

**RESOLUTION NO. CC-1512-102**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE PART-TIME EMPLOYMENT POLICY AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES**

WHEREAS, Section 2-3.103, Article 1, Chapter 3, Title 2, of the Redondo Beach Municipal Code provides that the Unclassified Service shall consist of such offices, positions and classifications as may be designated by ordinance or resolution; and

WHEREAS, the City Council has adopted a Resolution that designates the offices, positions and classifications that are in the Unclassified Service to include all part-time, temporary and seasonal classifications; and

WHEREAS, Section 2-3.509, Article 5, Chapter 3, Title 2, of the Redondo Beach Municipal Code provides for employment and compensation of part-time employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

**SECTION 1.** That these part-time, temporary and seasonal classes as set forth in Exhibit A, attached hereto and incorporated herein as set forth in full, shall be designated as Unclassified Service at-will classes, shall not be eligible to participate in any benefit programs of the City, unless as otherwise required by law, and shall not be governed by the Civil Service System.

**SECTION 2.** That full-time positions participating in a reduced hours work plan, as herein defined, shall not be designated part-time status.

**SECTION 3.** That this Employment Policy for Part-time Employees as established by this resolution shall be in effect immediately upon adoption.

**SECTION 4. DEFINITION OF TERMS:**

Part-time: shall mean those positions assigned a regular schedule of 1,560 or less hours per fiscal year including those employees working regularly 1,560 or less hours per fiscal year in full-time classifications.

Temporary: shall mean a temporary appointment to a temporary assignment for a set period of time, not to exceed one (1) year. A temporary assignment shall have a pre-determined beginning and ending date. Temporary assignments may be extended beyond the ending date, with prior approval by the City Manager or his/her designee. Employees on a temporary assignment may be allowed to work up to eighty (80) hours in a pay period, for a period of less than three months,



with prior approval and authorization from the City Manager or his/her designee. A temporary employee must separate from employment for a minimum of sixty (60) days before becoming eligible for an additional temporary assignment.

Seasonal: shall mean positions such as Lifeguard, Sr. Lifeguard and Crossing Guard, whereby employees work a partial year.

Dual Classification: shall mean when an employee is working part-time in two different departments or classifications. Employees working in two different departments or with dual classifications are limited to a combined total averaging less than thirty (30) hours in a work week. If two different departments are involved, both departments must mutually agree to the average of less than 30 hours per week limit. It is the responsibility of the employee to inform each department of other City employment.

Reduced Hours Work Plan: shall mean those full-time positions approved by management to participate in a reduced hours work plan. Employees shall maintain their full-time status and benefits associated with the position as specified in the applicable Memorandum of Understanding.

**SECTION 4. WAGE INCREASES.** Part-time employees are eligible for wage increases within the pay range for the class to which the employee is appointed. Wage increases shall not exceed the maximum pay rate as set forth in the pay range for the class and shall be based on any of the following:

1. Satisfactory performance and completion of fifteen-hundred sixty (1,560) hours of work for the City and thereafter upon completion of each increment of fifteen-hundred sixty (1,560) hours of work;
2. An increase in the employee's duties and responsibilities; justification must be submitted prior to implementation for approval by the City Manager or his/her designee;
3. Under unusual circumstances, justified and documented by the department head and approved by the City Manager or his/her designee.
4. For seasonal employees, pay raises shall be granted at the discretion of the Department Head, with approval by the City Manager or his/her designee.

**SECTION 5. TEMPORARY ASSIGNMENTS.** When a part-time employee is temporarily absent from his/her assigned duties, and there is a need for additional personnel in a class, or where additional duties are assigned temporarily to the position in a part-time class; the department director may, with the approval of the Human Resources Department, authorize a temporary adjustment to individual pay rates subject to the following conditions:

- A. Where the pay ranges of the classes involved overlap, the part-time employee's pay rate after assignment to the higher class shall be adjusted upward to the pay rate in the higher class that



provides an adjustment of not less than five percent (5%). However, no pay adjustment shall exceed the maximum pay rate set forth in the pay range for the higher class.

- B. Where the pay ranges of the classes involved do not overlap, the part-time employee's pay rate shall be adjusted upward to the minimum pay rate of the higher class or to the pay rate in the higher class that provides an adjustment of not less than five percent (5%), whichever is greater. However, no pay adjustment shall exceed the maximum pay rate set forth in the pay range for the higher class.
- C. Where additional duties are assigned temporarily to a part-time employee who already is a member of the class, the part-time employee's pay rate may be adjusted upward to the next higher pay rate in the pay range of his/her class.

**SECTION 6. OVERTIME.** For those employees working in a classification eligible under the Fair Labor Standards Act (FLSA), work performed in excess of forty (40) straight-time hours in a work period shall be deemed overtime and paid at the overtime rate of one and one-half (1½) times the part-time employee's regular hourly pay rate. Notwithstanding emergency situations or special occurrences, it shall be the general policy of the City to discourage overtime work by part-time employees.

**SECTION 7. SAFETY EQUIPMENT/UNIFORMS:** Safety equipment and uniforms required by the City to be used or worn by the part-time employee shall be provided or paid for by the City.

**SECTION 8. RETIREMENT PLAN:** Upon hire, the employee will be enrolled in the Public Employees Benefit Services Corporation (PEBSCO) deferred compensation plan, the retirement plan for part-time employees, and shall be limited to nine hundred and ninety-nine (999) work hours in a fiscal year unless approved by the City Manager or his/her designee. A seven and one-half percent (7.5%) mandatory employee contribution will be deducted from the employee's pay check. When the employee has worked one-thousand (1,000) hours in a fiscal year, the PEBSCO contributions will cease, and the employee will be automatically enrolled into CalPERS and Social Security. The employee shall be responsible for paying the mandatory CalPERS employee contribution at 7% and the Social Security contribution at 6.2%. In no event shall a part-time employee, as herein defined, work more than 1,560 hours in a fiscal year.

**SECTION 9.** The City Manager may amend this resolution to ensure that the part-time classification and salary plan meet the needs of the City. Exceptions to these guidelines established by this resolution shall require prior approval by the City Manager.

**SECTION 10.** This resolution supersedes and repeals Resolution No. CC-1412-110.



**SECTION 11.** The City Clerk shall certify to the passage and adoption of this resolution, shall enter the same in the Book of Resolution, shall enter the same in the Book of Resolutions of said City and shall cause the action of the City Council in adopting the same to be entered in the official minutes of said City Council.



PASSED, APPROVED AND ADOPTED this 15th day of December, 2015

  
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Steve Aspel, Mayor

ATTEST:

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )    SS  
CITY OF REDONDO BEACH        )

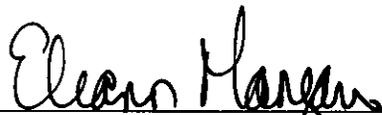
I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that the foregoing Resolution No. CC-1512-102 was duly passed, approved and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 15th day of December, 2015, by the following roll call vote:

AYES:           GINSBURG, BRAND, HORVATH, SAMMARCO, EMDEE

NOES:           NONE

ABSENT:        NONE

ABSTAIN:       NONE

  
\_\_\_\_\_  
Eleanor Manzano, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael W. Webb, City Attorney



## EXHIBIT A

Effective the payroll period beginning December 26, 2015, the Pay Plan for the part-time classes shall be set forth as follows:

CLASS TITLE	RANGE
Administrative Intern	11.00 – 14.00
Aide	10.00 – 10.34
Assistant Recreation Coordinator	12.26 – 14.89
Crossing Guard	11.26
Instructor	10.00 – 30.00
Lifeguard	10.50 – 12.77
Maintenance Trainee	10.00 – 15.00
Office Assistant	10.00 – 20.00
Police Cadet	11.76 – 14.29
Program Coordinator	14.00 – 50.00
Project Manager	40.00 – 100.00
Recreation Leader I	10.00 – 11.26
Recycle Ranger	12.00
Theater Technician	10.00 – 50.00
Senior Lifeguard	12.61 – 16.60

Full-time positions filled in a part-time capacity continue to be paid at an hourly rate derived from the salary range for that full-time classification.

