

PART-TIME HOURLY COMPENSATION PLAN August 7, 2011	
RANGE I 8.42 – 11.28	RANGE VII 11.29 – 15.13
Library Page Maintenance Aide I Senior Service Aide I Swimming Aide I	Park Attendant III Principal Recreation Leader
RANGE II 8.85 – 11.86	RANGE VIII 11.85 – 15.88
Swimming Aide II	Water Safety Instructor
RANGE III 9.29 – 12.45	RANGE IX 12.45 – 16.68
Maintenance Aide II Park Attendant I Recreation Leader I School Crossing Guard	Currently No Classifications
RANGE IV 9.76 – 13.07	RANGE X 13.07 – 17.51
Senior Service Aide II	Parking Enforcement Officer
RANGE V 10.24 – 13.72	RANGE XI 13.72 – 18.39
Circulation Assistant Lifeguard Park Attendant II	Currently No Classifications
RANGE VI 10.75 – 14.40	RANGE XII Dept. Head Discretion
Clerk Aide Recreation Leader II Senior Service Aide III	Department Specialist Maintenance Specialist Recreation Specialist I Recreation Specialist II Swimming Pool Manager Tiny Tot Instructor

(Ranger Specialist – Park Ranger I Benchmark; M&O 99)

PART-TIME HOURLY PAY SCHEDULE
August 7, 2011

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Range I - Base Rate	\$8.420295	\$8.841310	\$9.283375	\$9.747544	\$10.234921	\$10.746667	\$11.284000
Range II - Base Rate	\$8.847130	\$9.289487	\$9.753961	\$10.241659	\$10.753742	\$11.291429	\$11.856000
Range III - Base Rate	\$9.289487	\$9.753961	\$10.241659	\$10.753742	\$11.291429	\$11.856000	\$12.448800
Range IV - Base Rate	\$9.755125	\$10.242881	\$10.755025	\$11.292776	\$11.857415	\$12.450286	\$13.072800
Range V - Base Rate	\$10.236285	\$10.748099	\$11.285504	\$11.849779	\$12.442268	\$13.064381	\$13.717600
Range VI - Base Rate	\$10.748486	\$11.285910	\$11.850206	\$12.442716	\$13.064852	\$13.718095	\$14.404000
Range VII - Base Rate	\$11.291730	\$11.856317	\$12.449133	\$13.071590	\$13.725170	\$14.411429	\$15.132000
Range VIII - Base Rate	\$11.850496	\$12.443021	\$13.065172	\$13.718431	\$14.404353	\$15.124571	\$15.880800
Range IX - Base Rate	\$12.448067	\$13.070470	\$13.723993	\$14.410193	\$15.130703	\$15.887238	\$16.681600
Range X - Base Rate	\$13.068918	\$13.722364	\$14.408482	\$15.128906	\$15.885351	\$16.679619	\$17.513600
Range XI - Base Rate	\$13.720810	\$14.406851	\$15.127194	\$15.883554	\$16.677732	\$17.511619	\$18.387200
Range XII - Base Rate	Salary set at Department Head discretion						



PART-TIME EMPLOYEES

There are four levels of part-time (PT) employees:

- **PT Level 1: A regular part-time employee who is employed in a full-time classification (includes job share positions, modified work schedules, etc.).** Such employees must be budgeted in their department's budget as a regular part-time position of at least 1,000 hours per fiscal year. PT Level 1 employees shall meet the minimum requirements for the position, are placed in PERS, and shall be eligible for health and other benefits as provided in accordance with the employee's budgeted position, negotiated salary increases, merit increases (same as full-time regular employees), and prorated leave accruals. Employees who work in excess of 40 hours per week are entitled to overtime compensation per FLSA.
- **PT Level 2: A temporary at-will employee who works 1,000 – 1,500 hours per fiscal year.** Employees may work part-time year-round (an average of 30 hours per week), or full-time for a limited period not to exceed 1,500 hours per fiscal year. All PT Level 2 employees who will exceed 1,500 hours per year must receive City Manager approval in advance of surpassing 1,500 hours. These employees are placed in PERS (PERS employee contribution required) and are eligible for merit increases as stated below. PT Level 2 employees are not eligible for benefits, leave accruals or negotiated salary increases. Employees who work in excess of 40 hours per week are entitled to overtime compensation per FLSA.
- **PT Level 3: A temporary at-will employee working less than 1,000 hours per fiscal year and who is placed in the same classification and salary grade step table as a regular employee.** Employees may work part-time year-round (an average of 20 hours per week), or full-time for a limited time period not to exceed six months. PT Level 3 employees are placed in PARS, and are not eligible for benefits or leave accruals. These employees receive the same negotiated salary increases as regular employees, and are eligible for merit increases as stated below. PT Level 3 employees typically work less than 1,000 hours per fiscal year. Employees who work 1,000 or more hours per year must be approved by the City Manager and will receive PERS benefits (PT Level 3 employees are placed in the PERS category that does not require an employee contribution). Employees who work in excess of 40 hours per week are entitled to overtime compensation per FLSA.
- **PT Level 4: A temporary at-will employee working less than 1,000 hours per fiscal year.** Employees may work part-time year-round (an average of 20 hours per week), or full-time for a limited time period not to exceed six months. These employees are placed in PARS and are not eligible for benefits, leave accruals or negotiated salary increases. PT Level 4 employees who work 1,000 or more hours per fiscal year must be approved by the City Manager and will receive PERS benefits (PERS employee contribution required). Employees who work in excess of 40 hours per week are entitled to overtime compensation per FLSA.

Merit Increase Criteria for PT levels 2 - 4:

- Employees will be eligible for a merit increase annually on their anniversary date if:
 - They have worked at least 400 hours, **and**
 - It has been at least one year since their last merit increase
- Employees who have not worked 400 hours by their anniversary date will be eligible to receive a merit step increase effective the first pay period after they have reached 400 hours. The date for subsequent merit step increases will be one year from the date of the last merit increase provided they have worked an additional 400 hours.
- Those employees who work two or more part-time positions, and accrue 400 hours in total in a year, will receive a step increase for each position they are actively working on their anniversary date.
- Employees who have worked more than one part-time position in a year, have accrued 400 hours between two or more positions, but are currently only active in one position (with less than 400 hours) at the time of their anniversary date, will be evaluated on a case-by-case basis for step increases upon department head approval.

Notes:

Part-time retiree employees who are receiving PERS retirement shall not be eligible for PARS and may not work in excess of 960 hours per fiscal year.

Overtime is required when employees work more than a total of 40 hours per week, regardless of the number of PT positions held.