

TO: James L. App, City Manager
FROM: Meg Williamson, Assistant to the City Manager
SUBJECT: Wage and Benefit Agreement for Part-time Employees
DATE: September 17, 2002

NEEDS: For the City Council to consider a new wage agreement with part-time employees.

FACTS:

1. The City's part-time employees are an "un-represented" segment of the City's workforce.
2. Since July 2002, the City Council has approved new four-year contract and pay plans for the S.E.I.U., P.O.A. and Confidential, Professional & Management Employee groups. These adopted pay plans are designed to achieve appropriate internal pay relationships between job classifications and maintain competitiveness in the City's labor market.
3. The pay structure for part-time employees is intended to provide appropriate compensation for the part-time work force in relation to the rest of the organization, as well as to adequately compete with our labor market
4. Each Department has reviewed the proposed part-time pay structure.
5. The attached wage rate exhibit shows the proposed pay structure for part-time workers.

ANALYSIS &

CONCLUSION: Part-time workers are a significant component of the City's work force. It is in the City's best interest to keep part-time wages aligned with full time staff, as well as in par with our local job market.

POLICY

REFERENCE: Resolution 99-128 (Part-time Workers Compensation)

FISCAL

IMPACT: Costs of the wage adjustments are within established budget parameters.

OPTIONS:

- a. Adopt Resolution No. 02-xx approving an amendment to the Compensation Plan for Part-time Workers effective April 1, 2002, to March 31, 2006.

- b. Amend, modify or reject above option.

Attachment:

1. Resolution approving amendment to Compensation Plan for Part-time Workers

RESOLUTION NO. 02-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AMENDING THE CLASSIFICATION AND COMPENSATION PLAN FOR
PART TIME WORKERS APRIL 1, 2002 – MARCH 31, 2006

WHEREAS, the Paso Robles Municipal Code Section 2.40.030(c) provides that appointive officers and employees shall received such compensation as may be fixed by resolution of the City council; and

WHEREAS, Resolution No. 99-128 did establish and set forth wage rates for Part Time workers; and

WHEREAS, the City endeavors to properly organize its work, effectively deploy its workforce, and fairly compensate City workers.

NOW, THEREFORE, LET IT BE RESOLVED by the City Council of the City of El Paso de Robles that the Part Time Workers Classification and Compensation Plan is hereby amended as provide in Exhibit A, attached hereto, and included herein by reference, effective April 1, 2002, through March 31, 2006.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 17^h day of September 2002 by the following vote:

AYES:
NOES:
ABSTAIN
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

WAGE RATE AMENDMENTS
Part-Time/Hourly Employees
April 1, 2002 – March 31, 2006

<u>CLASSIFICATION</u>	Current Hourly Wage Range <u>4/01-3/02</u>	~~~~~Amended Hourly Wage Ranges~~~~~			
		<u>4/02-3/03</u>	<u>4/03-3/04</u>	<u>4/04-3/05</u>	<u>4/04-3/06</u>
Staff Aide	\$6.62-7.62/hr.	\$7.00-8.00/hr.	\$7.50-8.50/hr.	\$8.00-9.00/hr.	\$8.50-9.50/hr.
Staff Assistant I	\$7.20-8.70/hr.	\$7.75-9.25/hr.	\$8.50-10.00/hr.	\$9.00-10.50/hr.	\$10.00-11.50/hr.
Staff Assistant II	\$8.83-10.33/hr.	\$9.50-11.00/hr.	\$10.25-11.75/hr.	\$11.00-12.50/hr.	\$12.00-13.50/hr.
Staff Assistant III	\$11.00-12.50/hr.	\$11.75-13.25/hr.	\$12.50-14.00/hr.	\$13.50-15.00/hr.	\$14.50-16.00/hr.
Staff Assistant IV	\$12.63-14.13/hr.	\$13.50-15.00/hr.	\$15.00-16.50/hr.	\$16.50-18.00/hr.	\$18.00-19.50/hr.

NOTE 1: Position classifications are general categories of job types that include many different types of work. Examples would include, but not be limited to:

- Staff Aide – Recreation, Maintenance, Clerical, &/or Customer Service Aide.
- Staff Asst. I – Lifeguard; Recreation Leader I; Library Assistant I; Unskilled Labor/Maintenance.
- Staff Asst. II – Water Safety Instructor; Police Cadet, Office Clerk, Recreation Leader II; Library Assistant II; General Labor/Maintenance.
- Staff Asst. III – Asst. Pool Manager; Planning Intern; Secretary; Library Assistant III; Skilled Labor/Maintenance; Security.
- Staff Asst. IV – Pool Manager; Recreation or Library Coordinator.

NOTE 2: Individual hourly wage rates may be adjusted in increments of \$.50 per hour within established wage ranges.

NOTE 3: Continuously employed, year-round staff may become eligible for wage rate adjustment (in increments of \$.50/hr.) upon successful completion of each 12 months continuous service provided they have worked at least 600 hours and their performance for the period is rated at least "satisfactory." Temporary or seasonal staff may become eligible for wage adjustment once they have worked 600 hours and their performance is rated at least satisfactory.