

**SUMMARY OF BENEFITS
PART-TIME EMPLOYEES**

Part-time positions can be found in the current Classification and Salary Schedule – Part-time Positions. Excerpts from relevant State statutes, Council Resolutions, and Administrative Policies are found in this document, and are organized alphabetically by subject matter.

ACTING PAY/ADDITIONAL DUTY PAY:

Acting Pay and Additional Duty Pay may be provided to employees who are formally assigned the duties of a higher level class for an extended period of time, anticipated to be for a minimum duration of two (2) weeks. Such assignment will be confirmed by the processing of a Personnel Action Form (PAF) by the employee’s Department Director. Acting Pay and Additional Duty Pay will be granted as a percentage increase to the employees existing base salary only, and will not be less than the amount equal to the entry level salary of the higher level class for which the employee is performing duties, nor exceed the maximum salary at the top of the range of said class.

Source: Resolution No. 2006-021, 2019-050

BEREAVEMENT LEAVE:

Employees may take up to five (5) work days (a work day consists of the number of hours normally scheduled to work per day) of Bereavement Leave from sick leave accrual bank following the death of a mother, father, sister, brother, spouse, or child.

Source: Resolution No. 2019-050

BILINGUAL PAY:

Employees, who are identified as holding status in a “regular” part-time position (as compared to a seasonal or on-call part-time position) will be eligible to receive \$25 per month (paid over 24 pay periods) if the following conditions are met: 1) the employee is required to utilize bilingual skills in any language the department director deems necessary, including sign language, on an ongoing and regular basis as part of the customary duties performed on-the-job; 2) bilingual skills are considered to be an essential function of the assignment; 3) the employee passes a City administered bilingual examination; and 4) authorization is provided by the employee’s Department Director.

If the duties of an employee receiving bilingual pay change and the bilingual skills are no longer a regular, ongoing, customary or essential function of the employee’s job assignment, the bilingual pay benefit will be removed from the employee’s pay. This determination will be made at the sole discretion of the employee’s Department Director.

Source: Resolution No. 99-02

BREAKS / LUNCH

For each five (5) hours worked, a 20 minute paid break period will be provided. For each six (6) hours worked, a 30 minute (minimum) unpaid meal break will be provided.

Source: Employee Handbook

CLASS A DRIVER’S LICENSE:

Employees who are required to have a Class “A” driver’s license are eligible to receive \$100 each fiscal year.

Source: Resolution No. 2019-050

COST OF LIVING ADJUSTMENT:

Increases to employees’ base wages/salary ranges for any represented positions are as follows:

- ❖ Effective the beginning of the pay period including July 1, 2019: 3%
- ❖ Effective the beginning of the pay period including July 1, 2020: 3%
- ❖ Effective the beginning of the pay period including July 1, 2021: 2%
- ❖ Effective the beginning of the pay period including July 1, 2022: 2%

All positions will have a beginning hourly rate that complies with the minimum wage law.

Source: Resolution No. 96-86, 2019-050

COURT APPEARANCE COMPENSATION:

Part-time Police Officer and Reserve Police Officer – The City will pay part-time Police Officers and Reserve Police Officers the sum equivalent to Step E of the full-time Police Officer salary schedule, less deductions, for court time when the employee is subpoenaed.

Source: Resolution No. 82-05

DEFERRED COMPENSATION – 457:

Employees may contribute to the City’s 457 deferred compensation program.

Source: Resolution No. 2015-054

DIRECT DEPOSIT:

All employees hired after the adoption of this Summary of Benefits will be required to have funds directly deposited into an account established for deposit of any payroll check.

Source: Resolution No. 2019-050

HEALTH INSURANCE (AFFORDABLE CARE ACT):

Part-time employees who are assigned on a regular and consistent basis to work 30 hours or more per week are eligible to enroll in the City’s health insurance plan upon hire. For part-time employees whose schedule is assigned to be less than 30 hours per week, hours will be measured on an annual basis. If a part-time employee’s hours average 30 hours or more per week during the measurement period, this employee will be eligible to enroll in the City’s health insurance plan during open enrollment each year.

The City will contribute a subsidy amount, which will be calculated based on the employee’s hourly rate of pay. The subsidy is calculated at the time of enrollment, and annually thereafter.

The total monthly cost of the health insurance plan chosen by the employee, minus the City’s subsidy amount will become the out-of-pocket cost that will be deducted from the employee’s pay on a bi-weekly basis. Health insurance premiums will be paid by the employee during the month in which the employee is covered, and no advance premiums will be deducted.

Source: Resolution No. 2016-047

HOLIDAYS:

Part-time employees may receive a paid holiday benefit. Part-time employees must meet the following criteria to qualify:

- ❖ Hold a “regular” part-time position and are assigned on a regular and consistent basis to work 20 hours or more per week (as compared to a seasonal or on-call part-time position);
- ❖ Are pre-scheduled to work and the holiday falls on a day of the week in which they would normally be scheduled to work; and
- ❖ Employees must be paid for the regularly scheduled workday which immediately follows a holiday.

The designation of “regular” part-time versus seasonal or on-call part-time status is determined at the sole discretion of the City. Verification of a part-time employee’s eligibility will be conducted by each departments’ Management Analyst prior to paying this holiday benefit to ensure compliance with the provision of this benefit.

The City has designated ten 5-hour holidays and two 2 ½-hour holidays as follows:

New Year’s Day	Martin Luther King
Presidents Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day following Thanksgiving	2.5 hours on the afternoon of Christmas Eve
Christmas Day	2.5 hours on the afternoon of New Year’s Eve

Employees who work on a holiday will receive the allowed holiday hours in addition to their regular worked hours.

Source: Resolution Nos. 97-62, 2001-76, 2005-008

MILEAGE REIMBURSEMENT:

The City uses the standard rate established by the Internal Revenue Service to calculate reimbursement for mileage.

Source: Administrative Policy-Business Related Expenses

MILITARY LEAVE:

Part-time employees receive compensation for military leave in compliance with applicable state and federal laws. A part-time employee shall be entitled to return to his/her City position at the conclusion of the Active Military Duty, as provided by law.

Source: Resolution No. 2001-66

OVERTIME:

Part-time employees who work more than 40 hours per work week will be automatically paid overtime at time and one-half for all hours worked over the 40 hour per week maximum.

The only exception to this requirement is “seasonal” employees. Seasonal employees may be requested by the City to work more than 40 hours per week and will be paid for the hours over

40 at their regular pay rate (not at time and one-half). Seasonal employees are generally assigned only to the Community Services Department.

Source: Administrative Policy-Compensatory Time and Overtime Paid for Part-time Employees

PERFORMANCE EVALUATIONS AND MERIT INCREASES:

All part-time employees will be provided with a performance evaluation upon the completion of 6 consecutive months of employment within the same job. The employee will be eligible for a merit increase at this time based upon performance. If an employee is promoted/appointed to a higher job classification and subsequently receives an increase in pay during this period, the performance review date will be reset accordingly.

Upon the completion of twelve consecutive months of employment, part-time employees will receive a second performance evaluation. Consideration for a merit increase will be made at this time based upon performance.

Thereafter, all part-time employees will be reviewed/evaluated on an annual basis, according to their original hire date or date of promotion, or at the discretion of the supervisor.

Employees who never complete 6 months of consecutive employment (typically due to their status as seasonal workers) will receive performance evaluations only at the discretion of the Department Director.

Source: Administrative Policy-Merit Increases

RECRUITMENT INCENTIVES:

For recommendation resulting in Sworn hire:

- ❖ \$2,000 at hire + \$500 upon completion of probation for entry level;
- ❖ \$4,000 at hire + \$1,000 upon completion of probation for lateral.

For recommendation resulting in hire of Public Safety Dispatcher or Public Safety Dispatcher Supervisor:

- ❖ \$2,000 at hire + \$500 at time of completion of probation.

***NOTE:** Any Police Department personnel who are assigned to the Backgrounds and Training Unit or who are given any work responsibility related to the recruitment and hiring of employees are not eligible for this benefit unless the recommendation for hire is made independent of his/her duties as a Recruitment Team Member, i.e., outside of the work hours in which he/she is formally assigned to serve in the capacity of "Recruiter". In order to receive incentive pay, the Recruitment Team Member must prepare a written memorandum to the Chief of Police, detailing the circumstances under which contact was made with the individual recommended for hire. Upon the Chief's review and approval of this submission, in compliance with the guidelines established for the Hiring Incentive Program, the Recruiter may receive the same hiring incentive compensation afforded to non-Recruitment Team Members.*

Source: Resolution Nos. 2006-021, 2007-056, 2013-046

RETIREMENT:

- For Non-CalPERS Members

In 1990, Congress passed the Omnibus Budget and Reconciliation Act (OBRA), which required all local governments to establish a retirement plan for their part-time employees. The City has established a 457 Deferred Compensation Plan, which works as a savings account, to meet this requirement.

Contribution – Employees are required to contribute 7.5% of their pre-tax earnings to deferred compensation.

- For CalPERS Members

The City has a 3-tier retirement benefit as follows:

Plan for sworn personnel:

- A. 3% at age 50, if hired before October 16, 2011, with the single highest year final compensation
- B. 3% at age 55, if hired on or after October 16, 2011, with a 3-year average final compensation
- C. 2.7% at age 57 (PEPRA), if entering PERS membership on or after January 1, 2013, with final compensation for the purposes of calculating a new member's retirement allowance equal to the new member's highest average PERS compensation for 36 consecutive months of employment

Plan for non-sworn personnel:

- A. 2.7% at age 55 if hired before July 1, 2011, with the single highest year final compensation
- B. 2% at age 55, if hired on or after October 17, 2011, with a 3-year average final compensation
- C. 2% at age 62 (PEPRA), if entering PERS membership on or after January 1, 2013, with final compensation for the purposes of calculating a new member's retirement allowance equal to the new member's highest average PERS compensation for 36 consecutive months of employment

Sworn and non-sworn personnel:

Pre-Tax Contribution – All employee paid contributions to PERS will be made on a pre-tax basis, in accordance with IRC section 414(h)(2) and PERS guidelines.

The City provides the Fourth Level 1959 Survivor Benefits.

Source: Resolution Nos. 91-69, 2006-021, 2011-30, 2015-054
California Public Employee Pension Reform Act of 2013 (PEPRA)

- For Retired Annuitants

There is no requirement for a retired annuitant to contribute to a 457 Deferred Compensation Plan nor to CalPERS.

RETIREE HEALTH SAVINGS (RHS) PLAN:

In compliance with IRS regulations, Retirement Health Savings Plan participation will be suspended for any retired employee who works in any capacity as a part-time employee.

Source: Affordable Care Act

SALARY:

Upon Transfer

Any part-time employee who transfers to another part-time job assignment, including a concurrent assignment, in a different job classification (where the salary range is less than the current assignment/position), will receive an hourly rate which reflects experience within the new classification at the discretion of the Department Director, or designee.

Source: Resolution Nos. 2019-050

SALARY ADJUSTMENTS:

All adjustments to an employee's salary will be made at the start of the pay period in which the salary adjustment becomes effective.

Source: Resolution Nos. 2016-047

SICK LEAVE:

All part-time employees (excluding Retired Annuitants)

All part-time employees are credited with 24 hours of sick leave at time of hire (which may be used after the 90th day of employment) and every July 1st thereafter. These sick leave hours are capped at 48 hours. These hours will cease to be credited if the part-time employee qualifies for Regular Part-time Sick Leave.

Regular Part-time Sick Leave

To qualify for regular part-time sick leave benefits of 3 hours per month, part-time employees must meet the following standards:

- Complete 1 year of service with the City. During this period, the part-time employee must hold a “regular” part-time position (as compared to a seasonal or on-call part-time position). The designation of “regular” part-time versus seasonal or on-call part-time status is determined at the sole discretion of the City.
- Work 20 hours or more per week on a regular and consistent basis (not including overtime).
- Maintain an overall performance review rating of “Meets Standards”, or better, to be re-evaluated upon the end of a special evaluation period.
- In the event that a part-time employee is approved to accrue regular part-time Sick Leave benefits on a monthly basis, and then at some future point, does not meet all of the standards as outlined in this section due to a change in work assignment or transfer, this benefit will cease with no right of appeal. In any case, annual recertification of an employee's continued eligibility to receive this benefit is required.

Unused Sick Leave will be accumulated and carried over from one year to the next. The maximum accrual of unused Sick Leave is 480 hours. Sick Leave may be used as time off only. This time may not be sold back to the City.

In the event that a part-time employee is approved to accrue monthly regular part-time sick leave benefits, and then at some future point does not meet all the standards as outlined in this section, due to a change in work assignment or transfer, this benefit will cease with no right of appeal. In any case, annual recertification of an employee's continued eligibility to receive this benefit will be required.

Part-time Sick Leave upon changing from Full-time to Part-time

If a full-time employee changes status and becomes a part-time employee, their full-time sick leave bank will be cashed out at the appropriate amount based on years of service at the time they become part-time. Any remaining hours will be suspended. These hours are not eligible to be donated to other employees. Employees will be provided a part-time sick leave bank of 24 hours which may be used immediately. No further sick leave will be earned unless the employee meets the criteria for accruing at the regular part-time sick leave rate. If this employee subsequently returns to full-time employment with the City of Chino within one (1) year, the full-time sick leave bank will be reinstated. Otherwise, hours remaining in the full-time sick leave bank will be removed from the records without further consideration.

Upon notice of resignation or retirement from the City, all sick leave usage requested will require a doctor's note or certification. If documentation is not received, the employee will not receive payment for any sick leave hours used.

Source: Resolution Nos. 2005-008, 2015-046

SPECIAL DETAIL PAY:

Part-time Police Officer and Reserve Police Officer – The City will pay part-time Police Officers and Reserve Police Officers the sum equivalent to Step E of the full-time Police Officer salary schedule, less deductions, for assigned contract paid details and all special details including vacation house check, youth ride along, special patrol and special investigations.

Source: Resolution No. 82-05

UNIFORM - CLOTHING/CLEANING ALLOWANCE:

Part-time Police Officer and Reserve Police Officer – The City shall provide an annual allowance of \$192.50 which will be paid in August. Effective March 2013, the City will report to CalPERS the monetary value for providing and maintaining employee's required uniforms, on a bi-weekly basis per fiscal year, in accordance with CalPERS regulations.

Community Services Staff – The City shall provide uniforms as required.

Source: Resolution Nos. 82-05, 2007-049, 2016-047

See also Work Boots and Work Shoes.

WORK BOOTS AND WORK SHOES:

Eligible employees (Building Inspector, Code Compliance Inspector, Customer Service Representative, Equipment Mechanic, Equipment Mechanic Aide, Facilities Worker, Maintenance Worker, Maintenance Worker Trainee, Public Works Inspector, Environmental Technician, Storekeeper and Storekeeper Aide) will receive a \$125 boot allowance on first

paycheck upon hire and annually thereafter on the first paycheck in January. These funds will be used by the employee for the purchase of safety-related work boots or work shoes.

If an employee who receives this benefit does not complete six months of employment with the City, they will be required to repay a prorated amount which will be deducted from their final paycheck. Prorated repayment of \$125 for employment of less than 30 days, \$100 for less than 60 days, \$75 for less than 90 days, \$50 for less than 120 days, \$25 for less than five months.

With supervisor approval, an employee may request compensation for an additional pair of boots/shoes each year. Supervisor will be required to inform Payroll Staff to process an additional payment of \$125.

Source: Resolution No. 2016-047

WORKERS' COMPENSATION:

Whenever any employee of the City is disabled whether temporarily or permanently by injury or illness arising out of, and in the course of, his/her duties the employee will be compensated as follows: On the first, second, and third day of the injury, employees will use Accrued Leave for regular salary continuance.

Commencing the fourth day of the injury, the City will continue the employee's salary at a rate of 66-2/3% of the average regular salary, less any applicable deductions (i.e., credit union, health insurance coverage), for a period not to exceed 12 months. If the disability extends for a period beyond 14 calendar days, the City will credit the employee for the first 3 days of Accrued Leave used. If hospitalization is required, the first, second, and third days' salary are paid by the City through the Workers' Compensation program.

Sworn Employees receive 100% salary plus benefits continuation for a period of one year.

Source: Labor Code sections 3200-6002;
Resolution No. 85-54, 2016-047

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