

**RESOLUTION NO. 19-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADJUSTING THE RATES OF PAY FOR PART-TIME CLASSIFICATIONS**

THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council has not adjusted the rates of compensation for part-time, at-will City employees since 2009; and

WHEREAS, the City Council desires to adjust the rates of compensation for part-time, at-will City employees as set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa as follows:

SECTION 1. The City Council hereby reduces the number of pay steps on the Part-Time Pay Schedule from seven (7) pay steps to five (5) pay steps as set forth herein. Current part-time employees will have a step correction so that their current rates of pay correspond to the new pay steps. For example, a current employee at Step 7 of the Police Aide job classification that currently receives \$12.44 per hour will now be at Step 1. The step correction will not increase or decrease an employee's current rate of pay. Notwithstanding the foregoing, if an employee is currently below the lowest pay step on the new five-step pay schedule, the employee will be moved to the Step 1.

SECTION 2. The following job classifications are considered to be at-will and are hereby placed under the Part-Time Pay Schedule, at the rates of pay specified, effective June 23, 2019. Except as set forth herein, current part-time employees shall receive their current rates of pay.

<b>Class Code</b>	<b>Class Title</b>	<b>Grade</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
504	Community Services Leader II	580	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58	Hourly
507	Community Services Leader III	461	\$12.46	\$13.08	\$13.73	\$14.42	\$15.14	Hourly
506	Senior Community Services Leader	497	\$13.95	\$14.65	\$15.38	\$16.15	\$16.95	Hourly
512	Lifeguard	421	\$12.00	\$12.60	\$13.23	\$13.89	\$14.58	Hourly
513	Instructor Guard	455	\$12.83	\$13.47	\$14.14	\$14.85	\$15.59	Hourly

505	Senior Lifeguard	477	\$13.81	\$14.50	\$15.22	\$15.99	\$16.79	Hourly
601	Intern	462	\$12.61	\$13.24	\$13.91	\$14.60	\$15.33	Hourly
540	Video Production Aide	581	\$13.26	\$13.92	\$14.62	\$15.35	\$16.11	Hourly
702	Police Aide	420	\$12.44	\$13.06	\$13.71	\$14.40	\$15.12	Hourly
709	Police Recruit	575					\$30.00	Hourly
707	Police Trainee	707	\$16.46	\$17.28	\$18.15	\$19.05	\$20.01	Hourly
704	Police Support Services Reserve	479	\$13.26	\$13.92	\$14.62	\$15.35	\$16.11	Hourly
701	Police Reserve Officer	579					\$38.00	Hourly

**SECTION 3.** The benefits set forth in this Resolution shall apply to part-time employees working in the classifications identified above as well as part-time employees working in classifications listed in the Basic Salary Schedule.

**SECTION 4. General Leave.** General leave is defined as leave accrued based on the amount of part-time hours worked. Once eligible, a part-time employee will accrue general leave as set forth below:

<u>Hours Worked/Years of Service</u>	<u>General Leave Hours Accrued per Hour Worked</u>
First 520 hours	0.034 hours
521 hours to 3.99 years of service	0.042 hours
4.00 to 8.99 years of service	0.084 hours
9.00 + years of service	0.168 hours

General leave can be used in lieu of regularly scheduled work hours for sick, vacation, or holiday time. Part-time employees may also “cash-out” a portion of said general leave. Payoff, cash-out and accrual will be subject to the limitations outlined in Administrative Regulation 2.36, the Part-Time Employees General Leave Program.

**SECTION 5. Retirement.** Part-time employees participate in either the Public Agency Retirement System (PARS) or the California Public Employees Retirement System (CalPERS) based on eligibility. To the extent permitted by CalPERS, PARS and Internal Revenue Service (IRS) regulations, retirement contributions shall be implemented through payroll deductions on a pre-tax basis. Employees enrolled in PARS contribute 3.75% of salary with a matching City contribution. Employees enrolled in CalPERS shall contribute as follows:

(a) CalPERS – Classic Miscellaneous Members

Miscellaneous employees covered by this resolution who do not meet the definition of “new member” under the California Public Employees’ Pension Reform Act of 2013 (PEPRA) (those unit members shall be referred to as “classic members”) are enrolled in either the CalPERS retirement plan provided for by Government Code § 21354.4, and commonly referred to as the 2.5% at age 55 retirement plan, or by Government Code § 21353, and commonly referred to as the 2% at age 60 retirement plan.

The total contribution for 2.5% @ 55 unit members will be 10.469% of compensation earnable. The total contribution for 2% @ 60 unit members will be 7% of compensation earnable.

(b) CalPERS – Classic Safety Members

Safety employees covered by this resolution who do not meet the definition of “new member” under the California Public Employees’ Pension Reform Act of 2013 (PEPRA) (those unit members shall be referred to as “classic members”) are enrolled in the CalPERS retirement plan provided for by Government Code § 21362.2, and commonly referred to as the 3% at age 50 retirement plan.

The total contribution for 3% @ 50 unit members will be 14% of compensation earnable.

(c) CalPERS – New Members

Under the California Public Employees’ Pension Reform Act of 2013 (PEPRA), members hired on and after January 1, 2013, deemed to be a “new member” as defined in Government Code § 7522.04, are enrolled in the CalPERS retirement plan provided for by Government Code § 7522.20 and commonly referred to as the 2% at age 62 retirement plan for miscellaneous employees, or by Government Code § 7522.25(d) and commonly referred to as the 2.7% at age 57 retirement plan for safety employees.

The total contribution for 2.7% @ 57 and 2% @ 62 “new members” is fifty percent (50%) of the total normal cost rate of the Defined Benefit Plan in which the “new member” is enrolled, rounded to the nearest quarter of one percent (1%). The amount of the normal cost rate will be as determined by CalPERS.

SECTION 6. Annual Incentive Bonus for Routine Vehicle Operation. Parks and Community Services Department employees assigned to positions requiring routine

operation of a vehicle requiring a valid California Commercial Driver's License shall receive an annual \$500 incentive bonus, subject to the following criteria:

(a) Eligibility

The employee must meet all of the following in order to be eligible for the annual bonus incentive:

- (i) Employee must be assigned to a position requiring routine operation of a vehicle requiring a valid California Commercial Driver's License.
- (ii) As a condition of employment, employee must obtain and maintain the required California Commercial Driver's License and passenger endorsement ("P"). Employee must ensure a current copy of the driver's license is on file with the City.
- (iii) Employee must have a rating of "meets standards" or higher on the employee's most recent annual performance evaluation.
- (iv) Employee must have successfully passed the California Department of Motor Vehicles (DMV) medical examination. Employee must ensure a current copy of the DMV medical certification is on file with the City.

(b) Payment of Annual Incentive

Eligible employees will receive this annual incentive bonus on their respective anniversary date. This pay is special compensation and shall be reported as such pursuant to Section 571 of Title 2 of the California Code of Regulations.

(c) Lapse of License

Any eligible employee assigned to a position requiring routine operation of a vehicle requiring a valid California Commercial Driver's License who allows his/her California Commercial Driver's License to lapse may be subject to discipline up to and including termination. Any annual incentive bonus to be paid on the employee's next anniversary date will be reduced on a prorated basis to reflect the period during which the license lapsed.

(d) DOT Drug and Alcohol Testing Regulations

Eligible employees assigned to positions requiring routine operation of a vehicle requiring a valid California Commercial Driver's License will be subject to the DOT Drug and Alcohol Testing Regulations and the City's Drug & Alcohol Policy adopted pursuant to the DOT Regulations.

(e) DMV Physical Fees

The cost of the DMV physical/medical examination will be scheduled and paid by the City, provided such exam is performed by the City's designated provider/physician.

SECTION 7. Employees with Emergency Medical Dispatch Certification.

Telecommunications Bureau employees trained, designated and certified to utilize Emergency Medical Dispatch techniques shall receive five percent (5%) above their assigned rate of pay. This pay is special compensation and shall be reported as such pursuant to Section 571 of Title 2 of the California Code of Regulations.

SECTION 8. Minimum Wage.

The City is subject to local, state and federal minimum wage laws. As the minimum wage rate increases, part-time employees will be paid at either the minimum wage rate, or placed at the salary step closest to but higher than minimum wage, whichever is greater.

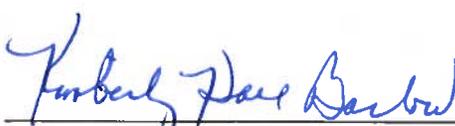
**PASSED AND ADOPTED this 18th day of June, 2019.**

  
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Katrina Foley, Mayor

ATTEST:

  
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Brenda Green, City Clerk

APPROVED AS TO FORM:

  
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Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE )       ss  
CITY OF COSTA MESA )

I, BRENDA GREEN, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 19-33 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 18<sup>th</sup> day of June, 2019, by the following roll call vote, to wit:

AYES:           COUNCIL MEMBERS: CHAVEZ, REYNOLDS, MARR, STEPHENS, FOLEY

NOES:           COUNCIL MEMBERS: MANSOOR, GENIS

ABSENT:        COUNCIL MEMBERS: NONE

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 19<sup>th</sup> day of June, 2019.



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Brenda Green, City Clerk