

**TO:** James L. App, City Manager  
**FROM:** Lisa Solomon, Chief of Police  
**SUBJECT:** Establishment of Reserve Police Officer Program and Wage Rates  
**DATE:** July 17, 2007

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**NEEDS:** For the City Council to adopt resolution 07-XX establishing the Reserve Police Officer Program and wage rates.

**FACTS:**

1. On June 19, 2007, the City's 2 year budget / 4 year financial plan was adopted for fiscal years 2008 - 2011.
2. The established budget allocated funding to convert compensation for Reserve Police Officers from a monthly stipend to an hourly rate structure.
3. The Reserve Police Officer Program will be structured similarly to the Fire Fighter Reserve Program with the following key features:
  - Seasonal/part time (non-benefited) status
  - Maximum of 999 hours per year
  - Wage rates set at two separate classification levels
4. Reserve Police Officers function at and are designated at two different levels:
  - Level I: Capable of operating as a solo Officer with no direct supervision.
  - Level II: Requires supervision of a regular Police Officer (partner officer).
5. Based on the assigned level of responsibility for Reserve Police Officers, and their relationship within the City's classification structure, the wage rates to be implemented for the reserve Police Officer Program are recommended to be:
  - Level I: Step A (only) of the Police Officer rate of pay
  - Level II: Staff Assistant IV classification (full pay range)
6. City Council action is required for setting wage rates and classifications for newly established positions.

**ANALYSIS &  
CONCLUSION:**

In the recent budget process, the City Council established funding necessary to convert the Reserve Police Officer Program to a part time hourly pay structure. Since budget adoption, Human Resources and Police Department staff have worked together to establish the appropriate classification / compensation levels for the Reserve Police Officer program. Given that our Reserve Police Officers are designated to perform at two different levels, compensation levels appropriate to those performance/responsibility levels have been recommended. There is currently one reserve officer who will qualify at the Level I classification and the balance of the Police Department's Reserve Police Officer staff will be designated at Level II.

Establishing the Reserve Police Officer Program framework and wage rate structure will allow for the conversion of current stipend based Reserve Officers to part time employee status and will commence their compensation on an hourly basis. As discussed during the budget process, this conversion is expected to pointedly increase and enhance public safety resources.

**POLICY**

**REFERENCE:** Personnel Rules and Regulations.

**FISCAL**

**IMPACT:** Costs of the program are within established budget parameters.

**OPTIONS:**

- a. Adopt Resolution No. 07-xx approving the Reserve Police Officer Program and wage structure.
- b. Amend, modify, or reject the above option.

RESOLUTION NO. 07-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF PASO ROBLES ESTABLISHING RESERVE POLICE OFFICER PROGRAM  
AND THEIR WAGE RATE / COMPENSATION PLAN

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

WHEREAS, on June 19, 2007, the City Council established a budget for compensating Reserve Police Officers as paid, part-time, hourly employees; and

WHEREAS, in order to implement the wage rate through the City's payroll system, it is necessary to adopt the program framework and wage rate structure via City Council resolution; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of El Paso de Robles does hereby establish a Reserve Police Officer Program and an associated wage rate structure for Reserve Police Officers as follows:

- Reserve Officers will be designated as seasonal part-time (non-benefited) employees
- Maximum number of hours worked annually shall be 999 hours
- Wage Rates shall be set as follows –

Level I Reserve Police Officer - Step A (only) of the regular Police Officer classification

Level II Reserve Police Officer – Staff Assistant IV (full pay range).

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Part Time/Hourly Employee Wage Rate matrix shall be amended to reflect the newly established Level I/II Reserve Police Officer hourly rates as shown in the attached Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 17th day of July 2007 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Frank R. Mechem, Mayor

ATTEST:

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Deborah Robinson, Deputy City Clerk

**WAGE RATE AMENDMENTS**  
**Part-Time/Hourly Employees**  
**April 1, 2006 – March 31, 2010**

<u>CLASSIFICATION</u>	<u>Current Hourly Wage Range</u>	<u>~~~~~Amended Hourly Wage Ranges~~~~~</u>			
	<u>4/05-3/06</u>	<u>4/06-3/07</u>	<u>4/07-3/08</u>	<u>4/08-3/09</u>	<u>4/09-3/10</u>
Staff Aide	\$8.50-9.50/hr.	\$9.00-10.00/hr.	\$9.50-10.50/hr.	\$10.00-11.00/hr.	\$10.50-11.50/hr.
Staff Assistant I	\$10.00-11.50/hr.	\$10.55-12.00/hr.	\$11.00-12.50/hr.	\$11.50-13.00/hr.	\$12.00-13.50/hr.
Staff Assistant II	\$12.00-13.50/hr.	\$12.50-14.00/hr.	\$13.25-14.75/hr.	\$14.00-15.50/hr.	\$14.75-16.25/hr.
Staff Assistant III	\$14.50-16.00/hr.	\$15.25-16.75/hr.	\$16.00-17.50/hr.	\$16.75-18.25/hr.	\$17.50-19.00/hr.
Staff Assistant IV	\$18.00-19.50/hr.	\$18.75-21.00/hr.	\$19.75-22.00/hr.	\$20.50-22.75/hr.	\$21.25-23.50/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; Administrative Assistant I; Recreation Leader II; Library Assistant II; General Labor/Maintenance.
- Staff Asst. III – Asst. Pool Manager; Planning Intern; Administrative Assistant II; Library Assistant III; Skilled Labor/Maintenance; Security, Asst. Police Dispatcher.
- Staff Asst. IV – Pool Manager; Recreation or Library Coordinator; Police Officer Trainee, Level II Reserve Police Officer.

NOTE 2: Staff Aide and Staff Assistant I/II/III - Individual hourly wage rates may be adjusted in increments of \$.50 per hour within established wage ranges.  
Staff Assistant IV: Individual hourly may be adjusted in increments of \$.75 cents per hour within established ranges.

NOTE 3: Continuously employed, year-round staff may become eligible for wage rate adjustment (in increments of \$.50/hr.or \$.75/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.

NOTE 4: Level I Reserve Police Officers shall receive a wage rate commensurate with the entry level (step 1) of the regular Police Officer classification.