual salary may be at or below this maximum at the discretion of the City Manager

Effective January 1, 2024

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
HOURLY RATE					
Facility Attendant	\$18.77	\$19.72	\$20.71	\$21.74	\$22.83
Intern	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53
Program Coordinator	\$25.64	\$26.92	\$28.28	\$29.68	\$31.17
Recreation Leader I	\$18.23	\$19.13			
Recreation Leader II	\$20.10	\$21.09	\$22.16	\$23.26	\$24.42

Effective January 13, 2025

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
HOURLY RATE					
Facility Attendant	\$19.34	\$20.31	\$21.33	\$22.39	\$23.51
Intern	\$21.63	\$22.71	\$23.85	\$25.04	\$26.29
Program Coordinator	\$26.41	\$27.73	\$29.12	\$30.57	\$32.11
Recreation Leader I	\$18.77	\$19.70			
Recreation Leader II	\$20.70	\$21.73	\$22.82	\$23.96	\$25.16

Effective January 12, 2026

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
HOURLY RATE					
Facility Attendant	\$19.92	\$20.92	\$21.97	\$23.06	\$24.22
Intern	\$22.28	\$23.39	\$24.56	\$25.79	\$27.08
Program Coordinator	\$27.20	\$28.56	\$30.00	\$31.49	\$33.07
Recreation Leader I	\$19.34	\$20.30			
Recreation Leader II	\$21.32	\$22.38	\$23.50	\$24.67	\$25.91